

Penn Lake Park Borough
Agenda-December 21st 2023 7:00pm Meeting
<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Work Session-7pm

- Chris Zweibel
- Short Term Rental Discussion
- Budget
- Trenching of drains
- ...

Call to Order

Pledge of Allegiance

Roll Call

Public Comment-Public comment on the current agenda items

Meeting Minutes Approval

Treasurers Report

Receipts and Bills

Petitions and Complaints

Correspondence

Committee Reports:

- Mayor
- Attorney
- Zoning
- Recreation
- Lake Management
- Goose Abatement
- Records
- Roads
- Sewer
- Short Term Rental

Unfinished Business

- Vote to adopt 2024 Budget as presented
- Code enforcement(Ongoing)
- ARPA Funds
 - Drainage 54 William Drive-project status-Complete
 - Hollenback/Horseshoe
- Speed Bumps/Humps (Ongoing)
- Dam
 - Activity since the last council meeting

New Business

- Resolution 10 to set tax and garbage rates for 2024
 - **Notes: 2023-\$81,617.76/\$330, 2024-\$84,883,68/\$343(+4%)**
- Adopt Astra January renewal policy application from DGK insurance
- Motion to adopt the changed STR Ordinance
- Motion to spend not to exceed \$500 to have borough solicitor send 16 sewage arrears letters

Final Public Comment

Adjourn

NOVEMBER 9, 2023

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough November Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:23 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is streamed through the conferencing app., Gotomeeting, and is being recorded.

ROLL CALL: Mayor Tom Carter, Council President Paul Rogan, Council Members: Shaun Kuter and John Burden were Present. Council Member David Longmore was remote. Council Member Dan Eustice was absent.

PUBLIC COMMENT: None

MINUTES:

Minutes from the October Council Meeting and the Special October Council Meeting Minutes were distributed to council members via email and posted on the Penn Lake Borough website. The copies will be recorded as the official minutes and will be posted on the Borough's website. A **Motion** to accept the October Council Meeting Minutes was made by Kuter, 2nd by Burden with the correction of the name Christine Stoner who was mentioned as Sharon Stoner.

Roll Call: Kuter, Burden, Longmore, and Rogan, all in favor, none opposed.

Motion Carried.

TREASURERS REPORT:

The Treasurer's Report was presented. A **Motion** was made by Longmore, 2nd by Kuter to accept the Treasurer's Report.

Roll Call: Longmore, Kuter, Burden, and Rogan, all in favor, none opposed.

Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Kuter, 2nd by Burden to pay the bills of \$108,379.11 and to accept the receipts of \$14,763.64.

Roll Call: Kuter, Burden, Longmore, and Rogan, all in favor, none opposed.

Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE:

The Borough received notice from AQUA PA that it is undergoing a Procedure to Pay Transformation. The Borough may receive a call to confirm Tax ID, email, and remittance address. An ASKAP mailbox at ASKAP@essential.com was created to support invoice related questions. ASTRA forwarded forms to be completed for insurance renewal and workmen's compensation insurance.

COMMITTEE REPORTS:

MAYOR – Carter – Nothing to Report.

SOLICITOR – Kristyn Jeckell – Reported that the Christine Stoner hearing will be held on December 5th, at Magistrate Ferris Webby’s office. Jeckell added that the Short-Term Rental Ordinance revisions will be completed for the December Council Meeting.

ZONING – One permit was issued for a wood roof at 54 Williams Dr. The Zoning Hearing Board will meet on November 30th to address an application from Lois Glass for a carport, and for Joe Lokuta to add to a nonconforming structure.

RECREATION– Kuter – Nothing to Report.

LAKE MANAGEMENT - Eustice – No Report

GOOSE ABATEMENT – Kuter – Commented that waterfowl continue to be fed. Kuter also reported that residents are feeding feral cats. Kuter suggested residents donate to the local food bank rather than spending money on feeding the waterfowl and animals.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Longmore – Nothing to Report.

SEWERS – Rogan – Rogan will forward a list of delinquent accounts to Attorney Jeckell.

SHORT TERM RENTALS- Burden – Thanked Attorney Jeckell for her professionalism during the hearing before Magistrate Webby concerning the Short-Term Rental property operated by Penn Lake Homes LLC. Jeckell suggested adding Attorney’s fees to future civil actions.

UNFINISHED BUSINESS:

Code Enforcement – Will continue as Unfinished Business.

ARPA Funds – The Stormwater project at 54 Williams Dr. has been completed. Rogan applied for a Community Development Grant but was informed that the Borough’s median income was too high to qualify. The remainder of the ARPA funds will be used for stormwater issues on Hollenback and Horseshoe Dr.

Speed Bumps/Humps – Will continue as Unfinished Business.

Dam –October/November

- 10/16/2023 Easements and options are signed and in the Attorney’s hands. Carolyn Basler’s easement is still in progress.
- 10/25/2023 Streamline was on site to examine potential "borrow sites" for potential use of material from borough property during dam construction. In addition, with Dan George's assistance in stopping flow in the culverts, the condition of the culvert floors were examined. If these culvert floors need attention, the work will be done as part of the dam project.
- 10/26/2023 Eminent domain was filed for the final flowage easement needed for the spillway improvements.
- 10/28/2023 LSA (Gaming) grant for statewide money was submitted in the amount of \$1,000,000.00.
- 11/09/2023 Engineers and excavator were on site to dig test pits to determine soil suitability as a "borrow site" for material during construction. The area examined was the borough property behind the tennis courts and basketball courts.

NEW BUSINESS:

Motion to Approve Money to Acquire Goose Abatement Pyrotechnics – A **Motion** was made by Kuter, 2nd by Rogan to acquire pyrotechnics for goose abatement up to the amount of \$600.00.

Roll Call: Kuter, Rogan, Burden, and Longmore, all in favor, none opposed.

Motion Carried.

ASTRA January Renewal Policy Application – Is under review by Rogan. Approval will occur based on the rates at the December Council Meeting.

Advertise Tax Rates – Will be addressed by a Resolution at the December Council Meeting.

Short-Term Rental Ordinance and 2024 Short-Term Rental Application – A **Motion** was made by Rogan, 2nd by Burden to advertise changes to the Short-Term Rental Ordinance.

Roll Call: Rogan, Burden, Kuter, and Longmore, all in favor, none opposed.

Motion Carried.

A **Motion** was made by Rogan, 2nd by Kuter to set the Short-Term Rental Application fee at \$1,250.00 for 2024.

Roll Call: Rogan, Kuter, Burden, and Longmore, all in favor, none opposed.

Motion Carried.

Advertise 2024 Budget – A **Motion** was made by Rogan, 2nd by Kuter to advertise the 2024 Budget.

Roll Call: Rogan, Kuter, Burden, and Longmore, all in favor, none opposed.

Motion Carried.

FINAL PUBLIC COMMENT – Karl Heck reported that residents and landscapers are blowing leaves into the lake. Secretary Burden will contact the Association regarding the landscaper. Jennifer Heck stated that there is no lease on file in the Courthouse between the Borough and the Association. Attorney Jeckell stated that leases such as that between the Association and Borough are not recorded at the Courthouse.

A **Motion** was made by Kuter, 2nd by Burden to adjourn.

Roll Call: Kuter, Burden, Longmore, and Rogan, all in favor, none opposed.

Motion Carried.

Meeting adjourned at 7:52 PM.

The next Council Meeting will be held on December 21, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

NOVEMBER 27, 2023

PENN LAKE PARK BOROUGH SPECIAL COUNCIL MEETING

The Penn Lake Park Borough Special November Council meeting was held outside the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 6:00 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is to be recorded.

ROLL CALL: Mayor Tom Carter, Council President Paul Rogan, Council Members: Shaun Kuter, and David Longmore were present. Council Members John Burden and Dan Eustice were absent.

PUBLIC COMMENT: None

NEW BUSINESS:

Discussion and Vote on Payment for an ARPA Project – Rogan provided background about the 3 named projects in the Community Development Grant for which PLPB was ineligible due to the Borough's median income. The lowest cost project by PennBid bids received was drainage on Horseshoe Dr. connecting to Hollenback Dr. Nick Argot solicited phone bids for that project alone and received 3 bids: AR Popple - \$17,000.00, Belles Property Management - \$24,971.70, Kislun Trucking - \$9,873.00. A **Motion** was made by Rogan, 2nd by Longmore to award Kislun Trucking the bid in the amount of \$9,873.00.

Roll Call: Rogan, Longmore, Kuter, all in favor, none opposed.
Motion Carried.

Final Public Comment- None

A **Motion** was made by Rogan, 2nd by Kuter to adjourn.

Roll Call: Rogan, Kuter, and Longmore, all in favor, none opposed.
Motion carried.

Meeting adjourned at 6:02 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT December 21stth , 2023

PNC GENERAL FUND

Balance as of 11/09/23	\$16404.55
Revenue Deposits 12/21/23 mtg	<u>+ 5975.96</u>
	22380.51
Transfer to Dam Acct	- 1577.27
Bills to be Paid 12/21/23	<u>- 3747.51</u>
Balance as of 12/21/23	\$17055.73
	-(2168.70 - PICKLEBALL GO FUND ME)
	- 13468.26 (\$13660.76-192.50=13468.26 Arpa Funds)
	<u>\$ 1418.77</u>

PLGIT GENERAL FUND

Balance as of 11/09/23	\$160790.90
Deposits	+ 11184.32
Interest earned 11/30/23	<u>+ 772.50</u>
	\$172747.72
Bills to be Paid 12/21/23	<u>- 7490.56</u>
Balance as of 12/21/23	\$165257.16

DAM ALLOCATION FUND

\$3145354.99
+ 1577.27
<u>+ 13436.92</u>
\$3160369.18
<u>- 33732.59</u>
\$3126636.59

PLGIT GARBAGE

Balance 11/09/23	\$14019.84
Deposits from 12/21/23 mtg	\$ 660.00
Interest earned 11/30/23	<u>\$ 74.71</u>
	\$14754.55
Bills to be Pd 12/21/23	<u>- 6801.48</u>
Balance as of 12/21/23	\$ 7953.07

LIQUID FUELS

\$41568.29
.00
<u>\$ 175.63</u>
\$41743.92
2500.00(Approved last month)
<u>- 1454.00</u>
\$37789.92

FNCB SEWER FUND

Balance 11/09/23	\$147687.57
Interest Earned	+ 140.28
Revenue Dep 12/21/23	<u>+ 25135.66</u>
	\$172963.51
Bills to be Pd 12/21/23	- 22258.60
Penn Vest Loan 12/1/23	<u>- 10317.06</u>
Balance as of 12/21/23	\$140387.85

LUZERNE BANK

\$22060.98
.00
<u>+ .00</u>
\$22060.98
-21053.96
<u>- .00</u>
\$ 1007.02

RECEIPTS: December 21st, 2023 MEETING

\$ 11184.32	Berkheimer, EIT
\$ 25135.66	Aqua Pa, Sewer Fees Collected-August & September
\$ 257.25	Luzerne County Recorder of Deeds, Transfer Taxes
\$ 660.00	Garbage Fees Collected
\$ 1727.48	Real Estate Taxes Collected
\$ 156.17	Commonwealth of Pa, Semi Annual State Police Fines Collected
\$ 1950.00	Short Term Rental Fees, Grant Carter
\$ 50.00	Zoning Permit, (Campbell)
\$ 835.06	PA Dept of Revenue, 904 Recycling Grant
\$ 1000.00	Zoning Hearing Fees, (Glass & Eustice)
\$ 42955.94	TOTAL RECEIPTS

BILLS:

\$ 10317.06	Penn Vest Loan Monthly Payment – December
\$ 350.00	Atty. John Dean, November Retainer
\$ 2864.18	Elliott Greenleaf & Dean, Dam Matters – October & November
\$ 1188.06	Elliott Greenleaf & Dean, Borough Matters – August & October
\$ 192.50	Elliott Greenleaf & Dean, ARPA Funds
\$ 450.00	Barry Jacob, ZO Salary –November & 2 zoning hearings
\$ 188.96	Barry Jacob, Oct & Nov Mileage-\$100.34, printer ink-\$78.42, Postage -\$13.20
\$ 3782.08	Aqua PA, Repairs, inv #12 & 13-2023, (Duffy, Fino, Lomboy, Sippel, Lokuta)
\$ 18432.47	Aqua PA, New Service, Inv #11-2023 (Oliver)
\$ 1700.00	Borton Lawson Engineering LLC, 2023 Dam Inspection
\$ 16237.36	Luzerne Bank, Loan Payment
\$ 6801.48	GFL Environmental, Garbage collection December
\$ 755.28	PNC Bank, Ooma & Go To Mtg (Oct & Nov)& State of PA, App Fee& Pirotechs
\$ 31.24	PPL Electric Utilities, November Streetlights
\$ 12931.05	Streamline Engineering, Dam Project - Invoice #927
\$ 2200.00	Streamline Engineering, Updating Emergency Action Plan
\$ 531.00	Citizens Voice, Snow Plowing Bid Ad
\$ 192.53	HA Berkheimer, Admin & Comm October & November
\$ 44.05	Deluxe Check - Printing of Sewer Checks
\$ 1454.00	Kislan's Trucking, snow plowing/cindering 12/7 & 11/23
\$ 150.00	Sargents Court Reporting Svc, Zoning Hearing 11/30 (Glass & Eustice)
\$ 915.00	McNealis Law Offices, Zoning Matters/Hearing (Glass & Eustice)
\$ 1337.50	Karen Burden, Secy Salary/Rent – 6 months
\$ 850.00	Teresa Wojciechowski, Treas Salary - 6 months
\$ 1000.00	Beverly Yencha, Tax Collector Salary
\$ 840.00	Mayor & Council Salaries, 12 months
\$ 66.00	Postmaster, 1 roll stamps
\$ 85801.80	TOTAL BILLS

RESOLUTION #10 2023 OF THE BOROUGH OF Penn Lake Park Borough

WHEREAS, it is necessary for Penn Lake Park Borough to collect taxes to fund borough operations for the year 2024; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the collection of trash for the year 2024; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the investigation, design, construction, and maintenance of Penn Lake dam, spillway, and related appurtenances; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund debt service for municipal borrowing of \$3 million as approved by referendum on 11/3/2020 for said dam, spillway, and related appurtenances; and

WHEREAS, borough council would like to legally safeguard and segregate taxes to fund expenses and debt service for said dam, spillway, and related appurtenances as enacted by ordinance on 12/17/2020; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the collection of trash for the year 2024, now, be it

THEREFORE, RESOLVED, by the Council of the Borough, that;

1. The tax rate for Penn Lake Park Borough for the year 2024 will remain unchanged at 4.6 mils
2. A 4.2 mil portion of the 4.6 tax will be separately segregated to fund expenses and debt service for said dam, spillway, and related appurtenances *only!*
3. The garbage amount to appear on tax bills 2024 is set at \$343.00

ADOPTED this 21st day of December, 2023.

PENN LAKE PARK BOROUGH COUNCIL:

PRESIDENT

VICE PRESIDENT

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

APPROVED BY:

MAYOR

ATTEST:

Secretary

Penn Lake 2024 BUDGET-Penn Lake 2024 Budget-Final 12/21/2023

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Notes

This budget was prepared as follows:

1. 10 months of actuals from the Treasurers October Report (Column D)
2. Estimate November and December Actuals to derive 2023 estimated actuals (Column F). Column G is estimated 2023 Actual.
3. Round Column K, then Column H is the preliminary budget figure.
4. Adjust 2023 actuals by amounts expected for 2024, column K, plus any amount considered to be one time or unusual occurrences in 2023
5. Snow Plowing-There are 2 accounts where snow plowing can be budgeted, "**35.432 Snow & Ice Removal-Liquid Fuels**", and "**432.000 Snow & Ice Removal-Discretionary**". For budget purpose, all snow plowing is budgeted in 35.432. The amounts when paid may be paid from 35.432 or 432 at the discretion of the Treasurer. Ditto 35.436 Storm Drain Cleaning.
6. Road Repairs-There are 2 accounts where road repairs can be budgeted, "**438.000 Maint/Repairs Bridges/Roads**"-Discretionary, and "**35.438 Main/Repairs-Roads-Liquid Fuels**". The amounts when paid may be paid from 35.438 or 438 at the discretion of the Treasurer.
7. Carryover amounts are **green**. They are calculated by taking balance from the October report and adjusted by expected November and December anticipated revenues and expenses.

Dam Notes

- Grant money expected in 2023 did not materialize

Adjustments for 2024

These are adjustments made to expected amounts that are unusual or one time occurrences. Rev=Revenue, Exp=Expense

1. Interest accounts 341.000, 341.010, 341.020 are **Adjusted up** \$101,500 due to 2 factors:
 - Higher Interest rates on our PLGIT accounts
 - The drawdown of the Luzerne bank line of credit
2. 362.480 Short Term Rental Fees– FEMA FMA Grant-**Adjusted up** -\$4k
3. 408.310 Prof Svc/Engineer-**Adjusted up** \$100,000 Permitting expense
4. 411.540 Contribution to Fire Co- **Adjusted dup** \$6,000 Borough commitment for WHFD new fire engine
5. 408.31/Exp Prof Svc/Engineer- **Adjusted up**-\$100,000 Engineering for detail design, permitting, grant administration
6. 472.100 INTEREST DUE ON LOAN-**Adjusted up** \$95,000 account of now we have the full loan balance
7. 35.432 Snow & Ice Removal-**Adjusted up** \$5000
8. 35.436 Storm Drain Cleaning-**Adjusted up** \$20,000

Roads

The borough expects to get new paving on William Dr and Horshoe Dr account of Aqua main replacement

Trash Calculation

The amount of trash \$\$\$ to go on residents tax bill TBD, Needs to wait for County Tax database

Sewer Fund

The balance on the PennVest Penn Lake sewer loan will be \$242,323 at the beginning of 2024. The balance at the end of the year will be \$122,420, provided no extra payments are made. The expected payments received from the monthly \$79 customer charge billed amount and the \$120 annual lot availability charge is adequate for making the monthly PennVest payment as well as expected maintenance for the sewer system. The last payment on the Pennvest loan will be 12/1/2025.

Penn Lake 2024 Budget-Final 12/21/2023

Budget Variances

	A	B	C	D
1		Estimated	Budget	Variance
2	Discretionary	Actual 2023	2023	(Unfavorable
3	Income	\$447,417.46	\$592,000.00	(\$144,582.54)
4	Expenses	\$392,860.94	\$394,500.00	\$1,639.06
5	Net			<u>(\$142,943.48)</u>
6				
7	Liquid Fuels			
8	Income	\$22,921.80	\$21,000.00	\$1,921.80
9	Expenses	\$10,275.00	\$36,000.00	\$25,725.00
10	Net			<u>\$27,646.80</u>
11				
12	Sewer			
13	Income	\$171,356.89	\$175,000.00	(\$3,643.11)
14	Expenses	\$185,755.79	\$217,000.00	\$31,244.21
15	Net			<u>\$27,601.10</u>

- Discretionary variance large unfavorable. FEMA FMA and BRIC grants that were budgeted for 2023 still not made available. Offset by large dam interest received.

PENN LAKE PARK BOROUGH-2024 Budget-Final-Revenue

January through December 2024

<u>INCOME (Discretionary)</u>			
			2024 Budget
Real Estate Taxes			
		Uncategorized	\$0.00
	301.100	Real Estate (.4 mils)	\$20,000.00
	301.110	Real Estate -Dam (4.2 mils)	\$212,000.00
	301.400	Real Estate – Delinquent	\$2,000.00
	310.100	Real Estate – Tax Transfer	\$6,000.00
	310.200	Earned Income Tax	\$48,000.00
Total Real Estate Taxes			\$288,000.00
License & Permits			
	321.800	Cable TV Franchise	\$2,000.00
Total License & Permits			\$2,000.00
Interest Earnings			
	341.000	GENERAL INTEREST	\$8,000.00
	341.010	Dam Interest	\$177,000.00
	341.020	GARBAGE INTEREST	\$1,500.00
Total Interest Earnings			\$186,500.00
State Entitlements			
	351.120	Emergency and DR	\$0.00
	351.000	Culture & Recreation	\$2,000.00
	351.070	Recreation Grant	\$0.00
	351.090	ARPA	\$0.00
	352.530	ARPA FUNDS	-\$19,000.00
	354.090	Community Development	\$0.00
	355.010	PUBLIC UTILITY REALTY TAX	\$0.00
	355.080	GAMING FUNDS	\$0.00
	355.990	Fire Relief Allocation	\$3,000.00
Total State Entitlements			-\$14,000.00
Charges for Services/Public Safety			
	361.000	General Government	\$0.00

	361.340	Zoning Hearing Fees.	\$2,000.00
	361.330	Zoning Permits/UCC Permits	\$1,000.00
	362.000	(Public Safety) Variance Hearings	\$0.00
	362.510	Sale of recycling cans	\$0.00
	364.000	ALL OTHER CHARGES	\$0.00
	362.480	Short Term Rental Fees	\$8,000.00
	364.450	Sanitation GARBAGE FEES COLLECTED	\$79,000.00
Total Charges for Services/Public Safety			\$90,000.00
		TOTAL INCOME	\$552,500.00
		Carryover Funds-12/31/2023	\$3,357,000.00
		Budget-Available Resources -2024	\$3,909,500.00

PENN LAKE PARK BOROUGH-2024 Budget-Final-Expense

January through December 2024

EXPENSE (Discretionary)			2024 Budget
Borough Administration			
	400.000	Council Salaries	\$1,000.00
	400.340	Advertising/Postage/Printing	\$2,000.00
	400.350	Insurance & Bonding	\$7,000.00
	401.000	Mayors Salary	\$0.00
	402.000	Auditors Salary	\$1,000.00
	403.110	Tax Collectors Salary	\$1,000.00
	403.200	Tax Collectors Supplies	\$0.00
	403.300	HA Berkheimer, Admin/Comm	\$1,000.00
	404.300	Attorney Fees	\$15,000.00
	405.120	Secretary Salary	\$3,000.00
	405.120	Treasurer Salary	\$1,000.00
	406.000	General Government/Misc	\$3,000.00
	406.210	General Government Supplies	\$1,000.00
	408.310	Prof Svc/Engineer	\$218,000.00
	409.380	Rent & Other Services	\$1,000.00
		Uncategorized	\$0.00
Total Borough Administration			\$255,000.00
Public Safety	410.000	Police	\$0.00
	411.000	Firemens Relief Fund	\$3,000.00
	411.540	Contribution to Fire Co	\$6,000.00
	414.120	Zoning Officer Salary	\$4,000.00
	414.130	Zoning Officer, Other Svcs	\$0.00
	414.200	Planning Commission	\$0.00
Total Public Safety			\$13,000.00
Health & Human Services	420.000	Water Testing/ Lake Spraying	\$8,000.00
	420.300	Water/Other Svcs & Charges	\$0.00
Total Health & Human Services			\$8,000.00
Public Works/Sanitation	426.120	Sanitation Collection Salary	\$0.00
	426.000	Recycling Collection and Disposal	\$0.00
	426.450	Sanitation Contracted Co	\$91,000.00
Total Public Works/Sanitation			\$91,000.00

Public Works/Streets & Bridges	432.000	Snow & Ice Removal	\$0.00
	433.000	Traffic Control	\$0.00
	434.000	Streetlights	\$0.00
	438.000	Maint/Repairs Bridges/Roads	\$44,000.00
	446.000	Flood Control	\$0.00
	439.000	Const/Rebuilding/Dam	\$0.00
Total Public Works/Streets & Bridges			\$44,000.00
Recreation	451.000	Recreation	\$4,000.00
	451.070	CULTURE & RECREATION	\$0.00
	452.000	Recreation/Other Grant Work	\$0.00
Total Recreation			\$4,000.00
Miscellaneous	463.000	Economic Development	\$0.00
	471.100	Dam Construction Cost	\$23,000.00
	472.100	INTEREST DUE ON LOAN	\$193,000.00
	481.000	Miscellaneous	\$0.00
Total Miscellaneous			\$121,000.00
Total Expenses			\$536,000.00

PENN LAKE PARK BOROUGH 2024 Budget-Final Liquid Fuels- INCOME AND EXPENSE

<u>Liquid Fuels</u>			2024 Budget
Income			
	35.341	Interest Earned	\$1,000.00
	35.355.05	LF Tax Allotment	\$22,000.00
Total Liquid Fuels Income			\$23,000.00
		Carryover Funds-12/31/2023	
			\$25,000.00
Total LF Budgeted Balance			\$48,000.00
Expense			
	35.432	Snow & Ice Removal	\$14,000.00
	35.433	Traffic control	\$0.00
	35.436	Storm Drain Cleaning	\$20,000.00
	35.438	Main/Repairs-Roads	\$1,000.00
Total LF Budgeted Expense			\$35,000.00

PENN LAKE PARK BOROUGH-2024 Budget-Final Sewer INCOME AND EXPENSE

<u>Sewer Fund</u>			2024 Budget
Income			
	341.030	Interest	\$1,000.00
	364.110	Sewer Connections	\$11,000.00
	364.100	Monthly Fees Collected	\$159,000.00
Total Sewer Revenue			\$171,000.00
		Carryover Funds-12/31/2023	\$200,000.00
Total Available Sewer Funds 2020			\$371,000.00
Expense			
	429.610	Repairs/Hookups	\$62,000.00
	471.000	Penn Vest Loan-Debt Svc	\$124,000.00
Total sewer Expense			\$186,000.00

Penn Lake Park Borough- SHORT-TERM RENTAL ORDINANCE

ORDINANCE NO. 2020 - # 1

AN ORDINANCE RELATING TO THE USE AND REGULATION OF SHORT-TERM RENTAL UNITS WITHIN THE BOROUGH AND ESTABLISHING APPLICATION AND PERMIT STANDARDS AND PROCEDURES, PROVIDING FOR ADMINISTRATION AND ENFORCEMENT INCLUDING PENALTIES.

AS AMENDED OCTOBER 13th 2022 AND DECEMBER 21ST, 2023

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DRAFT - To be ratified 12-21-2023

Section 1 – Title

This ordinance shall be known as and may be cited as the "Penn Lake Park Borough Short-Term Rental Ordinance".

Section 2 - Scope and Legal Authority

The provisions of this Ordinance shall apply to all properties within the Borough of Penn Lake Park. The owner of the subject property shall be responsible for compliance with the provisions of this Ordinance and the failure of an owner, agency, managing agency, local contact person, or renting occupants to comply with the provisions of this Ordinance shall be deemed noncompliance by the owner.

Section 3 – Interpretation

This Ordinance is not intended to, and does not, excuse any landowner from compliance with the Penn Lake Park Borough Zoning Ordinance, as amended from time to time. Whenever possible, this Ordinance and the Zoning Ordinance should be construed and interpreted as being consistent, and not in conflict. In the event of conflict, the regulations of this ordinance shall apply.

Section 4 – Definitions

For the purposes of this Ordinance, words and terms used shall have the following definitions:

BOROUGH – The Borough of Penn Lake Park, Luzerne County, Pennsylvania.

COMPANY – Any form of business organization, such as a corporation or limited liability company, that engages in a business or commercial activity for profit.

DWELLING UNIT - One or more rooms designed, occupied or intended for occupancy as separate living quarters for one or more persons, with cooking, sleeping, and sanitary facilities provided.

GOOD STANDING – Not currently in violation of any of the conditions governing Short Term Rental Permits found in the Short Term Residential Rental Registration Affidavit.

MANAGING AGENCY – A person or company that is appointed or hired by the owner of property within the Borough to manage the operation of the property.

NUISANCE – The unreasonable, unwarrantable or unlawful use of public or private property which causes injury, damage, hurt, inconvenience, annoyance or discomfort to any person in the legitimate enjoyment of his or her reasonable rights of person or property. Examples of nuisances include but are not limited to causing excessive noise after 10:00 p.m., setting off fireworks, improperly disposing of solid waste, parking of cars in unauthorized areas including the roadway and neighboring properties, etc.

OWNER – The landowner of record of real property within the Borough as established by the deed to the property recorded with the Luzerne County Recorder of Deeds.

RENTING OCCUPANT – A person authorized to reside at a property with the owner’s permission, regardless of the length of time so authorized.

RESIDENT – A person who provides valid copies of two (2) of the following three (3) records to establish residency within the Borough:

- Driver’s license with an address belonging to the resident in the Borough;
- Voter registration card with an address belonging to the resident in the Borough;
- Tax bill with the owner’s name and mailing address in the Borough.

The name and address on each document provided must match each other in order to be considered valid.

SHORT-TERM RENTAL (STR) - Any Dwelling Unit owned or managed by a person, firm or corporation which is rented or leased for a period of less than thirty (30) consecutive days.

SHORT-TERM RENTAL PERMIT (STR Permit) - Permission granted to a resident of the Borough by the Borough to utilize a Dwelling Unit for Short-Term Rental use.

Section 5 - Permit Required

No property in Penn Lake Park Borough shall be used or advertised, online or offline, as a Short-Term Rental in Penn Lake Park Borough without its owner first obtaining a Short-Term Rental Permit from the Borough. Operation or advertisement of a Short-Term Rental by a landowner, company, managing agency, or renting occupant without such Short-Term Rental Permit is a violation of this Ordinance.

Section 5.1 – Number of Permits

The number of permits available shall be equal to three percent (3%) of the Land Use 101 properties in the Borough and may be adjusted annually.

Section 5.2 – Permit Eligibility

Only owners of property within the Borough who are also residents of the Borough shall be eligible to obtain Short Term Rental Permits to operate or advertise, online or offline, Short Term Rentals within the Borough.

Section 6 - Permit Procedure

A separate Short-Term Rental Permit is required for each Dwelling Unit. All permits shall be renewed yearly, with all renewal applications being submitted to the Borough for consideration by March 31. All Short-Term Rental Permits shall expire on April 15 of the year after which the Permit was obtained.

Short-Term Rental Permit applications shall be submitted to the Penn Lake Park Borough Secretary or other designee and shall contain the following information:

1. Contact Information- Name, address, phone number and email address of the owner.
2. Signature of the owner.
3. Copy of the current recorded deed for the property establishing ownership.
4. All documentation required to establish residency within the Borough.
5. Registration fee in the form of personal check, cash or money order. Any returned personal check shall incur an additional expense owed by the applicant at a cost not to exceed the charge to the Borough.

If a Permit is granted to a Short Term Rental and the Short Term Rental ceases operations, the owner shall notify Penn Lake Park Borough through email or mail in a timely fashion. However, the owner shall not be entitled to reimbursement of any part of its registration fee. Additionally, if a property with a valid Short Term Rental Permit transfers ownership, the existing Permit will be null and void, and the new owner shall be required to obtain a new Short Term Rental Permit as a new applicant.

Section 7 - Fees, Term and Renewal

1. The Short-Term Rental registration fees, payable to Penn Lake Park Borough upon the submittal of a Short-Term Rental Permit application, shall be set each year by vote by Council at the November meeting of the prior year and listed in the permit application.
2. A Short-Term Rental Permit must be renewed annually. Short-Term Rental Permit renewal applications shall contain information regarding any changes from the immediately preceding application with respect to matters governed by this Ordinance.
3. A current year permit holder in good standing who submits a renewal application for the following year by the 15th of December will be renewed ahead of any new applications received.

Section 8 - Nuisance

A violation of any of the provisions of this Ordinance, any of the rules and regulations contained in the Permit application, or any other ordinance within the Borough shall be declared a public nuisance. Any owner found to be in violation of this Ordinance shall not be eligible to obtain a Short Term Rental Permit while the nuisance is ongoing. Additionally, nothing contained in this Ordinance shall limit the Borough's right to also enforce the penalties of other ordinances of the Borough, such as collecting from the property owner the cost incurred by the Borough plus a penalty of ten percent (10%) for removing or repairing a nuisance as authorized in the Borough's Ordinance No. 2 of 1997. Short Term Rental Permit holders shall be responsible for nuisances occurring on the property and nuisances in public areas caused by renting occupants of the property.

Section 9 - Occupancy

Maximum occupancy during the rental of a Short Term Rental shall be calculated as follows:

- (Number of bedrooms x 2) plus 2

Bedrooms	Occupancy
1	4
2	6
3	8
4	10
5	12

Section 10 – Severability

If any portion of this ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other portion of this Ordinance so long as it remains legally enforceable minus the invalid portion.

Section 11 – Repealer

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

Section 12 – Enforcement

This Ordinance shall be enforced by the zoning officer and/or the President of the Borough Council or his or her designee. Any owner, company, managing agency or renting occupant who violates this Ordinance or the rules and regulations contained in the Permit application shall be subject to a fine of \$250.00 per day that the violation continues and, upon any and all subsequent offenses, to a fine of \$1000.00 per day that the violation continues, plus the costs of prosecution, including reasonable attorneys’ fees, in each case.

Section 13 – Effective Date

This ordinance will be effective 9/10/2020.

Section 14 – Amendments

October 13 2022

- Section 4 modified
- Section 5.1 and 5.2 added
- Section 7 modified
- Section 12 modified

December 21, 2023

- Section 2 modified
- Section 4 modified
- Section 5 modified
- Section 5.1 modified
- Section 5.2 modified
- Section 6 modified
- Section 7 modified
- Section 8 modified
- Section 12 modified

PENN LAKE PARK BOROUGH COUNCIL:

PRESIDENT

VICE PRESIDENT

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

APPROVED BY:

MAYOR

ATTEST:

Secretary

Penn Lake Park Borough

SHORT TERM RENTAL REGISTRATION 2024

Please note that Short Term Rental Permits expire April 15th of the year after the permit is issued.

APPLICANT INFORMATION:

Name: _____ (Primary Contact for guests)

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Attached 2 of 3 Required:

- Driver's License Photo Copy
- Tax Bill Photo Copy
- Voter Registration Photo Copy

MANAGING AGENT INFORMATION (If Different From Applicant):

Name: _____ (Primary Contact for Guests)

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

RENTAL UNIT INFORMATION:

Address of Property: _____

Number of Bedrooms: _____

Type of Rental Unit:

“Owner-Occupied” – Having guests stay in rooms while I am also residing at my unit during their stay.

“Non-Owner Occupied” – Having guests stay in a unit I own but do not reside in.

Please list any and all hosting platforms on which you plan to list your unit, including personal webpages:

SHORT TERM RESIDENTIAL RENTAL REGISTRATION AFFIDAVIT:

I affirm, under penalty of perjury, that the information contained in this application and all documents tenured in connection with this application are accurate and complete.

- A. The maximum stay for short term rentals shall be 29 consecutive days for the same occupant.
- B. The dwelling unit shall be limited to one single short term rental contract at a time.

- C. The maximum number of persons residing in the short term rental shall not exceed the number of bedrooms times 2 plus two.

Bedrooms	Occupancy
1	4
2	6
3	8
4	10
5	12

- D. No food or alcoholic beverages shall be prepared for or served to the guest by the host.
- E. Outdoor signage in conjunction with the short term rental is prohibited. Also, each short term rental shall provide an evacuation plan and provide smoke detectors.
- F. If the short term rental is not the primary residence of the host, the host shall provide information to the occupants on how to be contacted by phone, email, and address. This information shall be provided in a conspicuous location within the short term rental.
- G. Parking for short term rentals shall be limited to the rental property, i.e. driveway or grassy area, NOT alongside the road or on any neighboring property.
- H. The short-term rental shall comply with all Borough ordinances. If the property is subject to two (2) or more substantiated civil and/or criminal complaints, the Zoning Officer may revoke the approval of the short term rental.
- I. All short term rental hosts must submit an annual registration form to the Penn Lake Park Borough Secretary:
- a. By Email at plpborosecretary@yahoo.com; or
 - b. By US mail to Penn Lake Park Borough, P.O. Box 14, White Haven, PA 18661
- J. The registration fee is set at \$1250. The registration fee must be submitted with the application, due by March 31st. A late fee of \$100 will be charged on the 1st day of April and the 1st day of each succeeding month if not paid in full with all accrued late fees. If a short term rental ceases operations, the owner shall notify Penn Lake Park Borough through email or mail. If the short term rental ceases operations, the owner shall not be entitled to reimbursement of any registration fees incurred and paid for the year.

SIGNATURE

I understand that failure to comply with any of the above-listed conditions, in addition to those set forth in the Short-Term Rental Regulations, will be cause for enforcement action by the Zoning Officer which may result in the accrual of fines and penalties and/or prohibition from operation of future short-term rentals.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Permit #: _____

Zoning of Property: _____

Conditional Use Required: Yes _____ No _____

Date Conditional Use Granted: _____

Date of Occupancy Inspection: _____ Fee: \$1,250.00