

**Penn Lake Park Borough
Agenda-October 10th 2024 7:00pm Meeting**

<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Work Session-

- 2020 LSA Grant Project-Payment Request \$66,426.92 submitted
- Astra Insurance renewal
- ...

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
- Dam

Unfinished Business

- ARPA Funds(Ongoing)-Status
- Motion to adopt Ordinance#1 for "AUTHORIZING THE COLLECTION OF ATTORNEY FEES PURSUANT TO 53 P.S. § 7106"
- Motion to adopt Ordinance#2 to amend Ordinance #1 of 2003, as amended by Ordinance #4 of 2006 "The Penn Lake Park Borough Sewer Connection Hook Up Ordinance" increasing sewer connect fees to \$16,300
- Modify Resolution 3 to new amount \$3,726,800 from \$2,628,326 per Jim Brozeena request

New Business

- Motion to advertise 2025 meeting dates for 2nd Thursday of the month, except December meeting, 3rd Thursday

Final Public Comment

Adjourn



TOLEDO

811 Madison Avenue
Toledo, OH 43604

1 (888) 225-8933

November 18th, 2024

Paul Rogan
Penn Lake Park Borough
PO Box 14
White Haven, PA 18661

Re: Penn Lake Park Borough - 3018289-4, 3018290-4

Dear Paul:

We at Hylant Administrative Services and Great American Insurance Companies were happy to be of service to you for your insurance program this past year.

Your renewal coverages are affected by a variety of factors including changes in operations, exposures, claim experience and reinsurance availability as well as company filings.

Attached is a Notice of Policy Conditioned Renewal with changes that affect your coverage. We would be happy to discuss these changes or answer any questions you have regarding these changes.

Please note that renewal pricing may be subject to rate increases or decreases. The renewal proposal will be provided to your agent shortly after receiving your renewal data.

We appreciate your placing your business with us and hope to continue being of service for the coming year.

Sincerely,

A handwritten signature in black ink that reads "Laura K. Hamman".

Laura K. Hamman
Vice President of Underwriting
Hylant Administrative Services
811 Madison Avenue
Toledo, OH 43604
Laura.hamman@hylant.com
419-724-1919

cc: Jason Chapman

**NOTICE OF CANCELLATION, NONRENEWAL OR
CONDITIONED RENEWAL**

COMPANY Great American Insurance Company

NAME AND ADDRESS OF INSURED
Penn Lake Park Borough
PO Box 14
White Haven, PA 18661

POLICY TYPE:	Package Policy
POLICY NO.:	3018289-4
CANCELLATION OR EXPIRATION WILL TAKE EFFECT AT:	
01/22/2025 (DATE)	12:01AM (HOUR-STANDARD TIME)
DATE OF MAILING:	11/18/2024
ISSUED THROUGH AGENCY OR OFFICE AT: 811 Madison Avenue, 11 th Floor Toledo, Oh 43604	

(Applicable item marked)

Cancellation

- You are hereby notified in accordance with the terms and conditions of the above mentioned policy that your policy will cease at and from the hour and date mentioned above.
 Reason for cancellation: Nonpayment of premium.
See the "Important Notices" section below for other information that may apply.
- You are hereby notified in accordance with the terms and conditions of the above mentioned policy that your policy will cease at and from the hour and date mentioned above.
Reason(s) for cancellation: _____

See the "Important Notices" section below for other information that may apply.

Premium Adjustment

- Premium Adjustment will be made in accordance with the terms of the policy.
- Enclosed is \$ _____, being the amount of unearned premium for the unexpired term of the policy.
- A bill for the premium earned to the time of cancellation will be forwarded in due course.
- Other: _____

Nonrenewal

- You are hereby notified in accordance with the terms and conditions of the above mentioned policy that the above mentioned coverage will expire at and from the hour and date mentioned above and the coverage will NOT be renewed.
See the "Important Notices" section below for other information that may apply.

Conditioned Renewal

- You are hereby notified in accordance with the terms and conditions of the above mentioned policy that the above mentioned policy, which will expire effective at and from the hour and date mentioned above, will be renewed, however, the renewal will be conditioned on:

 Adding Biometric Information Exclusion to the policy

 Auto PACE Single Event Deductible modified to a deductible scale based on number of autos damaged

 Adding an Indirect Coverage Deductible for Electrical Generating Equipment on the Equipment Breakdown Coverage Part

- Other Information, if any: _____

Laura K. Hammen

Authorized Representative

**NOTICE OF CANCELLATION, NONRENEWAL OR
CONDITIONED RENEWAL**

COMPANY Great American Insurance Company

NAME AND
ADDRESS OF
INSURED

Penn Lake Park Borough
PO Box 14
White Haven, PA 18661

POLICY TYPE:	Excess Policy
POLICY NO.:	3018290-4
CANCELLATION OR EXPIRATION WILL TAKE EFFECT AT:	
01/22/2025 (DATE)	12:01AM (HOUR-STANDARD TIME)
DATE OF MAILING:	11/18/2024
ISSUED THROUGH AGENCY OR OFFICE AT:	
811 Madison Avenue, 11 th Floor Toledo, Oh 43604	

(Applicable item marked)

Cancellation

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 Reason for cancellation: Nonpayment of premium.
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- You are hereby notified in accordance with the terms and conditions of the above mentioned policy that your policy will cease at and from the hour and date mentioned above.
Reason(s) for cancellation: _____

See the "Important Notices" section below for other information that may apply.

**Premium
Adjustment**

- Premium Adjustment will be made in accordance with the terms of the policy.
- Enclosed is \$_____, being the amount of unearned premium for the unexpired term of the policy.
- A bill for the premium earned to the time of cancellation will be forwarded in due course.
- Other: _____

Nonrenewal

- You are hereby notified in accordance with the terms and conditions of the above mentioned policy that the above mentioned coverage will expire at and from the hour and date mentioned above and the coverage will NOT be renewed.
See the "Important Notices" section below for other information that may apply.

**Conditioned
Renewal**

- You are hereby notified in accordance with the terms and conditions of the above mentioned policy that the above mentioned policy, which will expire effective at and from the hour and date mentioned above, will be renewed, however, the renewal will be conditioned on:
Adding Biometric Information Exclusion to the policy

- Other Information, if any: _____

Laura K. Hamman

Authorized Representative

SEPTEMBER 12, 2024

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough September Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:30 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is being recorded.

ROLL CALL: Mayor Tom Carter, Council President Paul Rogan, Council Members: Susan George, John Burden, Dan Eustice and Corey Beltz were present.

PUBLIC COMMENT: Comments were made involving the ability of the White Haven Police to control speeding in the Borough, the identity of the new White Haven Police Chief and whether the Police Department can provide twenty-four-hour service. Another comment involved Dam funding shortfall.

MINUTES:

Minutes from the August Council Meeting were distributed to council members via email and posted on the Penn Lake Park Borough website. The copies will be recorded as the official minutes. A **Motion** to accept the August Council Meeting Minutes was made by Rogan, 2nd by Beltz. Roll Call: Rogan, Beltz, George, Eustice, and Burden, all in favor, none opposed. Motion Carried.

TREASURERS REPORT:

The Treasurer's Report was presented. A **Motion** was made by Eustice, 2nd by George to accept the Treasurer's Report. Roll Call: Eustice, George, Burden, Beltz, and Rogan, all in favor, none opposed. Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Rogan, 2nd by Burden to pay the bills of \$41,100.58 and to accept the receipts of \$40,516.39. Roll Call: Rogan, Burden, George, Beltz, and Eustice, all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE: None

COMMITTEE REPORTS:

MAYOR – Carter – Nothing to Report

SOLICITOR – Kristyn Jeckell – Will contact Attorney Dave Phillips concerning the Borough's option to purchase the Phillips property. The Board of Review hearing concerning the Basler easement is scheduled in November.

ZONING – The Zoning Hearing Board will meet September 23 at 6 PM to hear a request from Joseph Podmore for a dimensional variance and special exception for enlargement of a nonconforming structure.

RECREATION– George – Nothing to Report

LAKE MANAGEMENT - Eustice – Nothing to Report.

GOOSE ABATEMENT – Eustice – Nothing to Report.

RTK/RECORDS –Burden – One RTK was satisfied.

ROADS –Eustice – Contacted Kislan Trucking concerning brush cutting.

SEWERS – Beltz – Spoke with Environmental Service Corp to discuss flushing the sewer lines from 1627 Lakeview Dr. to the Pagoda. Environmental Service Corp feels that flushing the lines in the area will extend the life of the grinder pumps. Beltz was contacted by a resident on Hollenback Dr reporting water flowing at the end of the property on Acorn Dr. and Hollenback Rd. The water main leak in the area was resolved.

SHORT TERM RENTALS- Burden – One permit request was received.

DAM – Rogan – 9-12-2024 Meeting- Dam Report

- 8/12/2024-At the August meeting, Council voted to have the Borough Solicitor negotiate and execute the Borough's option agreement on the property along Lakeview drive owned by "David W. Phillips, et al." in the appraised amount of \$34,560.00. That negotiation continues.
- 8/21/2024- A change order was received from Streamline for “Additional Engineering Services for Design & Permitting” in the amount of \$35,000.00.
- 9/8/2024-Jim Brozeena, our dam grant writer, submitted a reimbursement request in the amount of \$119,000 for our 2021 BRIC grant.
- 9/10/2024-Dan George, Attorney Jeckell, Attorney Dean, and Streamline Engineering continue to work through the details of additional easements needed.

UNFINISHED BUSINESS:

ARPA Funds - Penn Lake Borough Inlet Grade Adjustment Project –A **Motion** was made by Burden, 2nd by Rogan to accept the bid of Kislan Trucking in the amount of \$4,500.00 to complete the project.

Roll Call: Burden, Rogan, George, Eustice, and Beltz, all in favor, none opposed.

Motion Carried.

Motion to Endorse Police Agreement – The Borough declined to enter into an agreement with the White Haven Police. The issue is closed.

NEW BUSINESS:

Culvert Pipe Replacement- A **Motion** was made by Rogan, 2nd by Beltz to accept Environmental Service’s bid of \$5,938.27 to repair the culvert pipe on Hollenback Rd. Money will be used from ARPA Funds.

Roll Call: Rogan, Beltz, George, Eustice, and Burden, all in favor, none opposed.

Motion Carried.

Sewer Line Flushing- A **Motion** was made by Rogan, 2nd by Beltz to have Environmental Service Corp flush 1,600 feet of sewer lines in the amount of \$2,200.00 plus a \$.15/gallon disposal fee.

Roll Call: Rogan, Beltz, George, Eustice, and Burden, all in favor, none opposed.

Motion Carried.

Dam Inspection- A **Motion** was made by Rogan, 2nd by George to accept Borton Lawson’s proposal for the annual dam inspection in the amount of \$2,250.00.

Roll Call: Rogan, George, Beltz, Eustice, and Burden, all in favor, none opposed.

Motion Carried.

Streamline Engineering Change Order #1- A **Motion** was made by Rogan, 2nd by George to accept Streamline Engineering’s Change Order #1 for additional engineering services for Design and Permitting in the amount of \$35,000.00.

Roll Call: Rogan, George, Burden, Beltz, and Eustice, all in favor, none opposed.
Motion Carried.

Motion to Advertise Ordinance #1, Authorizing Collection of Attorney's Fees – A Motion was made by Rogan, 2nd by Beltz, to advertise Ordinance #1 of 2024 to authorize the Collection of Attorney's fees pursuant to 53 P.S. 7106.

Roll Call: Rogan, Beltz, George, Eustice, and Burden, all in favor, none opposed.
Motion Carried.

Motion to Advertise Ordinance #2 to Amend Ordinance #1 of 2003, as Amended by Ordinance #4 of 2006- A **Motion** was made by Rogan, 2nd by George, to advertise Ordinance #2 of 2024 to amend Ordinance #4 of 2006, to increase the sewer connection fee to \$16,300.00.

Roll Call: Rogan, George, Beltz, Eustice, and Burden, all in favor, none opposed.
Motion Carried.

FINAL PUBLIC COMMENT: None

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

Roll Call: Rogan, George, Burden, Beltz, and Eustice, all in favor, none opposed.
Motion Carried.

Meeting adjourned at 8:03 PM.

Meeting Reopened at 8:03.

A **Motion** was made by Rogan, 2nd by George to add items to the agenda that occurred within twenty-four hours that does not involve any financial expenditure.

Roll Call: Rogan, George, Burden, Beltz, and Eustice, all in favor, none opposed.
Motion Carried.

A **Motion** was made by Beltz, 2nd by Rogan to adopt Resolution #3 of 2024, for the Borough to apply for a Luzerne County Local Share Assessment Grant in the amount of \$2,628,326.00, to be used for DEP mandated dam repair.

Roll Call: Beltz, Rogan, George, Eustice, and Beltz, all in favor, none opposed.
Motion Carried.

A **Motion** was made by Beltz, 2nd by George to adopt Resolution #4 of 2024 for the Borough to apply for a Statewide Local Share Assessment Grant in the amount of \$1,000,000.00, to be used for DEP mandated dam repair.

Roll Call: Beltz, George, Burden, Eustice, and Rogan, all in favor, none opposed.
Motion Carried.

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

Roll Call: George, Rogan, Eustice, Beltz, and Burden, all in favor, none opposed.
Motion Carried.

Meeting adjourned at 8:08.

The next Council Meeting will be held on Thursday, October 10, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT October 10th, 2024

PNC GENERAL FUND

Balance as of 09/12/24	\$19,873.68
Revenue Deposits 10/10/24 mtg	+ <u>7,094.09</u>
	26,967.77
Transfer to Dam Acct	- .00
Bills to be Paid 10/10/24	- <u>6,088.42</u>
Balance as of 10/10/24	\$20,879.35
	-(2,168.70 - PICKLEBALL GO FUND ME)
	- <u>13,468.26 (ARPA Funds)</u>
	\$ 5,242.39

PLGIT GENERAL FUND

Balance as of 09/12/24	\$138,713.87
Deposits	+ 658.10
Interest earned (SEPT	+ <u>575.79</u>
	\$139,947.76
Bills to be Paid 10/10/24	- <u>.00</u>
Balance as of 10/10/24	\$139,947.76

DAM ALLOCATION FUND

	\$3,289,614.05
	+ .00
	+ <u>13,389.84</u>
	\$3,303,003.89
	- <u>28,614.08</u>
	\$3,274,389.81

PLGIT GARBAGE

Balance 09/12/24	\$33,889.95
Deposits from 10/10/24 mtg	\$.00
Interest earned (Sept)	\$ <u>156.29</u>
	\$34,046.24
Bills to be Pd 10/10/24	- <u>7,073.64</u>
Balance as of 10/10/24	\$26,972.60

LIQUID FUELS

	\$47,250.76
	\$.00
	\$ <u>192.04</u>
	\$47,442.80
	- <u>.00</u>
	\$47,442.80

FNCB SEWER FUND

Balance 09/12/24	\$130,014.52
Interest Earned	+ 63.97
Revenue Dep 10/10/24	+ <u>28,020.29</u>
	\$158,098.78
Bills to be Pd 10/10/24	- 1,976.68
Penn Vest Loan 10/1/24	- <u>10,317.06</u>
Balance as of 10/10/24	\$145,805.04

LUZERNE BANK

	\$1,007.02
	.00
	+ <u>.00</u>
	\$1,007.02
	.00
	- <u>.00</u>
	\$1,007.02

October 10th, 2024 Meeting

RECEIPTS:

\$ <u>658.10</u>	HA Berkheimer, EIT -September
\$ <u>28020.29</u>	PA Aqua, Sewer Fees Collected, June & July
\$ <u>1713.61</u>	Elite Revenue, Delinquent taxes collected
\$ <u>2997.09</u>	Fire Relief Allocation,
\$ <u>283.97</u>	Public Utility Realty Tax
\$ <u>2049.42</u>	Realty Transfer Taxes Collected
\$ <u>50.00</u>	Zoning Permit (Kleback)

\$35772.48

TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – October
\$ <u>350.00</u>	Atty. John Dean, September Retainer
\$ <u>1382.50</u>	Elliott Greenleaf & Dean, Dam Matters –August 2024 (Inv #5908 & #5670(507.50)
\$ <u>469.46</u>	Barry Jacob, ZO Salary –Sept & mileage & Postage
\$ <u>16237.36</u>	Luzerne Bank, Loan Payment
\$ <u>7073.64</u>	Casella, October Garbage
\$ <u>13.73</u>	PNC Bank, OOMA & Go To Mtg
\$ <u>84.00</u>	Postmaster, PO Box Rental
\$ <u>155.00</u>	Biros Utilities Inc, Portable Toilet (Oct)
\$ <u>383.50</u>	Luzerne County Treasurer, Printing of Tax Bills
\$ <u>945.00</u>	Streamline Engineering Inc, RE: Grant Application Inv. #971
\$ <u>10994.22</u>	Streamline Engineering Inc, RE: Dam Project, Inv #972
\$ <u>30.64</u>	PPL Electric Utilities, September Streetlights
\$ <u>150.00</u>	Sargents Court Reporting, Podmore Hearing
\$ <u>510.00</u>	McNealis Law Offices, Podmore Variance
\$ <u>1976.68</u>	Aqua PA- Repairs, Inv # 6-2024
\$ <u>2997.09</u>	White Haven Volunteer Fire Co #1, Allocation

\$54069.88

TOTAL BILLS