

Penn Lake Park Borough
Agenda-January 9th 2025 7:00pm Meeting

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

Work Session-

- Swearing in New Borough Council Member Lisa Stuart
- Transition of Borough president duties
- Adding/modifying borough site
- Borough council president nomination
- Borough council Vice President nomination

Call to Order

Pledge of Allegiance

Roll Call

Public Comment-Public comment on the current agenda items

New Business

- Nominate new council president
- Nominate new Borough Council Vice President
- Make appointments (Treasurer, Secretary, Zoning, all Committe's)

Meeting Minutes Approval

Treasurer's 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
 - \$66,426 reimbursement held up-more documentation needed (Approximately \$1,000 remains)

Final Public Comment

Adjourn

DECEMBER 19, 2024

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough December Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:28 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, Vice President Sue George, Council Members: John Burden, and Dan Eustice were present. Corey Beltz was absent

PUBLIC COMMENT: None

MINUTES:

Minutes from the November 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 November Council Meeting Minutes was made by Burden, 2nd by George. Roll Call: Burden, George, Eustice, and Rogan, all in favor, none opposed. Motion Carried.

TREASURERS REPORT:

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

RECEIPTS/BILLS:

A **Motion** was made by Eustice, 2nd by Burden to pay the bills of \$122,180.10 and to accept the receipts of \$117,331.59. Roll Call: Eustice, Burden, George, and Rogan, all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE: The Borough received Council President Rogan's resignation effective January 2, 2025. Rogan pledges to work with the Borough Council and his replacement for a smooth transition. He would like to maintain his position on the Dam Advisory Group.

A letter of interest was received from Jessica Pleskach regarding the position of Solicitor of the Penn Lake Park Zoning Hearing Board. Attorney Pleskach has several years of experience working as a "fill in" Solicitor for numerous municipalities. Her fee is \$150.00/hour.

Lisa Stuart wrote to the Borough to formally accept the position of Council Person effective in January 2025 to complete the remainder of Council President Rogan's term. Stuart looks forward to working with the Council and hopes to make a meaningful contribution to the Borough's mission as well as representing Borough Council on the Dam Committee.

COMMITTEE REPORTS:

MAYOR – Carter – Spoke of the storm that occurred on November 22, 2024, and the necessity to proclaim a Declaration of Disaster Emergency to facilitate the clearing of impassable roads and restoration of power to many Borough residents. Carter thanked the White Haven Fire Department for their efforts at clearing fallen trees and branches blocking Borough roads.

SOLICITOR – Dan Mulhern –Reported the Phillips easement continues in litigation. Mulhern is also working on issues with the Dam Advisory Group

ZONING – No Permits were issued.

RECREATION– George – Nothing to Report.

LAKE MANAGEMENT - Eustice – Nothing to Report.

GOOSE ABATEMENT – Eustice – Nothing to Report.

RTK/RECORDS –Burden – A Right to Know Request has been satisfied.

ROADS –Eustice – Thanked both the White Haven Fire Department and Kislun Trucking for their efforts in clearing Borough roads after the November storm.

SEWERS – Beltz – No Report.

SHORT TERM RENTALS- Burden – Received another Short-Term Rental permit application which is the last that can be granted according to the Short-Term Rental Ordinance which allows eight Short Term Rentals to operate in the Borough. Burden noted that there is a Short-Term Rental advertising on social media and operating without a permit. Burden will contact Attorney Mulhern to initiate action against the owner.

DAM – Rogan – 12-18-2024 Meeting- Dam Report

- 11/18/2024 Rogan received a call from Kirk Kreider, Dam Safety Director, who stated that Penn Lake is in for a \$2 million award for the High Hazard Potential Dam (HHPD) Grant. Documents need to be returned by 11/20 12pm
- 11/29/2024 Rogan submitted a statewide LSA/Gaming grant application for \$1m.
- 11/20/2024 HHPD materials prepared by George, and Streamline returned to Dam Safety.
- 12/6/2024 Invoice **2438-BRIC** received on **11/08/2024** in the amount of **\$88,122.37** is scheduled to be paid via ACH on **12/10/2024**.
- 12/9/2024 A meeting was held with Lisa Stuart, Dan George, Jim Brozeena, and Paul Rogan to discuss grant management for the LSA grants. Mr Brozeena has done a great job in grant preparation and “grant management,” i.e. applying for reimbursement under the grant.
- 12/12/2024 An email from David Elmore, Deputy Director, Luzerne County Department of Emergency Services notified the Borough that money is available for the Hazard Mitigation Grant Program (HMGP). After review, Jim Brozeena determined that money was for acquisition/demolition projects, not repair/reconstruction.
- 12/13/2024 Dam Safety in Harrisburg requested a point of contact for the HHPD grant. Dan George's contact information was provided to satisfy the request.
- 12/18/2024 Attorney Mulhern continues dialog with the Phillips regarding flowage easement on their vacant lot and is working with DAG and DEP for language for additional easements needed by DEP.
- 12/18/2024 Surveyor Michael Kopec provided the CAD files needed by Streamline Engineering for the permit design submission to DEP

- 12/19/2024 The Council will vote on retaining Mr. Brozeena for grant management (applying for reimbursement) for the 5 awarded grants.
- Grant Status Summary
 - Penn Lake has been awarded 5 grants totaling \$3,561,000
 - The “net” grant amount after borough contribution is \$2,683,250.
 - PLPB has collected grant money of \$88k to date
 - The DAG, Streamline, and Jim Brozeena are discussing the potential of an early start in some aspects of construction in order to capture a portion of the grant dollars as soon as possible.

UNFINISHED BUSINESS:

ARPA Funds – The \$66,426 reimbursement needs more documentation. Approximately \$1,000.00 remains available in the Grant.

Trash Collection – A **Motion** was made by Rogan, 2nd by Eustice to accept Prestige Disposal’s three-year bid of \$96,940.00/2025, \$100,608.00/2026, \$104,800.00/2026, to collect waste and recycling.

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

Motion Carried.

Budget – A **Motion** was made by Rogan, 2nd by George to accept the 2025 budget as advertised and amended.

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

Motion Carried.

NEW BUSINESS:

Resolution # 5 of 2024 – A **Motion** was made by Rogan, 2nd by Burden to adopt Resolution 5 of 2024 to set the trash rate at \$385.00 per household which will appear on residents’ tax bills.

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

Motion Carried.

Declaration of Disaster Emergency – Covered Mayor Carter’s Committee Report.

Zoning Hearing Board – A **Motion** was made by Rogan, 2nd by George to offer Attorney Jessica Pleskach the position of Zoning Hearing Board Solicitor.

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

Motion Carried.

Grant Management – A **Motion** was made by Rogan, 2nd by George to accept Brozeena’s proposal for \$175.00/ hour for grant management.

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

Motion Carried.

DKG Insurance Proposal – A **Motion** was made by Rogan, 2nd by George to accept DKG Proposal of \$3,925 for insurance and to sign the waiver of premium and terrorism coverage.

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

Motion Carried.

FINAL PUBLIC COMMENT: Dan George and Tim Lenahan thanked Council President Paul Rogan for his dedication and leadership regarding the Community and Dam Committee. Lenahan also thanked Dan George for his valuable efforts in the Dam Advisory Committee.

A **Motion** to adjourn was made by Rogan, 2nd by George.
Roll Call: Rogan, George, Eustice, and Burden, all in favor, none opposed.
Motion Carried.

Meeting adjourned at 8:00 PM.

The next Council Meeting will be held on Thursday, January 9, 2025, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT January 9th, 2025

PNC GENERAL FUND

Balance as of 12/19/24	\$ 6,278.55
Revenue Deposits 1/09/25 mtg	+ <u>3,780.09</u>
	10,058.64
Transfer to Dam Acct	- 294.76
Bills to be Paid 1/09/25	- <u>2,930.73</u>
Balance as of 1/09/25	\$ 6,833.15
	-(2,168.70 - PICKLEBALL GO FUND ME)
	- <u>1,029.99 (ARPA Funds 5529.99 - \$4500)</u>
	\$ 3,634.46 (General Funds)

PLGIT GENERAL FUND

Balance as of 12/19/24	\$145,870.38
Deposits	+ 66,741.19
Interest earned-Dec	+ <u>578.12</u>
	\$213,189.69
Bills to be Paid 1/09/25	- <u>.00</u>
Balance as of 1/09/25	\$213,189.69

DAM ALLOCATION FUND

	\$3,221,197.15
	+ 294.76
	+ <u>12,173.52</u>
	\$3,233,665.43
	- <u>17,219.08</u>
	\$3,216,446.35

PLGIT GARBAGE

Balance 12/19/25	\$14,068.69
Deposits from 1/09/25 mtg	\$ 343.00
Interest earned (DEC)	\$ <u>72.74</u>
	\$14,484.43
Bills to be Pd 1/09/25	- <u>.00</u>
Balance as of 1/09/25	\$14,484.43

LIQUID FUELS

	\$28,450.43
	\$.00
	\$ <u>154.93</u>
	\$28,605.36
	- <u>5,775.00</u>
	\$22,830.36

FNCB SEWER FUND

Balance 12/19/24	\$146,875.67
Interest Earned	+ 56.28
Revenue Dep 1/09/25	+ <u>14,292.80</u>
	\$161,224.75
Bills to be Pd 1/09/25	.00
Penn Vest Loan 1/1/25	- <u>10,317.06</u>
Balance as of 1/09/25	\$150,907.69

LUZERNE BANK

	\$1,002.02
	.00
	+ <u>.00</u>
	\$1,002.02
	5.00 (svc charge)
	- <u>.00</u>
	\$ 997.02

LUZERNE BK (FEMA)

	\$88,122.37
	+ .00
	+ <u>.00</u>
	\$88,122.37

January 9th, 2025 Meeting

RECEIPTS:

\$ <u>909.19</u>	HA Berkheimer, EIT -December
\$ <u>11305.50</u>	PA Aqua, Sewer Fees Collected, October
\$ <u>65832.00</u>	BNY Client Service Center, CFA LS LUZERNE CTY CUT (Gaming grant, Drainage upgrade project)
\$ <u>322.83</u>	Realty Taxes Collected
\$ <u>343.00</u>	Garbage Fees Collected
\$ <u>2500.00</u>	Short Term Rental Fee, (Rinker & Stuart)
\$ <u>957.26</u>	Elite Revenue Solutions, Delinquent Taxes Collected
\$ <u>2987.30</u>	Weichert Abstract Co, RE: Anthony Prop, Sewer Lien & arears Pmt

\$85,157.08

TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – January
\$ <u>350.00</u>	Atty. John Dean, December Retainer
\$ <u>981.72</u>	Elliott Greenleaf & Dean, Dam Matters –Nov 2024 (Inv #6471)
\$ <u>438.50</u>	Elliott Greenleaf & Dean, Boro Matters- Nov 2024 (Inv #6469)
\$ <u>350.00</u>	Barry Jacob, ZO Salary –Dec
\$ <u>16237.36</u>	Luzerne Bank, Loan Payment
\$ <u>630.00</u>	SWIF, WC Renewal
\$ <u>910.00</u>	Kislans Trucking, 12/08/2024 Cut/remove/chip trees on roads
\$ <u>5775.00</u>	Kislans Trucking , snow plowing 12/15/24 To 1/2/25 Invoice #4780; 4794;4795;
	4796
\$ <u>18.50</u>	CANWIN, Budget Reading Ad
\$ <u>113.73</u>	PNC Bank, Go To Mt, OOMA, App Fee for LSA Grant

\$36,121.87

TOTAL BILLS