

Penn Lake Park Borough
Agenda-9/11/2025 7:00pm Meeting

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

Work Session-

- UCC Ordinance discussion
- Breezeline redline comments for franchise agreement
- Other?

Call to Order

Pledge of Allegiance

Moment of Silence in remembrance of 9/11

Roll Call

Public Comment-Public comment on the current agenda items

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

New Business

- Change order 3 - Streamline Engineering, Inc - Design Slurry Wall - \$38,540.00
- Resolution #2 - Luzerne County Hazard Mitigation
- Payment to White Haven Borough for \$12,000 as committed in 2023 for purchase of new Fire Truck

Unfinished Business

-

Final Public Comment

Adjourn

AUGUST 14, 2025

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough August Council meeting was held at the Penn Lake Park Community House. Council President Corey Beltz called the meeting to order at approximately 7:14 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is being recorded.

ROLL CALL: Council President Corey Beltz, Council Members: Susan George, John Burden, Dan Eustice, and Lisa Stuart were present. Mayor Carter was absent.

PUBLIC COMMENT: None

MINUTES:

Minutes from the July 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 July Council Meeting Minutes was made by Beltz 2nd by George.

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

Motion Carried.

TREASURERS REPORT:

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

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

Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Beltz, 2nd by Burden to pay the bills of \$73,008.95 and to accept the receipts of \$24,882.22.

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

Motion carried.

PETITIONS OR COMPLAINTS: Ruth Hughes complained that the current trash hauler pulled down her cable/internet wire while collecting her garbage. Breezeline was called and stated that it would be one week before they can reconnect her service. A resident complained about the condition of the Porta Potty at the ballpark. Biros was called and the Porta Potty was cleaned.

CORRESPONDENCE: None

COMMITTEE REPORTS:

MAYOR – Carter – No Report.

SOLICITOR – Dan Mulhern – Nothing to Report.

ZONING – A zoning and new construction permit was issued for Lot 15 on Hollenback Rd. A permit was issued to 1311 Lakeview Dr. for a kitchen remodel.

RECREATION– George – Two quotes were received for mulch for the playground. Meadow Run Landscaping was the lowest quote at approximately \$500.00 for ten cubic yards.

LAKE MANAGEMENT - Eustice –Weed spraying was completed on July 17th. E Coli levels are low and two more weeks of water testing remain. The Borough passed the beach inspection conducted by the Department of Health.

GOOSE ABATEMENT – Eustice – The geese population has gone down from the previous month.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Eustice –Paving and crack sealing have been completed.

SEWER – Beltz – Nothing to Report.

SHORT TERM RENTALS- Burden -The issue with a Short-Term rental operating without a permit has not been resolved. A constable will serve the notice.

DAM – Stuart – 8-14-2025 Meeting- Dam Report

- A Public Meeting has been scheduled for August 31st at 1 PM.

NEW BUSINESS:

Change Order – Streamline Engineering – A **Motion** was made by Stuart, 2nd by Beltz to approve Change Order 2 in the amount of \$6,000.00

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

Motion Carried.

Annual Dam Inspection – A **Motion** was made by Stuart, 2nd by George, to have Verdantas perform the annual dam inspection not to exceed \$2,250.00

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

Motion Carried.

Playground Mulch – A **Motion** was made by George, 2nd by Stuart, to purchase mulch for the playground from Meadow Run Landscaping not to exceed \$750.00.

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

Motion Carried.

Kislan Quote – A **Motion** was made by Beltz, 2nd by Eustice for Kislan Trucking to replace the sign post at Carter and Lakeview Dr. not to exceed \$600.00.

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

Motion Carried.

UNFINISHED BUSINESS: None

FINAL PUBLIC COMMENT: A resident mentioned an upcoming meeting with Representative Jamie Walsh concerning school taxes. Residents asked whether there were alternatives to the Borough's internet franchise with Breezeline.

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

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

Motion Carried.

Meeting adjourned at 7:37 PM.

The next Council Meeting will be held on Thursday, September 11, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

September 11th, 2025 Meeting

RECEIPTS:

\$ <u>11339.59</u>	HA Berkheimer, EIT - August
\$ <u>89.20</u>	Elite Revenue, Delinquent Taxes Collected
\$ <u>11549.92</u>	Aqua PA, Sewer monthly Fees, (May)
\$ <u>4067.00</u>	Luzerne County Recorder of Deeds (Transfer Taxes Collected)
\$ <u>9137.13</u>	Real Estate Taxes Collected
\$ <u>3850.00</u>	Garbage Fees Collected

\$40,032.84

TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – September
\$ <u>350.00</u>	Atty. John Dean, August Retainer
\$ <u>822.50</u>	Elliott Greenleaf & Dean, Dam Matters –July 2025 (Inv #10234)
\$ <u>1691.25</u>	Elliott Greenleaf & Dean, Boro Matters- July 2025 (Inv #10232)
\$ <u>500.00</u>	Meadow Run Landscaping, Mulch for Playground
\$ <u>67.60</u>	H. A Berkheimer, Inc., Admin & Comm -July
\$ <u>3054.03</u>	Aqua PA, INV #7/2025 (Bartlett, Little, Ciulla, Finerfrock, Andrews)
\$ <u>402.72</u>	Barry Jacob, ZO Salary –August & Mileage \$37.12, Postage - \$15.60
\$ <u>8078.33</u>	Prestige Disposal, September Trash Removal
\$ <u>13.85</u>	PNC Bank, Go To Mtg, OOMA
\$ <u>16237.36</u>	Northwest Bank (formerly Luzerne Bank) , Loan Payment
\$ <u>155.00</u>	Biros Utilities, Portable Toilet Rental – September
\$ <u>32.06</u>	PPL Electric Utilities, Streetlights – August
\$ <u>510.00</u>	Kislan’s Trucking, Lawn Care for August Maint Inv #4957
\$ <u>160.00</u>	Kirby Memorial Health Center, Inv #61830, 4 water tests
\$ <u>12000.00</u>	White Haven Fire Co, Donation toward Fire Truck

\$54,391.81

TOTAL BILLS

TREASURERS REPORT SEPTEMBER 11, 2025

PNC GENERAL FUND

Balance as of 08/14/25	\$12729.92
Revenue Deposits 9/11/25 mtg	<u>+ 4,156.20</u>
	16,886.12

Bills to be Paid 9/11/25	<u>- 3,882.48</u>
Balance as of 9/11/25	\$13,003.64

-(1,688.75 - PICKLEBALL GO FUND ME

- 1,029.99 ARPA Funds

\$10,284.90 (General Funds)

PLGIT GENERAL FUND

Balance as of 8/14/25	\$239,781.20
Deposits	+ 20,476.72
Interest earned- AUGUST	<u>+ 927.82</u>
	\$261,185.74
Transfer to Dam Acct	- 8,342.60
Bills to be Paid 9/11/25	<u>- 12,000.00</u>
Balance as of 9/11/25	\$240,843.14

DAM ALLOCATION FUND

	\$3,305,395.41
	+ 8,342.60
	<u>+ 11,574.80</u>
	\$3,325,312.81
	.00
	<u>- 17,059.86</u>
	\$3,308,252.95

PLGIT GARBAGE

Balance 8/14/25	\$38,044.67
Deposits from 9/11/25 mtg	\$ 3,850.00
Interest earned (AUG)	<u>\$ 155.81</u>
	\$42,050.48
Bills to be Pd 9/11/25	<u>- 8,078.33</u>
Balance as of 9/11/25	\$33,972.15

LIQUID FUELS

	\$25,961.87
	\$.00
	<u>\$ 91.54</u>
	\$26,053.41
	<u>- .00</u>
	\$26,053.41

PSBT SEWER FUND

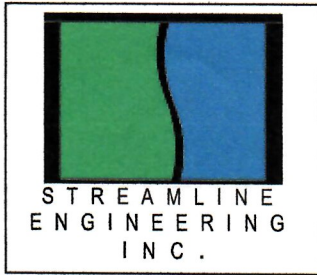
Balance 8/14/25	\$ 97,376.51
Interest Earned	+ 43.01
Revenue Dep 9/11/25	<u>+ 11,549.92</u>
	\$108,969.45
Bills to be Pd 9/11/25	3,054.03
Service Fee	2.00
Penn Vest Loan 9/1/25	<u>- 10,317.06</u>
Balance as of 9/11/25	\$ 95,596.15

LUZERNE BANK

	\$997.02
	.01
	<u>+ .00</u>
	\$997.03
	<u>- .00</u>
	\$997.03

LUZERNE BK (FEMA)

	\$355,665.03
	+ 17.05
	<u>+ .00</u>
	\$355,682.08



110 ALLAN STREET
LOWER BURRELL
PENNSYLVANIA 15068

TELE: 724-594-0326
FAX: 724-594-0328
WWW.STREAMLINEENGINEERING.NET

July 31, 2025

Project 21-107-4

Mr. Corey Beltz
President, Penn Lake Park Borough Council
P. O. Box 14
White Haven, Pennsylvania 18661

RE: Change Order No. 3
Additional Engineering Services for Design & Permitting – Slurry Wall
Penn Lake Dam and Spillway Improvements Project
Penn Lake Park Borough, Luzerne County, Pennsylvania

Dear Mr. Beltz:

Penn Lake Park Borough has requested Streamline Engineering, Inc. (Streamline) to prepare design and permitting documents for a slurry wall to be incorporated into the current design and permit packages for Penn Lake Dam. The Borough is applying for grant funding which would enable the slurry wall to be added to the proposed dam improvements. Based on discussions with the PADEP, the PADEP may be willing to allow the slurry wall component to be permitted as an option, should the Borough obtain the necessary funding. This change order presents the scope of work and estimated costs to prepare the slurry wall design and permit documents, and incorporate the documents into the current design package and permit application.

Lead design for the slurry wall design will be the responsibility of the ARM Group, Inc. (ARM) under contract to Streamline. Streamline will incorporate the design documents into the dam safety permit application.

SCOPE OF WORK

ARM will design the slurry wall based on its geotechnical investigations and available subsurface information, and prepare the drawings and technical specifications. Streamline will revise the application for the Letter of Amendment (LOA) to incorporate the slurry wall design. The revisions will include updated plans, sections, and specifications. Streamline anticipates that the application for the NPDES permit will not require revision for the slurry wall because the slurry wall work will occur on the dam under Chapter 105 authorization, and the limits of disturbance are not expected to change.

COST

Streamline is requesting that the contract fees in Streamline's proposal, including Change Order Nos. 1 and 2, be revised per Table 1. Streamline notes that Change Order No. 2, dated May 20, 2025, has not yet been approved by the Borough.

TABLE 1
PROJECT TASK & FEE SUMMARY

Task	Description	Original Cost w/ C.O. No. 1	Change Order No. 2	Change Order No. 3	Revised Cost
1	Hydrologic & Hydraulic Report	\$ 16,200	\$ 0	\$ 0	\$ 16,200
2	Geotechnical Analysis & Design	\$ 115,165	\$ 0	\$ 30,360	\$ 145,525
3	Civil Design	\$ 19,800	\$ 6,000	\$ 0	\$ 25,800
4	Environmental Mitigation	\$6,500	\$ 0	\$ 0	\$ 6,500
5	Permit Applications	\$ 36,500	\$ 0	\$6,680	\$ 43,180
6	Meetings & Project Management	\$ 33,225	\$ 0	\$1,500	\$ 34,725
7	Bid Assistance	\$7,770	\$ 0		\$ 7,770
	TOTALS	\$235,160	\$ 6,000	\$ 38,540	\$ 279,700

If this proposal is acceptable, please sign and return the enclosed Project Authorization. If you have any questions, please do not hesitate to contact me.

Respectfully yours,

STREAMLINE ENGINEERING, INC.



Martha L. Frech, P.E. Principal

Attachment

Penn Lake Park Borough
Change Order No. 3
Project No. 21-107-4

July 31, 2025
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PROJECT AUTHORIZATION

RE: Change Order No. 3
Additional Engineering Services for Design & Permitting – Slurry Wall
Penn Lake Dam and Spillway Improvements Project
Penn Lake Park Borough, Luzerne County, Pennsylvania

I _____, agree to the above scope of services and estimated cost and authorize Streamline Engineering, Inc. to perform the described services.

Signature _____ Date _____

Payment of Invoices is required within 45 calendar days of receipt of invoice. A late charge of 1% per month will be added to the invoice.

Streamline Engineering, Inc.

Luzerne County 2025 Hazard Mitigation Plan Update
Municipal Adoption Resolution

Resolution No. 2 of 2025

Penn Lake Park Borough, Luzerne County, Pennsylvania

WHEREAS, the *Penn Lake Park Borough*, Luzerne County, Pennsylvania is most vulnerable to natural and human-caused hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, the *Penn Lake Park Borough* acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Luzerne County 2025 Hazard Mitigation Plan Update has been developed by the Luzerne County Department of Planning & Zoning and Luzerne County Emergency Services in cooperation with other county departments, local municipal officials, institutional stakeholders, and the citizens of Luzerne County, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Luzerne County 2025 Hazard Mitigation Plan Update, and

WHEREAS, the Luzerne County 2025 Hazard Mitigation Plan Update recommends mitigation activities that will reduce losses to life and property affected by both natural and human-caused hazards that face the County and its municipal governments,

NOW THEREFORE BE IT RESOLVED by the governing body for the *Penn Lake Park Borough*, The Luzerne County 2025 Hazard Mitigation Plan Update is hereby adopted as the official Hazard Mitigation Plan of the *Borough*, and

- The respective officials and agencies identified in the implementation strategy of the Luzerne County 2025 Hazard Mitigation Plan Update are hereby directed to implement the recommended activities assigned to them.

ADOPTED, this _____ day of _____, 202_

ATTEST: *Penn Lake Park Borough*

By _____

By _____

By _____