

Penn Lake Park Borough
Agenda-11/13/2025 7:00pm Meeting

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

Work Session-

- Re-organization and Appointments needed for 2026
- Garbage rates for 2026

Call to Order

Pledge of Allegiance

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

- Motion to advertise dates for 2026 meetings - First Monday in January (swearing in of newly elected officials, 2nd Thursday of each month (February - November), December (3rd Thursday)
- 2026 Budget, 1st reading
- Motion to advertise 2026 Budget
- Astra 2026 policy renewal application

Unfinished Business

- Breezeline Agreement

Final Public Comment

Adjourn

OCTOBER 9, 2025
PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough October Council meeting was held at the Penn Lake Park Community House. Council President Corey Beltz called the meeting to order at approximately 7:00 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is being recorded.

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

PUBLIC COMMENT: None

MINUTES:

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

TREASURERS REPORT:

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

RECEIPTS/BILLS:

A **Motion** was made by Eustice, 2nd by George, to pay the bills of \$76,152.48 and to accept the receipts of \$22,483.96. Roll Call: Eustice, George, Stuart, Burden and Beltz, all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE: The Borough has been notified that a member of State Representative Jamie Walsh's team will attend the October Council Meeting. Council and attendees may voice any questions and concerns they have about state level issues. A resident complimented Kislun Trucking for their work on the street sign at Carter Dr. and Lakeview Dr.

COMMITTEE REPORTS:

MAYOR – Carter – Delivered a check from the Borough to the White Haven Fire Department for their new fire truck. This payment was committed and approved by the Borough in 2023.

SOLICITOR – Dan Mulhern – Will reach out to another municipality regarding the Breezeline franchise agreement.

ZONING – One demolition permit was issued for 1607 Lakeview Dr.

RECREATION– George – Nothing to Report.

LAKE MANAGEMENT - Eustice – Nothing to Report.

GOOSE ABATEMENT – Eustice – Nothing to Report.

RTK/RECORDS –Burden – One Right to Know was satisfied.

ROADS –Eustice –Pothole patching, catch basin repair, and street sign repair at Carter Dr. and Lakeview Dr. have been completed.

SEWER – Beltz – Nothing to Report.

SHORT TERM RENTALS- Burden – The issue with the Short-Term Rental operating without a permit has been resolved. The property is no longer operating as a Short-Term Rental and the Citation with the Magistrate has been withdrawn.

DAM – Stuart – 10-9-2025 Meeting- Dam Report

- Correspondence was received on October 1, notifying the Borough that the application for the NPDES Permit for Stormwater discharge was approved and a permit was issued.

NEW BUSINESS:

Resolution 3 of 2025- LSA Grant – A **Motion** was made by Beltz, 2nd by Stuart, to adopt Resolution 3 of 2025 to apply for a Luzerne County LSA Grant in the amount of \$1,450,000.00, for the rehabilitation of the Penn Lake Park Dam.

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

Motion carried.

UNFINISHED BUSINESS:

Breezeline Agreement – Was addressed in Committee Reports.

FINAL PUBLIC COMMENT: An attendee mentioned Verizon FIO's fiberoptics are in the Weatherly area and may be a possible alternative to Breezeline Internet Service for the Borough.

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

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

Motion Carried.

Meeting adjourned at 7:15 PM.

The next Council Meeting will be held on Thursday, November13, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

November 13th, 2025 Meeting

RECEIPTS:

\$ <u>3026.93</u>	HA Berkheimer, EIT - October
\$ <u>293.03</u>	Commonwealth of PA, ACH Credit ????
\$ <u>12581.11</u>	Aqua PA, Sewer monthly Fees, (July)
\$ <u>781.31</u>	Commonwealth of PA, Act 101 – 904 Recycling Grant
\$ <u>747.74</u>	Luzerne County Recorder of Deeds, Transfer Taxes Collected
\$ <u>200.00</u>	Zoning Permit, & Demo Permit (Podmore)

\$17,630.12

TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – November
\$ <u>350.00</u>	Atty. John Dean, October Retainer
\$ <u>402.50</u>	Elliott Greenleaf & Dean, Dam Matters –September 2025 (Inv #10679)
\$ <u>88.00</u>	White Haven Postmaster, PO Box 14 rental, 12 months
\$ <u>182.00</u>	PA State Association of Boroughs, 2026 Borough & Council Memberships
\$ <u>79.40</u>	H. A Berkheimer, Inc., Admin & Comm -September & October
\$ <u>10307.74</u>	Streamline Engineering Inc, Inv #1043 – Dam/Speillway Project (Permitting)
\$ <u>50.00</u>	Association of Mayors of the Boroughs of PA, 2026 Membership
\$ <u>379.18</u>	Barry Jacob, ZO Salary –October, Mileage (\$29.18)
\$ <u>8078.33</u>	Prestige Disposal, November 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 – 10/16 to 11/12
\$ <u>32.06</u>	PPL Electric Utilities, Streetlights – October
\$ <u>295.00</u>	Northeast PA Alliance, 2026 Membership
\$ <u>450.00</u>	Kislan's Trucking, Install sign/post on RD Inv #4977
\$ <u>1609.01</u>	Aqua PA, Repairs Inv #8-2025 (Kwiatek, Williams & Pilecki)
\$ <u>1337.08</u>	Aqua PA, Repairs Inv #9-2025 (Pollard, Richardson)

\$50,363.57

TOTAL BILLS

TREASURERS REPORT NOVEMBER 13TH, 2025

PNC GENERAL FUND

Balance as of 10/09/25	\$ 8,092.56
Revenue Deposits 11/13/25 mtg	<u>+ 2,022.08</u>
	10,114.64
Bills to be Paid 11/13/25	<u>- 2,074.49</u>
Balance as of 11/13/25	\$ 8,040.15
	<u>-(1,668.75) - PICKLEBALL GO FUND ME</u>
	\$ 6,371.40 (General Funds)

PLGIT GENERAL FUND

Balance as of 10/09/25	\$243,194.13
Deposits	+ 3,026.93
Interest earned- OCT	<u>+ 827.94</u>
	\$247,049.00
Transfer to Dam Acct	- .00
Bills to be Paid 11/13/25	<u>- .00</u>
Balance as of 11/13/25	\$247,049.00

DAM ALLOCATION FUND

	\$3,273,327.28
	+ .00
	<u>+ 11,138.01</u>
	\$3,284,465.29
	.00
	<u>- 26,947.60</u>
	\$3,257,517.69

PLGIT GARBAGE

Balance 10/09/25	\$26,020.86
Deposits from 11/13/25 mtg	\$.00
Interest earned (OCT)	<u>\$ 108.14</u>
	\$26,129.00
Bills to be Pd 11/13/25	<u>- 8,078.33</u>
Balance as of 11/13/25	\$18,050.67

LIQUID FUELS

	\$23,104.94
	\$.00
	<u>\$ 80.85</u>
	\$23,185.79
	<u>- .00</u>
	\$23,185.79

PSBT SEWER FUND

Balance 10/09/25	\$102,416.04
Interest Earned	+ 40.54
Revenue Dep 11/13/25	<u>+ 12,581.11</u>
	\$115,037.69
Bills to be Pd 11/13/25	2,946.09
Service Fee	2.00
Penn Vest Loan 11/1/25	<u>- 10,317.06</u>
Balance as of 11/13/25	\$101,772.54

NORTHWEST

\$997.04
.01
<u>+ .00</u>
\$997.05
<u>- .00</u>
\$997.05

NORTHWEST BK (FEMA)

\$355,696.70
+ 15.10
<u>+ .00</u>
\$355,711.80

Category	Budget 2026
<u>INCOME</u>	
301.10 REAL ESTATE TAXES	20,235.00
301.40 DELINQUENT TAXES	12,750.00
310.10 REALTY TRANSFER TAXES	22,300.00
310.20 EARNED INCOME TAX	64,153.00
321.80 CABLE TV FRANCHISE FEE	2,024.00
330 CODE VIOLATIONS	0.00
341 GENERAL INTEREST	9,188.00
341.01 DAM INTEREST	140,000.00
341.02 GARBAGE INTEREST	1,000.00
341.03 SEWER INTEREST	850.00
341.04 FEMA (DAM) INTEREST	0.00
341.05 NW BK CHECKING INTEREST	0.00
35.341 LIQUID FUELS INTEREST	1,500.00
35.355.05 LF ALLOCATION	21,000.00
354.12 EMERGENCY MANAGEMENT	0.00
355.08 GAMING FUNDS	0.00
355.99 FIRE RELIEF FUND	3,000.00
361.33 ZONING PERMITS	1,000.00
361.34 ZONING HEARING FEES	1,000.00
362.48 SHORT TERM RENTAL	8,750.00
364.10 SEWER CHARGES	153,317.00
364.11 SEWER CONNECTION	32,600.00
364.45 GARBAGE FEES COLLECTED	100,608.00
383 SPECIAL ASSESSMENT -TAXES FOR DAM	212,000.00
392.03 TRANSFER FUNDS TO DAM FUND	
TOTAL INCOME	807,275.00

<u>EXPENSES</u>	
Uncategorized	
35.432 SNOW & ICE EXPENSE	16,000.00
35.433 TRAFFIC CONTROL	0.00
35.436 STORM DRAINS CLEANING	1,000.00
35.438 MAINTENANCE RDS & BRIDGES	17,500.00
400 GOVERNING BODY SALARIES	1,000.00
400.34 POSTAGE- PRINT-ADV-RENT	2,000.00
400.35 INSURANCE & BONDING	7,293.43
402 AUDITOR SALARY	1,000.00
403.11 TAX COLLECTOR SALARY	1,000.00
403.30 OTHER SERVICE CHARGES	1,000.00
404.30 LAWYERS - OTHER SERVICES	34,000.00
405.12 SALARY SEC OR TREAS	4,000.00
406 OTHER GENERAL GOV'T ADMIN	3,000.00
406.21 OFFICE SUPPLIES GEN GOV'T	1,000.00
408.31 PROF SERVICES	50,000.00
409.38 RENT & OTHER SERVICES	1,000.00
411.00 FIREMENS RELIEF FUND	3,000.00
411.54 FIRE PROTECTION	3,300.00
414.12 ZONING OFFICER SALARY	4,750.00
414.13 ZONING OFFICER MISC-MILEAGE-POST	300.00
420 HEALTH & HUMAN SERVICES	1,500.00
426.45 SANITATION	100,608.00
429.61 SEWER CONSTRUCTION	85,000.00
434 STREETLIGHTING	500.00
438 MAINTENANCE RDS	30,000.00
446 FLOOD CONTROL	0.00
451 RECREATION	6,000.00
452.53 ARPA FUNDS	0.00
471 PENN VEST LOAN	0.00
471.10 DAM CONSTRUCTION COSTS	212,000.00
472.10 LOAN PAYMENT	211,086.00
492.03 TRANSFER TO PLGIT DAM FUND	
TOTAL EXPENSES	798,837.43

Category	Notes
Notes Income	Comment
301.10 REAL ESTATE TAXES	
301.40 DELINQUENT TAXES	Adjusted down to meet 2025 projected costs
310.10 REALTY TRANSFER TAXES	
310.20 EARNED INCOME TAX	Increased based on 2025 actual cost
321.80 CABLE TV FRANCHISE FEE	
330 CODE VIOLATIONS	
341 GENERAL INTEREST	Increased based on 2025 actual cost
341.01 DAM INTEREST	Decreased down based on 2025 actual projected cost
341.02 GARBAGE INTEREST	
341.03 SEWER INTEREST	
341.04 FEMA (DAM) INTEREST	
341.05 NW BK CHECKING INTEREST	
35.341 LIQUID FUELS INTEREST	adjusted down based on 2025 projected cost
35.355.05 LF ALLOCATION	
354.12 EMERGENCY MANAGEMENT	
355.08 GAMING FUNDS	
355.99 FIRE RELIEF FUND	
361.33 ZONING PERMITS	
361.34 ZONING HEARING FEES	
362.48 SHORT TERM RENTAL	
364.10 SEWER CHARGES	2025 was 255, I'm aware of at least 3 new properties built in 2025 that will be servicable properties in 2026
364.11 SEWER CONNECTION	
364.45 GARBAGE FEES COLLECTED	
383 SPECIAL ASSESSMENT -TAXES FOR DAM	Adjusted down from 2025 (Budget) to match 2025 projected costs
392.03 TRANSFER FUNDS TO DAM FUND	

Notes Expenses	
Uncategorized	
35.432 SNOW & ICE EXPENSE	Adjusted up based on 2025 costs
35.433 TRAFFIC CONTROL	
35.436 STORM DRAINS CLEANING	
35.438 MAINTENANCE RDS & BRIDGES	
400 GOVERNING BODY SALARIES	
400.34 POSTAGE- PRINT-ADV-RENT	
400.35 INSURANCE & BONDING	Increased based on year over year cost of living averages of 3%
402 AUDITOR SALARY	
403.11 TAX COLLECTOR SALARY	
403.30 OTHER SERVICE CHARGES	
404.30 LAWYERS - OTHER SERVICES	This was adjusted up based off of 2025 costs
405.12 SALARY SEC OR TREAS	
406 OTHER GENERAL GOV'T ADMIN	
406.21 OFFICE SUPPLIES GEN GOV'T	
408.31 PROF SERVICES	
409.38 RENT & OTHER SERVICES	
411.00 FIREMENS RELIEF FUND	Keep same as last year
411.54 FIRE PROTECTION	Adjusted down as we will not have the Fire truck donation in this years budget, paid in 2025
414.12 ZONING OFFICER SALARY	Adjusted up based on 2025 projected costs
414.13 ZONING OFFICER MISC-MILEAGE-POST	
420 HEALTH & HUMAN SERVICES	Adjusted to \$1,500 as we will most likley not have to pay for Lake spraying since dam construction is scheduled to start fall 2026
426.45 SANITATION	
429.61 SEWER CONSTRUCTION	
434 STREETLIGHTING	
438 MAINTENANCE RDS	
446 FLOOD CONTROL	
451 RECREATION	Increased based on year over year cost of living averages of 3%
452.53 ARPA FUNDS	
471 PENN VEST LOAN	This will be paid off 12/1/2025
471.10 DAM CONSTRUCTION COSTS	This was just a wash from income line item 383
472.10 LOAN PAYMENT	This was adjusted up based off of 2025 payments
492.03 TRANSFER TO PLGIT DAM FUND	



Astra Insurance Group
1-888-225-8933
astrainsurancegroup.com

PUBLIC ENTITY PACKAGE POLICY APPLICATION

CLIENT INFORMATION			
Name	Penn Lake Park Borough		
Address	PO Box 14		
City, State, Zip	White Haven , PA 18661		
County	Luzerne	Website	http://www.pennlakeborough.com
Population	308	Year Established	1974
Federal Employer Identification Number	23-1983595		

POLICY TERM			
Effective Date	01/22/26	Expiration Date	01/22/27
Date Quote Needed			

AGENCY		
Name	Producer	Producer Email
Davis Gregory & Kyle Inc. DBA DGK Insurance		

ENTITY CONTACTS				
Name	Position/Title	Phone	Cell	email
Corey Beltz	Council President	570-578-1823		coreybeltz@yahoo.com

LOSS RUNS – PLEASE ATTACH THE FOLLOWING FOR ALL LINES
Five years of loss runs from prior carriers excluding those carriers of the Astra Program. The loss run reports should be no older than six months prior to the expiration date of the policy.

TERRORISM COVERAGE	Yes/No
Include Terrorism Coverage on the following lines if included in the quote: Property, Equipment Breakdown, Inland Marine, General Liability and Excess	Yes

PROPERTY COVERAGE

Building and Personal Property						Amount
Building and Personal Property						\$77,638
Specific Building and Personal Property Limit						\$0
Additional Coverages				Standard	Requested	
Ordinance or Law - Combined Demolition Cost and Increased Cost of Construction				\$500,000	\$500,000	
Business Income				\$250,000	\$250,000	
Extra Expense				\$500,000	\$500,000	
Valuation						
Building and Personal Property Coinsurance Percentage			80%	90%	X	100%
Source of Building Values						
Date of last appraisal						
Agreed Amount						Yes
Business Income Coinsurance Percentage - Submit a Business Income Worksheet for other options						50%
Perils						
Causes of Loss – Special Form						Included
Flood - Annual Aggregate (Excluding Flood Zones - A, A1-A30, AE, AH, AO, A99, AR, AR/AE, AR/AH, AR/AO, AR/A1-A30, V, V1-V30, VE or VO)						Not Covered
Earthquake and Volcanic Eruption - Annual Aggregate						Not Covered
Equipment Breakdown Limit						\$77,638
Deductibles						
Building and Personal Property						\$500
Electric Substations and Transformers						\$1,000
Flood						Not Covered
Earthquake and Volcanic Eruption						Not Covered
Equipment Breakdown - All Other Property						\$1,000
Equipment Breakdown - Deep Well Pumps, Electric Substations, Transformers						\$1,000
Policy Amended Coverage Endorsement (PACE Extensions) Please indicate if higher limits than standard limits shown are needed.				Standard	Requested	
Animal Injury or Mortality				\$10,000	\$10,000	
Buildings in the Course Of Construction				\$500,000	\$500,000	
Debris Removal – Additional Limit				\$50,000	\$50,000	
Newly Acquired or Constructed Property – Building				\$1,000,000	\$1,000,000	
Newly Acquired or Constructed Property – Personal Property				\$1,000,000	\$1,000,000	

Newly Acquired or Constructed Property – Extra Expense	\$1,000,000	\$1,000,000
Outdoor Property – Limited to Certain Perils subject to a Max Limit of \$5,000 For Any One Item	\$100,000	\$100,000
Personal Effects	\$5,000 per Premises / \$50,000 per Occurrence	\$5,000
Pollution Clean Up and Removal	\$50,000	\$50,000
Property in Transit	\$200,000	\$200,000
Spoilage – Loss of Refrigeration	\$25,000	\$25,000
Utility Services Interruption – Property, Business Income and Extra Expense	\$250,000	\$250,000
Policy Amended Coverage Endorsement (Other PACE Extensions)	Amount	
Arson Reward	\$1,000 per person subject to \$5,000 Maximum	
Claim Preparation Expenses	\$50,000	
Crime Reward	\$1,000 Per Person subject to \$5,000 Maximum	
Errors and Omissions	\$100,000	
Expediting Expense	\$250,000	
Fine Arts - Unscheduled	\$50,000	
Fire Department Service Charge	\$25,000	
Fire Protection Devices – Refill/Recharge	\$25,000	
Ground Maintenance Equipment	\$50,000	
Landscaping - Unscheduled	\$50,000	
Lock Re-Keying/Replacement	\$2,500	
Property Off Premises	\$50,000	

Indiana only - Mine Subsidence	Yes/No/Other
I wish to purchase Mine Subsidence Coverage for structure indicated in the Statement of Values below.	No

PROPERTY EXPOSURES AND SCHEDULES

Flood – Please respond to the following if requesting Flood Coverage.		Yes/No/Other
Do you have any buildings located in Flood Zone Zones A, A1-A30, AE, AH, AO, A99, AR, AR/AE, AR/AH, AR/AO, AR/A1-A30, V, V1-V30, VE or VO A?		NA
If Yes, list the Location/Building # as described on the Statement of Values or the Building Name of each:		
Have you experienced any incidents of flooding in the last five years?		
If Yes, describe the location, the nature of the flooding and the date on which it occurred.		

Statement of Values – PLEASE ATTACH THE FOLLOWING

- (1) A statement of values (SOV) including address, occupancy, protection class, coverage values, and valuation for each building owned or occupied by the entity.

Note: Detached Signs – Should be included on the statement of values if the value is greater than \$2,500

- (2) Latest property appraisal on any building.