

Penn Lake Park Borough
Agenda-1/5/2026 7:00pm Meeting
<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Reorganization
Pledge of Allegiance
6:30 PM-Swearing in of new Council Members
Mayor calls to order, accepts nominations for president, vice president
Committee appointments
◦ Recreation
◦ Lake Management
◦ Goose Abatement
◦ Records
◦ Roads
◦ Sewer
◦ Dam
◦ Short Term Rental
Resolution 1-Appointments to zoning hearing board, planning commission etc.
Adjourn Reorganization

Agenda following re-organization

Work Session-

- Review activity matrix
- Tax info to be sent to County by 1/15/2026

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 approve price increase regarding hourly rate for Elliot Greenleaf (\$190/hr)

Unfinished Business

- Breezelne Agreement

Final Public Comment

Adjourn

DECEMBER 18, 2025

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 Corey Beltz called the meeting to order at approximately 7:09 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 Corey Beltz, Council Members: Susan George, John Burden, Dan Eustice, and Lisa Stuart were present.

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 George, 2nd by Beltz. Roll Call: George, Beltz, Burden, Eustice, and Stuart, 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, Stuart, Burden, and Beltz, all in favor, none opposed.

Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Beltz, 2nd by Burden, to pay the bills of \$59,171.64 and to accept the receipts of \$42,411.49.

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

Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE: Breezelne notified the Borough and residents that there will be a rate increase for internet service beginning January 1, 2026.

COMMITTEE REPORTS:

MAYOR – Carter – Nothing to Report.

SOLICITOR – Dan Mulhern – No Report.

ZONING – One permit was issued for solar panels at 1623 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 received and satisfied.

ROADS – Eustice – Nothing to Report.

SEWER – Beltz – The last payment was made this month for the Penn Vest Loan.

SHORT TERM RENTALS- Burden – Nothing to Report

DAM – Stuart – December

- Brozena submitted an invoice for services which will be partially covered by the BRIC Grant.
- Stuart submitted the Dam Owner's Checklist to Verdantas.

- Verdantas completed the annual dam inspection.
- Dennison Township and Luzerne County Emergency Management were notified of the dam's status.
- PEMA approved expenses of \$68,135.85.
- Penn Lake Park was awarded an LSA Grant for \$250,000.00.

NEW BUSINESS:

Motion to Adopt Resolution 4 of 2025 – A Motion was made by Beltz, 2nd by Burden, to adopt Resolution 4 of 2025 setting the tax rate of 4.6 mils, 4.2 mils will be separately segregated to fund debt services and dam expenses, and to set the garbage fee at \$399.00.

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

Motion Carried.

Motion to Adopt the 2026 Budget – A Motion was made by Beltz, 2nd by Stuart to adopt the 2026 Budget.

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

Motion Carried.

Motion to Adopt the Astra 2026 Policy – A Motion was made by Beltz, 2nd by George to adopt the Astra 2026 insurance policy.

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

Motion Carried.

Motion to Approve Brozena Invoice - A Motion was made by Beltz, 2nd by George, to approve the invoice from Brozena Consulting Services LLC, for \$5,700, \$2,100 of which will be paid from the BRIC Grant.

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

Motion Carried.

UNFINISHED BUSINESS:

Breezelne Agreement – Will continue as Unfinished Business.

FINAL PUBLIC COMMENT: Council President Beltz noted that this is the last meeting John Burden will serve on Council. Beltz thanked Burden for his years of service. President Beltz also thanked Beverly Yencha for all the years she served as tax collector for the Borough.

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

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

Motion Carried.

Meeting adjourned at 7:27 PM.

The Reorganization Meeting will be held on Monday, January 5th, at 6:30 PM to be followed by the January Monthly Council Meeting.

Respectfully submitted,

Karen Burden, Secretary

January 5th, 2026 Meeting

RECEIPTS:

\$ 1407.16

HA Berkheimer, EIT - December

\$ 3750.00

Short Term Rental Fees for 2026 (Perrone, Carter & Stoner)

\$5,157.16

TOTAL RECEIPTS

BILLS:

\$ 350.00

Atty. John Dean, December Retainer

\$ 87.50

Elliott Greenleaf & Dean, Dam Matters –November (Inv #11087)

\$ 5700.00

Brozena Consulting Services, Inv #2021025-07 (July-Dec for FMA & BRIC Grant)

\$ 13996.50

Streamline Engineering, Inv #1055 (Nov & Dec) Dam Project

\$ 8384.00

Prestige Disposal, January Trash Removal

\$ 629.00

SWIF, Workmens Comp Ins – 1/22/2026 to 1/22/2027

\$ 350.00

Barry Jacob, ZO Salary –December

\$ 13.90

PNC Bank, Go To Mtg, OOMA

\$ 16237.36

Northwest Bank (formerly Luzerne Bank) , Loan Payment

\$ 20.50

CANWIN Budget Reading Ad

\$ 14134.92

Kislans Trucking, Snow Plowing/Cindering 12/10-12/28/25 Inv #5031 & 5046

\$59,903.68

TOTAL BILLS

TREASURERS REPORT JANUARY 5TH, 2026

PNC GENERAL FUND

| | |
|------------------------------|---------------------------------------------------|
| Balance as of 12/18/25 | \$ 8,299.44 |
| Revenue Deposits 1/05/26 mtg | + <u>3,750.00</u> |
| | 12,049.44 |
| Bills to be Paid 1/05/26 | - <u>1,363.40</u> |
| Balance as of 1/05/26 | \$10,686.04 |
| | <u>-(1,668.75 - PICKLEBALL GO FUND ME</u> |
| | \$ 9,017.29 (General Funds) |

PLGIT GENERAL FUND

| | |
|------------------------------|---------------------|
| Balance as of 12/18/25 | \$258,404.51 |
| Deposits | + 1,407.16 |
| Interest earned- DEC | + <u>.804.99</u> |
| | \$260,616.66 |
| Transfer to Dam Acct | - .00 |
| Bills to be Paid 1/05/26 | - <u>.00</u> |
| Balance as of 1/05/26 | \$260,616.66 |

DAM ALLOCATION FUND

| | |
|--|-----------------------|
| | \$3,251,562.53 |
| | + .00 |
| | + <u>10,167.35</u> |
| | \$3,261,729.88 |
| | .00 |
| | - <u>36,021.36</u> |
| | \$3,225,708.52 |

PLGIT GARBAGE

| | |
|------------------------------|--------------------|
| Balance 12/18/25 | \$10,048.94 |
| Deposits from 1/05/26 mtg | \$.00 |
| Interest earned (Dec) | <u>\$ 54.80</u> |
| | \$10,103.74 |
| Bills to be Pd 1/05/26 | - <u>8,384.00</u> |
| Balance as of 1/05/26 | \$ 1,719.74 |

LIQUID FUELS

| | |
|--|--------------------|
| | \$21,221.19 |
| | \$.00 |
| | <u>\$ 70.36</u> |
| | \$21,291.55 |
| | - <u>14,134.92</u> |
| | \$ 7,156.63 |

PSBT SEWER FUND

| | | |
|------------------------------|---------------------|-----------------|
| Balance 12/18/25 | \$100,581.76** | \$997.05 |
| Interest Earned | + 41.01* | + .01 |
| Revenue Dep 1/05/26 | + .00 | + .00 |
| | \$100,622.77 | \$997.07 |
| Bills to be Pd 1/05/26 | - .00 | .00 |
| Service Fee | - .00 | .00 |
| Balance as of 1/05/26 | \$100,622.77 | \$997.07 |

NORTHWEST BK (FEMA)

| | |
|--|---------------------|
| | \$355,726.42 |
| | + 15.11 |
| | + .00 |
| | \$355,741.53 |
| | .00 |
| | .00 |
| | \$355,741.53 |

**The balance was corrected, last Penn Vest Loan payment was \$10,316.03 NOT \$10,317.06.

* Interest and credit of a statement fee per bank.

RESOLUTION NO. 1, 2026
PENN LAKE PARK BOROUGH
LUZERNE COUNTY, PENNSYLVANIA

WHEREAS, Section 1001 of the PA Borough Code specifies that borough councils are required to reorganize on the first Monday in January of each even-numbered year, unless it is a holiday;

THEREFORE resolved, this 5th of January, 2026 as part of the Penn lake reorganization meeting that the following be adopted:

1. Tax collector salary will be \$1000 per year.
2. Appointment of Karen Burden as Borough Secretary Salary at \$1700.00 per year.
3. Appointment of Teresa Wojciechowski as Borough Treasurer Salary at \$1700.00 per year.
4. Setting Council and Mayor Salary at \$120.00 per year, Council President Salary at \$240 a year.
5. Appointment of Barry Jacob as zoning officer salary at \$350.00 per month mileage of .54 cents per mile.
6. Appointment of Elliot Greenleaf firm as Borough Solicitor salary at \$350.00 per month.
7. Appointment of Donald Beckerman as auditor salary at \$500.00 per year.
8. Two signatures are required on all borough checks, Treasurer, President, and Vice-President to have signatory authority.
9. Appointment of Verdantas as Borough Engineer.
10. Appointment of Nick Argot as the Storm Water Engineer.
11. Setting the White Haven Journal as the paper of record when available.
12. Continue the use of PNC Bank, Northwest Bank, Peoples Security Bank and Trust and PLGIT as the Boroughs depositories.

PENN LAKE PARK BOROUGH COUNCIL:

PRESIDENT

VICE PRESIDENT

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

APPROVED BY:

MAYOR

ATTEST:

Secretary