

Penn Lake Park Borough
Agenda-2/12/2026 7:00pm Meeting

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

Work Session-

- LSA Grant reporting (Due February 27, 2026)
- Emergency Action Plan Update

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 appoint Karl Heck (3 year term), Kat Ladoff (2 year term) and Kevin Cronauer (1 year term) to Zoning Hearing Board
- Motion to appoint Tom Riddle (4 year term), Martyn Harding (4 year term), Lisa Kuter (4 year term) to Planning Commission Committee
- Motion to approve Streamline Engineering Invoice 1061 (Grant Assistance) for \$1,910.00
- Motion to approve Streamline Engineering Invoice 1062 (Permitting Phase) for \$4,943.95

Unfinished Business

- Breezeline Agreement

Final Public Comment

Adjourn

JANUARY 5, 2026
PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough January Council meeting was held at the Penn Lake Park Community House. Council President Corey Beltz called the meeting to order at approximately 6:40 PM followed by a statement that the meeting is being recorded.

ROLL CALL: Mayor Tom Carter, Council President Corey Beltz, Vice President Susan George, Council Members: Dave Bartlett, Dan Eustice, and Lisa Stuart were present.

PUBLIC COMMENT: None

MINUTES:

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

TREASURERS REPORT:

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

RECEIPTS/BILLS:

A **Motion** was made by Beltz, 2nd by Stuart, to pay the bills of \$59,903.68 and to accept the receipts of \$5,157.16. Roll Call: Beltz, Stuart, Bartlett, George, and Eustice, and all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE: The Borough received a letter of interest from Dan Mulhern as well as the attorneys at Elliot, Greenleaf, and Dean to continue to serve as solicitors to Penn Lake Park Borough.

The Borough received confirmation from the PA Infrastructure Investment Authority (Penn Vest,) that loan #27653 for the sewers is paid in full.

COMMITTEE REPORTS:

MAYOR – Carter – Nothing to Report.

SOLICITOR – Dan Mulhern – Informed Council that he has been recalled to active duty for several months. Keighlyn Oliver will serve as solicitor in the interim.

ZONING – No Permits.

RECREATION– George – Nothing to Report.

LAKE MANAGEMENT - Eustice – Nothing to Report.

GOOSE ABATEMENT – Eustice – Nothing to Report.

RTK/RECORDS –Bartlett – Nothing to Report.

ROADS –Eustice – Nothing to Report.

SEWER – Beltz – Nothing to Report.

SHORT TERM RENTALS- Bartlett– Nothing to Report

DAM – Stuart – Met Senator Argall at a recent event and thanked him for his support in obtaining an LSA grant of \$250,000.00 for the Borough.

NEW BUSINESS:

Motion to Approve Hourly Rate Increase for Elliot, Greenleaf, and Dean – A **Motion** was made by Beltz, 2nd by George to approve the rate increase for Elliot, Greenleaf, and Dean, at \$190.00/hr. Roll Call: Beltz, George, Eustice, Stuart, and Bartlett, all in favor, none opposed. Motion Carried.

UNFINISHED BUSINESS:

Breezeline Agreement – Will continue as Unfinished Business.

FINAL PUBLIC COMMENT: Dan George of the Dam Advisory Group thanked Attorney Dan Mulhern for his exemplary work on the dam project.

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

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

Motion Carried.

Meeting adjourned at 6:48 PM.

The Next Council Meeting will be held on February 12, 2026, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

REORGANIZATION MEETING
PENN LAKE PARK BOROUGH
JANUARY 5, 2024

The Penn Lake Park Borough Council held its Reorganization Meeting on January 5th, 2026, in the Penn Lake Community House. Mayor Tom Carter called the meeting to order at approximately 6:30 and opened the meeting with the Pledge of Allegiance to the Flag.

ROLL CALL: Mayor Tom Carter, Council members Corey Beltz, Susan George, Dan Eustice, Lisa Stuart, and David Bartlett were present.

A **Motion** was made by George, 2nd by Stuart to nominate Corey Beltz for President of Council, no other nominations were made.

Roll Call: George-aye, Stuart-aye, Eustice-aye, Bartlett-aye.

Motion Carried.

A **Motion** was made by Eustice, 2nd by Beltz to nominate Susan George for Vice President, no other nominations were made.

Roll Call: Eustice-aye, Beltz-aye, Stuart-aye, Bartlett-aye.

Motion Carried.

Council President, Corey Beltz, made the following Committee Appointments:

Recreation – Susan George

Lake Management – Dan Eustice

Goose Abatement – Dan Eustice

RTK – David Bartlett

Roads – Dan Eustice

Sewer – Corey Beltz

Dam – Lisa Stuart

Short-Term Rental – David Bartlett

A **Motion** was made by Beltz, 2nd by George to pass **Resolution #1 of 2026** Adopting the following:

1. Tax collector salary will be \$1000.00 per year.
2. Appointment of Karen Burden as Borough Secretary, Salary at \$1700.00 per year.
3. Appointment of Teresa Wojchichowski 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 law 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 and PLGIT as the Boroughs depositories.
- Roll Call: Beltz-aye, George-aye, Eustice-aye, Stuart-aye, Bartlett-aye, none opposed
Motion carried.

A **Motion** to adjourn was made by Beltz, 2nd by George.
Roll Call: All in favor, all ayes.
Meeting adjourned at 6:37 PM.

Respectfully submitted,

Karen Burden, Secretary

February 12th, 2026 Meeting

RECEIPTS:

| | |
|--------------------|--|
| \$ <u>2597.20</u> | HA Berkheimer, EIT - January |
| \$ <u>1250.00</u> | Short Term Rental Fees for 2026 (Furino) |
| \$ <u>1906.76</u> | Elite Revenue, Delinquent Taxes Collected |
| \$ <u>3332.00</u> | Luzerne County, Recorder of Deeds, Transfer Taxes Collected |
| \$ <u>27226.65</u> | Aqua PA Monthly Sewer Fees Collected – October & November 2025 |
| \$ <u>10214.97</u> | Real Estate Taxes Collected |
| \$ <u>3850.00</u> | Garbage Fees Collected |
| \$ <u>68135.88</u> | Commonwealth of PA, BRIC Grant reimbursement |
| \$ <u>1759.00</u> | Breezeline, 3% Franchise Fee |

\$120,272.46

TOTAL RECEIPTS

BILLS:

| | |
|--------------------|--|
| \$ <u>350.00</u> | Atty. John Dean, January Retainer |
| \$ <u>1308.50</u> | Elliott Greenleaf & Dean, Boro Matters – (Inv #10677, 11086 &11712)Sept, Nov, Dec. |
| \$ <u>20.85</u> | HA Berkheimer, Admin & Comm, December |
| \$ <u>15.25</u> | Karen Burden, File Folders |
| \$ <u>8384.00</u> | Prestige Disposal, February Trash Removal |
| \$ <u>2250.00</u> | Verdantas LLC, 2025 Dam Inspection |
| \$ <u>350.00</u> | Barry Jacob, ZO Salary –January |
| \$ <u>117.24</u> | PNC Bank, Go To Mtg, OOMA & Copy Paper & Ink Cartridges -Treasurer |
| \$ <u>16237.36</u> | Northwest Bank (formerly Luzerne Bank) , Loan Payment |
| \$ <u>67.29</u> | PPL Electric Utilities, December & January |
| \$ <u>9603.32</u> | Kislan’s Trucking, Snow Plowing/Cindering !2/31/25 to 1/18/26 Inv #5069 |
| \$ <u>4807.40</u> | Kislan’s Trucking, Snow Removal/Cindering 1/25-26/2026 |
| \$ <u>4145.00</u> | DGK Insurance, Renewal of Commercial Pkg for 2026 |
| \$ <u>1316.00</u> | DGK Insurance, Renewal of CUMB Insurance |
| \$ <u>4943.95</u> | Streamline Engineering Inc, INV #1062 ARM Geotech Analysis, (Permitting-Dam) |
| \$ <u>1910.00</u> | Streamline Engineering Inc, INV #1061- Grant Assistance |

\$55,826.16

TOTAL BILLS

TREASURERS REPORT FEBRUARY 12TH, 2026

PNC GENERAL FUND

| | |
|------------------------------|--|
| Balance as of 1/05/26 | \$10,686.04 |
| Revenue Deposits 2/12/26 mtg | + <u>8,247.76</u> |
| | 18,933.80 |
| Bills to be Paid 2/12/26 | - <u>8,352.53</u> |
| Balance as of 2/12/26 | \$10581.27 |
| | -(1,668.75 - PICKLEBALL GO FUND ME |
| | \$ 8,912.52 (General Funds) |

PLGIT GENERAL FUND

| | |
|------------------------------|---------------------|
| Balance as of 1/05/26 | \$260,616.66 |
| Deposits | + 12,812.17 |
| Interest earned- JAN | + <u>.792.26</u> |
| | \$274,221.09 |
| Transfer to Dam Acct | - 9,326.72 |
| Bills to be Paid 2/12/26 | - <u>22,132.32</u> |
| Balance as of 2/12/26 | \$242,762.05 |

DAM ALLOCATION FUND

| | |
|--|-----------------------|
| | \$3,225,708.52 |
| | + 9,326.72 |
| | + <u>9,815.61</u> |
| | \$3,244,850.85 |
| | .00 |
| | - <u>25,341.31</u> |
| | \$3,219,509.54 |

PLGIT GARBAGE

| | |
|------------------------------|--------------------|
| Balance 1/12/26 | \$ 1,719.74 |
| Deposits from 2/12/26 mtg | \$ 3,850.00 |
| Interest earned (Jan) | \$ <u>15.11</u> |
| | \$ 5,584.85 |
| Bills to be Pd 2/12/26 | - <u>.00</u> |
| Balance as of 2/12/26 | \$ 5,584.85 |

LIQUID FUELS

| | |
|--|--------------------|
| | \$ 7,156.63 |
| | \$.00 |
| | \$ <u>28.71</u> |
| | \$ 7,185.34 |
| | - <u>.00</u> |
| | \$ 7,185.34 |

PSBT SEWER FUND

| | |
|------------------------------|---------------------|
| Balance 1/12/26 | \$100,622.77 |
| Interest Earned | + 45.97 |
| Revenue Dep 2/12/26 | + <u>27,226.65</u> |
| | \$127,895.39 |
| Bills to be Pd 2/12/26 | - .00 |
| Service Fee | - <u>2.00</u> |
| Balance as of 2/12/26 | \$127,893.39 |

NORTHWEST

| | |
|--|-----------------|
| | \$997.07 |
| | + .01 |
| | + <u>.00</u> |
| | \$997.08 |
| | .00 |
| | <u>.00</u> |
| | \$997.08 |

NORTHWEST BK (FEMA)

| | |
|--|---------------------|
| | \$355,741.53 |
| | + 16.23 |
| | + <u>68,135.88</u> |
| | \$423,893.64 |
| | .00 |
| | <u>.00</u> |
| | \$423,893.64 |

Streamline Engineering, Inc.

Invoice

110 Allan Street
Lower Burrell, PA 15068

| Date | Invoice # |
|----------|-----------|
| 2/4/2026 | 1061 |

| Bill To |
|---|
| Penn Lake Park Borough Karen Burden, Secretary PO Box 14 White Haven, PA 18661 |

| P.O. No. | Terms | Project |
|----------|-------|------------------------|
| | | 21-107-1 Grant Assi... |

| Quantity | Description | Rate | Amount |
|----------|---------------------------------------|--------|--------|
| 4.5 | Principal Manhours | 150.00 | 675.00 |
| 3 | Senior Engineer Manhours | 100.00 | 300.00 |
| 5 | Designer Manhours | 75.00 | 375.00 |
| 7 | Irina Tcherednichenko - Subcontractor | 80.00 | 560.00 |

| | | |
|---------------------------------|-------------------------|------------|
| Assist in preparation of grant. | Amount Due | \$1,910.00 |
| | Payments/Credits | \$0.00 |
| | Balance Due | \$1,910.00 |

| Phone # |
|----------------|
| (724) 594-0326 |

Streamline Engineering, Inc.

Invoice

110 Allan Street
Lower Burrell, PA 15068

| Date | Invoice # |
|----------|-----------|
| 2/4/2026 | 1062 |

| |
|---|
| Bill To |
| Penn Lake Park Borough Karen Burden, Secretary PO Box 14 White Haven, PA 18661 |

| P.O. No. | Terms | Project |
|----------|-------|---------------------|
| | | 21-107-4 Permitting |

| Quantity | Description | Rate | Amount |
|----------|----------------------|----------|----------|
| 1 | ARM Geotech Analysis | 4,494.50 | 4,494.50 |
| 1 | Plus 10% | 449.45 | 449.45 |

| | | |
|-----------------------------------|-------------------------|------------|
| Geotechnical Analysis of Dam Core | Amount Due | \$4,943.95 |
| | Payments/Credits | \$0.00 |
| | Balance Due | \$4,943.95 |

| |
|----------------|
| Phone # |
| (724) 594-0326 |