

**Penn Lake Park Borough**  
**Agenda-4/9/2026 7:00pm Meeting**

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

Work Session-

- Zoning Discussion
- Paving
- Beaver/muskrat issue
- Dam - Easements
- Road signs/repairs
- Infrastructure report

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

Unfinished Business

- Breezeline Agreement

New Business

- Motion to adopt Ordinance #1 of 2026 - Remove \$120/year "Lot availability fee" (Sewer)
- Motion to adopt Ordinance #2 of 2026 - Setting Tax Collector Fees
- Port-A-Potty approval - \$155/month
- Mark out for pot hole/road repair
- Motion to solicit bids for 2026/2027 plowing
- Motion to approve Sewer Grinder Pump Cores - 12 cores
- Easements - financial compensation for property owners impacted by easements
- Sign repair
- Garbage fee - Penn Lake Association Building

Final Public Comment

Adjourn

MARCH 12, 2026

## PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough March Council meeting was held at the Penn Lake Park Community House. Council President Corey Beltz called the meeting to order at approximately 7:12 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, Vice President Susan George, Council Members: Dave Bartlett, Dan Eustice, and Lisa Stuart were present.

**PUBLIC COMMENT ON CURRENT AGENDA:** None

### **MINUTES:**

Minutes from the February 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 February Council Minutes was made by Beltz, 2<sup>nd</sup> by George. Roll Call: Beltz, George, Stuart, Eustice, and Bartlett, all in favor, none opposed. Motion Carried.

### **TREASURERS REPORT:**

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

### **RECEIPTS/BILLS:**

A **Motion** was made by Eustice, 2<sup>nd</sup> by George, to pay the bills of \$45,226.51 and to accept the receipts of \$20,730.52. Roll Call: Eustice, George, Stuart, Bartlett, and Beltz, all in favor, none opposed. Motion carried.

**PETITIONS OR COMPLAINTS:** None

**CORRESPONDENCE:** None

### **COMMITTEE REPORTS:**

**MAYOR – Carter** – Nothing to Report.

**SOLICITOR – Drew McLaughlin** – Reported that Attorney Oliver has updated the draft of the Breezeline agreement. Oliver has prepared two ordinances and has correspondence regarding the recent dam meeting.

**ZONING** – No Permits.

**RECREATION– George** – Will contact Biros for the Porta Potty at the ballpark. George stated that the 2025 rental was \$155 per month.

**LAKE MANAGEMENT - Eustice** – Water testing will begin the week of May 17, 2026.

**GOOSE ABATEMENT – Eustice** – Geese have returned to the lake. Egg addling will begin the first week of April. Eustice explained that geese swim together in pairs and when a single goose is spotted, it usually means the other is tending to a nest. He added that pyrotechnics should be limited when geese are nesting. Eustice also mentioned that Willie Werner from the USDA suggested keeping documentation of ways the Borough has used to deter geese which is necessary if a depredation permit is needed and added that no permit is required to use pyrotechnics.

**RTK/RECORDS –Bartlett** – There were two record requests concerning the same matter. One is satisfied and there was a follow-up file request for the other.

**ROADS –Eustice** – Contacted Jeff Roback from Penn DOT to touch base. The Borough will consider options for repairing/resurfacing areas on Hollenback Road and other Borough roads. Eustice will consult with Nick Argot on drainage ditch issues on Hollenback. Eustice suggests patching and crack sealing again this year. It was also suggested to replace signs that do not exhibit reflectivity.

**SEWER – Beltz** – Six grinder pumps remain, and Beltz will look for a quote for additional pumps. Beltz also stated that the lot availability charge on unimproved lots will be removed from billing property owners.

**SHORT TERM RENTALS- Bartlett**– Nothing to Report

**DAM – Stuart** – Members of the Dam Advisory Group met with the solicitor.

#### **UNFINISHED BUSINESS:**

***Breezeline Agreement*** – Will continue as Unfinished Business.

#### **NEW BUSINESS:**

***Ratify Council Decision to Pay Streamline Engineering and Brozena Consulting*** – A **Motion** was made by Beltz, 2<sup>nd</sup> by Stuart, to pay Streamline Engineering Invoice Number 1066 (Geo Tech Analysis for a cut off wall) in the amount of \$5,493.67, and Brozena Consulting for completion of a FEMA BRIC grant, in the amount of \$2,100.00.

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

Motion Carried.

***Motion to Advertise Ordinance 1 of 2026 Removal of Lot Availability Fee*** – A **Motion** was made by Beltz, 2<sup>nd</sup> by George to advertise Ordinance 1 of 2026, removing the \$120/year sewer fee on unimproved lots.

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

Motion Carried.

***Motion to Advertise Ordinance 2 of 2026, Setting the Tax Collector Fees*** – A **Motion** was made by Beltz, 2<sup>nd</sup> by Eustice to advertise Ordinance 2 of 2026, setting the tax collector fees at \$20.00 for non-sufficient funds/returned checks, \$12.00 for Certifications, and \$10.00 for duplicate copies.

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

Motion Carried.

***Motion to Adopt Resolution 2 of 2026*** – A **Motion** was made by Beltz, 2<sup>nd</sup> by George to adopt Resolution 2 of 2026 appointing Tom Riddle, Lisa Kuter, and Martyn Harding to 4-year terms on the Planning Commission, also appointing Karl Heck (3 year), Kathie Ladof (2 year), and Kevin Cronauer (1 year), to the Zoning Hearing Board, and appointing Martyn Harding as Flood Plain Manager.

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

Motion Carried.

**UNFINISHED BUSINESS:**

***Breezeline Agreement*** – Will continue as Unfinished Business.

**FINAL PUBLIC COMMENT:** Karl Heck had questions concerning the process involved in a Zoning Hearing Appeal. Trish Breuer has pyrotechnics for distribution from Sean Kuter and wanted clarification on when residents can use them. Breuer requested that the Short-Term Rental Owners share the Borough's Waterfowl Ordinance with their renters.

A **Motion** to adjourn was made by Beltz, 2<sup>nd</sup> by George.  
Roll Call: Beltz, George, Bartlett, Eustice, and Stuart, all in favor, none opposed.  
Motion Carried.  
Meeting adjourned at 7:41 PM.

**The Next Council Meeting will be held on April 9, 2026, at 7:00 PM.**

Respectfully submitted,

Karen Burden, Secretary

# April 9<sup>th</sup>, 2026 Meeting

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## RECEIPTS:

\$ <u>2679.65</u>	HA Berkheimer, EIT - March
\$ <u>776.06</u>	Elite Revenue, Delinquent Taxes Collected
\$ <u>60360.35</u>	Real Estate Taxes Collected
\$ <u>23541.00</u>	Garbage Fees Collected
\$ <u>1250.00</u>	Short Term Rental 2026 (Medico)
\$ <u>16300.00</u>	Sewer – New Hook Up (Richardson)
\$ <u>21072.65</u>	Liquid Fuels Allocation
\$ <u>10631.32</u>	Aqua Pa, Sewer Fees Collected (December)

**\$136,611.03**

## TOTAL RECEIPTS

## BILLS:

\$ <u>350.00</u>	Atty. John Dean, March Retainer
\$ <u>770.05</u>	Elliott Greenleaf & Dean, Boro Matters – (Inv #12040, Feb)
\$ <u>52.50</u>	Elliott Greenleaf & Dean, Dam (Inv #12041, Feb)
\$ <u>8384.00</u>	Prestige Disposal, April Trash Removal
\$ <u>2213.30</u>	Aqua PA, Repairs Inv #2-2026 (Seitzinger)
\$ <u>350.00</u>	Barry Jacob, ZO Salary –March
\$ <u>13.90</u>	PNC Bank, Go To Mtg, OOMA
\$ <u>16237.36</u>	Northwest Bank (formerly Luzerne Bank) , Loan Payment
\$ <u>15188.25</u>	Streamline Engineering Inc, INV #1070 ARM Geotech Analysis for cutoff wall
\$ <u>215.45</u>	P A B Reporting Services, Zoning Hearing (1607 Lakeview Dr)
\$ <u>1.00</u>	SWIF, State WC Policy

**\$43,775.81**

## TOTAL BILLS

TREASURERS REPORT APRIL 9TH, 2026

**PNC GENERAL FUND**

Balance as of 3/12/26	\$10,178.81	
Revenue Deposits 4/09/26 mtg	+ <u>2,026.06</u>	
	12,204.87	
Bills to be Paid 4/09/26	- <u>1,122.95</u>	
<b>Balance as of 4/09/26</b>	<b>\$11,081.92</b>	
	<b>-( 1,668.75 - PICKLEBALL GO FUND ME</b>	
	\$ 9,413.17 (General Funds)	

**PLGIT GENERAL FUND**

Balance as of 3/12/26	\$246,808.57
Deposits	+ 63,040.00
Interest earned- MARCH	+ <u>755.30</u>
	\$310,603.87
Transfer to Dam Acct	- 55,111.66
Service Charge	- .99
Bills to be Paid 4/09/26	- <u>.00</u>
<b>Balance as of 4/09/26</b>	<b>\$255,491.22</b>

**DAM ALLOCATION FUND**

	\$3,209,102.25
	+ 55,111.66
	+ <u>9,572.33</u>
	\$3,273,786.24
	.00
	- <u>31,478.11</u>
	<b>\$3,242,308.13</b>

**PLGIT GARBAGE**

Balance 3/12/26	\$ 7,523.85
Deposits from 04/09/26 mtg	\$23,541.00
Interest earned (MARCH)	<u>\$ 20.72</u>
	\$31,085.57
Bills to be Pd 4/09/26	- <u>8,384.00</u>
<b>Balance as of 4/09/26</b>	<b>\$22,701.57</b>

**LIQUID FUELS**

\$ 318.02
\$21,072.65
<u>\$ 10.91</u>
\$21,401.58
- <u>.00</u>
<b>\$21,401.58</b>

**PSBT SEWER FUND**

Balance 3/12/26	\$124,611.26
Interest Earned	+ 47.32
Revenue Dep 4/09/26	+ <u>26,931.32</u>
	\$151,589.90
Bills to be Pd 4/09/26	- 350.00
Service Fee	- <u>2.00</u>
<b>Balance as of 4/09/26</b>	<b>\$151,237.90</b>

**NORTHWEST**

\$997.09
+ .01
+ <u>.00</u>
\$997.10
.00
<u>.00</u>
<b>\$997.10</b>

**NORTHWEST BK (FEMA)**

\$423,909.90
+ 18.00
+ <u>.00</u>
\$423,927.90
.00
<u>.00</u>
<b>\$423,927.90</b>

**PENN LAKE PARK BOROUGH  
ORDINANCE NO.: 1 of 2026**

**AN ORDINANCE OF THE BOROUGH OF PENN LAKE PARK, LUZERNE COUNTY,  
PENNSYLVANIA, ORDINANCE #1 OF 2003,  
LOT AVAILABILITY CHARGE**

**WHEREAS**, the Borough has reviewed the current schedule of rates and charges for available lots; and

**WHEREAS**, the Borough has determined that it is necessary to establish a new schedule of rates and charges for available lots within the Borough.

**NOW, THEREFORE, BE IT ORDAINED BY** a majority vote of the Borough Council that the following Ordinance is hereby adopted:

ORDINANCE No. 1 of 2003, Section 5.02, as reads:

*“SECTION 5.02. A lot-availability charge is hereby imposed upon the owner of each unimproved lot for which sewer service is available, and shall be payable as provided herein. The initial lot-availability charge payable per lot shall be equal to or up to \$120.00 per year.”*

Is now hereby AMENDED by this ORDINANCE No. 1 of 2026, to read as:

ORDINANCE No. 1 of 2026,

*“Lot-Availability Charge,” as laid out in Ordinance No. 1 of 2003, Section 5.02, is hereby repealed in its entirety, thereby eliminating the \$120.00 per-year lot availability charge formerly imposed upon owners of unimproved lots for which sewer service is available.”*

This ORDINANCE No. 1 of 2026, shall be both Enacted and Effective on March 12, 2026.

**Duly Enacted and Ordained** this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Borough Council of Penn Lake Park, Luzerne County, Pennsylvania, in lawful session duly assembled.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

**APPROVED BY:**

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
Secretary

**PENN LAKE PARK BOROUGH  
ORDINANCE NO.: 2 of 2026**

**AN ORDINANCE OF THE BOROUGH OF PENN LAKE PARK, LUZERNE COUNTY,  
PENNSYLVANIA, ESTABLISHING TAX COLLECTOR FEE SCHEDULE**

**WHEREAS**, the Borough has reviewed the current schedule of rates and charges for tax collector fees; and

**WHEREAS**, the Borough has determined that it is necessary to establish a new schedule of rates and charges for Tax Collector Fees for the year of 2026, to adequately fund the efforts and expenses related to collecting tax fees within the Borough;

**WHEREAS**, the Borough, either through Borough administrative offices or through the Borough's Tax Collector, receives payment of monies for tax-related bills; and

**WHEREAS**, on occasion, those monies in which are paid via check, may be drawn on closed accounts, accounts with insufficient funds, or otherwise in a way that said checks are returned and/or refused to be honored by the payer/bank; and

**WHEREAS**, such activity results accrued costs to the Borough and/or Borough Tax Collector;

**WHEREAS**, the Tax Collector is occasionally required to duplicate the tax bill to tax payer or the taxpayer's bank;

**WHEREAS**, it is hereby the Borough's desire and intention to establish reasonable service charge fees payable to the Borough Tax Collector for the preparation, mailing, duplication of work and/or efforts in administering and collecting the Borough tax bills; and

**WHEREAS**, the Borough by and through its duly elected Borough Council, deems the fees or charges hereinafter mentioned to be fair, reasonable, and necessary for the ongoing maintenance, preparation, care, and control of the Borough and Borough finances;

**NOW, THEREFORE, BE IT ORDAINED BY** a majority vote of the Borough Council that the following Ordinance is hereby adopted:

ORDINANCE No. 2 of 2026:

Section 1. FEES FOR NON-SUFFICIENT FUNDS/RETURNED CHECKS

The Borough hereby imposes a service fee of twenty dollars (\$20.00) per check returned, refused, failed to be honored by payee's bank. This fee shall be in addition to service charge imposed upon the Borough Tax Collector by said

payee's bank or financial institution.

Section 2. FEES FOR WRITTEN CERTIFICATION

The Borough hereby imposes a service fee of twelve dollars (\$12.00) per written certification to be assessed to each bank and/or financial institution requesting said written tax certification from the Borough Tax Collector for any reason, including verification of payment status of taxes levied upon property owners in the Borough.

Section 3. FEES FOR DUPLICATION OF TAX BILL

The Borough hereby imposes a service fee of ten dollars (\$10.00) per duplicate tax bill to be prepared and mailed by the Borough Tax Collector to each bank and/or financial institution requesting said duplicate tax bill from the Borough Tax Collector for any reason.

Section 4. SEVERABILITY

The provisions of this ordinance shall be severable, and if any provision hereunder shall be declared unconstitutional, illegal, or invalid, then such declaration shall not effect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as the intent of the Borough that this Ordinance would have been enacted as if any such unconstitutional, herein, illegal, or invalid provision(s) had not been included.

This ORDINANCE No. 2 of 2026, shall be both Enacted and Effective on March 12, 2026.

**Duly Enacted and Ordained** this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Borough Council of Penn Lake Park, Luzerne County, Pennsylvania, in lawful session duly assembled.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

**APPROVED BY:**

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
Secretary