

MARCH 10, 2016

The Penn Lake Park Borough March Council Meeting was 03/10/2016 in the Penn Lake Community House. President Paul Rogan called the meeting to order at 7:00 p.m. and opened the meeting with the Pledge of Allegiance to the Flag.

It was stated that the record should note that several residents and the secretary are recording the meeting.

Roll Call: Paul Rogan, Shaun Kuter, Vince Kimsal, Rich Campbell, all present, Mayor Deb Krysicki, present.

MINUTES A Motion was made by Kuter and 2nd by Kimsal to accept the February 11, 2016 minutes.

All in favor: Rogan, aye, Kuter, aye, Kimsal, aye, Campbell, aye all ayes, motion carried.

TREASURERS REPORT A Motion was made by Kuter and 2nd by Rogan to accept March 10, 2016 report.

Roll call: Rogan, aye, Kuter, aye, Kimsal, aye, Campbell, aye, all ayes, motion carried.

EXHIBIT A

RECEIPTS/BILLS: A **Motion** was made by Kuter and 2nd by Rogan to pay bills of \$22,571.04 with an additional \$71.00 payable to the Zoning Officer and accept receipts of \$76,419.76.

Roll call: Rogan, aye, Kuter, aye, Kimsal, aye, Campbell, aye, all ayes, motion carried.

Petitions or complaints: None

CORRESPONDENCE:

Letter from Luzerne County stating they would not be having an electronics pick up this year. They provided the names of 2 businesses that accept electronics. Individuals would have to contact on their own. Secretary has information for anyone interested.

Final report from the Penn Lake Park Borough Planning Report for the year 2015.

Notice from PennDot stating liquid fuels disbursement of \$19,719.43.

Letter from Attorney McNealis that the ZHB met and granted Charles Stoffa his requested variances. There were no objections to his request, just a letter of strong support from his side yard neighbor. Also his bill of \$531.86.

Letter of interest from Jasin Marth in the vacated council seat.

Letter of interest from John Burden in the vacated planning commission seat.

Notice from Magistrate of rescheduling of 2 hearings.

Letter of reversal from PennDot regarding the \$6,500.00 auditor general findings. This is a one-time waiver future projects must have PennDot approval.

Letter from FEMA to PEMA to Jill Rosenstock stating that no further disbursement will be made until proper permits are received. The secretary contacted Don Totino but he is on vacation until Monday she will contact then as there is a 30 day time limit.

An email from Barbara Sudimak regarding the \$6,500.00 transfer of funds.

A **Motion** was made by Rogan and 2nd by Kuter to move the \$6,500.00 from the Liquid fuels account back into the general fund.

Roll call: Rogan, aye, Kuter, aye, Kimsal, aye, Campbell, aye, all ayes, motion carried.

COMMITTEE REPORTS:

POLICE-quarterly report will be next month

SOLICITOR – **Meghan Carrie** no report

ZONING **Barry Jacobs** – No permits attended ZHB hearing in February

ENGINEERING **Borton Lawson** – No report Kimsal spoke that he and Rogan had met with the engineers and the generally discussed the dam and roads and/or drains. Many issues to address and will be pursued as money is available. The DEP people cannot travel until State budget is passed so at this moment Dam repairs are on hold.

LAKE MANAGEMENT/RECREATION **Shaun Kuter** – received two quotes on lily pad spraying and wants to get in touch with Bear Creek Village Borough to see if the lowering of their lake stunts the growth of the lily pads. Tabled quotes until next month.

ROADS-**Vince Kimsal**- see engineering report.

MAYOR- she is proposing “**Adopt Street Sign**” to residents. The Resident or residents then would be responsible for beautifying the base of the sign. Please contact Deb Kryszicki if you would like to adopt a sign.

DAM – see engineering report

SEWER/RTK: Paul Rogan – RTK no new, 1 pending. Making progress in sewer collections.

UNFINISHED BUSINESS:

A **Motion** was made by Rogan and 2nd by Kuter to pass **Resolution #17** to appoint Jasin Marth to the open council seat for the remaining term.

Roll call: Rogan, aye, Kuter, aye, Kimsal, aye, Campbell, aye, all ayes, motion carried.

A **Motion** was made by Rogan and 2nd by Kuter to pass **Resolution #18** to appoint John Burden to the open planning commission seat.

Roll call: Rogan, aye, Kuter, aye, Kimsal, aye, Campbell, aye, all ayes, motion carried

NEW BUSINESS:

ZHB fees were discussed in general among Council. They decided to table to next month in order to get more information as to whether they need to be increased or not. There seems to be some discrepancy on the web side showing 2 different costs for hearings.

A **Motion** was made by Rogan and 2nd by Kuter to pass **Resolution #16** appointing the White Haven Fire Co. No. as our fire protection at a cost of \$3,300.00 and 18% workers compensation payment to White Haven Borough in the amount of \$1,387.00.

Roll call: Rogan, aye, Kuter, aye, Kimsal, aye, Campbell, aye, all ayes, motion carried

PUBLIC COMMENT:

Topics of discussion were but not limited to: discussion on the \$6500.00 transfer, tax collector requesting a raise from a flat fee to a percentage.

A **Motion** to adjourn was made by Kuter and 2nd by Rogan all in favor, all ayes

The next meeting will be on April 14, 2016 at 7 p.m.

Respectfully submitted,

Margo Beckerman, Secretary

www.pennlake.org

RECEIPTS: March 10th 2016 MEETING

\$ <u>6811.04</u>	HA Berkheimer, EIT February
\$ <u>15783.11</u>	Aqua Pa , Sewer Fees Collected, December
\$ <u>4.65</u>	Mr/Mrs McGarrigan, Misc Copies,(Right to Know)
\$ <u>401.80</u>	Luzerne County Recorder of Deeds, Transfer Taxes
\$ <u>26075.00</u>	Garbage Fees Collected, 2016
\$ <u>615.00</u>	Garbage Fees Collected, 2015
\$ <u>4026.10</u>	Real Estate Taxes Collected
\$ <u>2983.63</u>	Harron Communications, 3% Cable Franchise Fee
\$ <u>19719.43</u>	Commonwealth of PA, Liquid Fuels Allocation

\$ 76419.76 TOTAL RECEIPTS

BILLS:

\$ <u>3355.00</u>	County Waste, February Garbage Collection
\$ <u>91.48</u>	Verizon, Telephone 2/7/16 to 3/6/16
\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment March
\$ <u>350.00</u>	Atty. John Dean, February Retainer
\$ <u>2505.98</u>	Elliott, Greenleaf & Dean, Sewer & RTK & Misc Boro matters
\$ <u>350.00</u>	Barry Jacob, ZO Salary --February
\$ <u>31.80</u>	Barry Jacob, stamps & mileage
\$ <u>531.86</u>	Atty. Mark P. McNealis, - Stoffa app/ZHB matters
\$ <u>44.51</u>	Margo Beckerman , Voice Recorder
\$ <u>1442.29</u>	Reading & Northern RE Co, Sewer Easement annual fee
\$ <u>833.33</u>	White Haven Borough, Police Protection, March
\$ <u>2217.73</u>	Jarick Construction, February Snowplowing/Cindering
\$ <u>500.00</u>	Donald Beckerman, Auditor Salary , 2015 Audit

\$ 22571.04 TOTAL BILLS

TREASURERS REPORT – March 10th, 2016

PNC GENERAL FUND

Balance as of 2/11/16	\$ 676.64
Revenue Deposits from 3/10 mtg	<u>+34106.18</u>
	\$34782.82
Bills to be Paid (Approved 3/10)	- 7841.46 (includes pmt of garbage fee)
Transfer to Garbage Fund	<u>-23335.00</u> (balance of fees collected) **
Balance as of 3/10/16	\$ 3606.36

PLGIT GENERAL FUND

Balance as of 02/11/16	\$47869.00
EIT Deposit	+ 6811.04
Reversal of Reimbursement to LF	+ 6500.00
Interest earned 02/29	<u>+ 11.64</u>
	\$61191.68
Bills to be Paid (approved 3/10)	<u>- .00</u>
Balance as of 3/10/16	\$61191.68

	PLGIT GARBAGE	LIQUID FUELS	PETTY CASH
Balance 2/11/16	\$ 1677.45	\$20468.32	\$22.44
Transfer Dep 3/10	+23335.00 **	.00	
LF Allocation		19719.43	
Interest earned 2/29	<u>+ .32</u>	<u>+ 4.47</u>	<u>.00</u>
	\$25012.77	\$40192.22	\$22.44
Reversal of Reimbursement		- 6500.00	
Bills to be Pd 3/10	<u>- .00</u>	<u>- 2217.73</u>	<u>- .00</u>
Balance as of 3/10/16	\$25012.77	\$31474.49	\$22.44

FNCB SEWER FUND

Balance 2/11/16	\$209962.67
Interest Earned	+ 8.01
Revenue Dep 3/10	<u>+ 15783.11</u>
	\$225753.79
Bills Pd 3/10/16	- 2194.79
Penn Vest Loan 3/01	<u>- 10317.06</u>
Balance as of 3/10/16	\$213241.94



February 24, 2016

Penn Lake Park Borough
Luzerne County

Ms. Teresa Wojciechowski, Treasurer
Penn Lake Park Borough
P.O. Box 14
White Haven, PA 18661-0014

Dear Ms. Wojciechowski:

On February 24, 2016, Kristen Sims, CPA, Audit Manager, conducted a review of the Borough's documentation associated with a finding in the Auditor General's audit report of their Liquid Fuels Tax Fund for the period January 1, 2013 to December 31, 2014. Based on the Auditor General's audit report, we issued a request for your municipality to reimburse \$6,500.00 to its Liquid Fuels Tax Fund.

The documentation provided relates to the finding that the Borough failed to obtain project approval. The reimbursement request was issued in response to the finding that the Borough expended \$6,500.00 for paving in excess of one inch on Terrace Drive without obtaining the approval of the Department of Transportation. Subsequent to the audit, an MS-329 Project Approval Form for the project (12-40-435-01) and a final MS-999 Project Completion Report were provided, authorizing the expenditure of \$6,500.00 for the patching of Terrace Drive. Therefore, we are waiving the reimbursement of \$6,500.00 previously requested. If the same condition as noted in the Auditor General report is cited again, future reimbursements will not be waived.

It was noted that the reimbursement for the finding was deposited in the Liquid Fuels Tax Fund on February 4, 2016. Due to the waiver of this reimbursement as noted above, the Borough may return the deposit of \$6,500.00 to its General Fund.

Thank you for your cooperation and assistance during this review. If you have any questions or need additional training or information, please contact John Mazur, Financial Consultant, at 570.267.8454.

Sincerely,

A handwritten signature in black ink that reads "Kristen Sims".

Kristen Sims, CPA, Audit Manager
Financial and Contract Services Division
Center for Program Development and Management