

Penn Lake Park Borough
Agenda-December 15th 2022 7pm Meeting
<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Work Session-7pm

- Zoning – Discuss changes
- Code Enforcement
- Reverse Subdivision Ordinance

Call to Order

Pledge of Allegiance

Roll Call

Meeting Minutes Approval

Treasurers Report

Receipts and Bills

Petitions and Complaints

Correspondence

Committee Reports:

- Mayor
- Police
- Attorney
- Zoning
- Recreation
- Lake Management
- Goose Abatement
- Records
- Roads
 - Stone for the beach requested by Dean Rausenbusch-Vote not to exceed
 - Street Light
- Sewer
- Short Term Rental

Unfinished Business

- Code enforcement
- ARPA Funds/Meeting with Romilda Crocamo at Elliot-Greanleaf
- Speed Bumps
- Dam
 - Activity since the last council meeting
 - Resolution 4 “Council President of Penn Lake Park Borough is authorized to execute agreements and all other legal documents relative to this project / Grant”
- 2023 budget, discuss any changes, and vote

New Business

- Dam Emergency Action Plan-Proposal from Streamline/Borton Lawson-Review and vote
- Zoning Officer-Barry Jacob submitted letter requesting re-appointment
- Resolution 5 keeping tax rates the same and setting the garbage rate

Final Public Comment

Adjourn

NOVEMBER 7, 2022

PENN LAKE PARK BOROUGH SPECIAL NOVEMBER COUNCIL
MEETING

The Penn Lake Park Borough Special November Council meeting was held outside the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:00 PM with the Pledge of Allegiance to the Flag.

ROLL CALL: Council President Paul Rogan, Council members Shaun Kuter, David Longmore, and John Burden were present. Dan Eustice attended remotely. Mayor Tom Carter was absent.

NEW BUSINESS:

REPAIR TO HOLLENBACK ROAD – A **Motion** was made by Longmore, 2nd by Burden to make repairs on Hollenback Road not to exceed \$4,500.00.

Roll Call: Longmore, Burden, Kuter, Eustice, and Rogan all in favor, none opposed.
Motion carried.

A **Motion** was made by Rogan, 2nd by Kuter to adjourn.

Roll Call: Rogan, Kuter, Longmore, Burden, and Eustice all in favor, none opposed.
Motion carried.

Meeting adjourned at 7:02 PM.

Respectfully submitted,

Karen Burden, Secretary

NOVEMBER 10, 2022

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough November Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:25 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is streamed through the conferencing app., Gotomeeting, and is being recorded.

Council President Rogan announced that a Special November Council Meeting was advertised and held on November 7, 2022 to repair Hollenback Road not to exceed \$4,500.00. Rogan also offered condolences to the family of Mike Twardy who recently passed. Mike will be remembered as a good person and friend.

ROLL CALL: Mayor Tom Carter, Council President Paul Rogan, Council members Shaun Kuter, David Longmore, and John Burden were present. Dan Eustice was absent.

MINUTES:

Minutes from the October Council Meeting were distributed to council via email and posted on the Penn Lake Borough website. The copies will be recorded as the official minutes and will be posted on the Borough's website. A **Motion** to accept the October Council Meeting Minutes was made by Kuter, 2nd by Longmore.

Roll Call: Kuter, Longmore, Burden, and Rogan, all in favor, none opposed.

Motion carried.

TREASURERS REPORT:

The Treasurer's Report was presented. A **Motion** was made by Kuter, 2nd by Rogan to accept the November Treasurer's Report.

Roll Call: Kuter, Rogan, Longmore, and Burden all in favor, none opposed.

Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Longmore, 2nd by Kuter to pay the bills of \$26,350.81 and to accept the receipts of \$25,530.67.

Roll Call: Longmore, Kuter, Burden, and Rogan all in favor, none opposed.

Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE:

In a letter dated October 14, 2022, the White Haven Borough Council notified Penn Lake that it is terminating the Intergovernmental Cooperation Agreement for Police Protection effective in ten days.

Maury Cronauer and John Fazzini requested permission to hold their wedding ceremony at Carter Beach with a tented reception at the ball field on August 12, 2023.

The Borough received its first Short-Term Rental application for 2023. All requirements were met.

COMMITTEE REPORTS:

MAYOR – Carter -Nothing to Report. In recognition of Veteran’s Day, Mayor Carter acknowledged the three Veterans serving on Council: Kuter, Longmore, and Burden.

POLICE – Carter – Requested Council reconsider the White Haven Police contract. Carter feels the Community is better served with the White Haven Police patrolling Penn Lake. Mayor Carter pointed out that four of the five contract issues were resolved with the Police and acknowledged there was a grievous error in a September 2021 Police Report. Longmore suggested putting the issue on the agenda for next year.

SOLICITOR – Kristyn Giarrantano Jeckell – Will review the Borough’s Ordinances.

ZONING – 2 permits were issued for accessory structures. The Zoning Hearing Board will meet for a variance request from Joe Lokuta.

RECREATION– Kuter – Nothing to Report.

LAKE MANAGEMENT - Eustice – No Report.

GOOSE ABATEMENT – Kuter – Nothing to Report.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Longmore – The repair to Hollenback Rd. was completed. Rogan stated that Dean Radenbush pointed out that the White Haven Fire Department cannot access the dry hydrant at the main beach. Rogan will investigate. Also, it was determined that the street light at the entrance to the Borough on Carter Dr. is not owned by the Borough.

SEWERS – Rogan – Nothing to Report.

SHORT TERM RENTALS- Burden – An application for a 2023 permit was received.

UNFINISHED BUSINESS:

White Haven Library/YMCA Funding Request – A **Motion** was made by Rogan, 2nd by Burden to make a \$500 donation to the Library/YMCA Program.

Roll Call: Rogan, Burden, Kuter, and Longmore all in favor, none opposed.

Motion Carried.

Speed Bumps – Will be continued to December Council Meeting.

Pickle Ball/Tennis Court – Money has not been received from the Go Fund Me Account. It is too late in the season to make further repairs to the Tennis/Pickle Ball Court.

Dam –

- October- Borton Lawson completed the field work for the 2022 dam inspection.
- 11/1/2022 Dan Cronauer and Pat Millam from the Dam Advisory Group who both have significant finance and banking experience will explore options related to the Borough’s line of credit as rising interest rates will affect the loan for the dam. The interest rate is currently 2.75%. Current expectations are that large construction related expenses won’t begin until 2024.
- 11/3/2022 A September meeting between Council President Rogan and State Senator David Argall has prompted correspondence among the Senator’s Office, Streamline, Jim Brozena, and the Dam Advisory Group that clarifies to DEP, the likely steps the Borough will pursue to remedy deficiencies identified by DEP.
- 11/9/2022 The Dam Advisory Group is moving swiftly to understand the mechanics and requirements for the FEMA FMA and BRIC Grants before completing a detailed design and permitting.

NEW BUSINESS:

First Reading of 2023 Budget – Council Members commented on financial state of the Borough, the need to address storm-water drainage, drain cleaning, and increasing the Budget for road repair as some roadwork projects were not completed in 2022. Rogan will make a few changes including funding for Fire Protection. A **Motion** was made by Rogan, 2nd by Kuter to advertise the 2023 Budget in the White Haven Journal.

Roll Call: Rogan, Kuter, Longmore, and Burden all in favor, none opposed.

Motion carried.

Rogan announced that the December Council Meeting will be held on the third Thursday of next month, December 15, 2022.

ARPA Funds – Rogan will meet with Attorney Jeckell and Romilda Crocamo to discuss requirements and deadlines for work.

Tax Collector's Salary – A **Motion** was made by Rogan, 2nd by Longmore to increase the Tax Collector's salary from \$800.00 to 1,000.00.

Roll Call: Rogan, Longmore, Kuter, and Burden all in favor, none opposed.

Motion Carried.

Road Damage- The work to repair damage on Hollenback Road from construction by Shorten Homes was completed.

Cronauer Wedding – A **Motion** was made by Rogan, 2nd by Kuter to allow Maury Cronauer and John Fazzini to use the Carter Beach area and the Ball field for their August Wedding providing they acquire insurance for the event and are aware there may be some risk involving construction in the area for the dam project.

Roll Call: Rogan, Kuter, Burden, and Longmore all in favor, none opposed.

Motion Carried.

Cronauer Lot Combination – All requirements were met and approved. A **Motion** was made by Longmore, 2nd by Rogan to approve the lot combination request.

Roll Call: Longmore, Rogan, Kuter, and Burden all in favor, none opposed.

Motion Carried.

Code Enforcement – Will be carried over to the December Meeting.

PUBLIC COMMENT: None

A **Motion** was made by Kuter, 2nd by Rogan to adjourn.

Roll Call: Kuter, Rogan, Burden, and Longmore, all in favor, none opposed

Motion carried.

Meeting adjourned at 8:05 PM.

The next Council Meeting will be held on December 15 at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT December 15th , 2022

PNC GENERAL FUND

Balance as of 11/10/22	\$35876.38
Revenue Deposits 12/15/22 mtg	<u>+ 5940.98</u>
	\$41817.36
Transfer to Dam Acct	- 1329.32
Bills to be Paid 12/15/22	<u>- 5308.48</u>
Balance as of 12/15/22	\$35179.56
	<u>-(\$32289.08 –Arpa Funds)</u>
	\$ 2890.48

PLGIT GENERAL FUND

Balance as of 11/10/22	\$130553.51
Deposits	+ 6989.17
Interest earned 11/30/22	<u>+ 380.44</u>
	137923.12
Bills to be Paid 12/15/22	<u>- 2665.30</u>
Balance as of 12/15/22	\$135257.82

DAM ALLOCATION FUND

\$179912.58
+ 1329.32
<u>+ 508.30</u>
\$181750.20
<u>- 137.50</u>
\$181612.70

PLGIT GARBAGE

Balance 11/10/22	\$21246.17
Deposits from 12/15/22 mtg	\$ 560.00
Interest earned 11/30/22	<u>\$ 76.32</u>
	\$21882.49
Bills to be Pd 12/15/22	<u>- 13078.80</u>
Balance as of 12/15/22	\$ 8803.69

LIQUID FUELS

\$27098.34
.00
<u>\$ 76.54</u>
\$27174.88
<u>- .00</u>
\$27174.88

FNCB SEWER FUND

Balance 11/10/22	\$198740.11
Interest Earned	+ 37.87
Revenue Dep 12/15/22	<u>+ 13213.42</u>
	\$211991.40
Bills approved 12/15/22	- 2619.50
Penn Vest Loan 12/1/22	<u>- 10317.06</u>
Balance as of 12/15/22	\$199054.84

LUZERNE BANK

\$10500.00
.00
<u>+ .00</u>
\$10500.00
<u>- .00</u>
\$10500.00

RECEIPTS: December 15th, 2022 MEETING

\$ <u>6989.17</u>	Berkheimer, EIT
\$ <u>1455.92</u>	Real Estate Taxes collected
\$ <u>560.00</u>	Garbage Fees Collected
\$ <u>1229.41</u>	Luzerne County, Transfer Taxes Collected
\$ <u>100.00</u>	Zoning Fees Collected (Rogan-Luken/Krysicki)
\$ <u>500.00</u>	Zoning Hearing Fees (Shrader)
\$ <u>2500.00</u>	Short Term Rental Fees (Medico & Fisher)
\$ <u>13213.42</u>	Aqua PA, Sewer Fees Collected -August
\$ <u>155.65</u>	Commonwealth of Pa, Semi Annual State Police Fines

\$ 26703.57 TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – December
\$ <u>420.00</u>	Four Diamond Lawn Care Inc, 10/7-21/22 Lawn Svc
\$ <u>350.00</u>	Atty. John Dean, November Retainer
\$ <u>1172.50</u>	Elliott Greenleaf & Dean, Boro Matters-October
\$ <u>471.40</u>	Barry Jacob, ZO Salary –Nov , mileage, Postage, & Lokuta hearing
\$ <u>137.50</u>	Luzerne Bank, Interest on Loan
\$ <u>26.09</u>	PNC Bank, OOMA & Go to Mtg
\$ <u>13089.80</u>	GFL Environmental, Garbage collection November & December
\$ <u>2619.50</u>	Aqua PA, Repairs 9-2022(George & Krysicki)
\$ <u>750.00</u>	McNealis Law Offices, Lokuta Zoning Hearing
\$ <u>465.00</u>	McNealis Law Offices, Riddle/ & Hearing
\$ <u>150.00</u>	Sargent's Court Reporting Svc, Lokuta Hearing
\$ <u>30.15</u>	PPL Electric Utilities, November Streetlights
\$ <u>155.84</u>	H. A. Berkheimer, Admin & Coll – October & November
\$ <u>155.30</u>	Karen Burden, Printer Ink & Mailer for STR
\$ <u>1337.50</u>	Karen Burden, Secy Salary/Rent 6 months
\$ <u>850.00</u>	Teresa Wojciechowski, Treas Salary 6 months
\$ <u>800.00</u>	Beverly Yench, Tax Collector Salary
\$ <u>840.00</u>	Mayor and Council Salaries, 12 months

\$ 34137.64 TOTAL BILLS

PENN LAKE PARK BOROUGH

RESOLUTION NUMBER 2022-~~4~~

WHEREAS, in March 2020, PADEP Division of Dam Safety notified the Borough that it was designating the Penn Lake Dam as “Unsafe” which, according to the Pennsylvania Code Chapter 105 Section 105.136, defines an unsafe dam as “a dam with deficiencies of such a nature that if not corrected could result in the failure of the dam with subsequent loss of lives and substantial property damage” and

WHEREAS, Penn Lake Park Borough submitted an application to the Pennsylvania Emergency Management Agency (PEMA) for a 2020 FEMA Flood Mitigation Assistance (FMA) grant for a Project Scoping Study for the rehabilitation/replacement of the dam, and

WHEREAS, FEMA awarded grant EMP-2020-FM-036-0005 that has federal funds in the amount of \$225,750.00 to PEMA and

WHEREAS, Penn Lake Park Borough and the Commonwealth of Pennsylvania, acting through PEMA, wish to enter into an agreement in the amount of \$301,000.00 for the Project Scoping Study;

NOW, THEREFORE BE IT RESOLVED:

1. That the Council President of Penn Lake Park Borough is authorized to execute agreements and all other legal documents relative to this project; and,
2. That the Secretary of Penn Lake Park Borough Council is directed to attest to this Act of the Borough.

Adopted this 15th day of December, 2022.

PENN LAKE PARK BOROUGH COUNCIL:

_____ PRESIDENT	_____
_____ VICE PRESIDENT	_____
_____ COUNCIL MEMBER	_____
_____ COUNCIL MEMBER	_____
_____ COUNCIL MEMBER	_____

APPROVED BY:

MAYOR

ATTEST:

Secretary

Penn Lake 2023 BUDGET-Penn Lake 2023 Budget-First Reading 11/10/22

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Notes

This budget was prepared as follows:

1. 10 months of actuals from the Treasurers October Report (Column D)
2. Estimate November and December Actuals to derive 2022 estimated actuals (Column F). Column G is estimated 2022 Actual.
3. Round Column K, then Column H is the preliminary budget figure.
4. Adjust 2022 actuals by amounts expected for 2023, column K, plus any amount considered to be one time or unusual occurrences in 2022
5. Snow Plowing-There are 2 accounts where snow plowing can be budgeted, "**35.432 Snow & Ice Removal-Liquid Fuels**", and "**432.000 Snow & Ice Removal-Discretionary**". For budget purpose, all snow plowing is budgeted in 35.432. The amounts when paid may be paid from 35.432 or 432 at the discretion of the Treasurer. Ditto 35.436 Storm Drain Cleaning.
6. Road Repairs-There are 2 accounts where road repairs can be budgeted, "**438.000 Maint/Repairs Bridges/Roads**"-Discretionary, and "**35.438 Main/Repairs-Roads-Liquid Fuels**". The amounts when paid may be paid from 35.438 or 438 at the discretion of the Treasurer.
7. Carryover amounts are **green**. They are calculated by taking balance from the October report and adjusted by expected November and December anticipated revenues and expenses.

Dam Notes

Factors affecting big variances in 2022:

- The Pa. DEP was 6 months behind in accepting the dam engineer's Hydrologic and Hydrolic analyses. Basically the first indicator of acceptance was received on 10/13. Actual design, permitting costs expected in 2022 will likely not occur until 2023.
- Also, grant money expected in 2022 also will not likely materialize until 2023

Adjustments for 2023

These are adjustments made to expected amounts that are unusual or one time occurrences. Rev=Revenue, Exp=Expense

1. 351.120/Rev Emergency DR – FEMA FMA Grant-**Adjusted up** -\$200k FEMA FMA Grant, plus hopefully the FEMA BRIC grant
2. 351.07/Rev Recreation Grant-**Adjusted down** \$24,000 Not expected 2023
3. 362.48/Rev Short Term Rental Fees- **Adjusted down** \$7,000 Only 3 properties due to ordinance changes, ie. permits only to borough residents
4. 408.31/Exp Prof Svc/Engineer- **Adjusted up**-\$100,000 Engineering for detail design, permitting, grant administration
5. 410.0/Exp Police-**Adjusted down** \$7500 Account of opting for PA State Police

6. 426.45/Exp Sanitation Contracted Co -**Adjusted up** \$10000 Year 2 of trash contract is \$81,618
7. 411.540/Exp Contribution to Fire Co—**Adjusted up** by \$1,000, From 10/10/22 meeting talked w/Dean, Per Dean Raudenbusch, bump by \$1000
8. 438.000/Exp Maint/Repairs Bridges/Roads-**Adjusted up** \$25,000- Per 10/10/22 meeting, double the amount, perhaps in 2023 the pavers will be more inclined to do bid work
9. 35.436 Storm Drain Cleaning/Exp-**Adjust up** \$10,000-Per 10/10/22 meeting, we need to take care of this, hasn't been done in years

Roads

The borough did not spend nearly as much as expected in 2022. Pavers were reluctant to commit to contract work because of wildly fluctuating asphalt prices. The borough did modest repairs on the worst, expectations are that we can fix the balance in 2023

Trash Calculation

The amount of trash \$\$\$ to go on residents tax bill TBD, Needs to wait for County Tax database

Sewer Fund

The balance on the PennVest Penn Lake sewer loan will be \$359,760 at the beginning of 2023. The balance at the end of the year will be \$242,323, provided no extra payments are made. The expected payments received from the monthly \$79 customer charge billed amount and the \$120 annual lot availability charge is adequate for making the monthly PennVest payment as well as expected maintenance for the sewer system.

Budget Variances

	A	B	C	D
		Estimated Actual 2022	Budget 2022	Variance (Unfavorable)
1				
2	Discretionary			
3	Income	\$437,320.01	\$702,700.00	(\$265,379.99)
4	Expenses	\$266,212.99	\$519,770.00	\$253,557.01
5	Net			(\$11,822.98)
6				
7	Liquid Fuels			
8	Income	\$21,052.16	\$20,000.00	\$1,052.16
9	Expenses	\$11,053.50	\$27,000.00	\$15,946.50
10	Net			\$16,998.66
11				
12	Sewer			
13	Income	\$174,729.36	\$168,000.00	\$6,729.36
14	Expenses	\$216,943.40	\$215,000.00	(\$1,943.40)
15	Net			\$4,785.96

- Discretionary variances moderately unfavorable. Note that the wild favorable/unfavorable swings
- Liquid Fuels Favorable, mostly account of less paving than expected, asphalt companies reluctant to bid
- Sewer-Income. Small favorable.

PENN LAKE PARK BOROUGH-2023 Budget-1st reading-Revenue

January through December 2023

<u>INCOME (Discretionary)</u>			
			2023 Budget
Real Estate Taxes			
		Uncategorized	\$0.00
	301.100	Real Estate (.4 mils)	\$20,000.00
	301.110	Real Estate -Dam (4.2 mils)	\$212,000.00
	301.400	Real Estate – Delinquent	\$3,000.00
	310.100	Real Estate – Tax Transfer	\$10,000.00
	310.200	Earned Income Tax	\$53,000.00
Total Real Estate Taxes			\$298,000.00
License & Permits			
	321.800	Cable TV Franchise	\$3,000.00
Total License & Permits			\$3,000.00
Fines			
	330.000	Vehicle Code Violation	\$0.00
	331.100	COURT. DISTRICT MAGISTRATE	\$1,000.00
	331.120	VIOLATIONS OF ORDINANCES	\$0.00
Total Fines			\$1,000.00
Interest Earnings			
	341.000	GENERAL INTEREST	\$1,000.00
	341.010	Dam Interest	\$0.00
	341.020	GARBAGE INTEREST	\$0.00
Total Interest Earnings			\$1,000.00
State Entitlements			
	351.120	Emergency and DR	\$200,000.00
	351.070	Recreation Grant	\$0.00
	351.090	ARPA	
	354.090	Community Development	\$0.00
	355.010	PUBLIC UTILITY REALTY TAX	\$0.00
	355.080	GAMING FUNDS	\$0.00
	355.990	Fire Relief Allocation	\$3,000.00
Total State Entitlements			\$203,000.00

Charges for Services/Public Safety			
	361.000	General Government	\$1,000.00
	361.340	Zoning Hearing Fees.	\$2,000.00
	361.330	Zoning Permits/UCC Permits	\$1,000.00
	362.000	(Public Safety) Variance Hearings	\$0.00
	362.510	Sale of recycling cans	\$0.00
	364.000	ALL OTHER CHARGES	\$0.00
	362.480	Short Term Rental Fees	\$4,000.00
	364.450	Sanitation GARBAGE FEES COLLECTED	\$78,000.00
Total Charges for Services/Public Safety			\$86,000.00
Miscellaneous Revenues			
	380.000	Miscellaneous	\$0.00
	389.000	MISCELLANEOUS	\$0.00
Total Miscellaneous Revenues			\$0.00
		TOTAL INCOME	\$592,000.00
		Carryover Funds-12/31/2022	\$379,000.00
		Budget-Available Resources -2023	\$971,000.00

PENN LAKE PARK BOROUGH-2023 Budget-1st reading-Expense

January through December 2023

EXPENSE (Discretionary)			2022 Budget
Borough Administration			
	400.000	Council Salaries	\$1,000.00
	400.340	Advertising/Postage/Printing	\$1,000.00
	400.350	Insurance & Bonding	\$6,000.00
	401.000	Mayors Salary	\$0.00
	402.000	Auditors Salary	\$1,000.00
	403.110	Tax Collectors Salary	\$1,000.00
	403.200	Tax Collectors Supplies	\$0.00
	403.300	HA Berkheimer, Admin/Comm	\$1,000.00
	404.300	Attorney Fees	\$9,000.00
	405.120	Secretary Salary	\$3,000.00
	405.120	Treasurer Salary	\$1,000.00
	406.000	General Government/Misc	\$2,000.00
	406.210	General Government Supplies	\$0.00
	408.310	Prof Svc/Engineer	\$213,000.00
	409.380	Rent & Other Services	\$1,000.00
		Uncategorized	\$0.00
Total Borough Administration			\$240,000.00
Public Safety	410.000	Police	\$1,500.00
	411.000	Firemens Relief Fund	\$3,000.00
	411.540	Contribution to Fire Co	\$3,000.00
	414.120	Zoning Officer Salary	\$4,000.00
	414.130	Zoning Officer, Other Svcs	\$0.00
	414.200	Planning Commission	\$0.00
Total Public Safety			\$11,500.00
Health & Human Services	420.000	Water Testing/ Lake Spraying	\$7,000.00
	420.300	Water/Other Svcs & Charges	\$0.00
Total Health & Human Services			\$7,000.00
Public Works/Sanitation	426.120	Sanitation Collection Salary	\$0.00
	426.000	Recycling Collection and Disposal	\$0.00
	426.450	Sanitation Contracted Co	\$82,000.00
Total Public Works/Sanitation			\$82,000.00

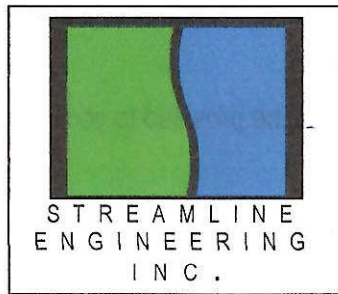
Public Works/Streets & Bridges	432.000	Snow & Ice Removal	\$0.00
	433.000	Traffic Control	\$0.00
	434.000	Streetlights	\$0.00
	438.000	Maint/Repairs Bridges/Roads	\$50,000.00
	446.000	Flood Control	\$0.00
	439.000	Const/Rebuilding/Dam	\$0.00
Total Public Works/Streets & Bridges			\$50,000.00
Recreation	451.000	Recreation	\$3,000.00
	451.070	CULTURE & RECREATION	\$0.00
	452.000	Recreation/Other Grant Work	\$0.00
Total Recreation			\$3,000.00
Miscellaneous	463.000	Economic Development	\$0.00
	471.100	Dam Construction Cost	\$0.00
	472.100	INTEREST DUE ON LOAN	\$1,000.00
	481.000	Miscellaneous	\$0.00
Total Miscellaneous			\$1,000.00
Total Expenses			\$394,500.00

PENN LAKE PARK BOROUGH 2023 Budget-1st reading Liquid Fuels- INCOME AND EXPENSE

<u>Liquid Fuels</u>			2022 Budget
Income			
	35.341	Interest Earned	\$0.00
	35.355.05	LF Tax Allotment	\$21,000.00
Total Liquid Fuels Income			\$21,000.00
		Carryover Funds-12/31/2022	\$25,000.00
Total LF Budgeted Balance			\$46,000.00
Expense			
	35.432	Snow & Ice Removal	\$16,000.00
	35.433	Traffic control	\$0.00
	35.436	Storm Drain Cleaning	\$20,000.00
	35.438	Main/Repairs-Roads	\$0.00
Total LF Budgeted Expense			\$36,000.00

PENN LAKE PARK BOROUGH-2023 Budget-1st reading Sewer INCOME AND EXPENSE

<u>Sewer Fund</u>			2023 Budget
Income			
	341.030	Interest	\$0.00
	364.110	Sewer Connections	\$23,000.00
	364.100	Monthly Fees Collected	\$152,000.00
Total Sewer Revenue			\$175,000.00
		Carryover Funds-12/31/2022	\$200,000.00
Total Available Sewer Funds 2020			\$375,000.00
Expense			
	429.610	Repairs/Hookups	\$93,000.00
	471.000	Penn Vest Loan-Debt Svc	\$124,000.00
Total sewer Expense			\$217,000.00



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LOWER BURRELL,
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December 8, 2022

Project No. 21-107-2

Mr. Paul Rogan
President, Penn Lake Park Borough Council
P. O. Box 14
White Haven, PA 18661

RE: Emergency Action Plan Update
Penn Lake Dam, D40-028
Penn Lake Park Borough, Luzerne County, Pennsylvania

Dear Mr. Rogan:

Streamline Engineering, Inc. (Streamline) is pleased to present this proposal to update the existing Emergency Action Plan (EAP) of the Penn Lake Dam. This letter describes the scope of work, anticipated schedule, and cost to perform the engineering services.

SCOPE OF WORK

The Department of Environmental Protection, Bureau of Dam Safety (PADEP) requires all owners of hazard category 1 dams to develop and maintain an EAP, which must be reviewed and updated every five years. The current EAP for Penn Lake Dam is dated September 2014. An update of the EAP is recommended to bring the EAP into compliance with Chapter 105 and to facilitate future permitting.

Streamline prepared the existing conditions downstream inundation map for Penn Lake Dam as part of the 2022 breach analysis and alternatives analysis. The inundation map was based on new hydrologic and hydraulic analyses, accepted by the PADEP, which has resulted in revised peak flood flows and elevations at the dam and in the downstream reaches of Wright Creek. Streamline's scope of work to update the EAP includes:

1. Finalize and incorporate the Inundation Map per the 2022 Breach Analysis and Alternatives Analysis Reports.
2. Revise as appropriate the trigger levels in the EAP for notifications and evacuations.
3. Verify and update the listing, contact information, and responsibilities of the emergency services.
4. Submit the updated EAP for county EMA approval.
5. Electronically upload the updated EAP onto the Previstar portal for PEMA and PADEP approval.
6. Distribute the approved EAP to the EMA agencies (Dam owners sometimes opt to do this distribution themselves);

Upon approval from PADEP, an electronic copy and one hard copy of the EAP will be provided to you.

SCHEDULE

Upon receipt of written acceptance of this proposal, Streamline will initiate the engineering services to be performed.

ESTIMATED COSTS

Streamline will perform the above scope of services (Tasks 1-5) for a lump sum of \$2,200. If the Borough prefers Streamline distribute the EAP to the EMA agencies identified in the EAP, the cost would be an additional \$500.

EXPERIENCE

Martha L. Frech, P.E. of Streamline Engineering, will be responsible for performing the proposed services. She has completed numerous EAPs, dam breach analyses, and inundation mapping in various counties in Pennsylvania, and has a good working relationship with the personnel at the Pennsylvania Department of Environmental Protection.

If this proposal is acceptable to you, please sign and return a signed copy of the **Acceptance Statement and Authorization to Proceed** to Streamline at your earliest convenience. If you have any questions, please contact us. We look forward to working with you on this project.

Respectfully yours,
STREAMLINE ENGINEERING, INC.



Martha L. Frech, P.E.
President

Mr. Paul Rogan
Penn Lake Dam EAP Update Proposal
Penn Lake Park Borough, Luzerne County, PA

Project No. 21-107
December 8, 2022

RE: Emergency Action Plan Update
Penn Lake Dam, D40-028
Penn Lake Park Borough, Luzerne County, Pennsylvania

Acceptance Statement and Authorization to Proceed

I, _____, agree to the above scope of services and estimated cost and authorize Streamline Engineering, Inc. to perform the described services.

Please initial here _____ if you authorize Streamline Engineering, Inc. to distribute the EAP to the EMA agencies for an additional \$500.

Signature

Date

Payment of Invoices is required within 45 calendar days of receipt of invoice. A late charge of 1% per month will be added to the invoice.

RESOLUTION #5 2022 OF THE BOROUGH OF Penn Lake Park Borough

WHEREAS, it is necessary for Penn Lake Park Borough to collect taxes to fund borough operations for the year 2023; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the collection of trash for the year 2023; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the investigation, design, construction, and maintenance of Penn Lake dam, spillway, and related appurtenances; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated debt service for municipal borrowing of up to \$3 million as approved by referendum on 11/3/2020 for said dam, spillway, and related appurtenances; and

WHEREAS, borough council would like to legally safeguard and segregate taxes to fund expenses and debt service for said dam, spillway, and related appurtenances as enacted by ordinance on 12/17/2020; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the collection of trash for the year 2023, now, be it

THEREFORE, RESOLVED, by the Council of the Borough, that;

1. The tax rate for Penn Lake Park Borough for the year 2023 will remain unchanged at 4.6 mils
2. A 4.2 mil portion of the 4.6 tax will be separately segregated to fund expenses and debt service for said dam, spillway, and related appurtenances *only!*
3. The garbage amount to appear on tax bills 2023 is set at \$_____

ADOPTED this 15th day of December, 2022.

PENN LAKE PARK BOROUGH COUNCIL:

PRESIDENT

VICE PRESIDENT

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

APPROVED BY:

MAYOR

ATTEST:

Secretary