

Penn Lake Park Borough
Agenda-March 9th 2023 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
- EMC position
- ...

Call to Order

Pledge of Allegiance

Roll Call

Public Comment-Public comment on the current agenda items

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
- Sewer
- Short Term Rental

Unfinished Business

- Vote to advertise changes to zoning ordinance. Need a satisfactory revision. Are we ready?
- Vote to present changed zoning ordinance to the PLPB Planning Commission
- Electronics-Pickup?
- Risk Management Letter
- Pickle Ball Court-Motion to do work not to exceed
- Code enforcement
- ARPA Funds-Proposed project William Drive by 54 William Drive
- Speed Bumps/Humps
- Dam
 - Activity since the last council meeting
 - Resolution#1 of 2023 to initiate a draw of \$2,940,000 to fully draw the Luzerne Bank line of credit on Friday, 6/9/23

New Business

- Vote to join Dennison and White Haven to prepare a joint/consolidated EOP
- Vote to advertise for summer lawn care and maintenance
- Vote to obtain quotes for Lilly pad and bladder wort spraying
- Vote to accept Borton Lawson Proposal for engineering, design, survey for ARPA project at 54 William Drive
- Motion to advertise ordinance to enforce stop signs throughout the Borough

Final Public Comment

Adjourn

FEBRUARY 9, 2023

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough February Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:13 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.

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

PUBLIC COMMENT: None

MINUTES:

Minutes from the January 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 January Council Meeting Minutes was made by Longmore, 2nd by Kuter.

Roll Call: Longmore, Kuter, Burden, Eustice, 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 Eustice to accept the Treasurer's Report.

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

Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Kuter, 2nd by Burden to pay the bills of \$23,417.99 and to accept the receipts of \$2,296.50.

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

Motion carried.

Longmore noted the money from the GoFundMe account for the pickleball court was received; however, renovation for the court will need a new Motion before work can be completed.

PETITIONS OR COMPLAINTS:

A concern was raised that a resident has large quantities of recyclable cardboard material stacked in front of his residence and is burning the material on his property. It was added that some of the cardboard has blown into Wright's Creek.

CORRESPONDENCE:

A resident asked if the Borough will receive monthly reports from the State Police as several incidents have occurred in the past month.

COMMITTEE REPORTS:

MAYOR – Carter -Reminded Council that Emergency Management Coordinator, Chris Zwiebel, is planning retirement and that in order to be eligible for PEMA funds, the Borough must have an Emergency Operation Plan. Mayor Carter suggested the Borough join Dennison Township and possibly White Haven in order to share the cost of developing an Emergency Operation Plan which would cover all the municipalities. The matter will be addressed under New Business for March.

POLICE – Carter – Nothing to Report.

SOLICITOR – Kristyn Giarrantano Jeckell – Continues to examine and revise Zoning Ordinances. Jeckell is also working on the procedure to enforce the nuisance ordinance and develop ordinances for the Borough's stop signs and speed signs.

ZONING – A zoning and building permit were issued for 28 Darby Dr. for an addition and renovation. The Zoning Hearing Board will meet on February 21 for variance requests at 1109 Lakeview Dr. for a covered parking area and enclosed porch.

RECREATION– Kuter – Nothing to Report.

LAKE MANAGEMENT - Eustice – Noted that water testing season is coming up and the Borough will continue to offer limited testing at residents' properties for a fee.

GOOSE ABATEMENT – Kuter – Nothing to Report.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Longmore – Reflectivity treatment for traffic signs around the Borough will be put out for bid in the spring. The issue will continue in Unfinished Business.

SEWERS – Rogan – Nothing to Report.

SHORT TERM RENTALS- Burden – Nothing to Report.

UNFINISHED BUSINESS:

Vote to Advertise Changes to Zoning Ordinance – Postponed until the Ordinance is revised.

Risk Management Letter and Recommendations – Will continue as Unfinished Business.

Electronics Recycling – Longmore has messaged Beth DeNardi from Luzerne County Recycling Department and upon receiving a response will have specifics for the March Council Meeting.

Pickle Ball Court – The donation from the GoFundMe account was received and the issue will continue in Unfinished Business.

Code Enforcement – Rogan spoke with Zoning Officer, Barry Jacob, who will consider the position. Secretary Burden reached out to the Code Enforcement Officer from Laurel Run Borough who suggested that for the Borough's purposes, no certification is necessary for a person to be appointed as Code Enforcement Officer.

ARPA Funds – Rogan spoke with Richard Campbell whose property would be affected in order to resolve the stormwater drainage problem near his home at 54 Williams Dr. Rogan spoke with Nick Argot, the Borough Engineer, who will make a field visit on March 6.

Speed Bumps – Nick Argot, the Borough Engineer is familiar with the topic and stated the humps can legally be put in the Borough.

Dam –

- 01/30/23-Proposals were solicited from Reilly engineering and Michael Kopec for survey work sufficient to write the easement language for the proposed Streamline solution for dam repair.

- 2/2/23-Proposal received from Reilly for easement legal descriptions-\$9600
- 2/7/23--Proposal received from Kopec for easement legal descriptions-\$3500
- 2/7/23-The dam advisory group started discussions with Streamline Engineering to obtain a proposal from them for the detailed design, engineering, and permitting for the dam and spillway repairs. We are targeting the second quarter of this year for preparation and submittal of a permit application. The DEP can take up to a year in their review. Current thinking is for construction bidding to take place in summer of 2024, construction to commence in autumn of 2024
- 2/9/2023 Council will vote to award survey work for dam easements.

A **Motion** was made by Longmore, 2nd by Kuter to accept Kopec's bid to perform survey work for dam easements.

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

Motion carried.

NEW BUSINESS:

EMC Table top Exercise – Chris Zwiebel is working to coordinate EMC Table top exercises with the Reading, Blue Mountain, and Northern Railroads. Participation will be of no cost to the Borough.

PUBLIC COMMENT: Council Vice President Kuter is displeased with the state of the White Haven Road, State Route 2041, and urges Council and residents to contact Senator Argall concerning the much needed repairs to the road along with suggesting sound barriers to deaden the traffic noise from the Turnpike.

Suzanne Winters inquired when Borough Council will revisit the issue of White Haven Police Protection for Penn Lake Park.

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

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

Motion carried.

Meeting adjourned at 7:57 PM.

The next Council Meeting will be held on March 9, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT March 9th , 2023

PNC GENERAL FUND

Balance as of 02/09/23	\$36749.44	
Revenue Deposits 3/09/23 mtg	<u>+30853.95</u>	
	\$67603.39	
Monthly Svc Charge	- 15.00	
Transfer to Dam Acct	-25361.58	
Bills to be Paid 3/09/23	<u>- 1832.29</u>	
Balance as of 3/09/23	\$40394.52	
	-(2168.70 - PICKLEBALL GO FUND ME)	
	<u>-\$32289.08 -Arpa Funds)</u>	
	\$ 5936.74	

PLGIT GENERAL FUND

Balance as of 02/09/23	\$131409.54
Deposits	+ 9147.68
Garbage fee reimbursement	+ 6801.48
Interest earned 2/28/23	<u>+ 472.59</u>
	\$147831.29
Bills to be Paid 3/09/23	<u>- .00</u>
Balance as of 3/09/23	\$147831.29

DAM ALLOCATION FUND

\$188445.97
+ 25361.58
+ .00
<u>+ 628.74</u>
\$214436.29
<u>- 128.33</u>
\$214307.96

PLGIT GARBAGE

Balance 02/09/23	\$ 3691.92
Deposits from 3/09/23 mtg	\$ 3758.52
Interest earned 02/28/23	<u>\$ 12.32</u>
	\$ 7462.76
Bills to be Pd 3/09/23	<u>- 6801.48</u>
Balance as of 3/09/23	\$ 661.28

LIQUID FUELS

\$24198.33
.00
<u>\$ 80.73</u>
\$24279.06
<u>- 1405.00</u>
\$22874.06

FNCB SEWER FUND

Balance 02/09/23	\$189089.69
Interest Earned	+ 154.40
Revenue Dep 3/09/23	<u>+ 37982.32</u>
	\$227226.41
Bills approved 3/09/23	- 1800.00
Penn Vest Loan 3/1/23	<u>- 10317.06</u>
Balance as of 3/09/23	\$215109.35

LUZERNE BANK

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

RECEIPTS: March 9th, 2023 MEETING

\$ <u>9147.68</u>	Berkheimer, EIT
\$ <u>100.00</u>	Zoning Fees Collected (Riddle)
\$ <u>500.00</u>	Zoning Hearing Fees (Cronauer)
\$ <u>2477.00</u>	Atlantic Broadband –Franchise Fee
\$ <u>37982.32</u>	Aqua PA, Sewer Monthly Fees – Oct, Nov & Dec
\$ <u>27776.95</u>	Realty Taxes Collected
\$ <u>10560.00</u>	Garbage Fees Collected

\$ 88543.95	TOTAL RECEIPTS
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BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – March
\$ <u>350.00</u>	Atty. John Dean, February Retainer
\$ <u>350.00</u>	Barry Jacob, ZO Salary –Feb
\$ <u>128.33</u>	Luzerne Bank, Interest on Loan
\$ <u>1000.00</u>	Northern & Reading Real Estate, Sewer Easement(RR)
\$ <u>6801.48</u>	GFL Environmental, Garbage collection March
\$ <u>800.00</u>	Aqua PA, Repairs 2-2023(Goldstein & Flanagan)
\$ <u>750.00</u>	McNealis Law Offices, Cronauer Variance
\$ <u>295.00</u>	Notheastern PA Alliance, 2023 Dues
\$ <u>60.91</u>	HA Berkheimer, Admin & Comm EIT Collections-Jan
\$ <u>26.34</u>	PNC Bank, OOMA & Go to MTG (Jan& Feb)
\$ <u>880.00</u>	Charles Petras Landscape LLC, Snow Removal 12/11/22 ; 1/25 & 2/23/23
\$ <u>525.00</u>	Weaver Excavating, Swale Repair

\$ 22284.12	TOTAL BILLS
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PENN LAKE PARK BOROUGH

RESOLUTION NUMBER 2023-1

WHEREAS, the Borough of Penn Lake Park (“Penn Lake”) has been issued a General Obligation Note in the principal amount of \$3,000,000.00 (the “Note”) from Luzerne Bank; AND

WHEREAS, Penn Lake enacted the Ordinance relating to the issuance and sale of the Note, authorization of Penn Lake to issue and sell the Note, and performance by Penn Lake of its obligations under the Note at a duly organized meeting held on May 13, 2021; AND

WHEREAS, Penn Lake is obligated to make a full drawdown on the line of credit by 6/10/23; AND

WHEREAS, Penn Lake understands that a drawdown of the line of credit significantly ahead 6/10/23 could be interpreted as an arbitrage situation, and may jeopardize the tax exempt nature of the line of credit;

NOW, THEREFORE, BE IT RESOLVED, by the Council of Penn Lake Park Borough, that the proper Borough officials are hereby authorized to prepare and submit the necessary paperwork to initiate a draw of \$2,940,000 to fully draw the Luzerne Bank line of credit on Friday, 6/9/23.

Adopted this 9th day of March, 2023.

PENN LAKE PARK BOROUGH COUNCIL:

PRESIDENT

VICE PRESIDENT

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

APPROVED BY:

MAYOR

ATTEST:

Secretary



Making Our Client's Vision a Reality

March 9, 2023

Mr. Paul Rogan
Penn Lake Park Borough
PO Box 14
White Haven, PA 18661

**RE: Project Bidding Package & Construction Support
Williams Drive Stormwater Improvements Project**

Dear Mr. Rogan:

Below please find our scope of work and fee for the development of bidding documents for Williams Drive Stormwater Improvements Project. The purpose of the project is to address a stormwater drainage issue in front of 54 Williams Drive.

We are pleased to submit this proposal for engineering services.

Scope of Services

1. **Survey Services**

- Complete a survey of the project area to obtain existing site features and topography.

2. **Design/Construction & Bidding Documents**

- Complete PA One Call during design phase. Coordinate with utility companies to obtain utility sketches and information that is readily available.
- Prepare design/construction drawings, anticipated to include up to three (3) Sheets including the following:
 - Construction Plans & Profiles – (1)
 - Construction Notes & Details – (2)

Construction drawings will be prepared to show stormwater drainage structures, piping, swales, profiles, and surface restoration.

- Prepare unit price bid schedule for use in bidding and construction.

3. **Bidding Services**

- Obtain telephonic bids for the project. BL will submit email bid requests to Owner selected contractors.
- Prepare and issue Addenda as appropriate to clarify, correct, or change the design/construction drawings.

Lehigh Valley
Pittsburgh
Wilkes-Barre

Wilkes-Barre

613 Baltimore Drive
Suite 300
Wilkes-Barre, PA 18702

P: 570.821.1999
F: 570.821.1990

- Review received bids and assist owner in making a contractor selection.
- Prepare notice of award, notice to proceed, and contract agreements.

Assumptions

- BL will not provide full-time construction inspection under this scope of work.
- This scope does not include services for utility coordination efforts or roadway design.
- Pavement cores and/or other geotechnical investigations are not included.
- BL assumes this construction will not require an Erosion and Sediment (E&S) Pollution Control Plan and Design due to the proposed earth disturbance area being less than 5,000 square feet. BL will include a construction sequence and necessary E&S details. An NPDES Permit will not be required since the earth disturbance is expected to be less than one (1) acre.

Fees

Anticipated reimbursable expenses include vehicle travel expense and reproduction. These expenses will be billed at cost with no mark-up.

We propose the following lump sum fee structure for these services:

1.	Survey Services.....	\$ 1,900.00
2.	Design/Construction & Bidding Documents.....	\$ 2,300.00
3.	Bidding Services.....	\$500.00
4.	Reimbursables.....	<u>\$50.00</u>
	Total:	\$ 4,750.00

Additional Services

Additional services, if requested, would be compensated at an additional lump sum fee.

Upon your review of this proposal, please contact undersigned if there are any questions. This proposal will be valid for 60 days from the date of this letter. If acceptable, please inform the undersigned via email at nargot@borton-lawson.com. Upon receipt of your acceptance, we will forward a Professional Design Services Agreement for execution.



Should you have any questions concerning the above, please do not hesitate to contact me at (570) 821-1994, ext. 1285.

Sincerely,



Nicholas Argot, P.E.
Civil Service Leader

