

**Penn Lake Park Borough**  
**Agenda-June 8<sup>th</sup> 2023 6:30pm Meeting**

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

Public Comment-Zoning Ordinance-6:30pm

Work Session-7pm

- PLGIT Accounts-Dam funds \$2,940,000.00

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
- Attorney
- Zoning
- Recreation
- Lake Management
- Goose Abatement
- Records
- Roads
- Sewer
- Short Term Rental

Unfinished Business

- Motion to adopt zoning ordinance as amended through 6/7/2023
- Code enforcement(Ongoing)
- Pickle Ball(Ongoing)
- Vote to obtain quotes for Lilly pad and bladder wort spraying(Ongoing)
- ARPA Funds
  - Drainage 54 William Drive-project status
  -
- Speed Bumps/Humps(Ongoing)
- Dam
  - Activity since the last council meeting
  - Drawdown 6/9/2023-PLGIT Accounts-How to handle ...

New Business

- Vote to obtain quotes for Lilly pad and bladder wort spraying
- Abandoned property boats left on the dam

Final Public Comment

Adjourn

MAY 1, 2023

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough Special May Council meeting was held outside the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 5:30 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting may be recorded.

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

**PUBLIC COMMENT:** None

**NEW BUSINESS:**

**Discussion and Vote on Streamline Proposal** – A **Motion** was made by Rogan, 2<sup>nd</sup> by Kuter to accept the revised proposal submitted by Streamline in the amount of \$200,160.00 contingent on Streamline's agreement that the limit of liability for a claim against the design services performed by Streamline shall be the full amount of Streamline's coverage under its errors and omissions insurance policy.

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

Motion Carried.

**Discussion and Vote for Appraisal Services for Dam Easements** – A **Motion** was made by Rogan, 2<sup>nd</sup> by Burden to accept appraisal services from G. Kutz for dam related easements in the amount of \$1,750.00.

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

**Final Public Comment-** None

A **Motion** was made by Rogan, 2<sup>nd</sup> by Kuter to adjourn.

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

Motion carried.

Meeting adjourned at 5:36 PM.

Respectfully submitted,

Karen Burden, Secretary

MAY 11, 2023

## PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough May Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:45 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 President Paul Rogan, Council members Shaun Kuter, John Burden, Dave Longmore, and Dan Eustice were present.

Council President Rogan made mention of the special meeting advertised and held on May 1, 2023 for dam matters, specifically to adopt the Streamline proposal and G. Kutz Appraisal Services.

Council Vice President Kuter offered condolences to the Rogan family on the passing of Jane Rogan and announced a ceremony to honor her life will be held on Saturday, May 13, 2023.

**PUBLIC COMMENT:** None

### **MINUTES:**

Minutes from the April 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 April Council Meeting Minutes was made by Kuter, 2<sup>nd</sup> by Burden.

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

### **TREASURERS REPORT:**

The Treasurer's Report was presented. A **Motion** was made by Longmore, 2<sup>nd</sup> Kuter, to accept the Treasurer's Report.

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

### **RECEIPTS/BILLS:**

A **Motion** was made by Kuter, 2<sup>nd</sup> by Eustice to pay the bills of \$27,249.68 with an additional payment of \$500.00 to support the Children's Summer Program at the White Haven Library approved at the November 2022 Council Meeting, and to accept the receipts of \$20,995.95.

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

**PETITIONS OR COMPLAINTS:** None

### **CORRESPONDENCE:**

Michelle Hamza, a community member for 25 years is requesting the use of the ball field for her nephew's wedding on September 2, 2023. Ms. Hamza will take full responsibility for set up

and clean up and is willing to pay any fees associated with the use of the field. She is willing to respond to any of the Borough's questions and concerns.

A **Motion** was made by Rogan, 2<sup>nd</sup> by Burden to allow the use of the ball field on the conditions that the event may not be held on a holiday weekend such as September 2, 2023, and that Ms. Hamza will provide insurance which releases the Borough from any liability, provide porta potties, and be responsible for all damages connected with the event.

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

Motion Carried.

#### **COMMITTEE REPORTS:**

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

**POLICE – Carter** – No Report.

**SOLICITOR – Kristyn Giarrantano Jeckell** – Contacted Luzerne County Planning Commission on April 24, 2023, in reference to the Zoning Ordinance Change, spoke with the Zoning Hearing Board Solicitor, and announced that a hearing of the Penn Lake Park Borough Council will be held on Thursday, June 8, 2023, at 6:30 p.m., at the Penn Lake Community House, 1744 Lakeview Drive, White Haven, Pennsylvania, 18661, when the proposed Ordinance shall be considered and proposed for enactment and passage.

**ZONING** – No Permits were issued.

**RECREATION – Kuter** – A Porta Potty is in place for the beach and ball park and will remain through the October.

**LAKE MANAGEMENT - Eustice** – Water testing will resume before Memorial Day and results will be posted on the Penn Lake Park Borough website. Residents can pay a fee of \$30.00 to have water tested at their lake front. Information is available on the Penn Lake Park Borough Website. Bladder wort and Lily pad spraying will occur in the future.

**GOOSE ABATEMENT – Kuter** – Management of the goose population is going well and no goslings have been sighted as of yet.

**RTK/RECORDS –Burden** – Nothing to Report.

**ROADS –Longmore** – Nothing to Report.

**SEWERS – Rogan** – Nothing to Report.

**SHORT TERM RENTALS- Burden** – Attorney Jeckell will send notices to Short-Term Rental owners who are not in compliance with the Ordinance.

#### **UNFINISHED BUSINESS:**

**Zoning Ordinance Changes** – A **Motion** was made by Rogan, 2<sup>nd</sup> by Longmore, to advertise the approved changes made to the Zoning Ordinances.

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

Motion Carried.

**Pickle Ball Court** – Will continue as Unfinished Business.

**Code Enforcement** – Will continue as Unfinished Business.

**Grass Maintenance Vote** – A **Motion** was made by Longmore, 2<sup>nd</sup> by Kuter to accept Kislán's bid of \$2,500.00 with an hourly rate of \$35.00 for lawn mowing and trimming services.

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

Motion Carried.

Rogan asked that Council alert Kislán when cutting and trimming services need to be performed on Hollenback Rd., Horseshoe Dr., and Lakeview Dr.

**ARPA Funds** – A **Motion** was made by Longmore, 2<sup>nd</sup> by Eustice to accept Kislan's bid of \$13,850.00 for the drainage project at 54 Williams Dr.

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

Motion Carried.

Rogan encouraged Council to identify areas around the Borough where there are drainage issues that could be addressed with the remainder of ARPA money.

**Speed Bumps/Humps** – Will continue as Unfinished Business.

**Dam** – April 2023

- 04/14/2023-Mr. Brozena met with PEMA on Thursday, 4/13, to try to resolve issues with the grant. The issues are around ambiguity on the "period of performance window." It was suggested that the best approach may be to submit a "statement" to PEMA for reimbursement, including all canceled checks and invoices.
- Council is working on assembling the material for this submission.
- To date, PLPB has spent approximately \$322,000.00 on dam related matters since May of 2020.
- 04/17/2023-The borough received the nearly completed copies of easement sketches from our surveyor. He is drafting the metes and bounds legal descriptions for the easements.
- 04/18/2023-Easement sketches were passed to a prospective appraiser. We expect to get pricing for this work before the next council meeting in May.
- 04/21/2023-A few members of the Dam Advisory Group met with Streamline and ARM to go over the proposal. Based on that meeting, the DAG has suggested an increase in scope to include preparation of construction bid documents, assistance in bid review, and vendor selection.
- 04/24/23 The DAG requested revisions to the Streamline proposal for liability limit increases. This request was passed to Streamline.
- 04/26/2023-A proposal for doing appraisals for the 5 flow easements was received from appraiser Gordon Kutz.
- 5/1/2023 A Special meeting was held to discuss and vote on a revised proposal from Streamline Engineering Inc. The revised proposal is for detail design, DEP permitting, preparation of construction bid documents, assistance in bid review, and vendor selection, and to award in the amount of \$200,160.00. Voted to approve.
- Discussion and vote on contracting with G. Kutz Appraisals for appraisal services on dam related easements. The amount of \$1750 was voted on and awarded.
- 5/5/2023 Gordon Kutz made a field visit to evaluate the 5 properties needing flow easements appraisals.
- 5/5/2023 The proposal was received from Streamline, with the changes requested by the DAG.
- 5/8/2023 Michael Kopec, the surveyor working on legal descriptions for flow easements, provided his autocad drawings of the easement areas to Streamline Engineering. The intent was to enable Streamline to provide better detail in the permit application to the DEP. Streamline notified us that they were able to use the Autocad files to "layover" their own sketches that they will use in the permit application

- 5/8/2023 Per the vote at special council meeting 5/1, the signed proposal was returned to Streamline.

**NEW BUSINESS:**

**Quotes for Lily Pad and Bladderwort Vote** – Will carry over to the June Council Meeting.

**Vote to Advertise for Drain Cleaning** – Will carry over to the June Council Meeting.

**Ball Park Use for Wedding** – Was addressed under Correspondence.

**Short-Term Rentals-** Was addressed in the Committee Reports.

**PUBLIC COMMENT:** Karl Heck had concerns that a grinder pump at a Lakeview Dr. cottage is in need of repair. Council President Rogan will contact Rob Gower.

A **Motion** was made by Kuter, 2<sup>nd</sup> by Rogan to adjourn.

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

Motion carried.

Meeting adjourned at 8:27 PM.

**The next Council Meeting will be held on June 8, at 7:00 PM.**

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT June 8<sup>th</sup> , 2023

**PNC GENERAL FUND**

Balance as of 05/11/23	\$ 46955.84
Revenue Deposits 6/08/23 mtg	+ 57557.84
	<u>104513.68</u>
Transfer to Dam Acct	- 51422.25
Add'l bill approved 5/11	- 500.00
Bills to be Paid 6/08/23	- 5888.97
<b>Balance as of 6/08/23</b>	<b>\$46702.46</b>
	<b>-( 2168.70 - PICKLEBALL GO FUND ME)</b>
	<b><u>-( \$32289.08 - Arpa Funds)</u></b>
	\$12244.68

**PLGIT GENERAL FUND**

Balance as of 05/11/23	\$153654.78
Deposits	+ 10354.91
Interest earned 5/30/23	+ <u>669.65</u>
	\$164679.34
Bills to be Paid 6/08/23	- <u>.00</u>
<b>Balance as of 6/08/23</b>	<b>\$164679.34</b>

**DAM ALLOCATION FUND**

\$319444.95
+ 51422.25
+ <u>1317.85</u>
\$372185.05
- <u>1892.09</u>
<b>\$370292.96</b>

**PLGIT GARBAGE**

Balance 05/11/23	\$29399.01
Deposits from 6/08/23 mtg	\$17490.00
Interest earned 05/30/23	\$ <u>145.33</u>
	\$47034.34
Bills to be Pd 6/08/23	- <u>6801.48</u>
<b>Balance as of 6/08/23</b>	<b>\$40232.86</b>

**LIQUID FUELS**

\$41355.86
.00
\$ <u>169.74</u>
\$41525.60
- <u>.00</u>
<b>\$41525.60</b>

**FNCB SEWER FUND**

Balance 05/11/23	\$206547.31
Interest Earned	+ 147.40
Revenue Dep 6/08/23	+ <u>.00</u>
	\$206694.71
Bills to be Pd 6/08/23	- 275.00
Penn Vest Loan 6/1/23	- <u>10317.06</u>
<b>Balance as of 6/08/23</b>	<b>\$196102.65</b>

**LUZERNE BANK**

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

# RECEIPTS: June 8<sup>th</sup>, 2023 MEETING

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\$ <u>10354.91</u>	Berkheimer, EIT
\$ <u>14.00</u>	Encova, refund per audit on Insurance
\$ <u>56319.57</u>	Real Estate Taxes Collected
\$ <u>17490.00</u>	Garbage Fees collected
\$ <u>15.67</u>	Elite Revenue, Delinquent Taxes Collected
\$ <u>1029.00</u>	Recorder of Deeds, Realty Transfer Tax
\$ <u>129.60</u>	Semi Annual State Police Fines Collected
\$ <u>50.00</u>	Zoning Permit, (Kline)

**\$ 85402.75 TOTAL RECEIPTS**

## BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – June
\$ <u>350.00</u>	Atty. John Dean, May Retainer
\$ <u>1470.00</u>	Elliott Greenleaf & Dean, Borough Matters - April
\$ <u>377.84</u>	Barry Jacob, ZO Salary –May & mileage
\$ <u>275.00</u>	Aqua PA, Inv #5/2023 repairs
\$ <u>142.09</u>	Luzerne Bank, Interest on Loan
\$ <u>52.29</u>	HA Berkheimer, Admin & Comm- April
\$ <u>6801.48</u>	GFL Environmental, Garbage collection June
\$ <u>670.13</u>	PNC Bank, OOMA & Go To mtg/Reed Joseph Int'l/Dam Mtg Lunch
\$ <u>32.21</u>	PPL Electric Utiities, April Streetlights
\$ <u>1750.00</u>	Kutz Real Estate Svc, Flow Easement Reports
\$ <u>1337.50</u>	Karen Burden, Secretary 6 mo salary/rent
\$ <u>850.00</u>	Teresa Wojciechowski, Treasurers 6 mo salary
\$ <u>500.00</u>	Kislan's Trucking, Lawn maintenance
\$ <u>249.00</u>	Reeves Rent A John Inc. –Delivery and May Potty

**\$ 25174.60 TOTAL BILLS**





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## Current Yields

Name	Date	Current Seven-Day Yield
PLGIT-Class	6/6/2023	4.89%
PLGIT/Reserve-Class	6/6/2023	5.01%
PLGIT/PRIME	6/6/2023	5.17%

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### Current Seven Day Yield

The current seven-day yield, also referred to as the current annualized yield, represents the net change, exclusive of capital change and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. The resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. Past performance is not indicative of future results and yields may vary. The yields shown above may reflect fee waivers by PLGIT's current or prior service providers. When such waivers occur, they reduce the total operating expenses of the Trust, and the Trust's yields would have been lower if there were no such waivers. Refer to PLGIT's [Information Statement](#) for further information on the expenses of the Trust and fees of its Service Providers.

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