

Penn Lake Park Borough
Agenda-July 13th 2023 7:00pm Meeting

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

Work Session-7pm

- Dam easement discussions...
- STR

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

- Vote to have Natureworx spray for Badger Wort
- Abandoned property boats left on the dam(Ongoing)
- Code enforcement(Ongoing)
- ARPA Funds
 - Drainage 54 William Drive-project status
 -
- Speed Bumps/Humps(Ongoing)
- Dam
 - Activity since the last council meeting
 - Vote to pay Streamline bill of \$16,983.53 for permitting and easement work, Kutz appraisal for additional appraisal work, \$200
 - Motion to issue checks for real estate easements and acquisitions in the amounts as follows: Basler Easement-\$15,772.79, Cronauer Easement-\$4,318.00, Carter Easement-\$1,294.00, Green Easement-\$619.00

New Business

- Vote to buy 12 sewage pumps at \$2620.83 each
- Vote to adopt Resolution 2 to pursue Community Development money for drainage and paving projects projects

Final Public Comment

Adjourn

JUNE 8, 2023

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough June Council meeting was held at the Penn Lake Park Community House. Council Vice President Shaun Kuter called the meeting to order at approximately 7:10 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: Council Vice President Shaun Kuter, Council Members John Burden, Dave Longmore, and Dan Eustice were present. Council President Paul Rogan was remote. Mayor Tom Carter was absent.

PUBLIC COMMENT: None

MINUTES:

Minutes from the May Special Council Meeting and the May 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 Special May Council Meeting Minutes was made by Longmore, 2nd by Eustice. Roll Call: Longmore, Eustice, Burden, Kuter, and Rogan, all in favor, none opposed. Motion carried.

A **Motion** to accept the May Council Meeting Minutes was made by Burden, 2nd by Longmore. Roll Call: Burden, Longmore, Kuter, 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, Longmore, Burden, and Rogan, all in favor, none opposed. Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Kuter, 2nd by Longmore to pay the bills of \$25,174.60 and to accept the receipts of \$85,402.75.

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

PETITIONS OR COMPLAINTS:

Resident Barbara Sudimak feels overgrown brush and 3-foot-tall grass along the Borough roads not only makes our community unattractive but also increases the risk of ticks, fleas, and snake contact with people and pets. She asks if there is an ordinance that addresses the height of grass and brush that residents must abide by.

Council person Longmore responded to the complaint in an email which informed Mrs. Sudimak that the grass and lawn bid was just awarded at the May 11th Council Meeting and since then the ball park was cut and other Borough areas will be addressed. Council will check whether an ordinance addresses grass height on residents' properties.

CORRESPONDENCE:

The Penn Lake Planning Commission held a Public Meeting on June 7, 2023. The revised Penn Lake Zoning Ordinance was discussed and voted on unanimously to approve. Resident Karl Heck had questions concerning unattached accessory structures on empty lots which the Planning Commission feels discussion on the topic will occur in the future.

COMMITTEE REPORTS:

MAYOR – Carter – No Report

SOLICITOR – Kristyn Giarrantano Jeckell – Nothing to Report.

ZONING – One permit was issued for a patio and fence at 1481 Lakeview Dr.

RECREATION– Kuter – Nothing to Report.

LAKE MANAGEMENT - Eustice – Will cover in New Business. Eustice reported one water test was missed, but all test results have been good.

GOOSE ABATEMENT – Kuter – Twenty new geese appeared at the lake and Kuter asks residents to help move them along.

RTK/RECORDS –Burden – One Right to Know was completed.

ROADS –Longmore – Pot Hole mark-ups were completed and bids for repair will be put out.

SEWERS – Rogan –AQUA reported that a resident had work done on a grinder pump by a private contractor. Rogan stated that the Borough will not be responsible for the repairs or for future repairs on that grinder pump.

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 – A **Motion** was made by Rogan, 2nd by Kuter, to adopt the Zoning Ordinance as amended through June 7, 2023.

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

Motion Carried.

Code Enforcement – Will continue as Unfinished Business.

Pickle Ball Court – Will continue as Unfinished Business.

Vote to Obtain Quotes for Lily Pad and Bladder Wort Spraying- A **Motion** was made by Kuter, 2nd by Burden to authorize Nature Works to perform a survey of the lake for the amount \$600.00 to assess the need for lily pad and bladder wort spraying.

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

Motion Carried.

ARPA Funds – The Borough is waiting for the contractor to complete the necessary steps to begin the work.

Speed Bumps/Humps – Will continue as Unfinished Business.

Dam – May 2023

- 5/11/2023 Metes and bounds descriptions and maps of the properties that are candidates for drainage easements were received from the surveyor. These records were passed to the appraiser.
- 5/27/2023 Face to face meetings were held with prospective easement property owners.

- 5/16/2023 Appraisals reports were received from Gordon Kutz.
- 05/23/2023 Dan George and Paul Rogan met with the borough solicitor to review prospective easement language.
- 6/1/2023 Rogan spoke with Brian Burd at the Luzerne Bank. Burd will issue the drawdown for the balance of the borough line of credit in the amount of \$2,940,000.00 into the checking account in the morning of 06/09. We will see an increase in the monthly payment to \$16,237.36 beginning with the payment due 07/10. The rate of interest on the line of credit is 2.75%. The money will earn between 4.89 and 5.18 % in the borough PLGIT accounts.
- A **Motion** was made by Rogan, 2nd by Longmore to have the Borough Treasurer transfer \$2,840,000.00 into the Borough's PLGIT account leaving \$100,000.00 in the Luzerne Bank checking account.
Roll Call: Rogan, Longmore, Kuter, Eustice, and Burden, all in favor, none opposed.
Motion Carried.

NEW BUSINESS:

Quotes for Lily Pad and Bladder Wort Vote – Addressed in Unfinished Business.

Abandoned Boats on the Dam – Notices will be posted on the Borough's bulletin boards and on the Borough's website. Longmore will reach out to the PA Fish and Game Commission for information and to identify owners.

PUBLIC COMMENT: None

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

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

Motion carried.

Meeting adjourned at 7:32 PM.

The next Council Meeting will be held on July 13, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT July 13th , 2023

PNC GENERAL FUND

Balance as of 06/08/23	\$ 46702.46
Revenue Deposits 7/13/23 mtg	<u>+ 19040.82</u>
	65743.28
Transfer to Dam Acct	- 14119.15
Bills to be Paid 7/13/23	<u>- 3838.73</u>
Balance as of 7/13/23	\$47785.40
	-(2168.70 - PICKLEBALL GO FUND ME)
	<u>-(\$32289.08 - Arpa Funds)</u>
	\$13327.59

PLGIT GENERAL FUND

Balance as of 06/08/23	\$164679.34
Deposits	+ 2334.18
Interest earned 6/30/23	<u>+ 677.98</u>
	\$167691.50
Bills to be Paid 7/13/23	<u>- .00</u>
Balance as of 7/13/23	\$167691.50

DAM ALLOCATION FUND

\$ 370292.96
+ 14119.15
2850500.00 (wire transfer)
<u>+ 4501.63</u>
\$3239413.74
<u>- 16237.36</u>
\$3223176.38

PLGIT GARBAGE

Balance 06/08/23	\$40232.86
Deposits from 7/13/23 mtg	\$ 5940.00
Interest earned 06/30/23	<u>\$ 174.27</u>
	\$46347.13
Bills to be Pd 7/13/23	<u>- 6801.48</u>
Balance as of 7/13/23	\$39545.65

LIQUID FUELS

\$41525.60
.00
<u>\$ 167.65</u>
\$41693.25
<u>- .00</u>
\$41693.25

FNCB SEWER FUND

Balance 06/08/23	\$196102.65
Interest Earned	+ 149.04
Revenue Dep 7/13/23	<u>+ 25495.06</u>
	\$221746.75
Bills to be Pd 7/13/23	- 3013.25
Penn Vest Loan 7/1/23	<u>- 10317.06</u>
Balance as of 7/13/23	\$208416.44

LUZERNE BANK

\$ 10500.00
.00
<u>+2940000.00</u>
\$2950500.00
-2850500.00 (Wire transfer)
<u>- 18076.03 (Dam bills)</u>
\$ 81923.97

RECEIPTS: July 13th, 2023 MEETING

\$ <u>2334.18</u>	Berkheimer, EIT
\$ <u>15463.82</u>	Real Estate Taxes Collected
\$ <u>5940.00</u>	Garbage Fees collected
\$ <u>3577.00</u>	Recorder of Deeds, Realty Transfer Tax
\$ <u>25495.06</u>	Aqua PA, March & April Sewer Fees
\$ 52810.06	TOTAL RECEIPTS
<u>\$2,940,000.00</u>	Luzerne Bank Loan Advance
\$2,992,810.06	

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – July
\$ <u>350.00</u>	Atty. John Dean, June Retainer
\$ <u>613.82</u>	Elliott Greenleaf & Dean, Borough Matters – May
\$ <u>892.50</u>	Elliott Greenleaf & Dean, Dam Matters - May
\$ <u>396.06</u>	Barry Jacob, ZO Salary –June & mileage & Postage
\$ <u>3013.25</u>	Aqua PA, Inv #6 & 7/2023 repairs
\$ <u>16237.36</u>	Luzerne Bank, Loan Payment
\$ <u>187.36</u>	HA Berkheimer, Admin & Comm- May
\$ <u>6801.48</u>	GFL Environmental, Garbage collection July
\$ <u>42.18</u>	PNC Bank, OOMA & Go To mtg/G&A Hardware (marking roads)
\$ <u>31.31</u>	PPL Electric Utilities, June Streetlights
\$ <u>200.00</u>	Kutz Real Estate Svc, Flow Easement Reports #2(Dam)
\$ <u>16983.53</u>	Streamline Engineering Inc, Inv #905(Dam)
\$ <u>375.00</u>	DGK Insurance, Treasurers Bond
\$ <u>500.00</u>	Kislan's Trucking, Lawn maintenance (Inv#4561)
\$ <u>174.00</u>	Reeves Rent A John Inc. –June Potty
\$ <u>650.00</u>	Natureworks Clear Water Assoc, Weed Survey & Mapping
\$ <u>250.00</u>	McNealis Law Offices, (Lokuta Variance)
\$ <u>72.00</u>	Kirby Memorial Health Center, 2 Water Tests
\$ <u>197.00</u>	CANWIN, Grass Cutting & Ord Ads
\$ 58283.91	TOTAL BILLS

RESOLUTION #2 2023 OF THE BOROUGH OF Penn Lake Park Borough

WHEREAS, Penn Lake Park Borough ("Applicant") desires to undertake infrastructure improvement projects; and

WHEREAS, the applicant desires to receive from the Community Development Block Grant funds for the purpose of correcting storm drainage problems and road deterioration; and

WHEREAS, the applicant understands that the Terms and Conditions of such grant and

WHEREAS, the estimated costs for all such improvements far exceeds the capacity of the Borough to fund the project in its entirety, and

WHEREAS, the Borough is applying for a grant to fully fund 3 key projects, a 135' rock swale on Horsehoe Drive, a 250' rock swale on Hollenback Rd, and 590' of paving on William Drive

THEREFORE resolved, this 8th day of July, 2023 that the following be adopted:

1. The all required documents may be signed on behalf of the applicant by the Officials who, at the time of signing, has **TITLE** of "**Council President**" OR **TITLE** of "**Council Vice President**".
2. If the applicant is awarded a grant, the "**Grant Agreement Signature Page**", signed by the above Officials, will become the applicant/grantees **executed** signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
3. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "**TITLE**" specified in paragraph 1 and the grantee will be bound by the amendment.

PENN LAKE PARK BOROUGH COUNCIL:

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

APPROVED BY:

MAYOR

ATTEST:

Secretary