

REORGANIZATIONAL MEETING
PENN LAKE PARK BOROUGH
JANUARY 2, 2024

The Penn Lake Park Borough held its Reorganizational Meeting on January 2nd, 2024 in the Penn Lake Community House. Mayor Tom Carter called the meeting to order at approximately 6:33 and opened the meeting with the Pledge of Allegiance to the Flag.

ROLL CALL: Mayor Tom Carter, Council members Paul Rogan, John Burden, Susan George, and Corey Beltz. Dan Eustice was absent.

A **Motion** was made by Burden, 2nd by George to nominate Paul Rogan for President of Council, no other nominations were made.

Roll Call: Burden-aye, George-aye, Beltz-aye.
Motion Carried.

A **Motion** was made by Rogan, 2nd by Burden to nominate Susan George for Vice President, no other nominations were made.

Roll Call: Rogan-aye, Burden-aye, Beltz-aye.
Motion Carried.

Council President, Paul Rogan, made the following Committee Appointments:

RTK – John Burden

Engineering – Paul Rogan

Dam – Paul Rogan

Recreation – Susan George

Lake Management – Dan Eustice

Goose Abatement – Dan Eustice/ Paul Rogan

Roads – Dan Eustice

Sewer – Corey Beltz

Short-Term Rental - Burden

A **Motion** was made by Rogan, 2nd by George to pass **Resolution #1 of 2024** Adopting the following:

1. Tax collector salary will be \$1000.00 per year.
2. Appointment of Karen Burden as Borough Secretary, Salary at \$1700.00 per year.
3. Appointment of Teresa Wojchiechowski as Borough Treasurer, Salary at \$1700.00 per year.
4. Setting Council and Mayor Salary at \$120.00 per year, Council President Salary at \$240 a year.
5. Appointment of Barry Jacob as Zoning Officer, salary at \$350.00 per month, mileage of .54 cents per mile.
6. Appointment of Elliot Greenleaf law firm as Borough Solicitor, salary at \$350.00 per month.

7. Appointment of Donald Beckerman as Auditor, salary at \$500.00 per year.
 8. Two signatures are required on all borough checks, Treasurer, President, and Vice-President to have signatory authority.
 9. Appointment of Borton-Lawson as Borough Engineer.
 10. Appointment of Christopher Zweible as the EMA Coordinator.
 11. Appointment of Nick Argot as the Storm Water Engineer.
 12. Setting the White Haven Journal as the paper of record when available.
 13. Continue the use of PNC Bank and PLGIT as the Boroughs depositories.
- Roll Call: Rogan-aye, George-aye, Burden-aye, Beltz-aye, all ayes.
Motion carried.

A **Motion** to adjourn was made by Rogan, 2nd by Burden.
Roll Call: All in favor, all ayes.
Meeting adjourned at 6:39 PM.

JANUARY 2, 2024
PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough January Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 6:40 PM.

ROLL CALL: Mayor Tom Carter, Council President Paul Rogan, Council Members: Susan George, John Burden, and Corey Beltz. Dan Eustice was absent.

PUBLIC COMMENT: None

MINUTES:

Minutes from the December Council Meeting were distributed to council members via email and posted on the Penn Lake Borough website. The copies will be recorded as the official minutes. A **Motion** to accept the December Council Meeting Minutes was made by Beltz, 2nd by George. Roll Call: Beltz, George, Burden, and Rogan, all in favor, none opposed. Motion Carried.

TREASURERS REPORT:

The Treasurer's Report was presented. A **Motion** was made by Rogan, 2nd by Burden to accept the Treasurer's Report. Roll Call: Rogan, Burden, Beltz, and George, all in favor, none opposed. Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Rogan, 2nd by Beltz to pay the bills of \$34,328.06 and to accept the receipts of \$1,821.14. Roll Call: Rogan, Beltz, George, and Burden, all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS:

None

CORRESPONDENCE:

The Borough received information and applications for the Luzerne County ARPA Heating and Utility Program administered by the Commission on Economic Opportunity. The purpose of the program is to provide direct assistance to moderate income Luzerne County households impacted by the COVID 19 Pandemic. Income guidelines are defined as 200% - 300% of the federal poverty guideline. The one-time grant is in the amount of \$290.00. The Luzerne County Recorder of Deeds informed the Borough that all signatures by the Local Planning Commission on maps for recording must be accompanied by the official seal for that office.

COMMITTEE REPORTS:

MAYOR – Carter – Received a noise complaint on New Year's Eve.
SOLICITOR – Keighlyn Oliver – Nothing to Report.

ZONING – No Report

RECREATION– **George** – Nothing to Report.

LAKE MANAGEMENT - **Eustice** – No Report.

GOOSE ABATEMENT – **Eustice/Rogan**– No Report.

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

ROADS –**Eustice** – No Report.

SEWERS – **Beltz** – No Report.

SHORT TERM RENTALS- **Burden** – Nothing to Report.

DAM – **Rogan** – The Borough filed an application for a permit to DEP. The Borough was notified by the Director of Dam Safety of a High Hazard Potential Grant available. A face-to-face meeting with the Director was requested by Rogan with Jim Brozeena and Dan George attending as well.

Luzerne Bank contacted the Borough concerning additional money may be available for the Borough to fund the dam project.

UNFINISHED BUSINESS:

Code Enforcement – Will continue as Unfinished Business.

ARPA Funds – The Stormwater project at 54 Williams Dr. has been completed. The drainage project at Horseshoe and Hollenback Dr. was awarded to Kislun for \$9873.00, and will most likely begin in the spring of 2024.

Speed Bumps/Humps – Will continue as Unfinished Business.

NEW BUSINESS:

Vote to Advertise Ordinance #1 of 2024 for Recovery of Attorney and Filing Fees- A **Motion** was made by Rogan, 2nd by George to advertise Ordinance #1 of 2024 to recover Attorney and Filing Fees.

Roll Call: Rogan, George, Beltz, and Burden, all in favor, none opposed.

Motion Carried.

Vote to Authorize an Application for the HHPD Grant – A **Motion** was made by Rogan, 2nd by Burden to authorize Jim Brozeena to prepare and submit a grant application for the High Hazard Potential Dam Grant with the Borough as a sub-applicant to PEMA and the PA Dam Safety Department due February 29, 2024.

Roll Call: Rogan, Burden, George, and Beltz, all in favor, none opposed.

Motion Carried.

FINAL PUBLIC COMMENT – None

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

Roll Call: Beltz, Rogan, George, and Burden, all in favor, none opposed.

Motion Carried.

Meeting adjourned at 7:10 PM.

The February Council Meeting will be held on Thursday, February 8, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary