

Penn Lake Park Borough
Agenda-June 13th 2024 7:00pm Meeting
<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Work Session-

- Sewage new connect-11,300(\$18,400 Oliver,\$15,301 DeNovo, \$10,605 Rohl,\$11810 Dibendetto, \$23,755 Lukens)
- Emergency Action Plan-Distribution to agencies

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
- Dam

Unfinished Business

- Code enforcement(Ongoing)
- ARPA Funds(Ongoing)
 1. Drainage 54 William Drive-project status-Complete
 2. Hollenback/Horseshoe- Held off
- Speed Bumps/Humps (Ongoing)
- 2020 LSA Grant-Hollenback Road Improvements Project Status
- Aqua Main Replacement-Status
- Need a motion to endorse the letter of intent to request technical assistance and agreement to work with Governors Center for Local Services

New Business

- Resolution to forgive erroneous double billing of garbage fee
- Motion to acquire new supply of sewage pumps from Site Specific
- Food and Fun Program WH Library donation
- Pickle Ball-Motion to fund
- Vote to obtain quotes for submersed weed spraying via lake mapping survey

Final Public Comment

Adjourn

MAY 9, 2024

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 7:24 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: Susan George, John Burden, Dan Eustice, and Corey Beltz.

PUBLIC COMMENT: None

MINUTES:

Minutes from the April 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 April Council Meeting Minutes was made by Burden, 2nd by Beltz.

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

Motion Carried.

TREASURERS REPORT:

The Treasurer's Report was presented. A **Motion** was made by Eustice, 2nd by George to accept the Treasurer's Report.

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

Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Rogan, 2nd by George to pay the bills of \$36,787.62 and to accept the receipts of \$39,766.97.

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

Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE: Senator David Argall announced that he will host two Municipal Leader Funding Seminars on May 30th. The meetings will feature a presentation from the Senate Grants Team on funding opportunities for local municipalities. The first event will be held at the Faith Assembly of God Church at 34 Fox Manor Rd., Hazel Twp., at 8:30 AM. The second will be held at the Lansford American Legion, 3 W. Ridge St., Lansford, at 5:30 PM. Attendance must be confirmed by May 30th by emailing shubler@pasen.gov or calling 570-773-0891.

COMMITTEE REPORTS:

MAYOR – Carter – Reported the beaver seems to be gone although sightings have been reported. Carter was asked by a resident if toy motorboats are allowed on the lake, and Rogan replied “yes.”

A **Motion** was made by Burden, 2nd by Eustice to accept Chris Zwiebel's resignation as Emergency Management Coordinator.

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

Motion Carried.

SOLICITOR – Keighlyn Oliver – Nothing to Report.

ZONING – 3 permits were issued: Add a structure at 1080 Lakeview Dr., a pavilion at 102 Hollenback Rd, add a structure at 1278 Lakeview Dr.

RECREATION– George – Nothing to Report.

LAKE MANAGEMENT - Eustice – Weekly water testing for both beaches will begin the week of May 19th. Water testing results will be posted on the Borough's website. Signs will be posted on the beaches in the event the E. coli levels exceed acceptable levels. Spraying will be contingent on the dam repair plan.

GOOSE ABATEMENT – Eustice – Geese numbers are down.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Eustice – The Borough received two bids for paving and pothole patching. Eustice spoke with Brian Strokes from AQUA who reported the Water Main Replacement project should be completed in June. AQUA will repair the damaged stormwater drain.

SEWERS – Beltz – 2 sewer permit applications were received. Seven Grinder pumps are still available.

SHORT TERM RENTALS- Burden – A hearing is scheduled for July 3 concerning a nuisance violation for garbage against Penn Lake Homes LLC.

DAM – Rogan – 5-9-2024 Meeting-Dam Report

- 4/19/2024 Received BRIC 2021 Penn Lake Park Borough Executed Grant Agreement. This is a necessary step before claiming part of the FEMA share of that grant in the amount of \$307,500.00.
- 4/21/2024 A few DAG members met to discuss how to motivate the DEP to act on our dam repair permit.
- 4/23/2024 Lisa Stuart brokered a meeting for August 8th with DEP Dam Safety in Harrisburg to discuss legal aspects of our permit application. The meeting will be attended by Rogan, George, and Stuart.
- 4/24/2024 Dan George met with Streamline and DEP to discuss the National Pollutant Discharge Elimination System (NPDES) Permit for Stormwater Discharges from Construction Activities. This is a necessary step for obtaining a dam repair permit.
- 5/2/2024 Rogan attended Dave Argall's Cinco de Mayo fundraising event. Some disappointing news was received at that event: Only \$100k of Penn Lake's requested \$2.6 million can be expected.
- 5/3/2024 A meeting with Federal Representative Matt Cartwrights office was arranged through personal connections to a borough resident. In the ensuing discussion, a Penn Lake onsite meeting is arranged with a representative from Cartwrights office, Dan George, Rogan, and Jim Brozeena.
- 5/8/2024 A face to face meeting was held with DAG members George, Stuart, Rogan, Dam Safety Director Kirk Kreider, a dam safety technical person, and 2 DEP attorneys attending remote. The purpose of the meeting was to understand how to get action on our seemingly stalled permit application, and to hear the results of the DEP legal review of our application held in February. A meeting is scheduled for 5/10 with attorney Dean to discuss some of the legal issues brought up by the DEP.

- 5/9/2024 Rogan reached out to people from Blytheburn Lake Association and Rice township/Ice Lake. The purpose was to understand and learn if they could provide information on how to motivate the DEP on our stalled permit application. Discussions with them will take place in the coming weeks.
- 5/9/2024 George, Rogan, and Jim Brozeena met with a person from US Senator Matt Cartwrights office at Rogan's home to discuss other funding opportunities. Sen Cartwrights office was encouraging, and we will report as we learn more.

We have potential shortfalls depending on how grants materialize:

Financial Picture

- \$3.19m cash in dam fund
- Receivable FEMA FMA-\$226k-POP 4/30/22->5/29/25 (unsure of how much of this will materialize)
- Receivable FEMA BRIC-\$308k-POP 3/2/23->3/1/26 (unsure of how much of this will materialize)
- County LSA Grant per PA State Senator Argall's office -\$100k

Theoretical available \$3,829,000

Latest cost estimate, attached:

- Project cost-\$3,384,366
- Optional slurry wall-\$695k

Theoretical cost \$4,079,366, Best case shortfall about \$250k.

Likely, add 20% to estimate, grants come in at 50%:

Project cost-\$4,895,239, resources \$3,507,000-Realistic shortfall-\$1,388,239

UNFINISHED BUSINESS:

Code Enforcement – Burden was informed that the Bear Creek Code Enforcement Officer cannot perform Code Enforcement for Penn Lake Park.

ARPA Funds – The Stormwater project at 54 Williams Dr. has been completed. The drainage project at Horseshoe and Hollenback Dr. is on hold.

Speed Bumps/Humps – Will continue as Unfinished Business.

AQUA Main Replacement Status – Covered in Roads under Committee Reports.

Grass Cutting Award – A **Motion** was made by Rogan, 2nd by George to award the grass cutting bid to Kislán for \$2500.00 plus \$35 per hour.

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

Motion Carried.

Patching and Paving Award – A **Motion** was made by Eustice, 2nd by Rogan, to award Shiffer Bituminous the paving and pothole patching bid for \$25,046.46.

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

Motion Carried.

2020 Drainage Upgrade Project – A **Motion** was made by Rogan, 2nd by Beltz, to accept Borton Lawson’s recommendation of Lehigh Asphalt Paving and Construction bid of \$57,232.00 for the Drainage Upgrade Project funded by the 2020 LSA Grant.

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

Motion Carried.

NEW BUSINESS:

New Computer for Treasurer – A **Motion** was made by Rogan, 2nd by George to purchase a new computer for the Borough Treasurer, Teresa Wojciechowski, not to exceed \$750.00.

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

Motion Carried.

FINAL PUBLIC COMMENT: Steven Schwika had questions concerning the Borough’s IRS status.

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

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

Motion Carried.

Meeting adjourned at 8:15 PM.

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

Respectfully submitted,

Karen Burden, Secretary

6423TREASURERS REPORT June 13th, 2024

PNC GENERAL FUND

Balance as of 05/08/24	\$19711.45
Revenue Deposits 6/13/24 mtg	+ <u>124801.03</u>
	144512.48
Transfer to Dam Acct	-111518.17
Bills to be Paid 6/13/24	- <u>6423.91</u>
Balance as of 6/13/24	\$ 26570.40
	-(2168.70 - PICKLEBALL GO FUND ME)
	- <u>13468.26 (ARPA Funds)</u>
	\$ 10933.44

PLGIT GENERAL FUND

Balance as of 05/08/24	\$193200.66
Deposits	+ 12788.38
Interest earned (May)	+ <u>845.16</u>
	\$206834.20
Bills to be Paid 6/13/24	- <u>.00</u>
Balance as of 6/13/24	\$206834.20

DAM ALLOCATION FUND

	\$3186907.81
	+ 111518.17
	+ <u>13824.51</u>
	\$3312250.49
	- <u>16504.58</u>
	\$3295745.91

PLGIT GARBAGE

Balance 05/08/24	\$12720.35
Deposits from 6/13/24 mtg	\$42532.00
Interest earned (May)	\$ <u>157.67</u>
	\$55410.02
Bills to be Pd 6/13/24	- <u>7073.64</u>
Balance as of 6/13/24	\$48336.38

LIQUID FUELS

	\$46448.98
	\$.00
	\$ <u>201.21</u>
	\$46650.19
	- <u>.00</u>
	\$46650.19

FNCB SEWER FUND

Balance 05/08/24	\$158596.11
Interest Earned	+ 78.01
Revenue Dep 6/13/24	+ <u>26728.86</u>
	\$185402.98
Bills to be Pd 6/13/24	- 4443.84
Penn Vest Loan 6/1/24	- <u>10317.06</u>
Balance as of 6/13/24	\$170642.08

LUZERNE BANK

	\$1007.02
	.00
	+ <u>.00</u>
	\$1007.02
	.00
	- <u>.00</u>
	\$1007.02

June 13th, 2024 Meeting

RECEIPTS:

\$ <u>12788.38</u>	HA Berkheimer, EIT -May
\$ <u>15428.86</u>	Aqua PA, Sewer Monthly Fees Collected – March
\$ <u>11300.00</u>	Gregory & Eleni Yannes, Sewer Connection Fee
\$ <u>42532.00</u>	Garbage fees collected (2024)
\$ <u>122138.88</u>	Realty Taxes Collected
\$ <u>250.00</u>	Zoning Permit (Ford, Graves, Eustice, Scott)
\$ <u>1708.61</u>	Elite Revenue, Delinquent taxes collected)
\$ <u>11.00</u>	Encova Insurance, Refund per Audit
\$ <u>151.09</u>	Commonwealth of PA, State Police Fines
\$ <u>541.45</u>	Realty Transfer Taxes Collected

\$206850.27

TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – June
\$ <u>350.00</u>	Atty. John Dean, May Retainer
\$ <u>1318.14</u>	Elliott Greenleaf & Dean, Borough Matters –April 2024 (Inv#5273)
\$ <u>122.50</u>	Elliott Greenleaf & Dean, Dam (inv #5275)
\$ <u>388.28</u>	Barry Jacob, ZO Salary –May & Mileage
\$ <u>16237.36</u>	Luzerne Bank, Loan Payment
\$ <u>7073.64</u>	Casella, June Garbage
\$ <u>32.84</u>	PPL Electric Utilities, May Streetlights
\$ <u>152.00</u>	Kirby Memorial Health Center
\$ <u>155.00</u>	Biros Utilities Inc, Portable Toilet (June)
\$ <u>96.63</u>	PNC Bank Card, (OOMA & Go To Mtg, Parking & meals for Dam Safety Mtg)
\$ <u>68.67</u>	HA Berkheimer Inc, Admin & Comm -April
\$ <u>4443.84</u>	Aqua PA, Repairs Inv #3-2024(Warner, Dippi, Carter, Branham, Gerald Sechleer, Reid & Lakhia)
\$ <u>583.63</u>	Times Leader, Road Improvement Ad
\$ <u>500.00</u>	Kislans Trucking, Lawn care Maintenance Inv #4687
\$ <u>544.72</u>	Paul Rogan, Purchase of Laptop for Treasurer
\$ <u>144.72</u>	Paul Rogan, Mileage expense for Dam Mtg in Harrisburg
\$ <u>46.50</u>	CANWIN Legal Ads, Summer maintenance & Road work & pothole patching/repairs
\$ <u>1337.50</u>	Karen Burdgen, 6 mo Secretary Salary & Rent
\$ <u>850.00</u>	Teresa Wojciechowski, 6 mo Treasurers Salary

\$44763.03

TOTAL BILLS