

Penn Lake Park Borough
Agenda-November 14th 2024 7:00pm Meeting
<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Work Session-

- Risk Management Recommendation Letter
- Transition of Borough president duties
- Budget 2025
- Phillips Easement

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

- ARPA Funds(Ongoing)-Status

New Business

- Ratify email poll-Motion to engage Michael Kopec for dam related survey work not to exceed \$3500
- 2025 Budget, 1st reading, and motion to advertise
- Risk Management Recommendation Letter-Action
- Trash Collection-Expires end of December-Advertise and solicit bids
- Short Term Rental-Discuss any needed ordinance changes and advertise if changes needed
- Phillips Easement-Motion to disposition
- Motion to take appropriate actions to fill council vacancy

Final Public Comment

Adjourn

OCTOBER 10, 2024

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough October Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:20 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is being recorded.

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

PUBLIC COMMENT: None

MINUTES:

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

RECEIPTS/BILLS:

A **Motion** was made by Rogan, 2nd by Burden to pay the bills of \$54,069.88 and to accept the receipts of \$35,772.48. Roll Call: Rogan, Burden, George, Beltz, and Eustice, all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS: Mary Grace Fino had a complaint concerning a renter at one of the Borough's Short-Term Rentals. Fino was walking by the rental with her dog when a woman exited the rental with a dog that she was having difficulty controlling. Mary Grace crossed the street to put distance between them when the renter made a comment to her. Fino did not understand and asked the woman to repeat what she had said several times. Finally, the woman yelled "Walk on" and directed a vulgar comment at Fino.

CORRESPONDENCE: The Penn Lake Association advised Borough Council that both beaches will be closed to all residents and guests during the entire construction phase of the dam repair beginning in 2025 through completion.

State Senator Argall copied the Borough on a letter he wrote to the Honorable Rick Siger, Secretary of the Department of Economic and Community Development, supporting the Borough's application for funding through the Local Share Account Luzerne County Grant Program for the Penn Lake Park Dam Project.

COMMITTEE REPORTS:

MAYOR – Carter – Reported a concern expressed by a resident regarding children driving ATVs on Borough Roads. Mayor Carter stated that unlicensed vehicles are not allowed on any Borough Road.

SOLICITOR – Dan Mulhern – Reported the Borough’s option to purchase the Phillips property is proceeding. The Board of Review hearing concerning the Basler easement is scheduled for October 14th.

ZONING – One permit was issued for 1599 Lakeview Dr. The Zoning Hearing Board met September 23 and granted a request from Joseph Podmore for a dimensional variance and special exception for enlargement of a nonconforming structure.

RECREATION– George – The Porta Potty will be in place until the end of October.

LAKE MANAGEMENT - Eustice – Nothing to Report.

GOOSE ABATEMENT – Eustice – Nothing to Report.

RTK/RECORDS –Burden – One RTK concerning the Phillips property is ongoing.

ROADS –Eustice – Rode with Kislak Trucking to outline areas for roadside brush trimming.

SEWERS – Beltz –Environmental Service Corp will flush the sewer lines from 1627 Lakeview Dr. to the Pagoda the week of October 21.

SHORT TERM RENTALS- Burden – Nothing to Report.

DAM – Rogan – 10-10-2024 Meeting- Dam Report

- 9/13/2024 Streamline received correspondence, a “completeness review,” with minor items listed for “completeness.” Items are minor, and Streamline has 60 days to reply.
- 9/18/2024 Dan George met with Streamline Engineering on-site to discuss requirements for DAG 1.
- 9/30/2024 Rogan signed a reimbursement request in the amount of \$117,946.49 for 2021 BRIC grant.
- 9/30/2024 Grant writer Jim Brozena submitted a Penn Lake Park statewide LSA grant in the amount of \$1,000,000.00, and county wide LSA grant in the amount of \$3,726,800.00.
- 10/1/2024 George, Rogan, and Attorney Dean met to discuss status of easements.
- 10/9/2024 The option for easement on the Phillips property was exercised.
- 10/10/2024 The DAG prepared bulletin board information, flyers, and posters reminding the community of the good support they have received from State Senator David Argall and US Congressman Matt Cartwright in ‘moving’ the DEP as well as helping with grant funding for the dam project.
- 10/10/2024 A meeting with the Board of Review concerning the adequacy of the payment for the Basler easement will take place at 10 AM, Monday, October 14. George, Rogan, and Attorney Mulhern will attend.

UNFINISHED BUSINESS:

ARPA Funds - The Penn Lake Borough Inlet Grade Adjustment Project was awarded to Kislak Trucking in the amount of \$4,500.00 at the September Council Meeting.

Motion to Adopt Ordinance 1 of 2024 – A **Motion** was made by Rogan, 2nd by Burden to adopt Ordinance 1 of 2024 Authorizing the collection of attorney fees pursuant to 53 P.A.7106.

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

Motion Carried.

Motion to Adopt Ordinance 2 of 2024 – A **Motion** was made by Rogan, 2nd by Beltz, to adopt Ordinance #2 of 2024 to amend Ordinance #1 of 2003, as amended by Ordinance #4 of 2006 “The Penn Lake Park Borough Sewer Connection Hook-Up Ordinance,” increasing the sewer connect fees to \$16,300.00.

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

Motion Carried.

Modify Resolution #3 of 2024 – A **Motion** was made by Rogan, 2nd by George to increase the amount for the Luzerne County Local Share Assessment Grant from \$2,628,326.00, to \$3,726,800.00 to be used for DEP mandated dam repair.

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

Motion Carried.

NEW BUSINESS:

Motion to Advertise 2025 Council Meeting Dates – A **Motion** was made by Rogan, 2nd by Beltz to advertise the 2025 meeting dates for the 2nd Thursday of the month, except for the December meeting which will be the 3rd Thursday.

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

Motion Carried.

FINAL PUBLIC COMMENT: None

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

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

Motion Carried.

Meeting adjourned at 7:46 PM.

The next Council Meeting will be held on Thursday, November 14, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT November 14th, 2024

PNC GENERAL FUND

Balance as of 10/10/24	\$20,879.35
Revenue Deposits 11/14/24 mtg	+ <u>2,565.12</u>
	23,444.47
Transfer to Dam Acct	- 1,457.56
Bills to be Paid 11/14/24	- <u>9,793.99</u>
Balance as of 11/14/24	\$12,192.92
	-(2,168.70 - PICKLEBALL GO FUND ME)
	- <u>5,529.99 (ARPA Funds)</u>
	\$ 4,494.23 (General Funds)

PLGIT GENERAL FUND

Balance as of 10/10/24	\$139,947.76
Deposits	+ 3,957.22
Interest earned-OCT	+ <u>570.46</u>
	\$144,475.44
Bills to be Paid 11/14/24	- <u>.00</u>
Balance as of 11/14/24	\$144,475.44

DAM ALLOCATION FUND

	\$3,274,389.81
	+ 1,457.56
	+ <u>13,184.57</u>
	\$3,289,031.94
	- <u>16,342.36</u>
	\$3,272,689.58

PLGIT GARBAGE

Balance 10/10/24	\$26,972.60
Deposits from 11/14/24 mtg	\$ 343.00
Interest earned (Oct)	\$ <u>122.96</u>
	\$27,438.56
Bills to be Pd 11/14/24	- <u>7,073.64</u>
Balance as of 11/14/24	\$20,364.92

LIQUID FUELS

	\$47,442.80
	\$.00
	\$ <u>190.47</u>
	\$47,633.27
	- <u>980.00</u>
	\$46,653.27

FNCB SEWER FUND

Balance 10/10/24	\$145,805.04
Interest Earned	+ 69.09
Revenue Dep 11/14/24	+ <u>13,274.64</u>
	\$159,148.77
Bills to be Pd 11/14/24	- 2,642.08
Penn Vest Loan 11/1/24	- <u>10,317.06</u>
Balance as of 11/14/24	\$146,189.63

LUZERNE BANK

	\$1,007.02
	.00
	+ <u>.00</u>
	\$1,007.02
	.00
	- <u>.00</u>
	\$1,007.02

November 14th, 2024 Meeting

RECEIPTS:

\$ <u>3957.22</u>	HA Berkheimer, EIT -October
\$ <u>13274.64</u>	PA Aqua, Sewer Fees Collected, August
\$ <u>218.75</u>	Fox Ridge Abstract, (Edson Closing-Lien & Atty Fees)
\$ <u>1596.37</u>	Realty Taxes Collected
\$ <u>343.00</u>	Garbage Fees Collected
\$ <u>100.00</u>	Zoning Permit (Millham & Podmore)
\$ <u>100.00</u>	Building Permit (Millham)
\$ <u>500.00</u>	Zoning Variance Hearing (Podmore)
\$ <u>50.00</u>	Entech Engineering RE: Aqua PA Boro Pave Cut Permits(Darby & Horseshoe Dr)

\$20139.98

TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – November
\$ <u>350.00</u>	Atty. John Dean, October Retainer
\$ <u>105.00</u>	Elliott Greenleaf & Dean, Dam Matters –Sept 2024 (Inv #6156)
\$ <u>35.00</u>	Elliott Greenleaf & Dean, Boro Matters- Sept 2026 (Inv#6154)
\$ <u>350.00</u>	Barry Jacob, ZO Salary –Oct
\$ <u>16237.36</u>	Luzerne Bank, Loan Payment
\$ <u>7073.64</u>	Casella, November Garbage
\$ <u>145.76</u>	PNC Bank, OOMA & Go To Mtg 7 FastSigns
\$ <u>7938.27</u>	Environmental Service Corp of PA (Hollenback Rd Culvert/swale repair)Arpa Fund
\$ <u>155.00</u>	Biros Utilities Inc, Portable Toilet (10/14 to 11/10)
\$ <u>182.00</u>	PA State Association of Boroughs, Boro Council Dues and Boro Membership 2025
\$ <u>50.00</u>	Association of Mayors of Boroughs of PA, 2025 Dues
\$ <u>74.77</u>	HA Berkheimer, Admin & Comm Sept & Oct
\$ <u>30.64</u>	PPL Electric Utilities, October Streetlights
\$ <u>243.86</u>	Government Forms & Supplies, Minute Book
\$ <u>88.69</u>	Teresa Wojciechowski, Printer Ink Cartridges
\$ <u>2642.08</u>	Aqua PA- Repairs, Inv # 7-2024
\$ <u>65.00</u>	Times Leader, Trash Bid Ad
\$ <u>85.00</u>	CANWIN, Sewer Ord Ad & Zoning Hearing Ad
\$ <u>980.00</u>	Kislan's Trucking, Trim Roadside

\$47149.13

TOTAL BILLS

Penn Lake 2025 BUDGET-Penn Lake 2025 Budget-First Reading

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Notes

This budget was prepared as follows:

1. 10 months of actuals from the Treasurers October Report (Column D)
2. Estimate November and December Actuals to derive 2024 estimated actuals (Column F). Column G is estimated 2024 Actual.
3. Round Column K, then Column H is the preliminary budget figure.
4. Adjust 2024 actuals by amounts expected for 2025, column K, plus any amount considered to be one time or unusual occurrences in 2024
5. Snow Plowing-There are 2 accounts where snow plowing can be budgeted, "**35.432 Snow & Ice Removal-Liquid Fuels**", and "**432.000 Snow & Ice Removal-Discretionary**". For budget purpose, all snow plowing is budgeted in 35.432. The amounts when paid may be paid from 35.432 or 432 at the discretion of the Treasurer. Ditto 35.436 Storm Drain Cleaning.
6. Road Repairs-There are 2 accounts where road repairs can be budgeted, "**438.000 Maint/Repairs Bridges/Roads**"-Discretionary, and "**35.438 Main/Repairs-Roads-Liquid Fuels**". The amounts when paid may be paid from 35.438 or 438 at the discretion of the Treasurer.
7. Carryover amounts are **green**. They are calculated by taking balance from the October report and adjusted by expected November and December anticipated revenues and expenses.

Dam Notes

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Adjustments for 2025

These are adjustments made to expected amounts that are unusual or one time occurrences. Rev=Revenue, Exp=Expense

1. 383.000 Special Assessment -Dam are **Adjusted up** \$750k Gaming Grant \$117k BRIC Grant expected income
2. 426.450 Sanitation Contracted Co-**Adjusted up** \$20k New Contract expected
3. 471.100 Dam Construction Cost-**Adjusted up** -\$1m Construction expected to start in the autumn

Roads

The borough expects to get new paving on half of Hollenback and Darby account of Aqua main replacement

Trash Calculation

The amount of trash \$\$\$ to go on residents tax bill TBD, Needs to wait for County Tax database and evaluation of bids in December

Sewer Fund

The balance on the PennVest Penn Lake sewer loan will be \$112,315 at the beginning of 2025. The balance at the end of the year will be \$0. The last payment on the Pennvest loan will be 12/1/2025.

PENN LAKE PARK BOROUGH-2025 Budget-Final-Revenue

January through December 2025

<u>INCOME (Discretionary)</u>			
			2025 Budget
Real Estate Taxes			
		Uncategorized	\$2,000.00
	301.100	Real Estate (.4 mils)	\$20,000.00
	301.110	Real Estate -Dam (4.2 mils)	\$0.00
	383.000	Special Assessment -Dam (4.2 mils)	\$1,079,000.00
	301.400	Real Estate – Delinquent	\$16,000.00
	310.100	Real Estate – Tax Transfer	\$4,000.00
	310.200	Earned Income Tax	\$55,000.00
Total Real Estate Taxes			\$1,176,000.00
License & Permits			
	321.800	Cable TV Franchise	\$2,000.00
Total License & Permits			\$2,000.00
Interest Earnings			
	341.000	GENERAL INTEREST	\$8,000.00
	341.010	Dam Interest	\$148,000.00
	341.020	GARBAGE INTEREST	\$1,000.00
Total Interest Earnings			\$157,000.00
State Entitlements			
	351.120	Emergency and DR	\$0.00
	351.000	Culture & Recreation	\$0.00
	351.070	Recreation Grant	\$0.00
	351.090	ARPA	\$0.00
	352.530	ARPA FUNDS	\$0.00
	354.090	Community Development	\$0.00
	354.150	Recycling Grant Act 101	\$1,000.00
	355.010	PUBLIC UTILITY REALTY TAX	\$0.00
	355.080	GAMING FUNDS	\$66,000.00
	355.990	Fire Relief Allocation	\$3,000.00
Total State Entitlements			\$70,000.00

Charges for Services/Public Safety			
	361.000	General Government	\$0.00
	361.340	Zoning Hearing Fees.	\$1,000.00
	361.330	Zoning Permits/UCC Permits	\$1,000.00
	362.000	(Public Safety) Variance Hearings	\$0.00
	362.510	Sale of recycling cans	\$0.00
	364.000	ALL OTHER CHARGES	\$0.00
	362.480	Short Term Rental Fees	\$9,000.00
	364.450	Sanitation GARBAGE FEES COLLECTED	\$82,000.00
Total Charges for Services/ Public Safety			\$93,000.00
Miscellaneous Revenues			
	380.000	Miscellaneous	\$0.00
	389.000	MISCELLANEOUS	\$0.00
Total Miscellaneous Revenues			\$0.00
		TOTAL INCOME	\$1,498,000.00
		Carryover Funds-12/31/2024	\$3,438,000.00
		Budget-Available Resources -2025	\$4,936,000.00

PENN LAKE PARK BOROUGH-2025 Budget-Final-Expense

January through December 2025

<u>EXPENSE (Discretionary)</u>			2025 Budget
Borough Administration			
	400.000	Council Salaries	\$1,000.00
	400.340	Advertising/Postage/Printing	\$2,000.00
	400.350	Insurance & Bonding	\$5,000.00
	401.000	Mayors Salary	\$0.00
	402.000	Auditors Salary	\$1,000.00
	403.110	Tax Collectors Salary	\$1,000.00
	403.200	Tax Collectors Supplies	\$0.00
	403.300	HA Berkheimer, Admin/Comm	\$1,000.00
	404.300	Attorney Fees	\$15,000.00
	405.120	Secretary Salary	\$2,000.00
	405.120	Treasurer Salary	\$2,000.00
	406.000	General Government/Misc	\$3,000.00
	406.210	General Government Supplies	\$1,000.00
	407.000	IT Networking	
	408.310	Prof Svc/Engineer	\$39,000.00
	409.000	Genl Govt	
	409.380	Rent & Other Services	\$1,000.00
		Uncategorized	\$0.00
Total Borough Administration			\$74,000.00
Public Safety			
	410.000	Police	\$0.00
	411.000	Firemens Relief Fund	\$3,000.00
	411.540	Contribution to Fire Co	\$3,000.00
	414.120	Zoning Officer Salary	\$4,000.00
	414.130	Zoning Officer, Other Svcs	\$0.00
	414.200	Planning Commission	\$0.00
Total Public Safety			\$10,000.00
Health & Human Services			
	420.000	Water Testing/ Lake Spraying	\$2,000.00
	420.300	Water/Other Svcs & Charges	\$0.00
Total Health & Human Services			\$2,000.00
Public Works/Sanitation			
	426.120	Sanitation Collection Salary	\$0.00
	426.000	Recycling Collection and Disposal	\$0.00
	426.450	Sanitation Contracted Co	\$104,000.00
Total Public Works/Sanitation			\$104,000.00

tion			
Public Works/Streets & Bridges	432.000	Snow & Ice Removal	\$0.00
	433.000	Traffic Control	\$0.00
	434.000	Streetlights	\$0.00
	438.000	Maint/Repairs Bridges/Roads	\$81,000.00
	446.000	Flood Control	\$0.00
	439.000	Const/Rebuilding/Dam	\$0.00
Total Public Works/Streets & Bridges			\$81,000.00
Recreation	451.000	Recreation	\$4,000.00
	451.070	CULTURE & RECREATION	\$0.00
	452.000	Recreation/Other Grant Work	\$0.00
Total Recreation			\$4,000.00
Miscellaneous	463.000	Economic Development	\$0.00
	471.100	Dam Construction Cost	\$1,103,000.00
	472.100	INTEREST DUE ON LOAN	\$194,000.00
	481.000	Miscellaneous	\$0.00
Total Miscellaneous			\$1,297,000.00
Total Expenses			\$1,572,000.00

PENN LAKE PARK BOROUGH 2025 Budget-Final Liquid Fuels- INCOME AND EXPENSE

Liquid Fuels			2025 Budget
Income			
	35.341	Interest Earned	\$2,000.00
	35.355.05	LF Tax Allotment	\$21,000.00
Total Liquid Fuels Income			\$23,000.00
		Carryover Funds-12/31/2024	\$47,000.00
Total LF Budgeted Balance			\$71,000.00
Expense			
	35.432	Snow & Ice Removal	\$16,000.00
	35.433	Traffic control	\$0.00
	35.436	Storm Drain Cleaning	\$0.00
	35.438	Main/Repairs-Roads	\$0.00
Total LF Budgeted Expense			\$16,000.00

PENN LAKE PARK BOROUGH-2025 Budget-Final Sewer INCOME AND EXPENSE

<u>Sewer Fund</u>			2025 Budget
Income			
	341.030	Interest	\$1,000.00
	364.110	Sewer Connections	\$23,000.00
	364.100	Monthly Fees Collected	\$161,000.00
Total Sewer Revenue			\$185,000.00
		Carryover Funds-12/31/2024	\$150,000.00
Total Available Sewer Funds 2020			\$335,000.00
Expense			
	429.610	Repairs/Hookups	\$50,000.00
	471.000	Penn Vest Loan-Debt Svc	\$21,000.00
Total sewer Expense			\$71,000.00



December 30, 2022

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

Dear Mr. Rogan,

Thank you for taking the time to meet with me. The primary purpose of this review was to gain an understanding of the services provided to the community and to assist in the identification of any existing or potential liability and/or property exposures that might have been evident.

The intent of any recommendation is to prompt an appropriate action to be taken, initiated or planned that will either reduce or mitigate a potential exposure or that will assist in your defense, if a liability claim is made.

The following recommendations resulted from this review:

Playground Inspections

- 1 Please develop and implement a park and playground inspection program. At regular intervals conduct inspections to identify any hazards that may be present. Maintain documentation to support findings and note corrective action taken, when it was completed and by whom.

Sign Retroreflectivity

- 2 Develop a sign maintenance program to meet DOT minimum retroreflectivity requirements.

Please respond no later than March 1, 2023 with actions taken or planned to address these recommendations. If you have any questions regarding this information or any other liability issues, contact me at 419-304-3534 or by email: patrick.hickey@hylant.com.

Sincerely,

Patrick D. Hickey

Patrick D. Hickey
Risk Management Representative
Astra Insurance
Hylant Administrative Services

CC: Davis Gregory & Kyle Inc. DBA DGK Insurance



Recommendations Reply Form

Account Name: Penn Lake Park Borough

Please Complete And Return By: March 1, 2023

Please use this form (or any other means available to you) to report the actions taken or planned to address those recommendations included in the letter dated December 30, 2022. Please send your response via email to patrick.hickey@hylant.com or fax 419-259-6099 to my attention. Thank you!

REC #:

Narrative:

Name & Title (Please Print): _____

Signature: _____

Date: _____