

Penn Lake Park Borough
Agenda-May 8, 2025, 2025 7:00pm Meeting

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

Work Session-

- ARPA filing explanation
- Sewer - land only bills/AR

Call to Order

Pledge of Allegiance

Roll Call

Public Comment-Public comment on the current agenda items

Meeting Minutes Approval

Treasurer's 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

New Business

- Olivia Fritz - Research project
- Motion to adopt Ordinance #1 of 2025 to increase the Borough's monthly sewer charge to \$96.05
- Motion to adopt Ordinance #2 of 2025 to increase the Borough's Application to Zoning Hearing Board to \$1,000
- Lawn Maintenance
- Road Patching
- Drainage swale on Horseshoe/Hollenback
- White Haven Library summer camp donation
- STR issue with advertising online/no permit

Unfinished Business

- Stop Sign and Street Sign repair at Penn Lake Carter Drive entrance
- Obtain quotes to spray Lilly pads

Final Public Comment

Adjourn

APRIL 10, 2025

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough April Council meeting was held at the Penn Lake Park Community House. Council President Corey Beltz called the meeting to order at approximately 7:13 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 Corey Beltz, Council Members: Sue George, John Burden, and Dan Eustice were present. Lisa Stuart was absent.

PUBLIC COMMENT: None

MINUTES:

Minutes from the March 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 March Council Meeting Minutes was made by Beltz, 2nd by George. Roll Call: Beltz, George, Burden, and Eustice, all in favor, none opposed. Motion Carried.

TREASURERS REPORT:

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

RECEIPTS/BILLS:

A **Motion** was made by George, 2nd by Burden to pay the bills of \$37,788.06 and to accept the receipts of \$111,660.94. Roll Call: George, Burden, Eustice, and Beltz, all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS: Charlotte Carter texted a photo of the inlet bridge which needs cleaning and sprucing up.

CORRESPONDENCE: None

COMMITTEE REPORTS:

MAYOR – Carter – Nothing to Report.

SOLICITOR – Dan Mulhern – Signed up for the April 15th ARPA webinar. Mulhern now has access to the government portal. Attorney Mulhern attended a Dam Advisory Group meeting concerning easements. He also reviewed comments on the Dam Application. Mulhern noted that two ordinances concerning zoning fees and sewer fees will be voted on for advertising later in the meeting.

ZONING – No permits were issued.

RECREATION– George – Reported the Porta Potty at the ballpark will be available from May until the end of October. George will complete the Playground Safety Course at State College on May 22. George did an inspection of the playground area and observed that more mulch is needed in the area but suggests the Borough holds off purchasing until she completes the Safety Course.

LAKE MANAGEMENT - Eustice – Lilly pad spraying will depend on the timetable of the dam project.

GOOSE ABATEMENT – Eustice – Nothing to Report.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Eustice – The AQUA watermain replacement project is underway at Horseshoe Dr. and Darby Dr. Bids for pothole patching and paving are due by May 6th.

SEWER- Beltz – Environmental Service Corp will flush the sewer lines from 1627 Lakeview Dr. to the Pagoda on April 17th. Half of the road will be closed during the process.

SHORT TERM RENTALS- Burden – Eight permits have been accepted and issued.

DAM – Stuart – 4-10-2025 Meeting- Dam Report

- March 17 - Comments were received from DEP Dam Safety on the Letter of Amendment (permit) application.
- April 3 – Comments were received from Luzerne County Conservation District on the NPDES permit.
- Members of the Penn Lake Dam Committee met with Streamline Engineering and Dan Mulhern to review the status and next steps.
- A Reimbursement of \$41,792.66 was initiated by PEMA. Funds will be available in 30-45 days from April 3rd. This is a BRIC 2021 payment.
- Invoice 1002 for \$12,241.97 and Invoice 1003 for \$435.00 have been received from Streamline Engineering and have been submitted to Jim Brozena for grant reimbursement.
- March 25 – PEMA notified the Borough that there has been a no-cost extension of the term and period of performance for the Federal Fiscal Year 2020 Flood Mitigation Assistance (FMA) Grant Agreement PEMA-2022-088.
- Additional documentation was submitted in response to a request by DEP Dam Safety and PEMA related to the High Hazard Potential Dam (HHPD) grant. This information included a preliminary budget and an Assurances Document.

NEW BUSINESS:

Ordinance to Increase Monthly Sewer Charges – A **Motion** was made by George, 2nd by Beltz to advertise Ordinance 1 of 2025 to increase the monthly sewer charge to \$96.05.

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

Motion Carried.

Ordinance to Increase Zoning Fee – A **Motion** was made by Beltz, 2nd by Burden to advertise Ordinance 2 of 2025 to increase the Borough’s Application Fee to the Zoning Hearing Board to \$1,000.00

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

Motion Carried.

Resolution 1 of 2025 Appointing Beltz as the Borough’s liaison to Berkheimer – A **Motion** was made by George, 2nd by Eustice to adopt Resolution 1 of 2025 appointing Corey Beltz as the Borough’s Liaison to Berkheimer Associates, the collectors of local taxes for the district.

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

Motion Carried.

UNFINISHED BUSINESS:

Stop Sign and Street Sign Repair at Carter Dr. Entrance – The Stop Sign and Street Sign will be repaired in 2-3 weeks.

Lawn Maintenance – Bids are due May 6th.

Road Repair – Bids are due May 6th.

Lily Pads – Will continue as unfinished business.

FINAL PUBLIC COMMENT: None

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

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

Motion Carried.

Meeting adjourned at 7:43 PM.

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

Respectfully submitted,

Karen Burden, Secretary

May 8th, 2025 Meeting

RECEIPTS:

\$ <u>1853.00</u>	HA Berkheimer, EIT -April
\$ <u>12704.63</u>	PA Aqua, Sewer Fees Collected, February
\$ <u>912.75</u>	Elite Revenue, Delinquent Taxes Collected
\$ <u>89775.19</u>	Commonwealth of PA, FEMA Grant

\$105,245.57

TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – May
\$ <u>350.00</u>	Atty. John Dean, April Retainer
\$ <u>212.00</u>	Carrie Kaufman, Court Reporter (PLPB vs Carolyn Basler hearing)
\$ <u>2222.50</u>	Elliott Greenleaf & Dean, Dam Matters –March 2025 (Inv #7437)
\$ <u>348.11</u>	Elliott Greenleaf & Dean, Boro Matters- March 2025 (Inv #7436)
\$ <u>2625.00</u>	Elliott Greenleaf & Dean, ARPA Funds reporting, (Inv #7469)
\$ <u>23.08</u>	H. A Berkheimer, Inc., Admin & Comm -March
\$ <u>52.50</u>	CANWIN, Legal Ad, grass cutting & winter repair
\$ <u>350.00</u>	Barry Jacob, ZO Salary –April
\$ <u>8078.33</u>	Prestige Disposal, April Trash Removal
\$ <u>2200.00</u>	Environmental Service Corp, Flush Sewer mains (1600 Lakeview to Comm Bldg)
\$ <u>217.25</u>	PNC Bank, Go To Mtg, OOMA, & Go To Mtg usage charge
\$ <u>16237.36</u>	Luzerne Bank , Loan Payment
\$ <u>155.00</u>	Biros Utilities, Portable Toilet Rental – May
\$ <u>31.53</u>	PPL Electric Utilities, Streetlights – March
\$ <u>1168.76</u>	Aqua PA, Repairs #3-2025 (Rogan & Scott)

\$44,588.48

TOTAL BILLS

TREASURERS REPORT May 8^h, 2025

PNC GENERAL FUND

Balance as of 04/10/25	\$20,203.49
Revenue Deposits 4/10/25 mtg	+ <u>912.75</u>
	21,116.24
Transfer to Dam Acct	- .00
Bills to be Paid 5/08/25	- <u>4,364.47</u>
Balance as of 5/08/25	\$16,751.77
	-(2,168.70 - PICKLEBALL GO FUND ME)
	- <u>1,029.99 (ARPA Funds 5529.99 - \$4500)</u>
	\$13,553.08 (General Funds)

PLGIT GENERAL FUND

Balance as of 4/10/25	\$226,491.84
Deposits	+ 1,853.00
Interest earned- April	+ <u>779.48</u>
	\$229,124.32
Bills to be Paid 5/08/25	- <u>.00</u>
Balance as of 5/08/25	\$229,124.32

DAM ALLOCATION FUND

	\$3,193,269.25
	+ .00
	+ <u>10,915.95</u>
	\$3,204,185.20
	- <u>18,459.86</u>
	\$3,185,725.34

PLGIT GARBAGE

Balance 4/10/25	\$13,646.16
Deposits from 5/08/25 mtg	\$.00
Interest earned (April)	\$ <u>33.50</u>
	\$13,679.66
Bills to be Pd 5/08/25	- <u>8,078.33</u>
Balance as of 5/08/25	\$ 5,601.33

LIQUID FUELS

	\$26,842.32
	\$.00
	\$ <u>92.07</u>
	\$26,934.39
	- <u>.00</u>
	\$26,934.39

PSBT SEWER FUND

Balance 4/10/25	\$171,225.09
Interest Earned	+ 69.13
Revenue Dep 5/08/25	+ <u>12,704.63</u>
	\$183,998.85
Bills to be Pd 5/08/25	3,368.76
Service Fee	2.00
Penn Vest Loan 5/1/25	- <u>10,317.06</u>
Balance as of 5/08/25	\$170,311.03

LUZERNE BANK

	\$997.02
	.00
	+ <u>.00</u>
	\$997.02
	.00
	- <u>.00</u>
	\$997.02

LUZERNE BK (FEMA)

	\$ 88,122.37
	+ .00
	+ <u>89,775.19</u>
	\$177,897.56

KISLAN'S TRUCKING

354 S. Stagecoach Rd
Weatherly, PA 18255

HIC Reg # PA0
Phone # (570) 42
Fax # (570) 42

Bid date 4/30/2025
Bid for Penn Lake

Cut grass around ball field twice per month for 5 months
lawn maintenance of playground and roadsides as necessary
and 3 cuts of the dam area \$2,550.00

Cut weeds & grass on Lakeview, Horseshoe &
Hollenback as needed hourly rate per person \$40.00

We are looking to do this as a 2 year contract with a 3% increase

KISLAN'S TRUCKING

354 S. Stagecoach Rd
Weatherly, PA 18255

Phone # (570) 427-0167
Fax # (570) 427-0168

Bid date 5/6/2025

Bid for Penn Lake Park Borough

Description of work to be performed

120' of 15" smooth lined corrugated plastic pipe and fittings	\$2250.00
2A modified stone	\$ 1533.00

Dig trench with excavator, haul away dirt. Cut hole in catch basin for pipe install pipe, backfill with stone and compact. Install grass seed where needed and grade driveway.	\$3000.00
Cement for pipe to catch basin	\$ 600.00

Bid total	\$7383.00
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We are trying to avoid cutting trees down. If trees should need to come down
add \$2500.00

If rock is hit during project, additional charges may apply. No work will be done
until notifications are made and authorized.

50% deposit requested prior to job starting for materials.

Shiffer Bituminous Service Co.
 158 Dollers Corner Road
 Kunkletown, PA 18058

610-681-4084

2025 Penn Lake Borough Road Repair Bid Form

• Revised Bid as requested 5/5/25

#3

#6

Map #	Address	Approx. Size	Price		Approx. Size	Price
			\$11.10 SF			\$1.78 SF
1	~ 31 Terrace	Sawcut and remove material within pothole and fill with warm mix asphalt and seal joints 11' x 6' (66 SF)	\$732.60	OR...	Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 48' x 18' (864 SF)	\$1,537.92
2	~ 122 Terrace			(addition as requested)	Mill notches, pave with 1.5" of 9.5mm wearing course, and seal the joints 74' x 18' (Terrace to intersection with Hollenback) (1,332 SF) OR... Mill notches, pave with 1.5" of 9.5mm wearing course, and seal the joints 24' x 18' (432 SF)	\$2,370.96 OR... \$768.96
3	~ Hollenback near intersection with Terrace	Sawcut and remove material within potholes and fill with warm mix asphalt and seal joints Pothole 37' x 9' Pothole 17' x 7' Pothole 3' x 4' (464 SF)	\$5,150.40			
4	~122 Hollenback	Sawcut and remove material within potholes and fill with warm				

Shiffer Bituminous Service Co.
158 Dotters Corner Road
Kunkletown, PA 18058

		<p>mix asphalt and seal joints Pothole 3' x 6' Pothole 4' x 4' Pothole 3' x 3' (43 SF)</p>	\$477.30		
5	~46 Hollenback	<p>Sawcut and remove material within potholes and fill with warm mix asphalt and seal joints Pothole 7' x 5' Pothole 5' x 3' (50 SF)</p>	\$555.00		
6	~432 Upper Hollenback	<p>Sawcut and remove material within potholes and fill with warm mix asphalt and seal joints Pothole 4' x 4' Pothole 4' x 12' (64 SF)</p>	\$710.40	OR...	<p>Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 47' x 16' (752 SF)</p>
7	~437 Upper Hollenback	<p>Sawcut and remove material within edge repair and fill with warm mix asphalt and seal joints Edge repair 39' x 7' (273 SF)</p>	\$3,030.30		\$1,338.56
8	~38 Marilyn	<p>Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 41' x 13' (533 SF)</p>	\$5,916.30	OR... (addition as requested)	<p>Mill notches, pave with 1.5" of 9.5mm wearing course, and seal the joints 41' x 13' (533 SF)</p>

Shiffer Bituminous Service Co.
 158 Duffers Corner Road
 Kunkletown, PA 18058

9	~38 Marilyn	Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 17' x 13' (221 SF)	\$2,453.10	OR... (addition as requested)	Mill notches, pave with 1.5" of 9.5mm wearing course, and seal the joints 17' x 13' (221 SF)	\$393.38
Totals for Column 3				Totals for Column 6		

Column #3: work includes milling, paving with 3" of compacted 9.5mm wearing course, and sealing the joints. The price is \$11.10 a square foot.

Column #6: work includes milling, paving with 1.5" of compacted 9.5mm wearing course, and sealing the joints. The price is \$1.78 a square foot.

2025 Penn Lake Borough Road Repair Bid Form

Map #	Address	Approx. Size	Price		Approx. Size	Price
1	~ 31 Terrace	Sawcut and remove material within pothole and fill with warm mix asphalt and seal joints 11' x 6' (66 SF)		OR...	Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 48' x 18' (864 SF)	
2	~ 122 Terrace	Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 24' x 18' (432 SF)		OR...	Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 74' x 18' (Terrace to intersection with Hollenback) (1,332 SF)	
3	~ Hollenback near intersection with Terrace	Sawcut and remove material within potholes and fill with warm mix asphalt and seal joints Pothole 37' x 9' Pothole 17' x 7' Pothole 3' x 4' (464 SF)				
4	~122 Hollenback	Sawcut and remove material within potholes and fill with warm				

5	~46 Hollenback	mix asphalt and seal joints Pothole 3' x 6' Pothole 4' x 4' Pothole 3' x 3' (43 SF) Sawcut and remove material within potholes and fill with warm mix asphalt and seal joints Pothole 7' x 5' Pothole 5' x 3' (50 SF)				
6	~432 Upper Hollenback	Sawcut and remove material within potholes and fill with warm mix asphalt and seal joints Pothole 4' x 4' Pothole 4' x 12' (64 SF)		OR...	Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 47' x 16' (752 SF)	
7	~437 Upper Hollenback	Sawcut and remove material within edge repair and fill with warm mix asphalt and seal joints Edge repair 39' x 7' (273 SF)				
8	~38 Marilyn	Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 41' x 13' (533 SF)				

9

~38 Marilyn

Sawcut and mill out 1.5 inches and Superpave 9.5 mm with warm mix asphalt and seal joints 17' x 13' (221 SF)

Totals for Column 3

2,146 SF (238.4 square yards)

\$8100.00

Totals for Column 6

2,948 SF (327.5 square yards)

4.5

2,948 SF minus (options 1, 2, 6 in Column 3) = 2,386 SF (265.1 square yards)

\$ 13,266.00

scratch coat and 1 1/2" of asphalt

Mill old pave to match up with road.

Deposit of 50% for materials prior to job starting.



Utility and Natural Gas Services

O'Hara Industrial Park
118 Armstrong Road
Pittston, PA 18640

Phone (570) 299-5700
Fax (570) 299-5701
Equal Opportunity Employer

Penn Lake Park Association

Proposal To Replace 40 LF Of 15" ADS Storm Pipe In Driveway

May 7, 2025

Furnish and install 40 linear feet of 15" ADS pipe with 2A aggregate backfill along with inlet and outlet swale grading to transition stormwater in and out of new pipe. Work to be completed prior to paving operations.

Lump Sum Price \$3,998.00

Christopher A. Langel

Executive Vice President

**PENN LAKE PARK BOROUGH
ORDINANCE NO.: 1 of 2025**

**AN ORDINANCE OF THE BOROUGH OF PENN LAKE PARK, LUZERNE COUNTY,
PENNSYLVANIA AUTHORIZING THE TEMPORARY INCREASE IN THE
MONTHLY SEWER FEE**

WHEREAS, it is necessary and prudent for the Borough of Penn Lake Park (“Borough”) to maintain, repair, replace, upgrade, and operate the sewer system and provide sewer services in a safe and efficient manner; and

WHEREAS, the Borough has determined that the current schedule of rates and charges for sewage services has been reviewed and found insufficient to cover the costs of maintenance, operation, necessary replacements, and improvements to the sewer system and sewer services; and

WHEREAS, the Borough has determined that it is necessary to establish a new schedule of rates and charges to produce sufficient revenue to pay the expenses of maintenance and operation, and to provide funds for necessary replacements and improvements to the sewer system in support of safe and efficient sewer services.

NOW, THEREFORE, BE IT ORDAINED BY a majority vote of the Borough Council that the following Ordinance is hereby adopted:

SECTION 1: Definitions

Unless the context specifically indicates otherwise, the meaning of terms used in this Ordinance shall be as follows:

- a. **"Board"** shall mean the Borough Council of Penn Lake Park, or any duly authorized officials acting on its behalf.
- b. **"Debt Service Costs"** shall mean the average annual principal and interest payments on all proposed revenue bonds or other long-term capital debt.

SECTION 2: Monthly Sewer Fee Increase

Effective June 1, 2025, the monthly sewer fee for all users shall be increased as follows:

- a. Residential Users: \$96.05 per month

SECTION 3: Billing and Payment

The sewer fee shall be billed monthly by Aqua.

SECTION 4: Use of Funds

The revenue generated from the increased sewer fees shall be used exclusively for the maintenance, operation, necessary replacements, and improvements to the sewer system and sewer services, and to pay the principal and interest on the existing PENNVEST Loan.

SECTION 5: Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 6: Effective Date

The new sewer rate shall be effective June 1, 2025 and go through February 2026. Beginning March 1, 2026, the new rate of \$79.00 per residential user shall take effect.

Duly Enacted and Ordained this _____ day of _____, 2025, by the Borough Council of Penn Lake Park, Luzerne County, Pennsylvania, in lawful session duly assembled.

President

Vice President

Council Member

Council Member

Council Member

APPROVED BY:

Mayor

ATTEST:

Secretary

**PENN LAKE PARK BOROUGH
ORDINANCE NO.: 2 of 2025**

**AN ORDINANCE OF THE BOROUGH OF PENN LAKE PARK, LUZERNE COUNTY,
PENNSYLVANIA AUTHORIZING AN INCREASE IN THE APPLICATION FEE TO
THE ZONING HEARING BOARD**

WHEREAS, the Borough has determined that the current schedule of rates and charges for the application to the Zoning Hearing Board has been reviewed and found insufficient to cover the costs incurred by the Borough.

WHEREAS, the Borough has determined that it is necessary to establish a new scheduled rate and charges to produce sufficient revenue to pay the expenses associated with applications to the Zoning Hearing Board (the "Board").

NOW, THEREFORE, BE IT ORDAINED BY a majority vote of the Borough Council that the following Ordinance is hereby adopted:

SECTION 1: Definitions

Unless the context specifically indicates otherwise, the meaning of terms used in this Ordinance shall be as follows:

- a. **"Board"** shall mean the Zoning Hearing Board of Penn Lake Park, or any duly authorized officials acting on its behalf.

SECTION 2: Application fee to Zoning Hearing Board

Effective June 1, 2025, the application fee for all residents shall be increased as follows:

- a. Residential Users: \$1,000

SECTION 3: Billing and Payment

Payment is due upon filing an application with the Zoning Hearing Board.

Duly Enacted and Ordained this _____ day of _____, 2025, by the Borough Council of Penn Lake Park, Luzerne County, Pennsylvania, in lawful session duly assembled.

President

Vice President

Council Member

Council Member

Council Member

APPROVED BY:

Mayor

ATTEST:

Secretary