Penn Lake Park Borough

Agenda-12/18/2025 7:00pm Meeting

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

Work Session-

- Re-organization and Appointments needed for 2026

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

- Motion to adopt Resolution #4 2025 - Tax and Garbage rates for 2026 Tax year
- Motion to adopt 2026 Budget
- Motion to adopt Astra 2026 policy
- Motion to approve invoice from Brozena Consulting Services, LLC for $5,700 ($2,100 to be paid for by BRIC grant)

Unfinished Business

- Breezeline Agreement

Final Public Comment

Adjourn

NOVEMBER 13, 2025
PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough November Council meeting was held at the Penn Lake Park Community House. Council President Corey Beltz called the meeting to order at approximately 7:09 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is being recorded.

ROLL CALL: Mayor Carter, Council President Corey Beltz, Council Members: Susan George, and John Burden. Dan Eustice and Lisa Stuart were absent.

PUBLIC COMMENT: None

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

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

RECEIPTS/BILLS:
A **Motion** was made by Beltz, 2nd by George, to pay the bills of $50,363.57 and to accept the receipts of $17,630.12.
Roll Call: Beltz, George, and Burden, all in favor, none opposed.
Motion carried.

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE: The Borough received Rick Johnson's resignation from the Zoning Board.

COMMITTEE REPORTS:
MAYOR – Carter – Nothing to Report.
SOLICITOR – Dan Mulhern – Will continue discussions with Breezeline regarding the franchise agreement.
ZONING – One demolition permit was issued for 1607 Lakeview Dr.
RECREATION– George – The Porta Potty at the ballpark has been removed.
LAKE MANAGEMENT - Eustice – No Report.
GOOSE ABATEMENT – Eustice – No Report.
RTK/RECORDS –Burden – Nothing to Report.
ROADS –Eustice – No Report.

SEWER – Beltz – The Penn Vest loan for the sewers will be paid off in December.
SHORT TERM RENTALS- Burden – The application for the 2026 Short-Term Rental Permit has been updated on the website.
DAM – Stuart – No Report

NEW BUSINESS:
Motion to Advertise 2026 Council Meetings – A **Motion** was made by Beltz, 2nd by George, to advertise the 2026 meeting dates for the 2nd Thursday of every month, except for the December meeting which will be the 3rd Thursday. The reorganization meeting will be January 5, 2026.
Roll Call: Beltz, George, and Burden, all in favor, none opposed.
Motion carried.
Budget – First Reading.
Motion to Advertise 2026 Budget – A **Motion** was made by Beltz, 2nd by Burden, to advertise the 2026 Budget.
Roll Call: Beltz, Burden, and George, all in favor, none opposed.
Motion Carried.
Astra 2026 Policy Renewal Application- Was completed and signed.

UNFINISHED BUSINESS:

Breezeline Agreement – Was addressed in Committee Reports.

FINAL PUBLIC COMMENT: Betty McGarrigan asked when the sewer payments will be reduced after the Penn Vest loan is satisfied in December. McGarrigan also asked whether the internet service provider will be changed. Trish Bartlett suggested using a microphone during the meeting so all attendees can hear what is being discussed.

A **Motion** to adjourn was made by George, 2nd by Burden.
Roll Call: George, Burden, and Beltz, all in favor, none opposed.
Motion Carried.

Meeting adjourned at 7:26 PM.

The next Council Meeting will be held on Thursday, December18, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

December 18th, 2025 Meeting

RECEIPTS:

$ 10568.42	HA Berkheimer, EIT - November
$ 2500.00	Short Term Rental Fees for 2026 (Rinker & Fisher)
$ 26014.73	Aqua PA, Sewer monthly Fees, (August & September)
$ 143.05	Commonwealth of PA, State Police Fines
$ 2180.50	Luzerne County Recorder of Deeds, Transfer Taxes Collected
$ 100.00	Zoning Permit, (Carter)
$ 904.79	Elite Revenue, Delinquent Taxes Collected

$42,411.49 **TOTAL RECEIPTS**

BILLS:

$ 10317.06	Penn Vest Loan Monthly Payment – December
$ 350.00	Atty. John Dean, November Retainer
$ 472.50	Elliott Greenleaf & Dean, Boro Matters –October 2025 (Inv #10776)
$ 78.00	Postmaster, Roll of Stamps
$ 41.82	Biehl (For ad placed in Citizens Voice for Special Mtg RE; road paving 5/2025)
$ 159.33	H. A Berkheimer, Inc., Admin & Comm -November
$ 392.48	Barry Jacob, ZO Salary –November, Mileage ($26.82); Postage $15.60
$ 8078.33	Prestige Disposal, December Trash Removal
$ 13.85	PNC Bank, Go To Mtg, OOMA
$ 16237.36	Northwest Bank (formerly Luzerne Bank) , Loan Payment
$ 33.57	PPL Electric Utilities, Streetlights – November
$ 2037.07	Kislan's Trucking, Snow Plowing/Cindering !2/2-4
$ 700.00	Aqua PA, Repairs Inv #10-2025 (Rosenstock & Yestrumskas)
$ 16232.77	Aqua PA, New Construction Inv #11-2025 (290 Hollenback Rd)
$ 840.00	Mayor & Council Salaries, 12 months
$ 1337.50	Karen Burden, Secretary Salary & Rent, 6 months
$ 850.00	Teresa Wojciechowski, Treasurer Salary, 6 months
$ 1000.00	Beverly Yencha, Tax Collector Salary - 12 months

$59,171.64 **TOTAL BILLS**

TREASURERS REPORT DECEMBER 18TH, 2025

PNC GENERAL FUND	
Balance as of 11/13/25	$ 8,040.15
Revenue Deposits 12/18/25 mtg	+ 5,828.34
	13,868.49
Bills to be Paid 12/18/25	- 5,569.05
Balance as of 12/18/25	**$ 8,299.44**
	-(1,668.75 - PICKLEBALL GO FUND ME
	$ 6,630.69 (General Funds)

PLGIT GENERAL FUND		**DAM ALLOCATION FUND**
Balance as of 11/13/25	$247,049.00	$3,257,517.69
Deposits	+ 10568.42	+ .00
Interest earned- Nov	+ 787.09	+ 10,282.20
	$258,404.51	$3,267,799.89
Transfer to Dam Acct	- .00	.00
Bills to be Paid 12/18/25	- .00	- 16,237.36
Balance as of 12/18/25	**$258,404.51**	**$3,251,562.53**

PLGIT GARBAGE		**LIQUID FUELS**
Balance 11/13/25	$18,050.67	$23,185.79
Deposits from 12/18/25 mtg	$ .00	$ .00
Interest earned (Nov)	$ 76.60	$ 72.47
	$18,127.27	$23,258.36
Bills to be Pd 12/18/25	- 8,078.33	- 2,037.07
Balance as of 12/18/25	**$10,048.94**	**$21,221.19**

PSBT SEWER FUND		**NORTHWEST**	**NORTHWEST BK (FEMA)**
Balance 11/13/25	$101,772.54	$997.05	$355,711.80
Interest Earned	+ 45.29	.01	+ 14.62
Revenue Dep 12/18/25	+ 26,014.73	+ .00	+ .00
	$127,832.56	$997.06	$355,726.42
Bills to be Pd 12/18/25	16,932.77		
Service Fee	2.00		
Penn Vest Loan 12/1/25	- 10,317.06	- .00	
Balance as of 12/18/25	**$100,580.73**	**$997.06**	

RESOLUTION #4 2025 OF THE BOROUGH OF Penn Lake Park Borough

WHEREAS, it is necessary for Penn Lake Park Borough to collect taxes to fund borough operations for the year 2024; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the investigation, design, construction, and maintenance of Penn Lake dam, spillway, and related appurtenances; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund debt service for municipal borrowing of $3 million as approved by referendum on 11/3/2020 for said dam, spillway, and related appurtenances; and

WHEREAS, borough council would like to legally safeguard and segregate taxes to fund expenses and debt service for said dam, spillway, and related appurtenances as enacted by ordinance on 12/17/2020; and

WHEREAS, it is necessary for Penn Lake Park Borough to adequately fund anticipated expenses related to the collection of trash for the year 2025, now, be it

THEREFORE, RESOLVED, by the Council of the Borough, that;

1. The tax rate for Penn Lake Park Borough for the year 2026 will remain unchanged at 4.6 mils
2. A 4.2 mil portion of the 4.6 tax will be separately segregated to fund expenses and debt service for said dam, spillway, and related appurtenances *only!*
3. The garbage amount to appear on tax bills 2026 is set at $_____

ADOPTED this 18th day of December, 2025.

PENN LAKE PARK BOROUGH COUNCIL:

_____

PRESIDENT

_____ ____

VICE PRESIDENT

_____

COUNCIL MEMBER

_____ ____

COUNCIL MEMBER

_____

COUNCIL MEMBER

APPROVED BY:

_____

MAYOR

ATTEST:

_____

Secretary

Category	Budget 2026
INCOME	
301.10 REAL ESTATE TAXES	20,235.00
301.40 DELINQUENT TAXES	12,750.00
310.10 REALTY TRANSFER TAXES	22,300.00
310.20 EARNED INCOME TAX	64,153.00
321.80 CABLE TV FRANCHISE FEE	2,024.00
330 CODE VIOLATIONS	0.00
341 GENERAL INTEREST	9,188.00
341.01 DAM INTEREST	140,000.00
341.02 GARBAGE INTEREST	1,000.00
341.03 SEWER INTEREST	850.00
341.04 FEMA (DAM) INTEREST	0.00
341.05 NW BK CHECKING INTEREST	0.00
35.341 LIQUID FUELS INTEREST	1,500.00
35.355.05 LF ALLOCATION	21,000.00
354.12 EMERGENCY MANAGEMENT	0.00
355.08 GAMING FUNDS	0.00
355.99 FIRE RELIEF FUND	3,000.00
361.33 ZONING PERMITS	1,000.00
361.34 ZONING HEARING FEES	1,000.00
362.48 SHORT TERM RENTAL	8,750.00
364.10 SEWER CHARGES	153,317.00
364.11 SEWER CONNECTION	32,600.00
364.45 GARBAGE FEES COLLECTED	100,608.00
383 SPECIAL ASSESSMENT -TAXES FOR DAM	212,000.00
392.03 TRANSFER FUNDS TO DAM FUND	
TOTAL INCOME	**807,275.00**

PENN LAKE 2026 BUDGET - 1ST READING 11/13/2025

EXPENSES	
Uncategorized	
35.432 SNOW & ICE EXPENSE	16,000.00
35.433 TRAFFIC CONTROL	0.00
35.436 STORM DRAINS CLEANING	1,000.00
35.438 MAINTENANCE RDS & BRIDGES	17,500.00
400 GOVERNING BODY SALARIES	1,000.00
400.34 POSTAGE- PRINT-ADV-RENT	2,000.00
400.35 INSURANCE & BONDING	7,293.43
402 AUDITOR SALARY	1,000.00
403.11 TAX COLLECTOR SALARY	1,000.00
403.30 OTHER SERVICE CHARGES	1,000.00
404.30 LAWYERS - OTHER SERVICES	34,000.00
405.12 SALARY SEC OR TREAS	4,000.00
406 OTHER GENERAL GOV'T ADMIN	3,000.00
406.21 OFFICE SUPPLIES GEN GOV'T	1,000.00
408.31 PROF SERVICES	50,000.00
409.38 RENT & OTHER SERVICES	1,000.00
411.00 FIREMENS RELIEF FUND	3,000.00
411.54 FIRE PROTECTION	3,300.00
414.12 ZONING OFFICER SALARY	4,750.00
414.13 ZONING OFFICER MISC-MILEAGE-POST	300.00
420 HEALTH & HUMAN SERVICES	1,500.00
426.45 SANITATION	100,608.00
429.61 SEWER CONSTRUCTION	85,000.00
434 STREETLIGHTING	500.00
438 MAINTENANCE RDS	30,000.00
446 FLOOD CONTROL	0.00
451 RECREATION	6,000.00
452.53 ARPA FUNDS	0.00
471 PENN VEST LOAN	0.00
471.10 DAM CONSTRUCTION COSTS	212,000.00
472.10 LOAN PAYMENT	211,086.00
492.03 TRANSFER TO PLGIT DAM FUND	
TOTAL EXPENSES	**798,837.43**

PENN LAKE 2026 BUDGET - 1ST READING 11/13/2025

Category	Notes
Notes Income	Comment
301.10 REAL ESTATE TAXES	
301.40 DELINQUENT TAXES	Adjusted down to meet 2025 projected costs
310.10 REALTY TRANSFER TAXES	
310.20 EARNED INCOME TAX	Increased based on 2025 actual cost
321.80 CABLE TV FRANCHISE FEE	
330 CODE VIOLATIONS	
341 GENERAL INTEREST	Increased based on 2025 actual cost
341.01 DAM INTEREST	Decreased down based on 2025 actual projected cost
341.02 GARBAGE INTEREST	
341.03 SEWER INTEREST	
341.04 FEMA (DAM) INTEREST	
341.05 NW BK CHECKING INTEREST	
35.341 LIQUID FUELS INTEREST	adjusted down based on 2025 projected cost
35.355.05 LF ALLOCATION	
354.12 EMERGENCY MANAGEMENT	
355.08 GAMING FUNDS	
355.99 FIRE RELIEF FUND	
361.33 ZONING PERMITS	
361.34 ZONING HEARING FEES	
362.48 SHORT TERM RENTAL	
364.10 SEWER CHARGES	2025 was 255, I'm aware of at least 3 new properties built in 2025 that will be servicable properties in 2026
364.11 SEWER CONNECTION	
364.45 GARBAGE FEES COLLECTED	
383 SPECIAL ASSESSMENT -TAXES FOR DAM	Adjusted down from 2025 (Budget) to match 2025 projected costs
392.03 TRANSFER FUNDS TO DAM FUND	

PENN LAKE 2026 BUDGET - 1ST READING 11/13/2025

Notes Expenses	
Uncategorized	
35.432 SNOW & ICE EXPENSE	Adjusted up based on 2025 costs
35.433 TRAFFIC CONTROL	
35.436 STORM DRAINS CLEANING	
35.438 MAINTENANCE RDS & BRIDGES	
400 GOVERNING BODY SALARIES	
400.34 POSTAGE- PRINT-ADV-RENT	
400.35 INSURANCE & BONDING	Increased based on year over year cost of living averages of 3%
402 AUDITOR SALARY	
403.11 TAX COLLECTOR SALARY	
403.30 OTHER SERVICE CHARGES	
404.30 LAWYERS - OTHER SERVICES	This was adjusted up based off of 2025 costs
405.12 SALARY SEC OR TREAS	
406 OTHER GENERAL GOV'T ADMIN	
406.21 OFFICE SUPPLIES GEN GOV'T	
408.31 PROF SERVICES	
409.38 RENT & OTHER SERVICES	
411.00 FIREMENS RELIEF FUND	Keep same as last year
411.54 FIRE PROTECTION	Adjusted down as we will not have the Fire truck donation in this years budget, paid in 2025
414.12 ZONING OFFICER SALARY	Adjusted up based on 2025 projected costs
414.13 ZONING OFFICER MISC-MILEAGE-POST	
420 HEALTH & HUMAN SERVICES	Adjusted to $1,500 as we will most likley not have to pay for Lake spraying since dam construction is scheduled to start fall 2026
426.45 SANITATION	
429.61 SEWER CONSTRUCTION	
434 STREETLIGHTING	
438 MAINTENANCE RDS	
446 FLOOD CONTROL	
451 RECREATION	Increased based on year over year cost of living averages of 3%
452.53 ARPA FUNDS	
471 PENN VEST LOAN	This will be paid off 12/1/2025
471.10 DAM CONSTRUCTION COSTS	This was just a wash from income line item 383
472.10 LOAN PAYMENT	This was adjusted up based off of 2025 payments
492.03 TRANSFER TO PLGIT DAM FUND	

PENN LAKE 2026 BUDGET 1ST READING 11/13/2025

Brozena Consulting Services, LLC

INVOICE

16 Luzerne Avenue, Suite 120
West Pittston, PA 18543
Phone 570.299.5837

DATE: December 15, 2025
INVOICE # 2021025-07
FOR: *Penn Lake Park Dam Project-2021 FEMA FMA & BRIC Grant Applications*

Bill To:
Mr. Paul Rogan, Council President
Penn Lake Park Borough
27 North Main Street
Mountaintop PA 18707

DESCRIPTION	AMOUNT
Professional Services for the Period July 1, 2025 through December 15, 2025	
Multiple Dates	
Project Management for FMA and BRIC Grant Applications/Grants/LSA Grants	
TOTAL HOURS: 32.0 @$175.00	5,600.00
Reimbursables: Travel - LSA Application Fee	100.00
Previously Paid	
TOTAL	**$ 5,700.00**

Make all checks payable to: **Brozena Consulting Services, LLC**
If you have any questions concerning this invoice, contact James J. Brozena, 570.299.5837

Date	Action	Hours			BRIC Eligible	
July						
1	BRIC Financial	0.5			0.5	
2	BRIC Financial	1.5			1.5	
10	BRIC Financial	1.0			1.0	
August						
7	BRIC Rescoping	1.0			1.0	
11	FMA Closeout Report	4.0				
12	HHPD PEMA Meeting	2.5				
13	FMA Closeout Report	1.5				
27	Project Update	1.0			1.0	
September						
3	BRIC Rescope	2.0			2.0	
11	2025 LSA	1.0				
18	2025 LSA	1.0				
24	2025 LSA	3.0				
25	2025 LSA	1.5				
30	2025 LSA	2.0				
October						
1	2025 LSA	1.0				
1	Quarterly Reports	1.0				
3	HHPD BCA	1.0				
10	FMA Closeout Report	0.5				
November						
12	BRIC Financial	2.0			2.0	
December						
4	BRIC Financial	1.0			1.0	
8	BRIC Financial	1.0			1.0	
10	BRIC Financial	1.0			1.0	
Total		**32.0**	**$ 175.00**	**$ 5,600.00**	**12.0**	**$ 2,100.00**
Reimbursables:						
	LSA Application Fee			**$ 100.00**		
TOTAL				**$ 5,700.00**		