

LANSFORD BOROUGH
1 W. Ridge Street
Lansford, Pa 18232
AGENDA



Meeting Title: Monthly Meeting

Date: August 13, 2025 / **Time:** 6:00 p.m. **Executive Session:** 6:00 p.m. to 6:30 p.m.



Pledge of Allegiance

Roll Call <ul style="list-style-type: none"> ○ Michele Bartek ○ Joseph Butrie ○ Gwyneth Collevchio ○ George Gilbert ○ Bruce Markovich 	<ul style="list-style-type: none"> ○ Jack Soberick ○ Jennifer Staines ○ Hugh Vrablic (Mayor) ○ Robert Yurchak (Solicitor)
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Public Participation: *(Please limit public comments and questions to 3 minutes each to ensure everyone can participate.)* Citizens are invited to address the Council on any matter listed on the agenda.

Reports

Committees	<ul style="list-style-type: none"> ○ Public Works ○ Municipal Administration ○ Parks & Recreation ○ Public Safety ○ Zoning & Code
Official	<ul style="list-style-type: none"> ○ Fire Department ○ Ambulance ○ Mayor's & Police ○ Rental Report ○ Zoning & Code Monthly ○ Solicitor

Motion to Approve the Minutes:

Date of Minutes	Name of Minutes
July 1 st 2025	Special Meeting
July 1 st 2025	Committee Meeting
July 9 th ,2025	Monthly Meeting
July 15 th ,2025	Special Meeting

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Taxes Collected: Month: July 2025/ Amount \$73,100.77

Financial Report: (See Attachments)

Bank Balances & CD: Month July 2025

Expenses: Motion to approve August 13th Expenses

(Attached Detail Expenses & Budget vs. Actual Report)

FUND / Checking	TYPE	Account Title	No.	7/31/2025	6/30/2025
General Fund	Checking	General Fund	XX6496	\$ 930,848.66	\$ 980,858.40
General Fund	Checking	ARPA Grant Account	XX2153	\$ 9,862.14	\$ 9,832.91
General Fund	Checking	Diversified	XX8448	\$ 23,267.21	\$ 17,977.73
General Fund	Fire Escrow	Fire Escrow - 22 E. Kline	XX6488	\$ 3,000.00	\$ 3,000.00
General Fund	Fire Escrow	Fire Escrow- 241 E Ridge St	XX9949	\$ 36,790.47	\$ 36,790.47
General Fund	Fire Escrow	Fire Escrow- 243 E Ridge St	XX9931	\$ 29,067.09	\$ 29,067.09
General Fund	Fire Escrow	Fire Escrow- 245 E Abbott St	XX7133	\$ 29,605.04	\$ 29,605.04
General Fund	Fire Escrow	Fire Escrow- 334 E. Bertsch St.	XX6094	\$ 4,522.89	\$ 4,522.89
General Fund	Fire Escrow	Fire Escrow - 268 E. Patterson St.	XX7013	\$ 9,863.51	\$ 9,863.51
General Fund	Fire Escrow	Fire Escrow - 292 E. Snyder Ave	XX7373	\$ 8,900.22	\$ 8,900.22
General Fund	Fire Escrow	Fire Escrow - 504 E Kline	XX6119	\$ 31,346.65	\$ 31,346.65
General Fund	Checking	Delq. Tax	XX8929	\$ 359,385.30	\$ 338,270.06
General Fund	Checking	Building Developing Capital Fund	XX9105	\$ 30,359.18	\$ 26,273.03
General Fund	Checking	Grant Project	XX5616	\$ 15,461.66	\$ 15,415.83
Sanitation Fund	Checking	Sanitation Fund	XX6438	\$ 476,038.98	\$ 448,071.13
Sanitation Fund	Money Market	Sanitation fund MMA	XX6454	\$ 14,674.86	\$ 14,631.37
Sewer Transmission Fund	Checking	Sewer Transmission	XX6446	\$ 551,138.47	\$ 545,066.73
Sewer Transmission Fund	Checking	Snyder Street Checking	XX6470	\$ 33,726.88	\$ 33,626.92
LST	Checking	Local Services Tax	XX6462	\$ 57,509.43	\$ 57,188.59
Street Light Fund	Checking	Street Lights	XX6412	\$ 65,623.09	\$ 63,928.74
Fire Tax Fund	Checking	Fire	XX6371	\$ 41,261.72	\$ 42,464.34
Special Hi-Way Fund	Checking	Highway Liquid Fuels	XX6420	\$ 152,917.65	\$ 174,407.23
Park & Rec Fund	Checking	Park & Recreation	XX6404	\$ 57,791.32	\$ 62,071.35
Total				\$ 2,972,962.42	\$ 2,983,180.23

FUND / Checking	TYPE	Interest Rate	Maturity Date	Account Title	No.	7/31/2025	6/30/2025
General Fund	CD	4%	11/14/2025	Railroad CD	XX6101	589,662.67	587,764.11
General Fund	CD	4%	1/26/2026	2nd Railroad Proceeds CD	XX8363	32,241.25	32,131.12
Sanitation Fund	CD	4%	1/29/2026	Sani-Investors CD	XX8587	54,110.73	53,925.90
Sewer Transmission Fund	CD	4%	1/29/2026	Sewer-Investors CD	XX8595	57,166.15	56,970.89
Sewer Transmission Fund	CD	4%	1/26/2026	2nd Sewer Proceeds CD	XX8371	54,834.80	54,647.50
Sewer Transmission Fund	CD	4%	11/14/2025	Sewer CD	XX1277	54,675.93	54,499.89
Park & Rec Fund	CD	4%	11/14/2025	Pool CD	XX6325	43,427.20	43,287.38
Total						\$ 886,118.73	\$ 883,226.79

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EXPENSES & REVENUE

EXPENSES & REVENUE			EXPENSES FOR 08/13/2025	
REVENUE AS OF 08/13/2025			Expenses	Amount
Revenue	Amount			
RENTAL	\$ 144,897.69		Fire Tax	\$ 12,349.50
SANITATION	\$ 414,532.37		Delq. Tax Account	\$ 3,803.47
SEWER TRANSMISSTION	\$ 136,179.28		Diversified	\$ 18,892.98
PERMIT (<i>Exempt from Zoning & UCC</i>)	\$ 14,760.00		General Fund	\$ 96,165.53
Total	\$ 710,369.34		Highway – Liquid Fuels	\$ 1,918.01
			Local Services Tax	\$ 2,495.24
			Park & Recreation	\$ 4,411.14
			Sanitation	\$ 62,807.66
			Sewer Transmission	\$ 8,805.34
			Street Lights	\$ 5,397.97
			Total	\$ 217,046.84
UNCOLLECTED BILLS AS OF 07/09/2025			Billed	Uncollected
RENTAL			720	114
SANITATION			1831	308
SEWER TRANSMISSTION			1909	43
LOAN			Account	Balance
JIM THORPE BANK (2022 Ford F550)			XX6758	\$ 22,424.89

Old Business:

1. Discussion/Motion to accept bids for the Sanitary Sewer Replacement Project
2. Discussion/Motion to accept bids for 2025 Milling Machine Rental
3. Motion to approve the handicap parking for Cheryl Heintzelman at 261 East Abbott St., to be located across the street from the resident's house.
4. Discussion/Motion to adopt the Garbage Ordinance Amendment

New Business:

1. Motion to set up a hearing with an employee regarding scheduling. - ***Request Bartek***

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2. Motion to approve the advertisement of the following dates for the **Budget 2026** meeting: Starting at **5:30 P.M.-6:30 P.M.**

Wednesday, September 3, 2025

Monday, November 10, 2025

Wednesday, September 17, 2025

Wednesday, November 19, 2025

Wednesday, October 1, 2025

Wednesday, December 3, 2025 (Final

Monday, October 13, 2025

Meeting)

Motion & Discussion Items:

1. Motion to approve the following Handicap Parking Space permit:
 - a. Kathleen McArdle at 292 West Snyder Avenue
 - b. St. Luke Facility at 134 West Ridge Street (**2 Handicap Spaces**)

2. Motion to grant permission for the St. Luke facility at 134 West Ridge Street to construct a handicap ramp. - **Request Bartek**

3. The Friends of LANSFORD Recreation a motion to ratify the two new handicap swings added to two playgrounds in the town. - **Request Collevechio**

4. Motion to approve the upgrade of the borough computer with Cloud Service Center quote: \$4,596.92, with a 50% down payment, will be paid out of Sanitation and Sewer Transmission. - **Request Collevechio**

5. Motion to approve the installation of an additional camera in Borough Hall for a total cost of \$977. - **Request Bartek**

6. Motion to approve the installation of fences around the basketball court in the following parks: (Will be paid from the Parks & Recreation account) - **Request Collevechio**
 - a. Quote 1 (E. Abbott & E. Kline) \$ 2,800
 - b. Quote 2 (Ashton Hill Park) \$4,300
 - c. Quote 2 (W. Ridge St. #9 Mine) \$4,600

7. Motion to approve payment of an invoice for \$1,395 to BGM General Contractor for the borough garage floor bathroom. - **Request Butrie**

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8. Motion to Approve or Disapprove Payment of \$500.00 to James McDonald, 432 E Patterson Street, for damages to his sidewalk and drain.- **Request Markovich**
9. Motion to change the Department Head Purchasing Policy to require two signatures from council and a signature from the Treasurer.- **Request Markovich**
10. Motion to authorize payment for the purchase of the 2025 Ford 550 Truck from Tasca Ford in the amount of \$62,766.00 to be paid out of the General Fund Account, with the amount to be reimbursed back into the general account upon receipt of the insurance funds.- **Request Markovich**
11. Motion to set date to conduct interviews for 6 applicants as part of the Borough's Application for the Strategic Mapping and Planning Program through DCED.- **Request Markovich**
12. Motion to submit letter of intent to DCED for assistance in selecting a police chief.- **Request Markovich**
13. Discussion/Motion to approve the resolution for the FY2025 Community Development Block Grant Application. - **Request Collevchio**
14. Advertise to sell zipper stop sign on oak street open bids foe milling streets decide on plow for our 2001 truck waiting for feedback on what sewer camera is worth get appraisal for former Silberline property - **Request Butrie**
15. Motion to get Dunn's tree service cut the tree down on east Snyder – **Request Butrie**
16. Shared service meeting? - **Request Butrie**
17. To increase Quality of life fines and tax office rates. - **Request Staines**
18. To advertise animal ordinance. - **Request Staines**
19. To have 5 filings done at the courthouse regarding deeds. - **Request Staines**
20. To have 4 more filings on deeds done before the end of August. As well, continue to file on deeds on as needed basis. - **Request Staines**
21. To increase PT police officer, pay to \$27.50. - **Request Staines**
22. To open the police contract to increase pay for FT. - **Request Staines**

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23. To increase the fines on the street sweeper ordinance from \$25.00 to \$75.00. **Request Staines**
24. To have Linda Harvan voted on as an alternate member on the zoning hearing board. **-Request Staines**
25. To institute using the Occupancy permit portion of the rental licensing. **-Request Staines**
26. To accept the GPI Forestry rates for property cleanup in the borough. {Needs the motion & the second. I voted no to this, but it falls under my committee. **-Request Staines**
27. Add a motion from me to discuss / motions garbage pick-ups. **-Request Staines**
28. Motion/Discussion to appoint alternate members on the **Zoning Hearing Board** :
 - a. Linda Harvan
 - b. Donald Whildin
29. Motion / Discussion to appoint alternative members to the **Planning Commission**:
 - a. Joseph Genits
30. Motion / Discussion to appoint alternative members to the **Civil Service Commission**:
 - a. Robert Silver

Executive Session if needed

Adjournment

End Time