

# AGENDA OF LANSFORD BOROUGH COUNCIL

Regular Monthly Meeting  
December 10th, 2025, 6:00 p.m.

## 1. Call to Order

## 2. Pledge of Allegiance

## 3. Roll Call

- Michele Bartek
- Joseph Butrie
- Gwyneth Collevechio
- George Gilbert
- Bruce Markovich
- Jack Soberick
- Jennifer Staines
- Hugh Vrablic (Mayor)
- Robert Yurchak (Solicitor)

## 4. Executive Session 6:00 p.m. to 6:30 p.m.

## 5. Public Courtesy Limited to Items on Agenda

– Please stand, state your name and address (please keep remarks to 3 minutes)

## 6. Approval of Meeting Minutes

- November 12<sup>th</sup>, 2025 Monthly Meeting Minutes

## 7. Correspondence-

- Resignation Letter from Civil Service Commission Alternate Member Robert Silver
- Resignation Letter from Planning Commission Member Joseph Genits
- Email from DCED Brian Eckert about Act 537 Plan
- Letter from Coaldale, Lansford, Summit Hill Joint Sewer Authority concerning the H2O Covid-19 H2O Grant. Authority is requesting an answer on whether the borough will commit \$350,000 for sewer project.

## 8. Committee Reports (*Provided by the committee*)

- a. Public Works
- b. Municipal Administration
- c. Parks & Recreation
- d. Public Safety
- e. Zoning & Code

## 9. Municipal Monthly Reports

**Fire Dept.- Enclosed**

**Ambulance- Enclosed**

**Mayor's Report**

**Police Report- Enclosed**

**Zoning/Code Enforcement- Enclosed**

**Code Compliance**

**Rental Report-Enclosed**

**Solicitor's Report-**

**Tax Collector's Report:**

- From November 1st, 2025, to November 30th, 2025, Taxes collected **\$16,177.93**

## Treasurer's Report

Motion to approve December 10<sup>th</sup>, 2025, Expenses

**EXPENSES & REVENUE**

			<b>EXPENSES FOR 12/10/2025</b>	
			Expenses	Amount
<b>REVENUE AS OF 12/10/2025</b>				
<b>Revenue</b>	<b>Amount</b>			
RENTAL	\$ 157,193.49		Fire Tax	\$ 858.00
SANITATION	\$ 635,063.37		Delq. Tax Account	\$ 3,097.46
SEWER TRANSMISSTION	\$ 143,264.68		Diversified	\$ 9,880.70
PERMIT (Exempt from Zoning & UCC )	\$ 20,900.00		General Fund	\$ 53,417.44
<b>Total</b>	<b>\$ 956,421.54</b>		Highway – Liquid Fuels	\$ 355.04
			Park & Recreation	\$ 184.47
			Sanitation	\$ 61,224.23
			Sewer Transmission	\$ 2,565.14
			Street Light	\$ 5,630.39
			<b>Total</b>	<b>\$ 137,212.87</b>
<b>UNCOLLECTED BILLS AS OF 12/10/2025</b>			<b>Billed</b>	<b>Uncollected</b>
RENTAL	720	71	<b>SANITATION PAST DUE 2025</b>	
SEWER TRANSMISSTION	1909	31	Over 120 Day	\$ 35,704.06
			Over 90Day	\$ -
<b>LOAN</b>	<b>Account</b>	<b>Balance</b>	Over 60 Day	\$ 23,619.50
JIM THORPE BANK (2022 Ford F550 )	XX6758	\$ 22,424.89	Over 30 Day	\$ -
			<b>TOTAL PAST DUE</b>	<b>\$59,323.56</b>

**CD'S & Bank Balances**

FUND / Checking	TYPE	Interest Rate	Maturity Date	Account Title	No.	11/30/2025	10/31/2025
General Fund	CD-9MO	4%	8/22/2026	Railroad CD	XX6101	\$ 597,318.41	\$ 595,523.03
General Fund	CD-128 D	4%	1/26/2026	2nd Railroad Proceeds CD	XX8363	\$ 32,674.23	\$ 32,565.53
Sanitation Fund	CD-128 D	4%	1/29/2026	Sani-Investors CD	XX8587	\$ 54,830.92	\$ 54,654.38
Sewer Transmission Fund	CD-128 D	4%	1/29/2026	Sewer-Investors CD	XX8595	\$ 57,927.00	\$ 57,740.49
Sewer Transmission Fund	CD-128 D	4%	1/26/2026	2nd Sewer Proceeds CD	XX8371	\$ 55,571.19	\$ 55,386.32
Sewer Transmission Fund	CD-9MO	4%	8/22/2026	Sewer CD	XX1277	\$ 55,385.80	\$ 55,219.33
Park & Rec Fund	CD-9MO	4%	8/22/2026	Pool CD	XX6325	\$ 43,991.03	\$ 43,858.80
					<b>Total</b>	<b>\$ 897,698.58</b>	<b>\$ 894,947.88</b>

Fund / Checking	Type	Account Title	No.	11/30/2025	10/31/2025
General Fund	Checking	General Fund	XX6496	\$ 839,259.86	\$ 963,158.13
General Fund	Checking	ARPA Grant Account	XX2153	\$ 9,969.16	\$ 9,946.27
General Fund	Checking	Diversified	XX8448	\$ 14,372.27	\$ 30,729.71
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	\$ 409,106.38	\$ 392,185.55
General Fund	Checking	Building Developing Capital Fund	XX9105	\$ 30,688.63	\$ 30,618.17
General Fund	Checking	Grant Project	XX5616	\$ 15,629.46	\$ 15,593.57
Sanitation Fund	Checking	Sanitation Fund	XX6438	\$ 472,136.62	\$ 471,065.55
Sanitation Fund	Money Market	Sanitation fund MMA	XX6454	\$ 14,834.11	\$ 14,800.05
Sewer Transmission Fund	Checking	Sewer Transmission	XX6446	\$ 540,765.02	\$ 541,732.06
Sewer Transmission Fund	Checking	Snyder Street Checking	XX6470	\$ 34,092.89	\$ 34,014.61
LST	Checking	Local Services Tax	XX6462	\$ 62,822.36	\$ 59,464.77
Street Light Fund	Checking	Street Lights	XX6412	\$ 56,931.81	\$ 55,103.08
Fire Tax Fund	Checking	Fire	XX6371	\$ 24,617.46	\$ 24,635.30
Special Hi-Way Fund	Checking	Highway Liquid Fuels	XX6420	\$ 116,490.18	\$ 116,432.80
Park & Rec Fund	Checking	Park & Recreation	XX6404	\$ 54,011.41	\$ 56,464.44
				\$ 2,848,823.49	\$ 2,969,039.93

## 10. Old Business:

1. Quotes received for heating oil-request by Joseph Butrie
2. Motion to approve Heating Oil Quote from Kattner Coal and Oil Inc for heating oil for temporary borough garage at a fixed rate of \$2.78 per gallon. (1 other quote received from Victory Fuel at a locked in rate of \$3.01 per gallon).-request by Bruce Markovich

3. Find out if we have Fire Insurance on the Zimmerman property as far as Fire Insurance, Michele said she was checking into it???-request by George Gilbert
4. Update on Appraisal Companies to perform appraisal on Silberline building that was brought up in November Meeting.-request by George Gilbert

**11. New Business:**

1. Discussion about Portnoff Law-request by Michele Bartek

**Motions:**

1. Motion to approve the handicap parking request for Ibania Alberto at 338 East Bertsch Street.-request by Michele Bartek
2. Motion to approve the handicap parking request for Denice Danubio at 427 East Ridge Street-request by Michele Bartek
3. Motion to get outgoing phone call lists from Borough Offices for the last 2 months.-request by George Gilbert
4. Adopt Fee Schedule. With Fee Schedule taking effect January 2026.-request by Jennifer Staines
5. Motion to tentatively adopt the 2026 budget
6. Motion to approve Shane Monks Holidays per his contract.-request by George Gilbert
7. Motion to appoint members to a committee to schedule a meeting with Pennsylvania Municipal Retirement System and Premier Wealth Management(Seltzer) for the purpose of pension plans-request by Bruce Markovich
8. Ratify Public Works contract council has a copy in front of them contract expires December 31 2025-request by Joseph Butrie
9. Motion to schedule a negotiating session between all members of borough council and Teamsters Local 773 for the purpose of allowing all members of

council to provide input into the 2026 -2028 Borough Street Department Contract.-request by Bruce Markovich

10. Know what Matthew Houser's rate of pay is and who did his employment contract/agreement, uniform allowance, working hours, and work shift.- request by Michele Bartek.
11. Discuss, with intent to vote on finalizing Jack Sobericks pension.-request by Jennifer Staines
12. Run an ad/hire a lawyer/firm to represent the borough for being denied coverage regarding the Diaz suit-request by Jennifer Staines
13. Motion to have all correspondents from Attorneys to be sent to Solicitor YURCHAK and he should be the lead person in litigation in Diaz case, not Council. -request by George Gilbert
14. Motion to hire the firm of HGSK Lawyers at a hourly rate of Senior Partner \$550.00, Partner \$450.00, Associate Partner \$300.00, Paralegal \$150.00 per hour. To review denial of Insurance Coverage for the case of Diaz vs the Borough of Lansford.-request by Bruce Markovich
15. Motion to provide a letter to Doli Construction verifying the Powel Street sewer project was cancelled by the borough.-request by Bruce Markovich
16. Motion to appoint a council member as the contact person for Northeast Pa Alliance and the Appalachian Regional Commission to seek funding for the upcoming CLSH Sewer Authority Project.-request by Bruce Markovich
17. Motion to advertise for a cleaning person for the police station and borough office.-request by Bruce Markovich
18. Motion to advertise to accept letters of interest for the Lansford Seat on the Lansford-Coaldale Joint Water Authority.-request by Bruce Markovich
19. Motion to advertise to accept letters of interest for the Planning Commission

20. Motion to appoint Linda Harvan as a regular member of the Zoning Hearing Board to fill the empty seat.-request by Jennifer Staines
21. Motion to accept proposals for legal services for the Lansford Borough Planning Commission-request by Bruce Markovich
22. Motion to award proposal for legal services for the Lansford Borough Planning Commission. -request by Bruce Markovich
23. Review the part-time plow driver applications.-request by Joseph Butrie
24. Motion to add Part-time Drivers to list pending Drivers Licenses Review-request by George Gilbert
25. Motion to hire George Krajnak as on needed Part-Time Plow Operator pending Drivers License Review.-request by Jennifer Staines
26. Motion to hire Bob Greenall as on needed Part-Time Plow Operator Pending the outcome of his background driving check-request by Jennifer Staines
27. Why did we not receive a letter of resignation from Lacy Gonzalez-request by Joseph Butrie
28. Estimate of \$4,089.05 for repairs of the International dump truck-request by Joseph Butrie
29. Estimate for Biros service in the amount of \$1,500 per hour port to port on west Abott street -request by Joseph Butrie
30. Where does the money go from the trees in the park and collecting money at the pool parking lot for football games because it was stated that friends of the pool no longer has meetings so they are non existent-request by Joseph Butrie
31. Approve the oversize ordinance-request by Joseph Butrie

## **12. Executive Session if needed**

## **13. Adjournment**