

## AGENDA OF LANSFORD BOROUGH COUNCIL

Regular Monthly Meeting  
December 11th, 2024, 6:00 p.m.

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Roll Call

- Michele Bartek
- Joseph Butrie
- Gwyneth Collevechio
- Jay Doyle
- 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)
- **Presentation from Carbon County Sheriff to the Lansford Police.**

### 6. Approval of Meeting Minutes

- May 7<sup>th</sup>, 2024 Committee Meeting Minutes (Revised)
- September 11<sup>th</sup>, 2024 Monthly Meeting Minutes (Revised)
- November 12<sup>th</sup>, 2024 Budget Meeting Minutes
- November 13<sup>th</sup>, 2024 Monthly Meeting Minutes
- November 21<sup>st</sup>, 2024 Special Meeting Minutes

### 7. Correspondence-

- Letter from Phil Goss of US ARK addressing the council about what he feels should be considered with the proposed animal ordinance.
- Letter from Lansford Alive, they are looking for a volunteer to be a judge for the annual house decorating contest, being held on Thursday, December 19<sup>th</sup>, 2024 beginning at 5:30 p.m.

### 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-

- Adopt the amendment to the Sewer Transmission Ordinance to address multi-unit commercial property charges within the borough.

**Tax Collector's Report –**

- From November 1<sup>st</sup>, 2024, to November 31<sup>st</sup>, 2024, Taxes collected were **\$13,927.12**

- **Treasurer's Report - Bills to Approve**

<b>ACCOUNT</b>	<b>December 11th Expenses</b>
ARPA Funding	\$119,955.40
Delq. Tax Account	\$ 735.52
Diversified	\$ 14,229.73
Fire Tax Account	\$ 5,944.50
General Fund	\$ 62,680.52
HGWY Liquid Fuel	\$ 11,713.80
Local Service Tax	\$1,881.32
Park & Recreation	\$ 261.35
Sanitation	\$ 28,466.00
Sewer	\$6,316.00
Streetlight	\$ 5,602.99
<b>Total</b>	<b>\$257,787.13</b>

**A Motion to pay the bills is needed.**

- Bank Balance

<b>Type</b>	<b>No.</b>	<b>End of Month Balances</b>		
		<b>Account Title</b>	<b>November 2024</b>	<b>October 2024</b>
General Fund	XX6496	General Fund	\$519,718.05	\$507,577.00
General Fund	XX2153	ARPA Grant Account	\$202,695.38	\$202,624.01
General Fund	XX6101	Railroad 9 Month CD (Open 8/8/24)	\$571,741.07	\$569,382.80
General Fund	XX8363	2nd Railroad Proceeds 9 Month CD (Open 10/23/24)	\$31,363.93	\$31,250.00
General Fund	XX8448	Diversified	\$21,494.81	\$21,883.66
General Fund	XX6488	Fire Escrow - 22 E. Kline	\$3,000.00	\$3,000.00
General Fund	XX7133	Fire Escrow- 245 E Abbott St (Open 9/13/2024)	\$29,605.04	\$29,605.04
General Fund	XX6094	Fire Escrow- 334 E. Bertsch St. (Open 8/9/24)	\$4,522.89	\$4,522.89
General Fund	XX7013	Fire Escrow - 268 E. Patterson St.	\$9,863.51	\$9,863.51
General Fund	XX7373	Fire Escrow - 292 E. Snyder Ave (Open 9/23/24)	\$8,900.22	\$8,900.22
General Fund	XX6119	Fire Escrow - 504 E Kline (Open 8/8/24)	\$31,346.65	\$31,346.65
General Fund	XX8929	Delq. Tax	\$251,633.23	\$247,595.42
Building	XX9105	Building Developing Capital Fund (Open 11/15/2024)	\$25,739.50	

Grant Project	XX5616	Grant Project	\$42,252.51	\$43,123.85
Sanitation Fund	XX6438	Sanitation Fund	\$422,824.36	\$437,796.88
Sanitation Fund	XX7373	MCT Sani-investors' MMA (Close 10/23/24)	\$0.00	(\$52,446.98)
Sanitation Fund	XX8587	Sani-Investors 9 Month CD (Open 10/30/24)	\$52,638.20	\$52,446.98
Sanitation Fund	XX6454	Sanitation fund MMA	\$14,334.25	\$14,294.10
Sewer Transmission Fund	XX6446	Sewer Transmission	\$388,511.66	\$385,322.75
Sewer Transmission Fund	XX8595	Sewer-Investors CD (Open 10/30/24)	\$55,610.49	\$55,408.48
Sewer Transmission Fund	XX7360	MCT Sewer Transmisison (Close 10/23/24)	\$0.00	(\$55,408.48)
Sewer Transmission Fund	XX5402	Sewer Loan Proceeds Account(M&T) (Close 10/11/24)	\$0.00	(\$53,148.90)
Sewer Transmission Fund	XX8371	2nd Sewer Proceeds 9Month CD (Open 10/23/24)	\$53,342.68	\$53,148.90
Sewer Transmission Fund	XX1277	Sewer 9 Month CD	\$53,015.05	\$52,796.38
Sewer Transmission Fund	XX6470	Snyder Street Checking	\$32,944.06	\$32,844.90
LST	XX6462	Local Services Tax	\$52,994.57	\$50,948.52
Street Light Fund	XX6412	Street Lights	\$44,122.42	\$42,229.70
Fire Tax Fund	XX6371	Fire	\$24,116.67	\$24,808.06
Special Hi-Way Fund	XX6420	Highway Liquid Fuels	\$97,100.62	\$99,245.21
Park & Rec Fund	XX6325	Pool 9 Month CD (Open 8/15/24)	\$42,108.02	\$41,934.34
Park & Rec Fund	XX6404	Park & Recreation	\$47,726.37	\$47,863.37
		<b>Total</b>	<b>\$3,135,266.21</b>	<b>\$3,072,158.58</b>
<b>Loans</b>	<b>Account</b>	<b>Terms</b>	<b>November 2024</b>	<b>October 2024</b>
2022 Ford F550	6758	Loan PMT \$12,923.37	\$35,348.26	35,348.26
		<b>Total</b>	<b>\$35,348.26</b>	<b>\$35,348.26</b>

**10. Old Business:**

1. Salt Shed Bids from November 13<sup>th</sup>,2024, Tabled at the November 21<sup>st</sup>,2024 meeting advised by the borough engineer due to the high cost.
  - o Lehigh Asphalt Paving & Construction Co- No Bid
  - o Dutchman Contracting, LLC- \$133,534.50

- Stoney Lonesome Excavating- \$283,997.00
- Zawada Enterprise LLC- \$106,455.00
- 2. Discussion regarding actions on ARPA remaining funds before December 31<sup>st</sup>, 2024.
- 3. Motion to advertise to accept bids for the 2025 Garbage Contract.
- 4. Motion to accept vehicle bids for:
  - The Police Interceptor
  - The 2003 Mercury Marquis
- 5. Motion to approve vehicle bids.
- 6. Motion to approve the purchase of an additional camera for Borough Hall from Security Service Company Inc. with the cost to be \$1,200.00 to be paid out of the Covid Request by Michele Bartek

**11. New Business:**

1. Motion to approve contacting DCED to inspect and provide information about improvements that can be made to the police department and borough hall.
2. Motion to authorize the Lansford Borough Civil Service Commission to prepare a current eligibility list of new police officers.
3. Discussion/Motion to approve using the \$5,000.00 that was allocated to the Lansford Police Department Officers for Community Service on a one-time retention/spot bonus with each Police Officer to receive a portion of the \$5,000.00 on their last paycheck of 2024: -request by Jennifer Staines
  - Sgt. Nunemacher- \$1,000.00
  - Det. Tom-\$1,000.00
  - Ofc. Houser-\$1,000.00
  - Ofc. Horvarth-\$500.00
  - Ofc. Barclay-\$500.00
  - Chief Woodward-\$1,000.00
4. Discussion/Motion to approve the purchase of security cameras for Kennedy Park and Ashton Park. -request by Michele Bartek

**Motions:**

1. Motion to approve the Handicap Parking Request from Glenn Kralik at 304 West Bertsch Street.
2. Discussion/Motion to accept meeting schedule for 2025 as follows: -Request by Jennifer Staines

- Committee Meetings to every first Tuesday of the month beginning at 5 p.m.
  - Borough Meetings to be every second Wednesday of the month beginning at 6 p.m.
  - Code & Ordinance Meetings to be every first Monday of Even number months from 6-7 p.m.
3. Discussion/Motion to advertise for a special meeting on Thursday, December 26<sup>th</sup>, 2024 beginning at 6 p.m. to discuss ARRO Consulting continuing rental licensing issuance, or issuance being completed by the borough office.-request by Jennifer Staines
  4. Discussion/Motion to advertise for special meetings with guest speakers:-request by Jennifer Staines
    - St. Lukes for 30 minutes
    - Rick Powoshik for 1 hour
    - Angela Morgan for 20 minutes
  5. Motion to approve the new 2025 Fee Schedule Resolution: -request by Jennifer Staines
  6. Motion to approve the final adoption of the proposed 2025 budget. -request by MA
  7. Motion to approve the tax millage resolution for 2025. -request by MA
  8. Motion to approve LGH Tax and Accounting LLC-Lacey Gonzalez as admin for accounting computer to install QuickBooks updates. -request by MA
  9. Motion change of status for office employees effective as of January 1<sup>st</sup>, 2025. Maria Ahner is designated Treasurer 1 and Borough Secretary 2. Ashley McLaughlin is designated Borough Secretary 1 and Treasurer 2. -request by MA
  10. Motion to approve the opening of a fire escrow account for 214 East Ridge Street for \$36,790.47 in Jim Thorpe Neighborhood Bank. -request by MA
  11. Motion to approve the opening of a fire escrow account for 243 East Ridge Street for \$29,067.09 in Jim Thorpe Neighborhood Bank. -request by MA
  12. Motion to approve contacting the Panther Valley School District to update the current School Crossing Guard Contact-request by MA
  13. Motion to approve drafting to amend the dumpster ordinance to include that No Dumpsters or Pods are allowed on public streets from November 1<sup>st</sup> until March 31<sup>st</sup> unless an emergency will be removed at the owner's expense.
  14. Motion to approve a draft amendment to the parking ordinance to include: -request by Joseph Butrie

1. No parking on the 200 and 300 block of West Kline.
  2. Designated areas for oversized vehicles.
  3. The parking lot located on West Bertsch and Sharpe Street between Water Street and Kline Avenue to state only legal passenger vehicles are only allowed to be parked and all others will be towed.
15. Motion to approve the purchase of 5 Tactical HG2 Multi-Threat Vests at a total cost of \$3,710.48 to be paid out of the Covid Fund-request by Michele Bartek

**12. Executive Session if needed**

**13. Adjournment**