

## AGENDA OF LANSFORD BOROUGH COUNCIL

Regular Monthly Meeting  
January 15th, 2025, 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)

### 6. Approval of Meeting Minutes

- November 21<sup>st</sup>, 2024 Special Meeting Minutes
- December 3<sup>rd</sup>, 2024 Committee Meeting Minutes
- December 11<sup>th</sup>, 2024 Monthly Meeting Minutes
- December 26<sup>th</sup>, 2024 Special Meeting Minutes

### 7. Correspondence-

### 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 December 1<sup>st</sup>, 2024, to December 31<sup>st</sup>, 2024, Taxes collected were  
**\$37,794.00**

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

| <b>ACCOUNT</b>    | <b>January 15th Expenses</b> |
|-------------------|------------------------------|
| ARPA Funding      | \$161,174.21                 |
| Delq. Tax Account | \$ 2,548.28                  |
| Diversified       | \$ 3,006.80                  |
| Fire Tax Account  | \$ 986.00                    |
| General Fund      | \$ 78,056.46                 |
| HGWY Liquid Fuel  | \$ 3,731.60                  |
| Park & Recreation | \$ 180.59                    |
| Sanitation        | \$ 28,221.99                 |
| Sewer             | \$7,202.90                   |
| Streetlight       | \$ 5,602.74                  |
| <b>Total</b>      | <b>\$290,711.57</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>December 2024</b> | <b>November 2024</b> |
| General Fund    | XX6496     | General Fund                                     | \$429,534.19         | \$519,718.05         |
| General Fund    | XX2153     | ARPA Grant Account                               | \$193,851.30         | \$202,695.38         |
| General Fund    | XX6101     | Railroad 9 Month CD                              | \$574,032.72         | \$571,741.07         |
| General Fund    | XX8363     | 2nd Railroad Proceeds 9 Month CD (Open 10/23/24) | \$31,471.13          | \$31,363.93          |
| General Fund    | XX8448     | Diversified                                      | \$10,138.59          | \$21,494.81          |
| General Fund    | XX6488     | Fire Escrow - 22 E. Kline                        | \$3,000.00           | \$3,000.00           |
| General Fund    | XX9949     | Fire Escrow- 241 E Ridge St (Open 12/19/24)      | \$36,790.47          |                      |
| General Fund    | XX9931     | Fire Escrow- 243 E Ridge St (Open 12/19/24)      | \$29,067.09          |                      |
| General Fund    | XX7133     | Fire Escrow- 245 E Abbott St                     | \$29,605.04          | \$29,605.04          |
| General Fund    | XX6094     | Fire Escrow- 334 E. Bertsch St.                  | \$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                  | \$8,900.22           | \$8,900.22           |
| General Fund    | XX6119     | Fire Escrow - 504 E Kline                        | \$31,346.65          | \$31,346.65          |
| General Fund    | XX8929     | Delq. Tax  | \$266,527.83         | \$251,633.23         |
| Building        | XX9105     | Building Developing Capital Fund                 | \$25,821.61          | \$25,739.50          |
| Grant Project   | XX5616     | Grant Project                                    | \$15,723.91          | \$42,252.51          |
| Sanitation Fund | XX6438     | Sanitation Fund                                  | \$417,834.57         | \$422,824.36         |
| Sanitation Fund | XX8587     | Sani-Investors 9 Month CD                        | \$52,824.12          | \$52,638.20          |
| Sanitation Fund | XX6454     | Sanitation fund MMA                              | \$14,379.97          | \$14,334.25          |

|                         |                |  |                       |                       |
|-------------------------|----------------|--|-----------------------|-----------------------|
| Sewer Transmission Fund | XX6446         | Sewer Transmission   | \$378,199.75          | \$388,511.66          |
| Sewer Transmission Fund | XX8595         | Sewer-Investors CD   | \$55,806.90           | \$55,610.49           |
| Sewer Transmission Fund | XX8371         | 2nd Sewer Proceeds 9Month CD                                     | \$53,525.01           | \$53,342.68           |
| Sewer Transmission Fund | XX1277         | Sewer 9 Month CD   | \$53,227.54           | \$53,015.05           |
| Sewer Transmission Fund | XX6470         | Snyder Street Checking   | \$33,049.15           | \$32,944.06           |
| LST                     | XX6462         | Local Services Tax   | \$53,115.60           | \$52,994.57           |
| Street Light Fund       | XX6412         | Street Lights  | \$40,145.79           | \$44,122.42           |
| Fire Tax Fund           | XX6371         | Fire   | \$19,023.68           | \$24,116.67           |
| Special Hi-Way Fund     | XX6420         | Highway Liquid Fuels   | \$86,932.56           | \$97,100.62           |
| Park & Rec Fund         | XX6325         | Pool 9 Month CD  | \$42,276.80           | \$42,108.02           |
| Park & Rec Fund         | XX6404         | Park & Recreation  | \$47,984.25           | \$47,726.37           |
|                         |                | <b>Total</b>   | <b>\$3,048,522.84</b> | <b>\$3,135,266.21</b> |
|                         |                |  |                       |                       |
| <b>Loans</b>            | <b>Account</b> | <b>Terms</b>   | <b>December 2024</b>  | <b>November 2024</b>  |
| 2022 Ford F550          | 6758           | Loan PMT \$12,923.37   | \$35,348.26           | \$35,348.26           |
| USDA LOAN               | 0609           | Loan Grant Police vehicle Dodge (Paid out Grant Project Account) | 0.00                  | \$27,000.00           |
|                         |                | <b>Total</b>   | <b>\$35,348.26</b>    | <b>\$62,348.26</b>    |

#### 10. Old Business:

1. Discussion/Motion to approve Billitier Electric to install 10-LED 480 Volt lights in the Mechanic Garage Area of the Borough Garage. The cost to be \$5,178.00. -
2. Motion to amend the vehicle ordinance that if they do not have an inspection sticker or their inspection is more than 30 days old their sticker and it's out of date that the vehicles can be towed with no exception. -request by Michele Bartek

#### 11. New Business:

1. Motion/Discussion for Council to join the America250PA
2. Motion/Discussion to approve the resolution allowing the council to join the America250PA

## **Motions:**

3. Motion to accept Garbage Bid
4. Discussion/Motion to award Garbage Bid
5. Motion to reappoint John Tucker to the Coaldale-Lansford-Summit Hill Sewer Authority.
6. Motion to appoint either Steven Foster, Tommy Vadyak, Zachary Gilbert, Robert Greenall, or Nicholas Vavro as a Member of the Lansford-Coaldale Water Authority (5 applications received).
7. Motion to appoint either Michele Bartek, Joseph Butrie, or Jennifer Staines as a Member of the Civil Service Commission.
8. Discussion/Motion to approve charging Construction Clearance a 6% late rent charge.
9. Motion to approve the purchase of a Stihl Cut Off Saw with attachments in the amount of \$2,078.35 to be paid out of the Sewer Transmission Fund. -request by Joseph Butrie
10. Discussion/Motion to have any official documents or sign in English only-request by Joseph Butrie
11. Motion for the approval of changes to the Boroughs Standard Grant Pass Through Agreement, requested by Community Action Lehigh Valley for the Grace Community Church Project. Changes consist of:
  1. The borough agrees to submit requests for reimbursements to the Commonwealth Financing Authority on behalf of Community Action Lehigh Valley.
  2. The Borough agrees to reimburse Community Action Lehigh Valley within fifteen days of funds being received by the borough from the Commonwealth Financing Authority.
  3. The agreement when approved and signed represents the only agreement between the Borough and Community Action Lehigh Valley.
12. Motion- Under Section 1402 (b)(2) of the Borough Code to appoint the Borough Secretary to open all bids at the time advertised in the bid notice, to record all bids and to forward the information contained in all bids to council for further action.

13. Motion-Under Section 1402(b)(2)(c) of the Borough Code to require successful bidders to furnish a bond, irrevocable letter of credit or other acceptable security of 100% of the bid amount within 20 days of the date of date the contact was awarded.
14. Motion to approve a cooperative agreement between the Borough of Lansford and the County of Carbon for the Brimbles Wall Project as provided by The Department of Community and Economic Development.
15. Motion to approve a resolution for regulations for the conduct of open meetings and the maintenance of order.
16. Motion to process the payment of Dennis Starry's pension every month through ADP. This will include tax deductions, allowing ADP to issue a 1099 at the end of the year.
17. Motion to send the delinquent account for the 2024 utilities to Portnoff for collection.
18. Motion to request the Borough Tax Collector to change the billing software for the borough taxes from Municipal Tax system to Berks Intermediate System. There is not cost for the changeover.
19. Motion to rescind or waive Section 338-15 of the Rental Property Ordinance that requires proof that all overdue taxes, garbage collection fees, water, sewage, sewer transmission fees have been paid prior to issuing a rental license.
20. Motion to approve the new rental package sent for renewal for 2025, which includes the notice for past due violations related to the 2024 rental license.
21. Motion to require proof of fire insurance under Section 338-15 (1) of the Rental License Ordinance.
22. Motion to advertise to accept applications for a part-time Code Enforcement Officer to be hired at a later date.
23. Discussion/Motion to apply for a 2025 LSA Monroe Grant for upgrades at Ashton Park Playground. To include fencing, two handicap accessible rides and two additional rides and two handicap accessible entry ramps. Estimated costs of \$250,000.
24. Discussion/Motion to have Solicitor Robert Yurchak draft an Amusement Device Tax Ordinance. - request by Jennifer Staines

25. Discussion/Motion to hire Randy Schlatter as a Part-Time Officer with a conditional offer of employment pending further background investigation, medical, act 57 and polygraph. - request by Michele Bartek
26. Motion to accept the resignation letter from Matthew Houser effective as of February 4<sup>th</sup>, 2025.
27. Motion to accept the resignation letter from Chief of Police Kyle Woodward effective as of March 31<sup>st</sup>, 2025.
28. Discussion/Motion for council to approve Michele Bartek to apply for the Local Law Enforcement Support Grant Program of Act 54 of 2022. -request by Michele Bartek

**12. Executive Session if needed-for personnel\***

**13. Adjournment**