

AGENDA OF LANSFORD BOROUGH COUNCIL

Regular Monthly Meeting
November 12th, 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

- September 2nd, 2025 Workshop Meeting Minutes
- September 3rd, 2025 Budget Meeting Minutes
- Motion to approve Amending Previously Adopted September 10th, 2025 Monthly Meeting Minutes
- September 17th, 2025 Budget Meeting Minutes
- October 7th, 2025 Committee Meeting Minutes
- October 13th, 2025 Budget Meeting Minutes
- October 15th, 2025 Monthly Meeting Minutes
- November 5th, 2025 Workshop Meeting Minutes

7. Correspondence-

- Letter of Resignation from John Zym/accept resignation
- Letter of Withdrawal of Resignation from John Zym on 11/11/2025
- Letter of Resignation from Leonard Ruggiero/accept resignation
- Letter of Withdrawal of Resignation from Leonard Ruggiero on 11/10/2025
- Letter of Resignation from Denise A Leibensperger
- Letter from Panther Family Pharmacy requesting two reserved parking spaces at 28 West Ridge Street for customer parking
- Letter from Panther Family Pharmacy requesting permission to place temporary Pharmacy Open signs at both ends of Kennedy Park, the triangle by Boyers and Football Stadium as you're approaching Route 209 and two on the east end of town by the apartments.

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-

-Motion to approve reinstating Matthew Houser for Full-Time Police Officer effective immediately

Tax Collector’s Report:

- From October 1st, 2025, to October 31st, 2025, Taxes collected **\$11,444.06**

Treasurer’s Report

Motion to approve November 12th, 2025, Expenses

EXPENSES & REVENUE				
			EXPENSES FOR 11/12/2025	
REVENUE AS OF 11/12/2025			Expenses	Amount
Revenue	Amount			
RENTAL	\$ 153,625.79		Fire Tax	\$ 1,744.75
SANITATION	\$ 609,091.14		Delq. Tax Account	\$ 1,995.09
SEWER TRANSMISSTION	\$ 142,599.68		Diversified	\$ 34,517.78
PERMIT (<i>Exempt from Zoning & UCC</i>)	\$ 20,845.00		General Fund	\$ 133,911.80
Total	\$ 926,161.61		Highway – Liquid Fuels	\$ 363.58
			Park & Recreation	\$ 7,247.40
			Sanitation	\$ 62,282.72
			Sewer Transmission	\$ 2,839.44
			Street Light	\$ 5,607.58
			Total	\$ 250,510.14
UNCOLLECTED BILLS AS OF 11/12/2025	Billed	Uncollected		
RENTAL	720	99	SANITATION PAST DUE 2025	
SEWER TRANSMISSTION	1909	37	Over 120 Day	\$ 37,585.86
			Over 90Day	\$ 115.00
LOAN	Account	Balance	Over 60 Day	\$ 115.00
JIM THORPE BANK (2022 Ford F550)	XX6758	\$ 22,424.89	Over 30 Day	\$ 41,335.31
			TOTAL PAST DUE	\$79,151.17

CD'S & Bank Balances

FUND / Checking	TYPE	Interest Rate	Maturity Date	Account Title	No.	10/31/2025	9/30/2025
General Fund	CD	4%	11/14/2025	Railroad CD	XX6101	\$ 595,523.03	\$ 593,605.60
General Fund	CD	4%	1/26/2026	2nd Railroad Proceeds CD	XX8363	\$ 32,565.53	\$ 32,460.68
Sanitation Fund	CD	4%	1/29/2026	Sani-Investors CD	XX8587	\$ 54,654.38	\$ 54,472.56
Sewer Transmission Fund	CD	4%	1/29/2026	Sewer-Investors CD	XX8595	\$ 57,740.49	\$ 57,548.40
Sewer Transmission Fund	CD	4%	1/26/2026	2nd Sewer Proceeds CD	XX8371	\$ 55,386.32	\$ 55,207.99
Sewer Transmission Fund	CD	4%	11/14/2025	Sewer CD	XX1277	\$ 55,219.33	\$ 55,041.54
Park & Rec Fund	CD	4%	11/14/2025	Pool CD	XX6325	\$ 43,858.80	\$ 43,717.59
Total						\$ 894,947.88	\$ 892,054.36

Fund / Checking	Type	Account Title	No.	10/31/2025	9/30/2025
General Fund	Checking	General Fund	XX6496	\$ 963,158.13	\$ 1,061,079.04
General Fund	Checking	ARPA Grant Account	XX2153	\$ 9,946.27	\$ 9,919.03
General Fund	Checking	Diversified	XX8448	\$ 30,729.71	\$ 12,828.93
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	\$ 392,185.55	\$ 381,030.07
General Fund	Checking	Building Developing Capital Fund	XX9105	\$ 30,618.17	\$ 30,534.31
General Fund	Checking	Grant Project	XX5616	\$ 15,593.57	\$ 15,550.86
Sanitation Fund	Checking	Sanitation Fund	XX6438	\$ 471,065.55	\$ 441,703.91
Sanitation Fund	Money Market	Sanitation fund MMA	XX6454	\$ 14,800.05	\$ 14,759.51
Sewer Transmission Fund	Checking	Sewer Transmission	XX6446	\$ 541,732.06	\$ 479,695.09
Sewer Transmission Fund	Checking	Snyder Street Checking	XX6470	\$ 34,014.61	\$ 33,921.44
LST	Checking	Local Services Tax	XX6462	\$ 59,464.77	\$ 59,000.45
Street Light Fund	Checking	Street Lights	XX6412	\$ 55,103.08	\$ 64,110.85
Fire Tax Fund	Checking	Fire	XX6371	\$ 24,635.30	\$ 29,597.70
Special Hi-Way Fund	Checking	Highway Liquid Fuels	XX6420	\$ 116,432.80	\$ 147,139.48
Park & Rec Fund	Checking	Park & Recreation	XX6404	\$ 56,464.44	\$ 56,010.25
				\$ 2,969,039.93	\$ 2,989,976.79

10. Old Business:

1. Motion to approve one of the following rates for the Railroad CD, Sewer CD, and Pool CD:
 - A. 3-months 3.15% APY
 - B. 6-Months 3.35% APY
 - C. 9-Months 3.55% APY
2. Motion to accept Heating Oil Bids-request by Bruce Markovich
3. Motion to award Heating Oil Bid-request by Bruce Markovich
4. Motion to accept Property Bids for:-request by Bruce Markovich
 - A. Vacant lot on Spring Street
 - B. Vacant Borough Garage on Water Street.-
5. Motion to award Property Bids for: -request by Bruce Markovich
 - A. Vacant lot
 - B. Vacant Borough Garage
6. Civil service commission. who is a member? Alternate? Did they / are they going to reorganize? Get them the printed materials (sign out copies, return when done, get training.-request by Jennifer Staines
7. Motion to remove John Zym from the Civil Service Commission-request by Bruce Markovich

11. New Business:

1. Motion to appoint an alternate member of the Lansford Civil Service Commission, to the vacant regular member position of the civil service commission. Current alternate members are Robert Silver, Kara S Krajnak and Joseph M Seaver.-request by Bruce Markovich
2. Motion to hire Thomas, Thomas, and Hafer to defend the borough in case Gilbert Diaz vs Borough of Lansford, et al., at a cost of \$250.00 per hour for

partner, \$200.00 per hour for associates, and \$125.00 per hour for work performed by paralegals.-request by Bruce Markovich

3. Reach out to the lawyer that the solicitor recommended. Set up a meeting with him.-request by Jennifer Staines
4. If attorney can reach out to Diaz lawyer and ask for an extension.-request by Jennifer Staines
5. Put up to \$5,000.00 retainer fee on borough attorney.-request by Jennifer Staines
6. List a person actually being sued on all the correspondence.-request by Jennifer Staines

Motions:

1. Discussion/Motion to approve the handicap parking request from Nannette Gosnell White at 247 East Bertsch Street. -request by Michele Bartek
2. Discussion/Motion to approve the handicap parking request from Tracy Miller at 335 East Bertsch Street. -request by Michele Bartek
3. Motion to approve a resolution approving who is allowed on borough account signature cards-request by Bruce Markovich
4. Motion to approve Portnoff Law to file writs of execution for delinquent real estate taxes and trash fees-request by Bruce Markovich
5. Motion to have Arro Engineering appear at the next workshop meeting on 2-Dec-2025, to explain the upcoming Lansford/Coaldale and Summit Hill Sewer Authority upcoming 537 Plan and request for funding from the sewer authority.-request by Bruce Markovich
6. Motion to join the Northeast Pa Alliance cost of \$295.00. NEPA offers, assistance in applying for and administrating large scale state and federal grants

along financing opportunities for large scale projects.-request by Bruce Markovich

7. Motion to approve a Statewide LSA grant application and resolution in the amount of \$102,114.51 to be used towards the purchase of Skid loader and attachments.-request by Bruce Markovich
8. Motion to approve an additional \$2,500 in improvements to the current borough garage building. (Hot water heater, electric baseboard, drywall, insulation along with a partition wall on the upstairs building.-request by Bruce Markovich
9. Motion to approve an easement agreement between the Borough of Lansford and John Turcmanovich for a easement across his property located at Powel and Snyder Streets, for the sum of one dollar and a future sewer line hook up for the property.-request by Bruce Markovich
- 10.Motion to transfer \$4,000 from the borough garage insurance settlement to the Public Works Part time employee salary account to pay for an additional 200 hours for Dennis Anderson.-request by Bruce Markovich
- 11.Motion to advertise for a member of Zoning Hearing Board.-request by Bruce Markovich
- 12.Motion to send out request for proposals for legal services for the Planning Commission.-request by Bruce Markovich
- 13.Motion to approve using the credit card platform Dejavoov the cost to be \$104.85 a month for 3 accounts. There is no additional cost for two terminals, no annual fee, and a savings of \$3,000.00 annually.-request by Bruce Markovich
- 14.Put out bids for heating oil for temporary borough garage 7,500 gallon request by Joseph Butrie
- 15.Advertise for part time snowplow drivers-request by Joseph Butrie
- 16.Advertise to sell the zipper-request by Joseph Butrie

- 17.get East Front street sewer line replaced-request by Joseph Butrie
- 18.Reinstate Dennis Anderson-request by Joseph Butrie
- 19.Appraise former Silberline building-request by Joseph Butrie
- 20.Take out loan for borough garage-request by Joseph Butrie
- 21.Inlets at east end of pool parking lot-request by Joseph Butrie
- 22.Redesign powell street sewer project-request by Joseph Butrie
- 23.Fee schedule approval for 2026.-request by Jennifer Staines
- 24.will we be using the 2 cleanup crews that put in a letter of interest?-request by Jennifer Staines
- 25.Any 3 no votes results in an automatic roll call vote.-request by Jennifer Staines
- 26.Change the order of committee meetings-request by Jennifer Staines
- 27.When voting President votes last-request by Jennifer Staines

12. Executive Session if needed

13. Adjournment