

**AGENDA OF LANSFORD BOROUGH COUNCIL**

Regular Monthly Meeting  
November 13th, 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)

**6. Approval of Meeting Minutes**

- October 9<sup>th</sup>, 2024 Monthly Meeting Minutes
- October 15<sup>th</sup>, 2024 Budget Meeting Minutes
- October 29<sup>th</sup>, 2024 Budget Meeting Minutes
- November 6<sup>th</sup>, 2024 Committee Meeting Minutes

**7. Committee Reports (*Provided by the committee*)**

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

**8. 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 –**

For the balance due for the month of September 2024 was \$3,270.00.

From October 1<sup>st</sup>, 2024, to October 31<sup>st</sup>, 2024, Taxes collected were \$14,084.88

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

<b>ACCOUNT</b>	<b>November 13th Expenses</b>
ARPA Funding	\$10,004.16
Delq. Tax Account	\$ 990.16
Diversified	\$ 4,244.80

Fire Tax Account	\$ 2693.00
Grant Project Account	\$ 1000.00
General Fund	\$ 260,060.29
HGWY Liquid Fuel	\$ 2,452.25
Park & Recreation	\$ 370.43
Sanitation	\$ 28,220.96
Sewer	\$15,884.80
Streetlight	\$ 5,351.41
<b>Total</b>	<b>\$331,272.26</b>

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

- Bank Balance

Type	No.	End of Month Balances		
		Account Title	October 2024	September 2024
General Fund	XX6496	General Fund	\$507,577.00	\$803,308.84
General Fund	XX2153	ARPA Grant Account	\$202,624.01	\$201,939.84
General Fund	XX6101	Railroad 9 Month CD (Open 8/8/24)	\$569,382.80	\$567,109.71
General Fund	XX8363	2nd Railroad Proceeds 9 Month CD (Open 10/23/24)	\$31,250.00	
General Fund	XX8448	Diversified	\$21,883.66	\$54,331.06
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 W. 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	XX5278	Fire Escrow - 292 E. Snyder Ave (Close 9/23/24)		(\$8,900.22)
General Fund	XX7373	Fire Escrow - 292 E. Snyder Ave (Open 9/23/24)	\$8,900.22	\$8,900.22
General Fund	XX8929	Delq. Tax	\$247,595.42	\$242,161.85
General Fund	XX6119	Fire Escrow - 504 E Kline (Open 8/8/24)	\$31,346.65	\$31,346.65
Grant Project	XX5616	Grant Project	\$43,123.85	\$447.48
Sanitation Fund	XX6438	Sanitation Fund	\$437,796.88	\$362,848.81
Sanitation Fund	XX7373	MCT Sani-investors' MMA (Close 10/23/24)	(\$52,446.98)	\$52,436.66
Sanitation Fund	XX8587	Sani-Investors 9 Month CD (Open 10/30/24)	\$52,446.98	
Sanitation Fund	XX6454	Sanitation fund MMA	\$14,294.10	\$14,242.85
Sewer Transmission Fund	XX6446	Sewer Transmission	\$385,322.75	\$383,645.38
Sewer Transmission Fund	XX8595	Sewer-Investors CD (Open 10/30/24)	\$55,408.48	

Sewer Transmission Fund	XX7360	MCT Sewer Transmisison (Close 10/23/24)	(\$55,408.48)	\$55,397.58
Sewer Transmission Fund	XX5402	Sewer Loan Proceeds Account(M&T) (Close 10/11/24)	(\$53,148.90)	\$53,144.53
Sewer Transmission Fund	XX8371	2nd Sewer Proceeds 9Month CD (Open 10/23/24)	\$53,148.90	
Sewer Transmission Fund	XX1277	Sewer 9 Month CD	\$52,796.38	\$52,585.61
Sewer Transmission Fund	XX6470	Snyder Street Checking	\$32,844.90	\$32,734.00
LST	XX6462	Local Services Tax	\$50,948.52	\$50,410.63
Street Light Fund	XX6412	Street Lights	\$42,229.70	\$46,445.93
Fire Tax Fund	XX6371	Fire	\$24,808.06	\$25,865.17
Special Hi-Way Fund	XX6420	Highway Liquid Fuels	\$99,245.21	\$140,326.27
Park & Rec Fund	XX6325	Pool 9 Month CD (Open 8/15/24)	\$41,934.34	\$41,766.93
Park & Rec Fund	XX6404	Park & Recreation	\$47,863.37	\$52,237.40
		<b>Total</b>	<b>\$3,072,158.58</b>	<b>\$3,311,724.62</b>
<b>Loans</b>	<b>Account</b>	<b>Terms</b>	<b>October 2024</b>	<b>September 2024</b>
MEM Debacle Lfund	0060	20yr \$11,448.89 Biannual May & November	\$0.00	\$0.00
2020 Sewer Loan	3591	5yr Sewer Fund \$ 1,320.47 per month PMT Loan	\$0.00	\$0.00
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>

**9. Old Business:**

1. Motion to approve the purchase of ten new portable radios for the Lansford Fire Company in the amount of \$89,512.50 to be paid from ARPA Funds. **-requested by Jennifer Staines**
2. Motion to approve the amended Sewer Ordinance to establish separate bills for each unit within a multi-unit building. **-requested by Robert Yurchak**
3. Motion to approve the special event request from the Lansford Friends of Recreation for tree delivery and decorating on November 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, 2024 from 12p.m. to 5p.m. and December 1<sup>st</sup>, 2024 from 12p.m. to 5p.m. at JF Kennedy Park.
4. Motion to obtain quotes for handicap accessible doors at the borough hall **-requested by Jennifer Staines**

**10. New Business:**

1. Discussion about Towing Zones Enforced Signs. **-requested by Jennifer Staines and Joe Butrie**

**Motions:**

1. Motion to advertise for a Budget Meeting on November 19<sup>th</sup>, 2024
2. Motion to advertise for a Special Meeting on November 20<sup>th</sup>, 2024 for the purpose of tentatively adopting the proposed 2025 Budget
3. Motion to advertise the December 3<sup>rd</sup>, 2024 Committee Meeting to begin at 5:00p.m.
4. Motion to advertise for an Executive Session Meeting for the purpose of Code and Ordinance-  
**requested by Jennifer Staines**
5. Motion to hire Gilbert Diaz as a Part-Time Officer with a conditional offer of employment pending further background investigation, medical, act 57, and polygraph. **-requested by Kyle Woodward and Michele Bartek**
6. Motion to approve the removal of the handicap parking space for Michele Bodine at 309 East Patterson Street due to her being deceased as of October 16<sup>th</sup>, 2024.
7. Motion to approve the Handicap Parking Request from Theresa Gusick at 331 East Bertsch Street
8. Motion to approve how council would like QuickBooks Computer to be backed up with one of the following options:
  1. Installation of workstation backup includes 500gb of cloud backup for \$349.99 with a reoccurring charge of \$300.00 annually.
  2. For cloud to do onsite backups monthly to an onsite external drive which would be billed monthly at their monthly rate of approximately \$70.00 (\$840.00 annually) installation and hardware cost unknown at this time.
  3. Moved to Q Drive on Server and backed up daily with other server drive backups at no additional annual cost.
9. Motion to approve opening a checking account in the amount of \$ 25,700.00 with a 4.25% interest rate for the Building Developing Capital Fund. **-requested by the office**
10. Motion to approve to have all council members placed on the same security bundle package level except for the Council President. This to save the borough over \$900.00 in dues and fees.-  
**requested by the office**
11. Motion to select a plan from the BlueCross Blue Shield options: (current plan costing \$308,665.00)

1. A yearly cost of \$305,907 a savings of \$2,759.00 per year
2. A yearly cost of \$301,676 a savings of \$6,989.00 per year
12. Motion to approve the payment of \$100 to The Carbon County Council of Governments for the 2025 membership fee. -**requested by Jennifer Staines**
13. Motion to approve Hometown Press to publish borough newsletters with no costs to the borough. -**requested by Jennifer Staines**
14. Motion to approve refunding Kim Reccek \$1,000.00 deposit for 333 W Abbott St. the completion of street excavation. -**requested by Michele Bartek**
15. Motion to approve sending a 30-day notice to Construction Clearance to clean up all items on the property or the items will become borough property. -**requested by Joseph Butrie**
16. Motion to approve a 6% charge for late rent fees owed by Construction Clearance -**requested by Joseph Butrie**
17. Motion to have Robert Yurchak amend the Animal Ordinance. The amendment to include chickens, roosters, exotic pets, ferrets, handler licenses, animals permitted by residents, dogs running at large, etc.- **requested by Jennifer Staines**
18. Motion to have Robert Yurchak create ordinance to hire contractors to perform property cleanup. -**requested by Jennifer Staines**
19. Motion to approve the purchase of 3,000 No Parking signs at a cost of \$3,950.00. The signs to be placed on borough streets for Snow Removal. - **requested by Joseph Butrie**
20. Motion to pass a Resolution to apply for \$800,000.00 in LSA Grant Funding for a new borough garage with the borough contributing \$200,000.00 towards the expected cost of 1 million dollars.
21. Motion to approve an amendment for the Grace Church Community Center Project to designate the entire grant amount of \$252,466.00 towards repairs on the outside of the building.
22. Motion to apply for a USRDA Grant in the amount of \$50,000.00 towards a new borough truck.
23. Motion to establish a Building and Development Account with Jim Thorpe Neighborhood Bank with net profits from the sale of the Silberline Property and other sales to be placed into the account as directed by council. Current Interest Rate of 4.25%.
24. Motion to transfer the remainder of ARPA Grant \$45,446.24 into the General Fund under the Loss Revenue Provision of the fund.
25. Motion to approve amending the Police Pension Ordinance to include overtime in the Pension Monthly Average Salary Calculation. - **requested by Michele Bartek**

26. Motion to approve allowing Lansford Alive to decorate the vintage lampposts in the downtown with garland and lights.

**11. Executive Session if needed**

**12. Adjournment**