

Monthly Meeting Minutes

December 10th, 2025

The December 10th, 2025 Monthly Meeting was called to order at 6:35p.m. by President Bruce Markovich at The Lansford Borough Town Hall, 1 West Ridge Street, Lansford, Pennsylvania. The meeting was attended by Council Woman Michele Bartek, Council Man Joseph Butrie, Council Woman Gwyneth Collevchio, Council Man George Gilbert, President Bruce Markovich, Council Man Jack Soberick, Council Woman Jennifer Staines, Mayor Hugh Vrablic, and Solicitor Robert Yurchak.

Mayor Hugh Vrablic left the meeting at 7:35 p.m.

Executive session from 6:00p.m. to 6:30p.m. which was used to discuss contract issues.

Pledge of allegiance was recited.

Public Courtesy-

Tommy Vadyak of 334 West Abbott Street spoke about multiple issues he sees within the borough that need correction.

Cookie Vadyak of 334 West Abbott Street inquired about who is responsible for removing snow from handicap parking spaces on borough streets.

Christopher Ondrus of 10 Edgemont Road inquired about the 2026 budget and employee salaries.

Rosemary Cannon of 242 West Ridge Street spoke about snow plowing and other borough issues.

Joseph Genits of 210 West Front Street spoke about moving permits.

Approval of Meeting Minutes-

Motion to approve the November 12th, 2025 Monthly Meeting Minutes-

Motioned by Gwyneth Collevchio and seconded by Michele Bartek.

Motion passed unanimously.

Correspondence-

Resignation Letter from Civil Service Commission Alternate Member Robert Silver

Motioned to accept resignation by Joseph Butrie and seconded by Bruce Markovich.

Motion passed unanimously.

Resignation Letter from Planning Commission Member Joseph Genits

Motioned to accept resignation by Joesph Butrie and seconded by Michele Bartek.

Motion passed unanimously.

Email from DCED Brian Eckert about Act 537 Plan

A letter was sent to Brian Eckert inquiring about if funding can be obtained for the Act 537 Plan and the email is in council packets.

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.

Bruce Markovich spoke wanting any work that is not completed by the September 30th, 2026 deadline for the unused funds to be returned to the borough.

Motioned to table until an agreement is made by Joseph Butrie and seconded by Jack Soberick.

Motion passed unanimously.

Committee Reports-

Fire Department Report-

Michele Bartek spoke about the Fire Department Report.

The fire department had 21 calls for the month of November. Total man- hours were 109.25, total man hours year to date were 1,046.25. In house work total man hours were 72 for the month, total man hours year to date were 1,731. The responses in town were 11, year to date 108, Summit Hill was 3, year to date 30, Coaldale was 3, year to date 35, Nesquehoning was 2, year to date 12, Tamaqua was 0, year to date 3, and Jim Thorpe was 1, year to date 10, other was 0, year to date 4. Training total man hours were 184, year to date 1,515. Community service total man hours was 10, year to date 223. Fundraising total man hours were 1,293 hours year to date. Administrative hours total man hours 80, year to date 880. Total hours of all activities for report period were 145.25, year to date 1,120.8. Total man hours for the month were 543.25, year to date 6,688.25.

Ambulance Report-

Michele Bartek spoke about the Ambulance Report.

The Lehighton ambulance responses were 73 incidents in November 2025. They had an average response time of 9.5 minutes from time of dispatch until arrival on scene. Of the 73 responses, 48 were non-emergency patient services, 25 were emergency responses. 54 patients were transported, 4 patients were treated with no transport, 2 standby and 13 cancellations/no patient found.

Mayor's Report

Police Report-

Hugh Vrablic spoke about the Police Report.

The police department had 300 calls and complaints handled, 11 new cases cleared, 6 arrests made, 8 traffic contacts, 33 parking tickets issued/borough ordinance violations issued, 1,120 miles patrolled, \$140 collected in parking, quality of life, and report requests.

Code Report and Zoning Report-

Jennifer Staines spoke about the Code Report.

NOV Report from Arro Consulting. 1 awaiting certified to be delivered before taking any action, 1 citation to be filed or already filed, 1 NOV prepared and sent, and 1 complaint received and/or investigated.

November Monthly Report: Rental Inspections completed 55, 63 inspections scheduled. Code enforcement tickets issued 31, code complaints 19, code complaints resolved 12, notice of violations issued 5.

5 upcoming magistrate hearings for failure to obtain rental license. Of the 104 citations issues, 15 were dropped because of full payment received on accounts. 2 plead guilty.

Update from Carbon County Friends of Animals: 36 cats trapped, 10 kittens, 7 cats and all 10 kittens were adopted out, 4 pregnancies were aborted, and all feral cats were fixed before being released.

Rental Report-

Jennifer Staines spoke about the Rental Report.

Rental report as of 12-09-2025. Total rentals are 595, total not rental are 508, total uncollected is 71, total submitted is 524, total completed is 390, schedule inspection total is 78, insurance requirement is 56, fees collected \$157,193.49, and past due late fee collected \$37,554.29.

Rental citations issued 104, citations withdrawn 33.

Solicitors' Report-

Robert Yuchak spoke about an agreement between the municipalities which states that that the borough owns the sewage collection system.

Tax Collector's Report-

Bruce Markovich spoke about the tax collectors report.

From November 1st, 2025 to November 30th, 2025, taxes collected were \$16,177.93

Treasurer’s Report-Bills to Approve-

EXPENSES FOR 12/10/2025	
Expenses	Amount
Fire Tax	\$ 858.00
Delq. Tax Account	\$ 3,097.46
Diversified	\$ 9,880.70
General Fund	\$ 53,417.44
Highway – Liquid Fuels	\$ 355.04
Park & Recreation	\$ 184.47
Sanitation	\$ 61,224.23
Sewer Transmission	\$ 2,565.14
Street Light	\$ 5,630.39
Total	\$ 137,212.87

Motion to pay the December 10th, 2025 bills-

Motioned by Gwyneth Collevecchio and seconded by Bruce Markovich.

Motion was opposed by Joseph Butrie.

Motion passed by majority vote.

Council discussed the current bill pay format and that it is to be simplified.

Motioned to change bill pay format by Joseph Butrie and seconded Jack Soberick.

Motion passed unanimously.

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
Total						\$ 897,698.58	\$ 894,947.88

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

Old Business:

Quotes received for heating oil-request by Joseph Butrie

Kattner Coal & Oil Inc. in Nesquehoning submitted a bid for a fixed heating oil rate of \$2.78 per gallon.

Victory Fuel Company in Tamaqua, PA submitted a bid for a locked in heating oil rate of \$3.01 per gallon.

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

Motioned by Joseph Butrie and seconded by Jennifer Staines.

A roll call vote was called.

Motion was favored by George Gilbert, Michele Bartek, Gwyneth Collevechio, Bruce Markovich, Joseph Butrie, Jack Soberick, and Jennifer Staines.

Motion passed unanimously.

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

Michele Bartek spoke about insurance coverage needing to be increased with the insurance having to be notified of the heating system and bathroom that were installed in the temporary borough garage.

Update on Appraisal Companies to perform appraisal on Silberline building that was brought up in November Meeting.-request by George Gilbert

Council agreed that an appraisal company would be contacted to get a quote on the appraisal cost for the Silberline building.

New Business:

Discussion about Portnoff Law-request by Michele Bartek

Michele Bartek spoke about the process of Portnoff Law collecting delinquent utilities.

Michele Bartek spoke about the process of filing with the district magistrate.

Council discussed ways of collecting delinquent utilities.

Motions to Approve

Motion to approve the handicap parking request for Ibania Alberto at 338 East Bertsch Street.-request by Michele Bartek

Motioned to table by Michele Bartek and seconded by Joseph Butrie.

Motion passed unanimously.

Motion to approve the handicap parking request for Denice Danubio at 427 East Ridge Street-request by Michele Bartek

Motioned to table by Micheel Bartek and seconded by Jack Soberick.

Motion passed unanimously.

Motion to get outgoing phone call lists from Borough Offices for the last 2 months.-
request by George Gilbert

Motioned by George Gilbert and seconded by Michele Bartek.

Motion passed unanimously.

Adopt Fee Schedule. With Fee Schedule taking effect January 2026.-request by Jennifer
Staines

Motioned by Jack Soberick and seconded Joseph Butrie.

Motion passed unanimously.

Motion to tentatively adopt the 2026 budget

Motioned to table by Joseph Butrie and seconded by Michele Bartek.

Motion passed unanimously.

Motion to approve Shane Monks Holidays per his contract.-request by George Gilbert

Motioned to table by Jack Soberick and seconded by Joseph Butrie.

Motion passed unanimously.

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

Motioned to appoint Michele Bartek, Bruce Markovich, and Gwyneth Collevecchio
by Gwyneth Collevecchio and seconded by Bruce Markovich.

A roll call vote was called.

Motion was favored by George Gilbert, Michele Bartek, Gwyneth Collevecchio,
Bruce Markovich, and Jack Soberick.

Motion was opposed by Joseph Butrie and Jennifer Staines.

Motion passed by majority vote.

Ratify Public Works contract council has a copy in front of them contract expires
December 31 2025-request by Joseph Butrie

Motion was withdrawn by Joseph Butrie.

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

Council agreed to get dates and then set up a meeting with teamsters.

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.

Robert Yurchak stated that he wrote the reinstatement agreement and that he was to be at his former position, former rate of pay, with the only difference being his pension starting at zero.

Discuss, with intent to vote on finalizing Jack Sobericks pension.-request by Jennifer Staines

Motioned to withdraw by Jennifer Staines and seconded by George Gilbert.

Jack Soberick abstained due to conflict of interest.

Motion passed unanimously.

Run an ad/hire a lawyer/firm to represent the borough for being denied coverage regarding the Diaz suit-request by Jennifer Staines

Motion was withdrawn by Jennifer Staines.

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

Bruce Markovich stated that all letters should go to Robert Yurchak and then he can notify council.

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

Motioned by Gwyneth Collevchio and seconded by Micheel Bartek.

Motion passed unanimously.

Motion to provide a letter to Doli Construction verifying the Powel Street sewer project was cancelled by the borough.-request by Bruce Markovich

Motioned by Joseph Butrie and seconded by Gwyneth Collevecchio.

Motion passed unanimously.

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

Motioned to appoint Bruce Markovich as contact person by Jennifer Staines and seconded by Jack Soberick.

Motion passed unanimously.

Motion to advertise for a cleaning person for the police station and borough office.-request by Bruce Markovich

Motioned by Michele Bartek and seconded by Gwyneth Collevecchio.

Motion passed unanimously.

Motion to advertise to accept letters of interest for the Lansford Seat on the Lansford-Coaldale Joint Water Authority.-request by Bruce Markovich

Motioned by Gwyneth Collevecchio and seconded by Joseph Butrie.

Motion passed unanimously.

Motion to advertise to accept letters of interest for the Planning Commission

Motioned by Gwyneth Collevecchio and seconded by George Gilbert.

Motion passed unanimously.

Motion to appoint Linda Harvan as a regular member of the Zoning Hearing Board to fill the empty seat.-request by Jennifer Staines

Motioned by George Gilbert and seconded by Jack Soberick.

Motion passed unanimously.

Motion to accept proposals for legal services for the Lansford Borough Planning Commission-request by Bruce Markovich

No proposals were received.

Council agreed for Robert Yurchak to be the planning commission attorney at his current fee rate, with no retainer fee.

Motion to award proposal for legal services for the Lansford Borough Planning Commission. -request by Bruce Markovich

Motion was addressed in previous motion.

Review the part-time plow driver applications.-request by Joseph Butrie

Motion addressed in next motion.

Motion to add Part-time Drivers to list pending Drivers Licenses Review-request by George Gilbert

Motion addressed in next motion.

Motion to hire George Krajnak as on needed Part-Time Plow Operator pending Drivers License Review.-request by Jennifer Staines

Motioned by Joseph Butrie and seconded by Jack Soberick.

George Gilbert abstained due to conflict of interest.

Motion passed unanimously.

Motion to hire Bob Greenall as on needed Part-Time Plow Operator Pending the outcome of his background driving check-request by Jennifer Staines

Motioned by Joseph Butrie and seconded by Jack Soberick.

Motion passed unanimously.

Why did we not receive a letter of resignation from Lacy Gonzalez-request by Joseph Butrie

Bruce Markovich stated Lacey Gonzalez was a private contractor and that her contract is not being renewed which is why no letter of resignation was not received.

Estimate of \$4,089.05 for repairs of the International dump truck-request by Joseph Butrie
The work is to be done at PVC Services.

Motioned by Joseph Butrie and seconded by George Gilbert.

Motion passed unanimously.

Estimate for Biros service in the amount of \$1,500 per hour port to port on west Abott street -request by Joseph Butrie

Biros will be cameraing the 300 block of West Abbott Street.

Motioned by Joseph Butrie and seconded by Jennifer Staines.

Motion passed unanimously.

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

Motion was withdrawn by Joseph Butrie.

Approve the oversize ordinance-request by Joseph Butrie

Robert Yurchack will be revising the ordinance.

Motioned to table by Joseph Butrie and seconded by Jack Soberick.

Motion to go off the agenda about using/potentially using parks and recreations funds for a Lansford 150th Anniversary Event.

Motioned by Jennifer Staines and seconded by Jack Soberick.

Motion passed unanimously.

Motion to allocate \$6,000.00 from the parks and recreation fund to the 150th Anniversary Event

Motioned by Jack Soberick and Joseph Butrie.

A roll call vote was called.

Motion was favored by George Gilbert, Michele Bartek, Gwyneth Collevecchio, Bruce Markovich, Joseph Butrie, Jack Soberick and Jennifer Staines.

Motion was opposed by and

Motion passed by majority vote.

The meeting went into an executive session at 8:50p.m.

The meeting came back into regular session at 9:10p.m.

Motion that Shane Monk's work agreement be that his holidays will be the same as the office staff and that his pay for next year 2026 will be \$27.50 per hour.

Motioned by Joseph Butrie and seconded by George Gilbert.

Motion passed unanimously.

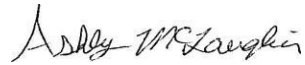
Motion to adjourn

Motioned by Jack Soberick and seconded by Gwyneth Collevecchio.

Motion passed unanimously.

The meeting was adjourned by President Bruce Markovich at 9:11p.m.

Respectfully Submitted,



Ashley McLaughlin

Secretary