

## Monthly Meeting Minutes

December 11th, 2024

The December 11th, 2024 Monthly Meeting was called to order at 6:30p.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, President Bruce Markovich, Council Woman Jennifer Staines, Mayor Hugh Vrablic, and Solicitor Robert Yurchak.

Council Man Jay Doyle, and Council Man Jack Soberick were absent.

Pledge of allegiance was recited.

Bruce Markovich spoke about the executive session that discussed personnel matters.

**Public Courtesy-**

Joseph Butrie of 443 East Ridge Street stated that he is not sending email responses for any emails sent from the administration of Straighttalk.

The Carbon County Sheriff's Office recognized the Lansford Police Department and specifically Sergeant Shawn Nunemacher for his assistance in apprehending a wanted fugitive.

The Carbon County Sheriff's Office spoke about his positive experience with the Lansford Police Department.

The Carbon County Sheriff's Office recognized Sergeant Shawn Nunemacher for his dedicated and exemplary service as a Sergeant of the Lansford Borough Police Department.

Rosemary Cannon of 242 West Ridge Street stated she is happy that the Lansford Borough Police Department is being recognized.

Rosemary Cannon stated that it was nice to see the groups that were working together for the Christmas Tree lighting and decorations.

Rosemary Cannon spoke about how she does not like seeing what is posted on a Facebook page that acts as an entity of the borough but is not.

Rosemary Cannon inquired about why the borough is purchasing another security camera.

Rosemary Cannon inquired about the 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.

Rosemary Cannon stated that committee meetings are not committee meetings and are more council meetings.

Rosemary Cannon inquired about the change of the office employees job titles, why that is occurring, and if both salaries are the same.

Rosemary Cannon inquired about the motion pertaining to drafting an amendment to the parking ordinance.

Denise Leibensperger of 164 West Ridge Street inquired of Michele Bartek if the three part-time officers are going to be tested should they be needed full-time.

Denise Leibensperger inquired of who signs off on payroll for borough workers, the office workers, and the police.

Denise Leibensperger spoke about someone signing off on borough workers working until 3:00p.m. but that their hours of operation are 7:00a.m.-3:30p.m.

Rosemary Cannon inquired about the revision of previous minutes.

Erin Soberick inquired about the hard drive issue and the status of that.

Erin Soberick inquired about if there are any lawsuits for legal action that the borough is involved in.

Joe Genits of 210 West Front Street inquired about the Civil Service Commission and if all members are properly addressed to be Civil Service Members.

Joe Genits inquired about who prepares the treasurer's report and end of month balance on the agenda.

Joe Genits inquired about if it is necessary for Lacey Gonzales to continue as a third-party agency for the borough.

Joe Genits inquired about the motion to amend the dumpster ordinance.

Dennis Leibensperger inquired about when the open seat position for the water authority will be advertised.

An audience member named Kenji spoke about how he is interested in investing in the borough's business district and that he is against putting more restrictions on dumpsters.

**Approval of Meeting Minutes-**

Motion to approve the revision of May 7th, 2024 Committee Meeting Minutes-

Motion to approve adding an addendum to the minutes correcting council attendance.

Motioned by Gwyneth Collevchio and seconded by Joseph Butrie.

Motion favored by Michele Bartek, Joseph Butrie, Gwyneth Collevchio, and Bruce Markovich.

Motion opposed by Jennifer Staines.

Motion passed by majority vote.

Motion to approve the September 11th, 2024 Monthly Meeting Minutes-

Motion to approve adding an addendum to the minutes correcting council attendance.

Motioned by Gwyneth Collevchio and seconded by Bruce Markovich.

Motion favored by Gwyneth Collevchio, Michele Bartek, and Bruce Markovich.

Motion opposed by Joseph Butrie and Jennifer Staines.

Motion passed by majority vote.

Motion to approve the November 12th, 2024 Budget Meeting Minutes-

Motioned by Michele Bartek and seconded by Gwyneth Collevchio.

Motion passed unanimously.

Motion to approve the November 13th, 2024 Monthly Meeting Minutes-

Motioned by Gwyneth Collevchio and seconded by Michele Bartek.

Motion passed unanimously.

Motion to approve the November 21<sup>st</sup>, 2024 Special Meeting Minutes-

Motioned by Joseph Butrie and seconded by Gwyneth Collevchio.

Motion passed unanimously.

Bruce Markovich spoke about the correspondence portion of the agenda.

- Letter from Phil Goss of US ARK about the animal ordinance
- Letter from Lansford Alive about the annual house decorating contest on Thursday, December 19<sup>th</sup>, 2024 beginning at 5:30p.m.

### **Committee Reports-**

#### **Fire Department Report-**

Michele Bartek spoke about the Fire Department Report.

For the month of November, 2024. Dwelling structures for the year were 37. Carbon monoxide, there were three for the month, 11 for the year. Automatic alarms, there was one. For the year, there was 26.

EMS assist, there were two. Year to date, there was six. Public assistance, there was four. Year to date, there was 18. Hazardous material, there was two. Year to date,

there was five. Helicopter landings, there was one. Year to date, there was three.

Motor vehicle incidents, there was one. Year to date, there was 18.

Investigations, there was one. Year to date there was 23, electric there was none, year to date there was 5, RIT there were 2, year to date there were 13, standby, move up, there were none, brush fires, there was 1, and year to date there was 7, oil burners, malfunctions, there were none, pump details, there was none, but there was 1 year to date, vehicle fires, there was 1, there were 4 year to date, others there were 0, but there were 2 other things year to date, vehicles, total calls, there were 19 for this month, 179 year to date, total incident times, it was 14.253, and year to date it was 143.008, total, hours it was 138.5 and year-to-date it was 1374.25. In-house working details, events and activities there were 5 for the month, 58 for the year. Average number of personnel that worked on this was 7. Total hours served were 23 and 303 year-to-date. Total man hours were 95 for the month. Year-to-date it was 1477.5.

Fundraising, number of events and there were 4 this month. Year-to-date there were 22. The average amount of people that worked on it was 6. Total fundraising hours were total 24 for this month. Year-to-date it was 191 and total man hours there were 76 for this month. 2,179.5 for the year, response area, in town calls there were 11, year-to-date there were 91.

Summit Hill there were 2, 31 year-to-date. Coaldale's were 4, 34 year-to-date.

Nesquehoning's were 0, year-to-date there were 7. Tamaqua there were 2, year-to-date there were 6. Jim Thorpe there was nothing, year-to-date there was 5. Other there were nothing, and there were 5 that normally do not get accepted. Total training hours, there were 3 training sessions in the month.

Year-to-date there was 74. Average number of personnel there were 10, there were 8. Total training hours were 10. For a year-to-date total of 416.5. Total mass... hours were 58 for the month and year to date were 1960. Community service, one this month, 14 year to date. Average of number of personnel were 16. Total hours served were four, year to date were 39.5, total man hours were 64, year to date were 35.

Administrative duties, for activities, total administrative hours were 20 and year to date total man hours were 80, year to date it was 880. So it was a total man hours for year to date of 8,127.75 and for the month it was a total of 511.5.

### **Ambulance Report-**

Michele Bartek spoke about the Ambulance Report.

The Leighton Ambulance responded to 58 incidents in November 2024. There was an average time of 9.9 minutes. The time of dispatch until arrival on the scene of 58 responses, 12 were non-emergency assistance, and including standby, et cetera, with a time of 11.6 minutes. Nineteen were non-emergency patients with a time of 10.8 minutes. 27 emergency responses time of 8.5 minutes.

### **Mayor's and Police Report-**

Hugh Vrablic spoke the Police Report.

We had 174 calls and complaints, 12 cases that were cleared, and burglary of one of the markets in town. An arrest was made. Eleven arrests, one non-traffic violation, three traffic contacts, one was a bus stop violation. Parking and ordinance tickets were issued, three. Parking tickets, we received \$100. Reports issued, \$210. Total mileage patrolled was 1,745.

### **Code Report and Zoning Report-**

Jennifer Staines spoke the Code Report.

The NOVs. We have awaiting starter forms to be delivered before taking action.

There are five under that. NOVs prepared and sent. There was eight of them.

Citations to be filed are already filed. There's five. Court hearings scheduled. There's four.

### **Rental Report-**

Jennifer Staines spoke the Rental Report.

Rental properties. 1,168 original number of properties on the list. 1,141 current potential numbers of properties. 425 properties have been reported as not renter, owner-occupied family, under construction. 315 rental registrations for properties. For process, 210 rental registration licenses. 35 inspections scheduled or conducted, 31 inspections were conducted, and a seal certificate, of occupancy was issued. Two inspections were conducted on the properties they failed, two inspections scheduled properties. 401 properties potential for non-registered action. 32 units were sent an NOV violation. 10/4/2024, 58 units were sent an NOV on 12/4 24 units. 335 That is the remainder of the list on NOVs.

Shane's report. He received 23 complaints, there were 16 lost, 14 tickets issued, six properties changed. He assisted Ray with five inspections. There was no cite, no citations. He is going through town and listing. The IMDC books came in, and he has them.

### **Solicitors Report-**

Robert Yurchak spoke the solicitors report.

The amendment to the sewer transmission ordinance to address the multi-emission commercial property charges has been, advertised and is ready for adoption. A motion is needed.

A motion to adopt the amendment to the sewer transmission ordinance, ordinance to address multi-use commercial properties.

Motioned by Joseph Butrie and seconded by Jennifer Staines.

Motion passed unanimously.

### **Tax Collector's Report-**

Maria Ahner spoke the tax report.

From November 1st, 2024 to November 31st, 2024, taxes collected were \$13,927.12.

**Motion to pay the bills-**

Jennifer Staines inquired about the process of paying the bills.

Motioned by Jennifer Staines and seconded by Joseph Butrie.

Motion passed unanimously.

Bruce Markovich clarified for the end of month balances that the ARPA Funds have all been used.

**Old Business:**

**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.**

- **Lehigh Asphalt Paving & Construction Co- No Bid**
- **Dutchman Contracting, LLC- \$133,534.50**
- **Stoney Lonesome Excavating- \$283,997.00**
- **Zawada Enterprise LLC- \$106,455.00**

Motion to reject Salt Shed Bids.

Motioned by Joseph Butrie and seconded Jennifer Staines.

Motion passed unanimously.

**Discussion regarding actions on ARPA remaining funds before December 31<sup>st</sup>, 2024.**

Borough Accountant Lacey Gonzales spoke about the ARPA Fund.

**Motion to advertise to accept bids for the 2025 Garbage Contract.**

**Motion to advertise specs for the 2025 Garbage Contract.**

Motioned by Joseph Butrie and seconded by Jennifer Staines.

Motion passed unanimously.

**Motion to accept vehicle bids for:**

- **The Police Interceptor**
- **The 2003 Mercury Marquis**

**Three bids were submitted:**

**Pete Longo in the amount of \$1,650.00 for the 2003 Mercury Marquis.**

**Gary (last name not included on bid) in the amount of \$800.00 for the 2003 Mercury Marquis.**

**Brett Patti in the amount of \$1,500.00 for the police interceptor.**

Motioned by Michele Bartek and seconded by Joseph Butrie.

Motion passed unanimously.

**Motion to approve vehicle bids.**

Motion to accept the bid from Pete Longo in the amount of \$1,650.00 for the 2003 Mercury Marquis.

Motioned by Joseph Butrie and seconded by Michele Bartek.

Motion passed unanimously.

Motion to accept the bid from Brett Patti in the amount of \$1,500.00 for the police interceptor.

Motioned by Michele Bartek and seconded by Joseph Butrie.

Motion passed unanimously.

**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**

Michele Bartek obtained an updated camera cost of \$906.00.

Motion to purchase an additional camera for the Borough Hall from Security Service Company Inc. with the cost to be \$906.00 to be paid out of the Covid Fund.

Motioned by Gwyneth Collevchio and second by Joseph Butrie.

Motion passed unanimously.

**New Business:**

**Motion to approve contacting DCED to inspect and provide information about improvements that can be made to the police department and borough hall.**

Motioned by Joseph Butrie and seconded by Jennifer Staines.

Motion passed unanimously.

**Motion to authorize the Lansford Borough Civil Service Commission to prepare a current eligibility list of new police officers.**

Motioned by Michele Bartek and seconded by Joseph Butrie.

Motion passed unanimously.

**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**

Motioned by Jennifer Staines and seconded by Michele Bartek.

Motion favored by Jennifer Staines and Michele Bartek.

Motion opposed by Bruce Markovich, Gwyneth Collevchio, and Joseph Butrie.

Motion was not passed due to majority vote.

**Discussion/Motion to approve the purchase of security cameras for Kennedy Park and Ashton Park. -request by Michele Bartek**

Security cameras at Kennedy Park and Ashton Park is \$4,094.00 with a \$5.00 a month charge for remote tech support.

Motioned to table by Joseph Butrie and Bruce Markovich.

Motion to table passed unanimously.

**Motions:**

**Motion to approve the Handicap Parking Request from Glenn Kralik at 304 West Bertsch Street.**

Motioned by Michele Bartek and seconded by Gwyneth Collevchio.

Motion passed unanimously.

**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.**

Motioned to table by Joseph Butrie and seconded by Gwyneth Collevchio.

Motion to table passed unanimously.

**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**

Robert Yurchak spoke about having a general purpose meeting.

Motioned by Michele Bartek and seconded by Joseph Butrie.

Motion passed unanimously.

**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**

Council agreed that the guest speakers can come speak at committee meetings.

**Motion to approve the new 2025 Fee Schedule Resolution: -request by Jennifer Staines**

Motioned by Joseph Butrie and Jennifer Staines.

Motion passed unanimously.

**Motion to approve the final adoption of the proposed 2025 budget. -request by MA**

Motioned by Michele Bartek and seconded by Gwyneth Collevecchio.

Motion favored by Michele Bartek, Joseph Butrie, Gwyneth Collevecchio, and Bruce Markovich.

Motion opposed by Jennifer Staines.

Motion passed by majority vote.

**Motion to approve the tax millage resolution for 2025. -request by MA**

Motioned by Jennifer Staines and seconded by Gwyneth Collevecchio.

Motion passed unanimously.

**Motion to approve LGH Tax and Accounting LLC-Lacey Gonzalez as admin for accounting computer to install QuickBooks updates. -request by MA**

Motioned by Gwyneth Collevecchio and seconded by Michele Bartek.

Motion passed unanimously.

**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**

Motioned by Gwyneth Collevecchio and seconded by Michele Bartek.

Motion favored by Michele Bartek, Joseph Butrie, Gwyneth Collevecchio, and Bruce Markovich.

Motion opposed by Jennifer Staines.

**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**

Motioned by Joseph Butrie and seconded by Bruce Markovich.

Motion passed unanimously.

**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**

Motioned by Joseph Butrie and seconded by Bruce Markovich.

Motion passed unanimously.

**Motion to approve contacting the Panther Valley School District to update the current School Crossing Guard Contact-request by MA**

Motioned by Gwyneth Collevchio and seconded by Michele Bartek.

Motion passed unanimously.

**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.**

Motioned by Joseph Butrie and seconded by Bruce Markovich.

Motion passed unanimously.

**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.**

Motioned by Joseph Butrie and seconded by Michele Bartek.

Motion passed unanimously.

**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**

The remaining balance to be paid by the LST Account.

Motioned by Michele Bartek and seconded by Jennifer Staines.

Motion passed unanimously.

**Motion to adjourn.**

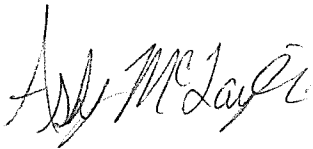
Motioned by Michele Bartek and seconded by Jennifer Staines.

Motion passed unanimously.

The meeting was adjourned by President Bruce Markovich at 7:58p.m.

An executive session began after the meeting was adjourned.

Respectfully Submitted,



Ashley McLaughlin

Assistant Secretary/Treasurer