

Monthly Meeting Minutes

May 14th, 2025

The May 14th, 2025 Monthly Meeting was called to order at 6:31p.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 was absent.

Council Man Jack Soberick arrived at the meeting at 6:36p.m.

Mayor Hugh Vrablic left the meeting at 8:15p.m.

Executive session from 6:00p.m. to 6:30p.m.

Pledge of allegiance was recited.

Bruce Markovich spoke about the executive session, which was about personnel and that currently they cannot be talked about to the public, but that progress is being made on some of them.

Bruce Markovich stated that depending upon how long public courtesy is the public might be briefly interrupted so that Solicitor Robert Yurchak can give the Solicitors' Report as he will have to leave early due to an appointment at 7:00p.m. but then the meeting will go back to public courtesy.

Public Courtesy-

Denise Leibensperger of 164 West Ridge Street stated she wanted to give a shoutout to the Lansford Police Department for the good work they are doing.

Rosemary Cannon of 242 West Ridge Street spoke about national police week and the number of officers that have been killed in the line duty.

Tommy Vadyak of 334 West Abbott Street spoke council conduct at the last meeting and his views on several items listed on the agenda.

Sharon Carlino spoke about a dog attack incident that happened on April 28th and inquired about police response time to the incident.

Erin Soberick of 237 West Ridge Street inquired about the right-to-know officer for the police department.

Solicitors Report-

Solicitor Robert Yurchak gave his report early in the meeting as he had to leave early due to a 7:00p.m. appointment.

Robert Yurchak spoke about Jay Doyle's council seat, that it is a civil proceeding, and that there are due process rights that must be followed.

Robert Yurchak spoke about the body camera policy and that he received an email with a three-page letter of request for changes or additions to the policy from Todd Eagen.

The meeting went back into public courtesy.

George Gilbert of 841 East Ridge Street inquired about the status of the Silberline building and the status of the splash pad for the Lansford Pool.

Christopher Ondrus of 10 Edgemont Road inquired about the status of the 2024 audit, the pool grant, and borough bills.

Patrick Walsh of 242 East Abbott Street spoke about the atmosphere of the borough and his views on the topic.

Bob Silver of 17 East Ridge Street inquired about the cost to the borough for the timeclocks.

Joe Genits of 210 West Front Street spoke about the advertising for seat vacancies and his views on issues within the borough.

Approval of Meeting Minutes-

Motion to approve the March 24th, 2025 Special Meeting Minutes-

Motioned by Gwyneth Collevchio and seconded by Jack Soberick.

Motion passed unanimously.

Motion to approve the April 9th, 2025 Monthly Meeting Minutes-

Motioned by Gwyneth Collevchio and seconded by Jack Soberick.

Motion passed unanimously.

Correspondence-

No Correspondence.

Committee Reports-

Fire Department Report-

Michele Bartek spoke about the Fire Department Report.

The fire department had 19 calls for the month of April. Total incident hours were 26.5. Total man hours were 197.5. The responses in town were 10, Summit Hill was 1, Coaldale was 2, and Nesquehoning was 2, Tamaqua was 1, and Jim Thorpe was 3. Training was a total of 80 hours. Community service total hours served was 12, total man hours 52. Fundraising hours was 21.5, total man hours 220.5. Administrative hours was 20, total man hours 80. Total man hours for the month 719, total man hours year to date 2,302.5.

The Fire Company needs more volunteers.

Ambulance Report-

Michele Bartek spoke about the Ambulance Report.

The Lehighton ambulance responses were 79 incidents in April of 2025. They had an average response time of 11.00 minutes from time of dispatch until arrival on scene. Of the 79 responses, 28 were non-emergency patient services, 51 were emergency

responses. 67 patients were transported, 6 patients were treated with no transport, 1 standby and 15 cancellations/no patient found.

Mayor's and Police Report-

Hugh Vrablic spoke about the Police Report.

The police department had 332 calls and complaints handled, 16 cases cleared, 9 arrests made, 26 traffic contacts, 27 parking in borough ordinance tickets issued, 1,070 miles patrolled, \$480.00 collected in ticket fees, and \$165.00 in report requests.

Code Report and Zoning Report-

Jennifer Staines spoke about the Code Report.

Rental Inspections completed 29, inspections failed 6, inspections scheduled for May 21. Code enforcement tickets issued 7, code complaints received 17, notice of violations issued 2, properties shown improvement 6. Sidewalk permits issued to date 17, stray cat issue trapped and spayed 17.

NOV Report, 2 citations to be filed or already filed, 1 court hearing scheduled.

Rental Report-

Jennifer Staines spoke about the Rental Report.

Jennifer Staines stated the rental report is broken down in two columns showing the borough's report and the other ARRO Consulting's report from 2024.

April report as of 5-13-2025. Total rentals are 780, total submitted is 518 , total remaining is 270, total completed is 144, total not rental is 182 , schedule inspection total is 166, payment requirement is 8, insurance requirement is 53, application not completed is 147, fees collected \$77,708, and late fee collected \$14,760, past due not collected is \$52,732.26.

ARRO Consulting's report from 2024, total rentals 820, total submitted 315, total remaining 335, total completed 210, total not rental 425, schedule inspection 2, fees collected \$55,855.60, and late fee collected \$2,820.

Jennifer Staines spoke about a letter that is going to be sent to all rental property owners who have failed to renew their 2025 residential rental license.

Tax Collector's Report-

Borough Secretary Ashley McLaughlin spoke about the tax collectors report.

Ashley McLaughlin noted that the correct date on the agenda for the tax collectors report should be April 30th and not April 31st.

From April 1st, 2025 to April 30th, 2025, taxes collected were \$248,978.18.

Motion to pay the bills-

Motioned by Jennifer Staines and seconded by Michele Bartek.

Motion passed unanimously.

Old Business:

Waiting to hear back from the insurance company about what they will be covering on items in the borough garage fire- request by Joseph Butrie

Joseph Butrie stated he has received a response from the insurance adjuster and that the adjuster is going to be submitting a report to the insurance company to see what will be covered.

Joseph Butrie spoke about the concern about the sewer camera and air compressor that were damaged in the fire along with a few gallons of oil down at the borough garage as well.

New Business:

Discussion/Motion to approve one of the following rate and term options for the Lansford Borough CD's:

- **Railroad CD XX6101 \$583,389.99**

- **Sewer CD XX1277 \$54,095.34**
- **Pool CD XX6325 \$42,966.06**

Term and Rate Options:

- a. 6 Months at 4% APY**
- b. 9 Months at 3.5% APY**
- c. 12 Months at 3.0 % APY**

Motion to reinvest the Railroad CD, Sewer CD, and Pool CD for 6 Months at 4% APY.

Motioned by Gwyneth Collevchio and seconded by Joseph Butrie.

Motion passed unanimously.

Motions:

Discussion/Motion to approve the special event form from Lansford Alive for their Fall Festival on September 27th, 2025 from 8:30a.m. to 6:00p.m.

Motioned by Jack Soberick and seconded by Joseph Butrie.

Motion passed unanimously.

Discussion/Motion to approve the handicap request from Farrah and Amanda Maurice at 335 West Water Street Apt 2 and 3.

Motioned by Michele Bartek to approve the handicap space.

Council was made aware that Farrah and Amanda Maurice were moving from 335 West Water Street Apt 2 and 3.

Council unanimously agreed to table the handicap parking space request.

Discussion/Motion to approve the handicap request from Lori A Zonca at 231 West Bertsch Street.

Motioned by Michele Bartek and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to approve the handicap request from Louann Greenly at 513 East Ridge Street.

Motioned by Michele Bartek and seconded by Gwyneth Collevechio.

Motion passed unanimously.

Discussion/Motion to purchase office laser all-in-one printer at a cost of \$1,318.49 to be partially out of general fund, sanitation fund, and sewer transmission fund. The printer comes with a three-year warranty. -request by Mun. Admin

Motioned by Gwyneth Collevechio and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to upgrade the Postage Meter to a Vision S3 Meter the monthly payment of \$54.95 to be paid out of the sanitation fund-request by Mun. Admin

The Postage Meter needs to be upgraded due to the amount of postage used.

The Postage Meter upgrade would allow for individual pins which will track each office staff member's stamp usage.

Motioned by Jennifer Staines and seconded by Gwyneth Collevechio.

Motion passed unanimously.

Discussion/Motion to purchase 3 timeclocks from ADP each unit costing \$49.00 per month for a total of \$147.00 per month.- request by Mun. Admin

Council discussed the cost of the timeclocks, what potential policies could be, and the advantages and disadvantages of the use of timeclocks.

Council spoke about the timeclocks being a secondary to borough employees clocking in on their cellphones.

Motioned to table by Jennifer Staines and seconded by Joseph Butrie.

Motion to table was favored by Jennifer Staines, Joseph Butrie, Gwyneth Collevchio, Bruce Markovich, and Jack Soberick.

Motion to table was opposed by Michele Bartek.

Motion to table passed by majority vote.

Discussion/Motion to set an expense limit for an attorney for the Lansford Civil Service Commission. Per the written request from the Civil Service Commission.- request by Mun Admin.

Motion to set a \$500.00 expense limit for an attorney for the Lansford Civil Service Commission.

Motioned by Jack Soberick and seconded by Joseph Butrie.

Motion passed unanimously.

Discussion/Motion to send letter to Steven Foster to ascertain his availability to participate as a member of the Lansford Civil Service Commission.

The letter to Steven Foster would be sent by regular mail as well as certified mail.

Motioned by Joseph Butrie and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to apply for a Statewide LSA Grant in the amount of \$550,140.00 for a new Sewer Vac

Motioned by Jack Soberick and Gwyneth Collevchio.

Motion was favored by Jack Soberick, Gwyneth Collevchio, Michele Bartek, Bruce Markovich, and Jennifer Staines.

Motion was opposed by Joseph Butrie.

Motion passed by majority vote.

Discussion/Motion to apply for a (2026) Federal Appropriations Grant in the amount of \$550,140.00 for a new Sewer Vac

Motioned by Jack Soberick and Gwyneth Collevchio.

Motion was favored by Jack Soberick, Gwyneth Collevchio, Michele Bartek, Bruce Markovich, and Jennifer Staines.

Motion was opposed by Joseph Butrie.

Motion passed by majority vote.

Discussion/Motion to approve a Rental Agreement for a sewer vac between the Borough and Herc Rentals on a as needed basis. \$74.00 per day, \$2,195.00 per week, \$6,500.00 per month.

Council discussed the cost for the sewer vac rental, and the pros and cons of renting.

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

Motion to table passed unanimously.

Discussion/Motion to advertise for 1 open position and 3 alternate positions on the Planning Commission.

Motion to advertise for all open board and commission seats.

Motioned by Joseph Butrie and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to advertise for 2 alternate positions on the Civil Service Board.

Motion was included in the above motion to advertise for all open board and commission seats which passed unanimously.

Discussion/Motion to send a letter to Construction Clearance to request they meet with council over the condition of the Silberline Property.

The letter to Construction Clearance would be sent by regular mail as well as certified mail.

Motioned by Jack Soberick and seconded by Jennifer Staines.

Motion passed unanimously.

Discussion/Motion to approve the purchase of 2 payloader tires costing \$1,695.00 each. -request by Joseph Butrie

Motioned by Joseph Butrie and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to approve to have Tom Reigel complete bathroom installation at temporary Borough Garage at a cost of \$4,100.00. -request by Joseph Butrie

Motion to have Tom Reigel complete bathroom installation at the temporary borough garage at a max cost of \$5,600.00.

Motioned by Jennifer Staines and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to approve bids for milling of streets discussed at previous meeting. -request by Joseph Butrie

Motioned to table by Jennifer Staines and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to approve to hire Dennis Anderson for summer help-request by Joseph Butrie

Dennis Anderson would have the same payrate as 2024, limited to 400 hours, and would start work on May 19th, 2025.

Motioned by Jennifer Staines and seconded by Jack Soberick.

Motion passed unanimously.

Discussion/Motion to approve to purchase sewer vacuum using money from insurance company the borough is receiving for the street sweeper and sewer vacuum, taking the remaining balance from the sewer transmission fund and liquid fuels. -request by Joseph Butrie

Motioned to table by Joseph Butrie and seconded by Jennifer Staines.

Motion passed unanimously.

Discussion/Motion to approve to have Radocha Excavating put holes in the floor of the Lansford Pool at a cost of \$1,000.00-request by Joseph Butrie

Motioned by Joseph Butrie and seconded by Gwyneth Collevchio.

Motion passed unanimously.

Discussion/Motion to have a letter sent out to the SOP about policy and procedures for the body cameras. -request by Michele Bartek

Michele Bartek stated that the letter to SOP had been sent out earlier in the day.

Discussion/Motion St. Lukes Doctor Mussoline's office installation of a handicap ramp and handicap signs- request by Michele Bartek

The borough is currently awaiting paperwork.

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

Motion passed unanimously.

Discussion/Motion to continue the hiring process for the Part-Time Code Officer-request by Michele Bartek

Council discussed whether a part-time code officer is needed.

Council agreed that due to Shane stating he currently does not need help, it is not necessary to hire a part-time code officer at this time.

Motioned to table until needed by Michele Bartek and seconded by Jack Soberick.

Motion passed unanimously.

Motion to adjourn

Motioned by Joseph Butrie and seconded by Gwyneth Collevechio.

Motion passed unanimously.

The meeting was adjourned by President Bruce Markovich at 8:52 p.m.

Respectfully Submitted,



Ashley McLaughlin

Secretary