

LANSFORD BOROUGH WELCOME PACKET

Municipal Government

Lansford Borough's form of government consists of 7 borough council members and a mayor. Borough council meetings are held on the second Wednesday of each month at 6:30 p.m. in the borough hall, 1 W. Ridge Street.

2026 Borough Council

President:

Vice President: Joseph Genits

President Pro-Temp: Michele Bartek

Mayor: Denise Leibensperger

Jack Soberick

Joesph Butrie

Gwyneth Collevchio

Bruce Markovich

The following boards and commissions have been established by Borough Council. All board members are residents and serve voluntarily. Appointments are made by borough council.

Planning Commission

Zoning Hearing Board

Police Pension Board

Lansford-Coaldale Water Authority

Coaldale-Lansford-SH Sewer Authority

Recreation Board

Civil Service Commission

Borough Business

All borough business is conducted at the borough office located at 1 W. Ridge Street. Office hours are 8:00 AM to 4:30 PM, Monday through Friday except for major holidays. Telephone: 570-645-3900 Fax: 570-645-6248 Email: contactus@lansfordboro.com

Borough Website

The official website for the Lansford Borough is boroughoflansford.com Listed below is some of the information that can be found on the borough website: Borough News, Borough Ordinances, Borough Council Meeting Dates and Times, Borough Meeting Minutes, utility information, forms and documents such as zoning applications and handicap parking request forms.

The Lansford Borough Office, Lansford Police Department, Code and Ordinance Officer, and the Lansford Tax office, can also be contacted via form submission through the **Offices**

Selection Tab found on the website.

****The borough website has a PAY ONLINE TAB that allows residents to have access to their sanitation and sewage transmission billing account to make online payments, update their billing/contact information, and view billing and payment history. ****

Lansford Police Department

The Lansford Police Dept. is located at 1 W. Ridge Street (downstairs). The entrance is along the side of the building. Daily operations of public safety are overseen by the mayor. The police office phone number is 570-645-5844.

*****For Police EMERGENCY dial 911*****

Non-emergency police assistance, call the Carbon County Communications center at 1-570-325-9111 for police assistance.

Lansford Borough Public Works

Any concerns regarding the public works aspect of the borough (road maintenance, sewer lines, highway signs, or line painting) call the borough office 570-645-3900.

UTILITY BILLING

Garbage/Sanitation bill is mailed **quarterly** in the months of January, April, July, and October for the garbage collection service. The fee of \$127.00 is payable to Lansford Borough, 1 West Ridge Street, Lansford, phone 570-645-3900. Discounts for early payment and penalties for late payments will apply.

Sewer Transmission bill is mailed **annually** in the month of February for maintenance of the sewer pipe lines in the streets. The fee of \$90.00 is due by March 15th of that year and payable at the Lansford Borough Office, 1 West Ridge Street, Lansford; phone 570-645-3900. Penalties for late payments will apply.

Water bill is mailed **quarterly** for the months of January, April, July, and October. Further information regarding this service can be obtained from the Lansford-Coaldale Joint Water Authority, 1 East Ridge Street, Lansford or call 570-645-3040.

Sewage bill is mailed **quarterly** on or near the 1st of January, April, July, and October. Further information regarding this service can be obtained from the Coaldale-Lansford-Summit Hill Sewer Authority, 162 West Ridge Street, Lansford or call 570-645-2445.

Electric service is provided to the borough by PPL. For new service orders call 1-877-610-2905.

Telephone service is provided to the borough by Blue Ridge Communications. Customer service 1-570-645-5511

Television cable service is provided by Blue Ridge Communications, 20 W Ridge Street, 645-5511.

****The information on ordinances is provided as public courtesy. It is not intended to be a final legal interpretation of these ordinances. ****

PROPERTY TAXES

Lansford Borough and Carbon County property tax assessment bills are mailed April 1st of each year. Panther Valley School District property, per capita, and occupational tax bills are mailed August 1st of each year. Discounts for early payment and penalties for late payments will apply.

The Tax office address is 1 West Ridge Street, Lansford, PA 18232. The appointed Tax Collector is Joseph Pavlis and can be reached at 570-645-0270 or email at lansfordtaxoffice@yahoo.com.

GARBAGE COLLECTION

(Refer to ordinance guide for additional information)

Curbside pick-up. Limited to 5-20 gallon trash cans and one large household item per week. Lansford Borough is contracted with Casella Waste Systems for services. Public notification of any schedule changes is the responsibility of Casella Waste Systems.

(Garbage continued) EAST END of TOWN up to and including Springgarden Street, garbage collection is **THURSDAY** morning (residents should place trash curbside Wednesday night)

UNIT BLOCK of the east end (beginning at Springgarden) and the WEST END of TOWN, garbage collection is **FRIDAY** morning (residents should place trash curbside Thursday night)

No collections are made on Sundays or New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

When there is a holiday garbage pickup is moved one day back. All of Thursday garbage pickup along with all of Kline Avenue is picked up on Friday. All of Fridays garbage pickup is picked up on Saturday.

Garbage, Rubbish and Refuse

(For exact language, see Chapter 20 of the Borough Code of Ordinances)

Garbage must be placed out no earlier than 24 hours prior to collection day. There is a limit of 5 20gal garbage cans and 1 large household item per week. Large household item must be a reasonable size and weight that 2 people can lift.

Lansford Borough is contracted with Casella Waste Systems. Residents may call Casella Waste Systems at 570-668-4515 to make arrangements for larger collections. Calls for missed pick-ups may be directed to Casella Waste Management on morning of pick-up or call the Lansford borough Office at 645-3900. Any trash receptacles and uncollected garbage must be removed curbside no later than 24 hours after scheduled pick-up. If a resident has property damage as a result of this company, please call the company directly at 570-668-4515.

Special concern items: Tires & TV's (electronics) WILL NOT be collected. Other items that will not be collected include dirt, rocks, cement blocks, mortar, plaster, construction materials and home repair refuse. Freon bearing appliances, refrigerators, air conditioners, ect, must have a certified technician in HVAC, tag the unit saying the unit no longer contains freon, before it can be collected. Waste containers must not be in excess of 50 lbs. per can.

Outdoor Burning

(For exact language see Chapter 7 of the Borough Code of Ordinances)

It is unlawful for any person to build, set, or maintain any fire or burn any material, substance, or food on any street, alley,

sidewalk, or public access. Outdoor burning on private property is restricted. It is unlawful to build, set, or maintain any outdoor fire on private property, with the exception of charcoal and gas for the sole purpose of cooking food within a fireplace or grill.

Home and Lawn Care

(For exact language, see Chapter 10 of the Borough Code of Ordinances)

It is the Responsibility of the owner (or occupant of any premises occupied by other than the owner) to remove, trim, cut all grass, and weeds. Grass, weeds, or any other vegetation, not edible or for ornamental purposes, may not exceed the height of 6 inches.

Sidewalks

(For exact language, see Chapter 21 of the Borough Code of Ordinances)

It is the duty of every property owner to construct or reconstruct sidewalks and driveway entrances in the manner required by Borough Code of Ordinances in front of or alongside such property. Sidewalks shall be constructed, reconstructed or repaired of concrete only; sidewalks may not be constructed of amesite or other bituminous material. Where the existing sidewalk is of brick and at least two thirds are in good repair, the sidewalk may be repaired of brick. Sidewalk permits cost \$25.00 and are available at the borough office.

Curfew

(For exact language, see chapter 6, Ordinance No. 2008-3 of the Borough Code of Ordinances) It is unlawful for minors age 17 and under, to be on any public street, park or public place (including inside vehicles) within the borough limits between the hours of 10:00 PM to 5:00

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AM Sunday evening to Friday morning, and at 11:01 AM to 5:00 AM on Saturday and Sunday.

Exceptions to this rule include:

- ◆ Minors accompanied by a parent or guardian.
- ◆ Minors lawfully employed making it necessary to be on streets, parks, etc. and those possessing parental permission.
- ◆ An emergency errand.
- ◆ Minors possessing written parental permission.

Pets

(For exact language, see Chapter 2 of the Lansford Borough Code of Ordinances)

It is unlawful for pet owners to permit their pets to roam at large in any area of the borough. A police officer, warden or constable may seize, detain or dispose of any animal found at large in accordance with the 1982 dog law.

Furthermore, it is unlawful for an animal to defecate or urinate on anyone's property except for that of the owner.

(Pets continued)

All dogs must be licensed with the county and wear a current tag. Tags can be obtained online at CarbonCountyPa.gov or by visiting a local dog agents.

Moving Permits

(For exact language, see Chapter 13 of the Borough Code of Ordinances)

A moving permit is required whenever moving goods into, out of, or within the borough. The cost of a moving permit is \$20.00. Moving permits are purchased at the borough office during regular office hours.

Yard, Garage and Porch Sale Permits

(For exact language, see Chapter 13 of the Borough Code of Ordinances)

Yard sales are allowed on two consecutive days, three times per year, with a Yard Sale Permit. The permit must be obtained at the borough office for \$15.00.

Residential Rental License

(For exact language, see Chapter 11 of the Borough Code of Ordinances)

A Residential Rental License is required for all occupied Regulated Rental Units. Owners of rental units or their duly authorized agent are required to apply for a license for each rental unit every year. All forms and applications may be obtained at the municipal office or online at the borough website.

Zoning & Building Permits – Code Enforcement

(For exact language see Chapter 27, of the Borough Code of Ordinances)

(Zoning continued)

Before any construction takes place in the borough, it is best to contact the Borough Office to determine what permits are required. New construction must meet UCC (Unified Construction Code) requirements. ARRO Consulting is the appointed UCC inspector they can be reached at 570-624-0897. The appointed Zoning Officer is Ray Swartz and can be reached at 570-645-0227. Most property maintenance issues are handled by the borough police department.

Some common zoning information:

Fences – Any fence or wall must be erected at least 6" (inches) from the property line. The

owner of the fence is responsible for having accurate knowledge of the location of the property line. There are height limits.

Pools – Private noncommercial swimming pools must be located in the rear or side yard with a 3 ft. setback from the property line. Pools with a depth of 2 ½ feet or greater must be enclosed with a permanent fence 4 ft. high. Pools with a deck must be secured by a gate and lock. Pools without a deck must have retractable steps or device to prohibit uncontrolled access to the pool when it is not in use. Shrubbery or hedges are not considered to be a fence.

Roofs – Siding – May be replaced without a permit if roof or siding is being replaced as it was.

New boiler installations, coal burners, wood burners, wood chip burners, chimney flues and any electrical work must be in compliance with the Uniform Construction Code and must be inspected by a UCC inspector.

Abandoned Vehicles

(For exact language, see Chapter 5 of the Borough Code of Ordinances)

It is illegal to abandon or store an unregistered vehicle on private property within the borough of Lansford. Exception: vehicles housed inside a structure.

Handicap Parking Request

(For exact language, see Chapter 15 of the Borough Code of Ordinances)

Residents can request an on-street handicap parking space within the Borough. Applications once submitted are reviewed by the Handicap Parking Space Advisory Committee. The

Borough Council at the monthly Meeting will decide whether to approve or deny the application. If the application is approved payment is required for installation. Handicap Parking Space yearly fee is billed every July of the Calander year.

Voting Information

Residents of Lansford can register to vote and obtain a voter registration card at the Carbon County Election Bureau in Jim Thorpe; phone 570-325-4801 for more information.

The Borough is broken into three voting districts:

District 22, **East Ward**, consists of voters residing within the borough from Andrewsville Street to Walnut Street.

District 24, **Middle Ward**, consists of voters residing within the borough from Walnut Street to Center Street.

District 25, **West Ward**, consists of voters residing within the borough from Center Street to the west end.

All voting is held at the American Fire Company #1, 26 West Patterson Street. Voting begins at 7:00a.m.

Lansford Pool

The Lansford Borough Pool closed in 2016.

Birth Certificates

A frequently asked question to the borough office is how to obtain a Birth Certificate.

Birth Certificates can be purchased online or by mail. A photo Id is necessary. The nearest office of the Division of Vital Records is Scranton Public Office, Division of Vital Records, 570-963-4595.

Volunteering

The borough does not offer volunteering. Volunteering opportunities can be found through local churches, Red Cross, and Salvation army.

Code Enforcement

The Code and Ordinance Officer is Shane Monk and can be reached at 570-249-1623 or code@lansfordboro.com. For code complaints they must be submitted in writing via a complaint form. Complaint forms can be obtained physically through the borough office or found on the borough website under the Resources Tab in Forms and Documents.