

ASHLEY BOROUGH

49 West Cemetery St, Ashley, PA 18706

Main Line: (570) 824-1364 Fax Number: (570) 855-1803

Main Office: ashleyboroughoffice@gmail.com

Mayor: Brian Demchak

Council President: Lisa Wildes Council Vice President: Andrew Potsko

Carl Byra Frank Sorokach

Don Bly Edward Flynn

Borough Secretary: Lisa Scharer

Code Enforcement Secretary: Amy Campbell

Borough Manager: Samuel Guesto

BOROUGH COUNCIL MEETING AGENDA

Tuesday, January 13, 2026 – 6:40 P.M.

- (a) Call to Order
- (b) Roll Call
 - Lisa Wildes
 - Andrew Potsko
 - Carl Byra
 - Frank Sorokach
 - Edward Flynn
 - Don Bly
 - Mayor Brian Demchak
 - Manager Samuel Guesto
 - Secretary Lisa Scharer
 - Chief McGlynn
 - Code Enforcement Amy Campbell
- (c) Committee Reports
 - Finance
 - EMS (Fire and Police)
 - Personnel
 - Sewer
 - DPW
 - Recreation

- (d) Mayor's Report
- (e) Borough Secretary's Report and Treasurer's Report to be presented by Secretary Scharer
- (f) Code Enforcement Report
- (g) Legislation
- (h) Public Comment – Pending Legislation Only

RESOLUTION 2 OF 2026 – A Resolution to approve the December 16, 2025, Special Meeting Minutes.

RESOLUTION 3 OF 2026 – A Resolution to approve the January 5, 2026, Borough Council Reorganization Meeting Minutes.

RESOLUTION 4 OF 2026 – A Resolution to approve the December 2025 bills in the amount of \$140,676.45.

RESOLUTION 5 OF 2026 – A Resolution to approve the December 2025 payroll in the amount of \$47,495.26.

RESOLUTION 6 OF 2026 – A Resolution to approve the appointment of Frank Sorokach to the Lower South Valley Land Bank for 2026.

RESOLUTION 7 OF 2026 – A Resolution to approve Northeast Signal & Electric Company Inc. as traffic signal repair company for any traffic light signal issues due to safety concern for immediate repair.

RESOLUTION 8 OF 2026 – A Resolution to approve the proposal from Northeast Signal & Electric Company Inc. to repair the State Route 309 & Hazleton Street traffic light at a cost of \$2,858.30 and for it to be paid from the Liquid Fuels Account.

RESOLUTION 9 OF 2026 – A Resolution to accept the resignation of Police Officer Celia Bond effective January 2, 2026.

RESOLUTION 10 OF 2026- A Resolution to modify the December approval of Pay Application #7 from RLE due to a typo from \$43,737.20 to \$45,737.20 from the ARPA Account.

RESOLUTION 11 OF 2026- A Resolution to deduct \$3,500.00, as authorized by the Fire Escrow Account Ordinance, from the Fire Escrow Account for 2300 Route 309 Hwy and transfer it to the Code Account for unpaid vacant property fees.

RESOLUTION 12 OF 2026- A Resolution to allow participation at Council meetings by telecommunication device.

RESOLUTION 13 OF 2026- A Resolution to approve the reimbursement of \$20,000.00 to the General Fund for expenses related to the Sewer Fund as approved in Ordinance #6 of 2022.

RESOLUTION 14 OF 2026- A Resolution approving the payment of bills during the month with all bills for consideration and ratification at the next monthly meeting of Ashley Borough Council.

RESOLUTION 15 OF 2026- A Resolution of the Borough of Ashley adopting a code of conduct for elected and appointed officials.

RESOLUTION 16 OF 2026- A Resolution to approve the quote from New Holland Auto Group COSTARTS Contract #013-E22-223 to purchase a 2026 Dodge Durango Pursuit vehicle for the police department with the LSA grant award in the amount of \$44,995.00.

RESOLUTION 17 OF 2026- A Resolution, upon the recommendation of the project engineer George M. Albert, LLC, to approve the award of the Huber Breaker Preservation Society Project to Brdaric Excavating, Inc. in the amount of \$91,856.95. This project is funded through an LSA Grant.

RESOLUTION 18 OF 2026- A Resolution to approve the payment of the following Reilly & Associates invoices: #10 for the Solomons Creek Interceptor Project in the amount of \$6,440.01 from the ARPA account and Invoice #2 for

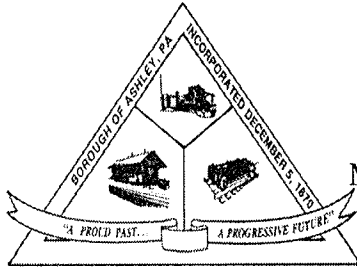
the Municipal Building Project in the amount of \$4,013.75 from the General Fund.

RESOLUTION 19 OF 2026- A Resolution accepting the resignation of Don Bly from the Ashley Borough Zoning Hearing Board effective January 5, 2026.

RESOLUTION 20 OF 2026- A Resolution to approve, effective January 13, 2026, the following appointments to the Ashley Borough Zoning Hearing Board _____ with term end date of 12-31-30,
_____ with a term end date of 12-31-29
and _____ with a term end date of 12-31-27.

Executive Session: Payment from Henkles & McCoy, Asphalt Plant project visit,

- (i) Public Comment
- (j) Adjournment



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Edward Flynn

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Code Enforcement Secretary: Amy Campbell

Borough Manager: Samuel Guesto

ASHLEY BOROUGH COUNCIL SUMMARY SPECIAL MEETING MINUTES December 16, 2025, 6:30 PM

Attendance:

Lisa Wildes –Present

Andrew Potsko – Not Present

Carl Byra –Present

Frank Sorokach – Present

Jennifer Heller – Present

Edward Flynn – Present

Mayor Brian Demchak. –Present

Borough Manager Guesto –Present

Borough Secretary Scharer - Present

Police Chief McGlynn – Not Present

Code Officer Campbell- Present

Meeting was called to Order by Lisa Wildes. Peter Moses called roll for the Council, Mayor, and Borough Officials. The Pledge of Allegiance was recited by all

COUNCIL AND BOROUGH OFFICIAL REPORTS

Lisa Wildes – Nothing for this meeting

Andrew Potsko – Not present.

Carl Byra – Nothing for this meeting

Frank Sorokach – Nothing for this meeting. Merry Christmas to all.

Ms. Heller – Thanking all for the help and outcome of the parade and Winterfest. Even though the temperature was cold there was a significant amount of people who showed up. She praised the inside vendors.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer –Ms. Scharer presented the Treasurer's Report, a copy of which is attached hereto and made a part hereof

Chief Joe McGlynn – Not present. Police Chief's Monthly Report was read by Mayor Demchak and placed into the record, a copy of which is attached hereto and made a part hereof

Code Officer Amy Campbell-. Code Officer Campbell provided the borough with the Code Officer Report. Code Officer Report is attached hereto and made a part hereof.

ANNOUNCEMENTS

NONE

PUBLIC COMMENT – PENDING LEGISLATION

NONE

LEGISLATION

RESOLUTION 127 OF 2025 – A Resolution to approve the November 10, 2025, Council Meeting Minutes.

Motion: Lisa Wildes
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach – Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 128 OF 2025 – A Resolution to approve the November 2025 bills in the amount of \$139,827.37.

Motion: Frank Sorokach
Second: Edward Flynn

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 129 OF 2025 – A Resolution to approve the November 2025 payroll in the amount of \$43,437.69.

Motion: Lisa Wildes
Second: Frank Sorokach

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 130 OF 2025 – A Resolution to approve the 2026 Ashley Borough Budget as presented.

Motion: Lisa Wildes
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 131 OF 2025 – A Resolution to approve Ordinance No. 4 of 2025 setting the 2026 Ashley Borough Tax Millage Rate at 7.85 as advertised.

Motion: Jennifer Heller
Second: Lisa Wildes

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 132 OF 2025- A Resolution to approve, upon the recommendation of the Borough Engineer, Pay Application No. 7 for the Rehabilitation of Solomon Creek Interceptor Project to R.L.E. Enterprises, Inc. in the amount of \$43,737.20 from the ARPA Account.

Motion: Lisa Wildes
Second: Frank Sorokach

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 133 OF 2025- A Resolution to approve, upon recommendation of the Borough Engineer, Change Order No. 9 from RLE Enterprises for the Solomon's Creek Interceptor Project in the credited adjustment amount of \$218,952.04. This will balance the remaining contract dollars and credits to reflect the contractor paid in full.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 134 OF 2025- A Resolution to approve Addendum No. 3 from Reilly Associates in the credited amount of \$66,298.23 for the Solomons Creek Interceptor Rehabilitation Project. This is for a net change in professional services for the project.

Motion: Lisa Wildes

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 135 OF 2025- A Resolution to approve payment of Invoice #11 from Reilly Associates in the amount of \$33,178.59 for the Solomons Creek Interceptor Rehabilitation Project from the ARPA Account.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 136 OF 2025- A Resolution to pay the Ashley Borough Sewer Fund, and then to reimburse the General Fund from the Sewer Fund, in the amount of \$10,485.50 for the Borough Manager's administration of the Solomons Creek Interceptor Rehabilitation Project from the ARPA Account.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 137 OF 2025- A Resolution to approve the following for non-union employees of Ashley Borough starting on 1-1-2026:

1. 3% wage increase for full time
2. 50 cent per hour increase for part time
3. Pay a health care premium percentage consistent with the Ashley Borough Police Department union contract.

Motion: Lisa Wildes

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 138 OF 2025- A Resolution to approve the Hanover Township rate proposal increase of 3% for 2026 administrative services.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 139 OF 2025- A Resolution to approve the proposal from Key Energy Services for a 12-month term for electric supply for 11 borough electric accounts.

Motion: Lisa Wildes
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 140 OF 2025- A Resolution to authorize the following COSTARS purchase of the playground equipment for the Centennial Park Rehabilitation Project funded by an LSA grant:

(1) Swing set and (3) tables from MRC Recreation in the not to exceed amount of \$55,000.00; Purchase and installation of the rubber play surface from MRC Recreation in the not to exceed amount of \$65,000.00; purchase of the rubber curb blocks from MRC Recreation in not to exceed amount of \$10,000.00.

Motion: Lisa Wildes
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 141 OF 2025- A Resolution to approve the Minor Subdivision by Charles Coleman, 56 Conyngham Street as recommended by the Ashley Planning Commission at the December 15, 2025, meeting with the conditions set forth by Jack Varaly in his memorandum.

Motion: Frank Sorokach
Second: Edward Flynn

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 142 OF 2025- A Resolution to approve the Minor Subdivision (Lot Consolidation) by the American Legion, 121 North Main Street as recommended by the Ashley Planning Commission at the December 15, 2025, meeting with conditions as specified by Jack Varaly in his memorandum.

Motion: Lisa Wildes
Second: Edward Flynn

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 143 OF 2025- A Resolution to approve the resignation letter of Wes Saltz as the Emergency Management Administrator and Zoning Hearing Board member effective January 1, 2026.

Motion: Lisa Wildes
Second: Frank Sorokach

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 144 OF 2025-A Resolution to approve the advertising of the Huber Breaker Project funded by a Local Share Grant Award.

Motion: Lisa Wildes
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 145 OF 2025- A Resolution amending Ordinance No. 1 of 2022, also known as the Ashley Borough Quality of Life Ordinance, specifically, Section 4, Subsection 3, Violation Ticket Fines, to raise the amount of violation ticket fines as follows:

A. Accumulation of Rubbish or Garbage - § 308.1	\$75.00
B. Accessory Structures - § 302.7	\$75.00
C. Vacant Structures and Land - § 301.3	\$100.00
D. Motor Vehicles Inoperative, Unlicensed, Disrepair - § 302.8	\$75.00
E. Rodent Harborage - § 302.5	\$100.00
F. Weeds, High Grass Over 6 Inches - § 302.4	Residential \$50.00 Commercial \$100.00
G. Sidewalks - § 302.3	\$50.00
H. Swimming Pools - § 303.1	\$50.00
I. Exterior of Structure - § 304	\$100.00
J. Interior of Structure - § 305	\$100.00

K. Unsafe Structure - § 108 \$100.00

L. Stop Work Order - § 112.1 \$100.00

M. Noncompliance with Ordinance No. 1-2007 \$500.00 - \$1,000.00

N. Noncompliance with Ordinance No. 1-2013 \$500.00

O. Noncompliance with Ordinance No. 1-2006 \$150.00

Motion: Jennifer Heller
Second: Lisa Wildes

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 146 OF 2025- A Resolution to hire Attorney Joseph Dessoie at a rate of \$175/hour to represent Ashley Borough in any code enforcement matters which may involve the property in question.

Motion: Jennifer Heller
Second: Lisa Wildes

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - N
Andrew Potsko- Not Present
Jennifer Heller – Y
Edward Flynn – Y
RESOLUTION CARRIES

PUBLIC COMMENT

MOTION TO ADJOURN

Motion: Lisa Wildes
Second: Frank Sorokach

MEETING ADJOURNED

ASHLEY BOROUGH
Payroll Summary
30-Nov-25

	Year -to-date	Current Month
Police		
Regular	\$ 245,390.58	\$ 23,263.44
Overtime	\$ 21,892.48	\$ 1,449.93
Court	\$ 3,685.00	\$ 90.00
	\$ 270,968.06	\$ 24,803.37
Road Department		
Regular	\$ 119,066.11	\$ 11,300.66
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -
Overtime	\$ 7,943.80	\$ -
	\$ 128,608.27	\$ 11,300.66
Main Office		
Regular	\$ 61,260.48	\$ 5,601.60
Overtime	\$ 1,295.35	\$ 157.55
	\$ 62,555.83	\$ 5,759.15
Council		
Regular	\$ 8,525.00	\$ 775.00
Mayor		
Regular	\$ 1,650.00	\$ 150.00
Tax Collector		
Regular	\$ 7,144.61	\$ 649.51
Fire		
Regular	\$ -	\$ -
2025 Total	\$ 479,451.77	\$ 43,437.69

ASHLEY BOROUGH
Cash Balances
30-Nov-25

<u>Peoples Security Bank & Trust</u>			
Code Enforcement	\$	20,549.50	
Debit Cards	\$	44.64	12/1/2025
General Fund	\$	47,807.40	13,555.12 with all outs
Lokie Account	\$	100.11	
Recreation	\$	1,596.93	
<u>Citizen's Bank</u>			
General Fund	\$	21,478.90	est
<u>ESSA Bank</u>			
General Fund	\$	29,280.89	
Total		\$	120,858.37

<u>First Keystone</u>			
CD - Investment	Total	\$	256,264.16 est

<u>Peoples Security Bank & Trust</u>			
Sewer Fund	\$	61,295.01	
<u>M&T Bank</u>			
Sewer Account	Total	\$	340,548.71
		\$	401,843.72

<u>Peoples Security Bank & Trust</u>			
ARPA Account	(\$601.68 int. due Luzerne Cty)	\$	106,194.24
Liquid Fuels Fund		\$	16,163.48
Fire Equipment Fund		\$	25,542.87
Debt Service Account		\$	49,686.27

GRAND TOTAL **\$ 976,553.11**

November 2025

	Date	n type	Num	ng	Memo/Description	Account full name	Amount
10-8 Emergency Vehicles							
	11/17/2025	Check	3528	Yes	43242	101.00 FNCB General Fund	-265.00
Total for 10-8 Emergency Vehicles							-\$265.00
1 Stop Financial							
	11/17/2025	Check	3517	Yes	2025162-11	101.00 FNCB General Fund	-2,100.00
Total for 1 Stop Financial							-\$2,100.00
Aflac							
	11/17/2025	Check	3526	Yes	044635	101.00 FNCB General Fund	-11.27
Total for Aflac							-\$11.27
Ashley Auto Repair							
	11/04/2025	Check	3494	Yes	Police	101.00 FNCB General Fund	-302.99
	11/11/2025	Check	3501	Yes	2020 Explorer	101.00 FNCB General Fund	-472.99
	11/23/2025	Check	3531	Yes	Dodge	101.00 FNCB General Fund	-1,040.98
Total for Ashley Auto Repair							-\$1,816.96
Ashley Fireman's Relief Association							
	11/17/2025	Check	4720	Yes	Premium Tax	100.00 ESSA General Fund	-12,090.16
Total for Ashley Fireman's Relief Association							-\$12,090.16
Builders Supply Co							
	11/04/2025	Check	3495	Yes	167464	101.00 FNCB General Fund	-73.00
Total for Builders Supply Co							-\$73.00
Canon Financial Services Inc							
	11/11/2025	Check	3502	Yes	42100932	101.00 FNCB General Fund	-83.86
Total for Canon Financial Services Inc							-\$83.86
Comcast							
	11/11/2025	Check	3503	Yes	8993116730005671	101.00 FNCB General Fund	-207.19
	11/17/2025	Check	3524	Yes	963573000	101.00 FNCB General Fund	-208.31
Total for Comcast							-\$415.50

Total for Lower South Valley Cog							-\$1,756.29
Main Hardware							
	11/04/2025	Check	3496	Yes	98226	101.00 FNCB General Fund	-52.83
	11/11/2025	Check	3509	Yes	98277	101.00 FNCB General Fund	-33.95
Total for Main Hardware							-\$86.78
McCarthy Tire & Auto							
	11/04/2025	Check	3497	Yes	3701098	101.00 FNCB General Fund	-910.50
Total for McCarthy Tire & Auto							-\$910.50
Paper Eaters							
	11/04/2025	Check	3498	Yes	Replace Check #3410	101.00 FNCB General Fund	-1,500.00
Total for Paper Eaters							-\$1,500.00
Pa State Association of Boroughs							
	11/17/2025	Check	3518	Yes	649	101.00 FNCB General Fund	-40.00
Total for Pa State Association of Boroughs							-\$40.00
PAWC							
	11/11/2025	Check	3510	Yes	1024-210033895036	101.00 FNCB General Fund	-1,051.56
	11/17/2025	Check	3519	Yes	2200192702720	101.00 FNCB General Fund	-80.30
	11/23/2025	Check	3533	Yes	1024-210030147158	101.00 FNCB General Fund	-19.35
Total for PAWC							-\$1,151.21
Petroski Plumbing							
	11/11/2025	Check	3511	Yes	254336	101.00 FNCB General Fund	-465.00
Total for Petroski Plumbing							-\$465.00
Phillips Supply Co							
	11/17/2025	Check	3520	Yes	J6886	101.00 FNCB General Fund	-127.50
Total for Phillips Supply Co							-\$127.50
Pizza Bella East							
	11/04/2025	Check	3499	Yes	10022025-1	101.00 FNCB General Fund	-178.93
Total for Pizza Bella East							-\$178.93
PPL Electric Utilities							
	11/11/2025	Check	3512	Yes	68005	101.00 FNCB General Fund	-1,075.73
	11/23/2025	Check	3535	Yes	28009	101.00 FNCB General Fund	-127.54
Total for PPL Electric Utilities							-\$1,203.27

[illegible]

11/18/2025	Check	4721	Yes	Right of Way Easement	100.00 ESSA General Fund	-50,000.00
						<u>-\$50,000.00</u>
TOTAL						<u>-\$119,217.73</u>

	Date	n type	Num	ng	Memo/Description	Account full name	Amount
Alison Byra							
Total for Alison Byra							-50.00
BHW Construction Services	11/11/2025	Check	1118	Yes	Zoning Hearing	FNCB Code Enforcement	-\$50.00
Total for BHW Construction Services							-3,795.95
Christine Hannon	11/17/2025	Check	1121	Yes	2025-10	FNCB Code Enforcement	-\$3,795.95
Total for Christine Hannon							-50.00
Donald G. Karpowich, PC	11/11/2025	Check	1119	Yes	Zoning Hearing	FNCB Code Enforcement	-\$50.00
Total for Donald G. Karpowich, PC							-703.00
Jack Varaly	11/11/2025	Check	1113	Yes	107917	FNCB Code Enforcement	-\$703.00
Total for Jack Varaly							-1,250.00
James Barberio Jr	11/04/2025	Check	1112	Yes	October	FNCB Code Enforcement	-\$1,250.00
Total for James Barberio Jr							-50.00
Ronald Fedorczyk	11/11/2025	Check	1120	Yes	Zoning Hearing	FNCB Code Enforcement	-\$50.00
Total for Ronald Fedorczyk							-50.00
Sargent's Court Reporting Service	11/11/2025	Check	1117	Yes	Zoning Hearing	FNCB Code Enforcement	-\$50.00
Total for Sargent's Court Reporting Service							

Total for Sargent's Court Reporting Service

The Moses Law Group, LLC

11/11/2025	Check	1114	Yes	307065	FNCB Code Enforcement	-250.00
						-\$250.00

Total for The Moses Law Group, LLC

Wesley Saltz

11/11/2025	Check	1115	Yes	616	FNCB Code Enforcement	-49.00
						-\$49.00

Total for Wesley Saltz

11/11/2025	Check	1116	Yes	Zoning Hearing	FNCB Code Enforcement	-50.00
						-\$50.00
TOTAL						-\$6,297.95

Transaction List by Vendor
Ashley Borough - Liquid Fund

November 2025

	Date	n type	Num	ng	Memo/Description	Account full name	Amount
Cargill	11/17/2025	Check	1275	Yes	291165032	100 FNCB Bank Highway Aid	-3,993.52
							-\$3,993.52
Total for Cargill							
M&J Excavation	11/17/2025	Check	1274	Yes	2108	100 FNCB Bank Highway Aid	-4,000.00
							-\$4,000.00
Total for M&J Excavation							
ppl 1	11/23/2025	Check	1276	Yes	26000,69100-28014	100 FNCB Bank Highway Aid	-87.49
							-\$87.49
Total for ppl 1							
PPL Electric	11/11/2025	Check	1273	Yes	86141-37001	100 FNCB Bank Highway Aid	-3,057.62
							-\$3,057.62
Total for PPL Electric							-\$11,138.63

Transaction List by Vendor
Ashley Borough - Sewer Fund

November 2025

	Date	n type	Num	ng	Memo/Description	Account full name	Amount
PA PUC							
	11/17/2025	Check	1123	Yes	052411-009572	101 FNCB Bank Sewer Fund	-2,750.00
Total for PA PUC							-\$2,750.00
Pennsylvania One Call System							
	11/11/2025	Check	1120	Yes	0001124059	101 FNCB Bank Sewer Fund	-26.86
Total for Pennsylvania One Call System							-\$26.86
The Moses Law Group, LLC							
	11/11/2025	Check	1121	Yes	616	101 FNCB Bank Sewer Fund	-186.20
Total for The Moses Law Group, LLC							-\$186.20
US Postal Service							
	11/11/2025	Check	1122	Yes	PO Box	101 FNCB Bank Sewer Fund	-210.00
Total for US Postal Service							-\$210.00
	TOTAL						-\$3,173.06
					TOTAL		\$ (139,827.37)



49 West Cemetery St.
Ashley, Pa 18706

Phone: (570) 822-6995
Fax: (570) 855-1804

Joseph McGlynn, Chief of Police

Ashley Borough Police Department

Monthly Report for November 2025

Total Incidents logged: 177

Total Parking Tickets Issued: 18

Total Traffic Citations Issued: 29

Total Non-Traffic Citations Issued: 12

Total Amount Received from Magistrate: \$ 1,228.21(Crimes Code, Vehicle Code and Ordinances)

Total Amount Received from Report Requests: \$ 60.00

Total Amount Received from Parking Violations: \$ 275.00

Luzerne County Dept. of Probation: \$ 0

Total Received: \$ 1,563.21

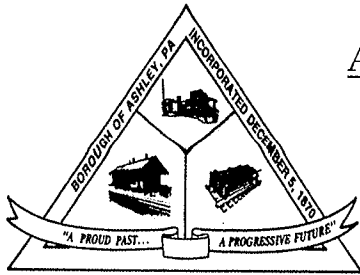
Vehicle Milage

Miles, 3236

Averaging, 107 miles per day

Respectfully Submitted by,

Joseph McGlynn
Chief of Police



ASHLEY BOROUGH CODE ENFORCEMENT

49 Cemetery St, Ashley, PA 18706

Main Line: (570) 824-1364 Fax Number: (570) 855-1803

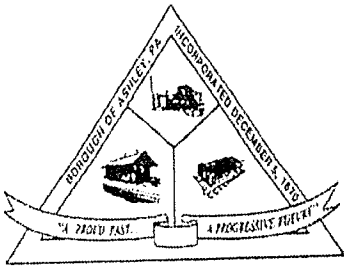
Main Office: ashleycodeoffice@gmail.com

NOVEMBER 2026 CODE ENFORCEMENT REPORT

WARNINGS: 9

FINES: 4

CITATIONS: 15



ASHLEY BOROUGH

49 West Cemetery St, Ashley, PA 18706

Main Line: (570) 824-1364 Fax Number: (570) 855-1803

Main Office: ashleyboroughoffice@gmail.com

ASHLEY BOROUGH COUNCIL REORGANIZATION MEETING SUMMARY MEETING MINUTES

January 5, 2026, 7:00 PM

Meeting was called to order by Peter Moses. The Pledge of Allegiance was recited by all.

REORGANIZATION

Magisterial District Judge Kyle Halsey swore in Mayor Brian Demchak, Councilman Elect Don Bly, Councilman Elect Andrew Potsko and Tax Collector Elect Robert Shoemaker. Councilman Elect Edward Flynn was previously sworn in by Magisterial District Judge Halsey as he had to be out of state during this meeting.

Peter Moses called roll for the Council, Mayor and Borough Officials.

Attendance:

Lisa Wildes – Present
Andrew Potsko –Present
Carl Byra –Present
Frank Sorokach – Present
Edward Flynn- Not Present
Don Bly- Present
Mayor Brian Demchak. –Present
Borough Manager Guesto –Present
Borough Secretary Scharer - Present
Code Officer Campbell –Present
Police Chief McGlynn –Present

Motion for Carl Byra to be Elected as Council President

Motion: Don Bly
Second: No Second

MOTION FAILED

Motion for Lisa Wildes to be Elected as Council President

Motion: Frank Sorokach
Second: Andrew Potsko

Lisa Wildes – Y
Frank Sorokach – Y
Carl Byra – N
Andrew Potsko – Y
Edward Flynn – Not Present
Don Bly- N
PASS

Motion for Andrew Potsko to be Elected as Council President

Motion: Frank Sorokach
Second: Lisa Wildes

Lisa Wildes – Y
Frank Sorokach – Y
Carl Byra – Y
Andrew Potsko – Y
Edward Flynn – Not Present
Don Bly- Y
PASS

Motion to Table all Appointments for the Planning Commission

Motion: Don Bly
Second: Carl Byra

Lisa Wildes – N
Frank Sorokach – N
Carl Byra – Y
Andrew Potsko – Y
Edward Flynn – Not Present
Don Bly- Y
PASS

Motion to Table All Appointments for the Zoning Board

Motion: Don Bly

Second: Carl Byra

Lisa Wildes – N

Frank Sorokach – N

Carl Byra – Y

Andrew Potsko – Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Samuel Guesto as Borough Manager

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn –

Don Bly- Y

PASS

Motion to Appoint Grant Palfey as Borough Treasurer

Motion: Lisa Wildes

Second: Don Bly

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Lisa Scharer as Borough Secretary

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Prociak & Associates as Appointed Auditor

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Jack Varaly as Borough Zoning Officer

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - N

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- N

PASS

Motion to Appoint Samuel Guesto as Borough Right-To-Know Officer

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Samuel Guesto as HIPPA Privacy Officer

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Peter John Moses, Esquire as Borough Solicitor

Motion: Frank Sorokach

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn - Not Present

Don Bly- Y

PASS

Motion to Appoint Hourigan, Kluger & Quinn as Special Labor Counsel as needed

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn - Not Present

Don Bly- Y

PASS

Motion to Appoint Reilley & Associates as Borough Engineer

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn - Not Present

Don Bly- Y

PASS

Motion to Appoint BHW Construction Services as Building Code Official

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn - Not Present

Don Bly- Y

PASS

Motion to Appoint Amy Campbell as Code Enforcement

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Chris Hannis as Borough EMA Director

Motion: Lisa Wildes

Second: Don Bly

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Joseph McGlynn as Borough Police Chief

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint Chris Hannis as Borough Fire Chief

Motion: Don Bly

Second: Carl Byra

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint a Finance Committee consisting of Andrew Potsko, Frank Sorokach and Carl Byra

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint and EMS (Fire and Police) Committee consisting of Frank Sorokach, Andrew Potsko and Edward Flynn

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint a Personnel Committee consisting of Andrew Potsko, Frank Sorokach and Carl Byra

Motion: Lisa Wildes

Second: Don Bly

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint a Sewer Committee consisting of Don Bly, Andrew Potsko and Edward Flynn

Motion: Frank Sorokach

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

Motion to Appoint a DPW Committee consisting of Don Bly, Carl Byra and Edward Flynn

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn - Not Present

Don Bly- Y

PASS

Motion to Appoint a Recreation Committee consisting of Andrew Potsko, Frank Sorokach and Carl Byra

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn - Not Present

Don Bly- Y

PASS

Motion to Appoint the Following Depositories that the Borough Utilizes:

- o People's Security Bank & Trust
- o Citizens Bank
- o ESSA
- o First Keystone
- o M&T

Motion: Don Bly

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn - Not Present

Don Bly- Y

PASS

PUBLIC COMMENT-PENDING LEGISLATION ONLY

NONE FOR THIS MEETING

LEGISLATION

RESOLUTION 1 OF 2026 – A Resolution to hire Luke Richards as a Part Time Police Officer at a rate of \$25.00 per hour effective January 5, 2026.

Motion: Don Bly

Second: Carl Byra

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

PUBLIC COMMENT

NONE FOR THIS MEETING

MOTION TO ADJOURN

Motion: Carl Byra

Second: Don Bly

MEETING ADJOURNED

ASHLEY BOROUGH

LUZERNE COUNTY, PENNSYLVANIA

RESOLUTION NO. ____

**A RESOLUTION OF ASHLEY BOROUGH, COUNTY OF LUZERNE, COMMONWEALTH OF PENNSYLVANIA,
REAPPOINTING FRANK SOROKACH AS A MEMBER OF THE
LOWER SOUTH VALLEY LAND BANK BOARD OF DIRECTORS.**

WHEREAS, the Borough Council of Ashley Borough created the Lower South Valley Land Bank, in combination with other Parties pursuant to an Intergovernmental Cooperation Agreement; and

WHEREAS, Ashely Borough, as Party to the Intergovernmental Cooperation Agreement, shall appoint one member to the Land Bank Board of Directors for a term of three years;

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED ORDAINED AND ENACTED by Ashley Borough, Luzerne County, Pennsylvania, as follows:

Section 1. The Borough Council of Ashley Borough appoints Frank Sorokach as a board member to the Lower South Valley Land Bank Board of Directors.

Section 2. Any Resolution or part thereof in conflict herewith, is hereby repealed to the extent of said conflict.

DULY RESOLVED AND ENACTED this ____ day of _____, 2026, by the Borough Council of Ashley Borough, Luzerne County, Pennsylvania, in lawful session duly assembled.

ASHLEY BOROUGH
Luzerne County, Pennsylvania

Attest: _____
Secretary

By: _____
President, Borough Council

By: _____
Mayor, Ashley Borough

Northeast Signal & Electric Company Inc.

773 SR 11

Factoryville, PA 18419

Phone # 570-945-3388

Fax # 570-945-3042

E-Mail: support@nsecoinc.com

Estimate

Date	Estimate #
12/2/2025	12468

Name / Address	Project
Ashley Borough 49 West Cemetery Street Ashley, PA 18706	2025, PM Repair Estimate

Item	Description	Qty	U/M	Unit C...	Total
Scope of ...	SCOPE OF WORK; Furnish labor, material and equipment necessary to perform repairs discovered during the annual preventative maintenance services on 9 / 10 / 2025. Work to include, and is limited to the items listed below for the following intersections.				0.00
Misc.	SR-309 & HAZLETON STREET 1) NSE will set up a temporary lane restriction and replace the two 8in amber signals including the brackets and wire.	1.0	LS	549.55	549.55
misc signs	8in signals including brackets and wire 2) Replace the faded traffic signal sign under the wig wag signals	1.0	EA	140.00	140.00
8" visor	36in X 36in traffic signal sign (W3-3) Includes brackets and banding 3) Replace the sun visors on signals #, 9, & 10	3.0	EA	23.85	71.55
12in visor	8" Traffic Signal cut away visor 4) Replace the 12" sun visor on traffic signal #3	1.0	EA	47.20	47.20
Misc.	12" Traffic Signal tunnel visor 5) Repair or replace the non shrink grout at the base of poles #1, 3, & 4	3.0	EA	30.00	90.00
Service	Non shrink grout including steel mesh if needed	8.0	HR	160.00	1,280.00
Service F...	Labor and Equipment to complete the above task (1) Tech. (1) Bucket Truck	8.0	HR	85.00	680.00
SIG LINE2	NOTES: Work quoted above is for the items specifically listed and no other materials or services are included, or are to be assumed. No work outside the scope of work will be performed without prior authorization. Bonds, permits, special insurance requirements, repairs to existing signal equipment, etc. and any other items not listed are excluded and would be at additional cost if required.			0.00	0.00
Name _____ Date _____ Printed Name and Title Signature _____ (Signature constitutes acceptance of the prices and provisions stated above. The approved and signed Estimate may be faxed/e-mailed to our office to expedite the scheduling of work.)					
Quote Valid for 60 Days. PAYMENT IS NOT DUE UNTIL SERVICES ARE COMPLETED.					Total \$2,858.30

December 18, 2025

Chief McGlynn,

Please accept this letter as a two-week notice of my resignation from the Ashley Borough Police Department. My last day will be January 1, 2025.

I would like to say thank you for the guidance, support, and experience I have received. I sincerely hope my appreciation and respect for you, the police department, and the community was apparent over the past few years. This was a very difficult decision to make and I hope you can understand my decision to pursue other opportunities.

All equipment belonging to Ashley Borough will be returned prior to my last day of employment. I am not requesting any payment for unused vacation or compensatory time.

All the best,

A handwritten signature in black ink, appearing to be "John" followed by a stylized surname, possibly "Morgan". The signature is written in a cursive, flowing style.



December 3, 2025

Attn: Samuel Guesto
Rehabilitation of Solomon Creek Interceptor
Ashley, PA

Re: Recommendation for Payment – Payment Application No. 7

Dear Sam:

This letter is to recommend approval and payment of Payment Application No. 7, dated December 3, 2025, in the amount of **\$45,737.20**.

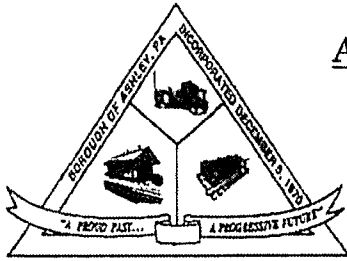
This payment application closes out the project, incorporating Change Orders #8 & #9. Change Order #8 was additional CIPP lining that was done on a section of 8" sewer line in Ashley Borough. Change Order #9 is a Credit associated with items #3-1, #3-2, #4-1 & #4-2 and also incorporates "balancing" the remaining contract dollars. Find attached a spreadsheet calculating the items that were removed from the contract, and that amount being refunded from the project total.

All work included in this application has been reviewed and verified to be satisfactorily completed in accordance with the contract documents. The quantities and values submitted have been confirmed and are considered accurate and appropriate.

Recommendation is made for the Borough to process payment in the amount of **\$45,737.20** to the contractor, RLE Enterprises.

Sincerely,

Joey Seidita
Project Manager
Reilly Engineering



ASHLEY BOROUGH CODE ENFORCEMENT

49 Cemetery St, Ashley, PA 18706

Main Line: (570) 824-1364 Fax Number: (570) 855-1803

Main Office: ashleycodeoffice@gmail.com

10/30/2025

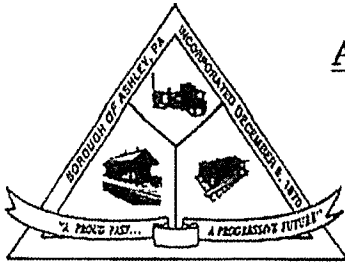
Dear Colleen Burns,

Enclosed is the vacant property registration form, which was previously sent to you a few months ago. As we have yet to receive a response, we would like to bring to your attention that the fee currently stands at \$3,500.00. In light of the ample time provided for payment, the borough anticipates settlement of this fee by November 15, 2025.

Respectfully,


Amy Campbell

Code Enforcement



ASHLEY BOROUGH CODE ENFORCEMENT

49 Cemetery St, Ashley, PA 18706

Main Line: (570) 824-1364 Fax Number: (570) 855-1803

Main Office: ashleycodeoffice@gmail.com

11/17/2025

Dear Colleen Burns,

This is your second formal notification regarding your vacant property located at 2300 Route 309 Hwy, Ashley, Pa 18706. Enclosed is Ashley Borough's Vacant Property Statement. If we do not receive a response by December 10, 2025, the amount of \$3,500.00 will be deducted, as permitted by the ordinance, from your fire escrow account. If you have any questions or concerns, please feel free to contact me.

Thank you,

A handwritten signature in cursive script, appearing to read "Amy Campbell".

Amy Campbell

Code Enforcement

570-899-3780

RESOLUTION NO. ____ OF 2026

RESOLUTION TO ALLOW PARTICIPATION AND
VOTING BY TELECOMMUNICATIONS' DEVICE

WHEREAS, Act 43 of 2012 amended the Borough Code (Act 581-1966) and also amended 53 PS § 46001, section § 1001 of the Borough Code to allow a council member's participation in a council meeting by telecommunication device:

WHEREAS, council has discretionary powers to adopt a policy to authorize a council member to participate by telecommunication device by speaker phones or computer terminals after a physical quorum has been established in (without the official participating on the device) at the meeting place;

WHEREAS, the council and the public shall be able to hear the comments and the votes of the council member participating by telecommunication device;

WHEREAS, council may only authorize participation by telecommunication device for one or more of the following reasons: illness or disability of the council member; care for the ill or newborn in the member's immediate family; an emergency; and family or business travel;

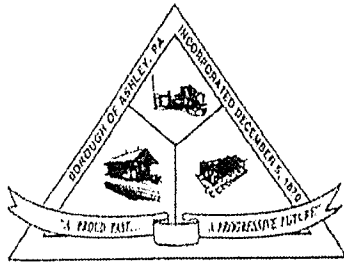
NOW THEREFORE BE IT RESOLVED, by Council of the Borough of _____
County of _____ and Commonwealth of Pennsylvania.

ADOPTED AND APPROVED this _____ day of (month) _____ 2026

BOROUGH OF _____
BY: _____
President of Council

ATTEST: _____
(Borough Secretary)

APPROVED this _____ day of _____ 2026



Borough of Ashley Code of Conduct

The Borough of Ashley is committed to fostering a culture of integrity, transparency, decorum, and respect. This Code of Conduct outlines the expectations for all elected officials, employees, volunteers, and members of the public engaged in Borough activities. It serves to guide behavior, ensure ethical decision-making, and promote trust in the governance of the Borough. It is also intended to promote respect amongst colleagues.

This Ashley Borough Code of Conduct does not supersede any provisions of union employee collective bargaining agreements, Borough management employment agreements, and other employment protections granted by local, state, and federal laws.

Section 1: Purpose and Scope

This Code of Conduct applies to:

1. Elected Officials – Borough Councilmembers, the Mayor, and other elected positions.
2. Appointed Officials and Employees – Borough staff and individuals serving on boards, commissions, or committees.
3. Volunteers and Representatives – Individuals acting on behalf of the Borough in any capacity.
4. Members of the Public – When participating in public meetings, events, or interactions with Borough representatives.

Section 2: Standards of Ethical Behavior

1. Integrity and Accountability

- a. Act in the best interests of the Borough and its residents.
- b. Uphold the laws and policies of the Commonwealth of Pennsylvania and the Borough.
- c. Avoid conflicts of interest and disclose any potential conflicts promptly including using one's position for personal gain or participating in decisions that directly benefit oneself, family, or business associates. Disclose potential conflicts in accordance with the Pennsylvania Ethics Act (65 Pa.C.S. § 1101 et seq.).
- d. Ensure that public resources, including facilities, vehicles, and funds are used responsibly and for their intended purposes.

Section 4: Use of Borough Resources

1. Facilities, Vehicles, and Equipment

- a. Use of Borough resources solely for official purposes unless prior authorization is obtained as outlined in The By-Laws.
- b. Maintain accurate records and receipts of usage, which shall be reviewed by the Borough Manager or Council upon request.
- c. Unauthorized personal use of Borough property is prohibited.

2. Financial Resources

- a. All financial transactions and expenses, including urgent legal spending authorized under the By-Laws, must be documented and presented to Council upon request.

Section 5: Ethical Standards

1. Conflict of Interest

- a. Avoid participating in decisions where personal or financial interests may conflict with Borough interests.
- b. Recuse oneself from discussions or votes when conflicts arise and disclose the nature of the conflict publicly.

2. Gifts and Influence

- a. Do not accept gifts, favors, or other benefits intended to influence Borough decisions or create the appearance of impropriety.

3. Accountability for Decisions

- a. The Council may overrule actions of the President, Vice President, or any other official by a majority vote, ensuring decisions align with the Borough's interests.

Section 6: Disciplinary Actions

1. Council Members

- a. The Council may censure the President, Vice President, or other officers from their leadership positions by a majority vote for cause, such as failure to adhere to this Code or Borough By-Laws.
 - b. Any censure of a Council member must comply with procedures outlined in the Borough Code and Pennsylvania law.
-

2. Respect and Civility

- a. Treat all individuals with respect, fairness, and dignity, regardless of background, status, or opinion.
- b. Promote open and constructive dialogue, avoiding disruptive or abusive behavior during meetings or public interactions. This means all interactions inside the Borough Building or other Borough owned property.
- c. Foster an environment free of discrimination, harassment, or retaliation.
- d. Refrain from the use of profanity.
- e. Refrain from the use of personal ad hominem.

3. Transparency and Confidentiality

- a. Conduct Borough business openly and in compliance with the Pennsylvania Sunshine Act.
- b. Safeguard confidential or privileged information obtained through official capacity. Borough of Ashley 49 West Cemetery Street, Ashley, Pennsylvania 18706 Telephone (570) 824-1364 Fax (570) 855-1803
- c. Provide accurate and timely information to the public, ensuring clarity and accessibility.

4. Professionalism and Collaboration

- a. Work collaboratively with fellow officials, staff, and residents to achieve the Borough's goals.
- b. Refrain from personal attacks or public disparagement of others.
- c. Respect the roles and responsibilities of all parties, including the separation of legislative and administrative functions.

Section 3: Meeting Conduct

1. Council Members and Officials

- a. Attend all meetings prepared to deliberate and act on Borough matters.
- b. Follow meeting procedures outlined in the By-Laws and Robert's Rules of Order.
- c. Avoid dominating discussions, speaking out of turn, or engaging in disruptive behavior.

2. Public Participation

- a. Members of the public are encouraged to participate respectfully during public comment periods.
 - b. Disruptive or abusive behavior, including shouting, personal attacks, or refusal to yield the floor, is prohibited.
 - c. The presiding officer may enforce Rules of Order to ensure decorum.
-

2. Employees and Volunteers

- a. Violations of this Code by employees or volunteers will be addressed through disciplinary procedures outlined in Borough employment policies and in compliance with all local, state, and federal labor laws.

3. Public Misconduct

- a. Disruptive individuals at public meetings or events may be warned by the presiding officer that continuation of such disruption could result in their removal by law enforcement.

Section 7: Reporting Violations

1. Internal Reporting

- a. Suspected violations of this Code should be reported to the Borough Manager, President of Council, or other designated authorities.

Section 8: Enforcement

1. Review and Sanctions

- a. The Council retains the authority to review alleged violations and impose appropriate sanctions, including censure, removal from leadership roles, removal from committees or appointments, or other measures as allowed by law.
- b. Violations of this Code may result in disciplinary action, up to and including removal from appointed positions or referral to appropriate authorities, in accordance with local, state, and federal law.

2. Legal and Procedural Compliance

- a. All enforcement actions shall be conducted in accordance with Pennsylvania law, ensuring fairness and due process.

Section 9: Adoption and Amendments

1. This Code of Conduct shall be adopted by official motion of the Borough Council and may be amended by a majority vote of all Councilmembers, following advance notice (30 days) to each member.

By adhering to this Code of Conduct, the Borough of Ashley seeks to maintain high standards of governance and public trust, ensuring the community's best interests are always served.

Ashley Borough's Code of Conduct was adopted by Ashley Borough Council on

_____.



QUOTE

NEW HOLLAND AUTO GROUP

508 W Main St. New Holland, PA 17557
Jordan DiClemente - Government / Fleet Sales
Direct: (717) 351-1636 Cell: (717) 341-1011
Email: jdiclemente@newhollandauto.com

Quote #: 1-7-26-2

Date: January 7, 2026

Contract #: COSTARS # 013-E22-223

Customer:

Ashley Borough Police - Joe McGlynn
49 West Cemetery St. Ashley, PA 18706
Mobile: (570) 855-3069 | Email: jmcglynn@ashleypd.org

Limited # Remaining InStock & Currently Available.

Approve & Contact ASAP to Secure Vehicle.

DESCRIPTION

2026 Dodge Durango AWD Pursuit (WDEE75) - V6

Engine: (ERC) 3.6L V6 24V VVT UPG I w/ESS
Transmission: (DFT) 8-Speed Automatic (850RE)

Exterior Color: (PXJ) DB Black Clear Coat
Interior: (A7/X9) Cloth Front Bucket Seats w/ Vinyl Rear - Black

Equipment Package 2BZ

(DLK) 3.45 Rear Axle Ratio
(Z6K) GVWR: 6,500 lbs
(TXQ) Tires: 255/60R18 On/Off Road
(WBN) Wheels: 18" x 8.0" Black Steel
(USA) (UBN) Radio: Uconnect 5 Nav w/10.1" Display

Factory Selected Options:

(A7) Cloth Bucket Seats w/Rear Vinyl
(LNF) Black Left LED Spot Lamp
(CW6) Deactivate Rear Doors/Windows
(GXF) Entire Fleet Alike Key (FREQ 1)
w/ 8 key FOBs

If you have any questions regarding this Quote please contact:

Jordan DiClemente (717) 354-4901 | jdiclemente@newhollandauto.com

TOTAL \$44,995

Customer Agreement :

Joe McGlynn

Date: 1-7-26



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu

GEORGE M. ALBERT PE, LLC

January 8, 2026

**Ashley Borough
49 Cemetery Street
Ashley, PA 18706**

Attn. Mr. Sam Guesto, Borough Manager

**Re: Huber Breaker Preservation Society
Bid Tabulation Review**

Dear Mr. Guesto:

We have completed our review of the bids received for the referenced project. The public bidding process resulted in the receipt of eleven (11) bids for the project. A partial abstract and bid summary is attached. Based upon our review of the three lowest bids, all proposals were found to be in compliance with the Contract Documents and included the respective submittals including bid bond and non-collusion affidavits.

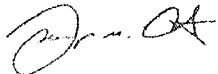
Based upon the above the low bidder for the project is Brdaric Excavating, Inc. Unfortunately, the scope of work for the project will need to be reduced in order to manage the available grant funds. Please find below our summary and recommendations:

1. Available grant funds	\$ 102,000.00
2. Engineering fees	\$ -7,500.00
3. Total bid Brdaric	\$-127,303.65
4. Ashley Borough Admin Expenses	\$ -2,500.00
5. Scope deductions (see attached in yellow)	<u>\$ 35,446.70</u>

TOTAL PROJECTED COSTS = \$101,856.95

Therefore, we recommend award of this project to Brdaric Excavating, Inc. in the amount of \$91,856.95 inclusive of a reduced scope of work eliminating bid items 200, 201 and 211 through 218. We have confirmed that the Contractor will accept this scope reduction and willing to perform the remaining scope for the proposed bid unit prices. Should you have any questions, please feel free to contact me.

Very truly yours,
GEORGE M. ALBERT, P.E., LLC



George M. Albert, P.E.
President

GMA/2623

542 East Lake Road, P.O. Box 143
Bear Creek, PA 18602 Phone: (570) 954-4048
Email: galbert@engineer.com

ASHLEY BOROUGH
HUBER BREAKER PRESERVATION IMPROVEMENT PROJECT

PARTIAL BID ABSTRACT

6-Jan-26

				B&B ARIC EXCAVATING, INC.		HADLEY CONSTRUCTION INC.		MULTISCAPE, INC.	
ITEM NO.	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
GENERAL CONDITIONS									
100	Mobilization / demobilization of Equip.	1	lump sum	\$3,270.00	\$3,270.00	\$8,300.00	\$8,300.00	\$11,362.00	\$11,362.00
101	Construction Layout	1	lump sum	\$1,000.00	\$1,000.00	\$6,200.00	\$6,200.00	\$2,044.00	\$2,044.00
102	Project Supervision	1	lump sum	\$2,010.00	\$2,010.00	\$7,500.00	\$7,500.00	\$4,152.00	\$4,152.00
103	License / Permits	1	lump sum	\$990.00	\$990.00	\$6,000.00	\$6,000.00	\$2,182.00	\$2,182.00
104	Performance / Payment Bonds	1	lump sum	\$856.00	\$856.00	\$3,558.00	\$3,558.00	\$1,850.00	\$1,850.00
SITEWORK									
200	Remove existing fence	265	lf	\$3.77	\$999.05	\$6.00	\$1,590.00	\$10.00	\$2,650.00
201	Furnish and install 3-rail split rail wood fence	270	lf	\$32.66	\$8,818.20	\$51.50	\$13,905.00	\$51.00	\$13,770.00
202	12" Silt Sock	100	lf	\$8.00	\$800.00	\$12.00	\$1,200.00	\$15.00	\$1,500.00
203	Fine grade site for slab	100	cy	\$10.00	\$1,000.00	\$10.00	\$1,000.00	\$26.00	\$2,600.00
204	Excavation for foundation / footing	160	sv	\$29.31	\$4,689.60	\$18.00	\$2,880.00	\$41.00	\$6,560.00
205	Construct concrete footing	25	cy	\$642.36	\$16,059.00	\$500.00	\$12,500.00	\$700.00	\$17,500.00
206	12" Concrete Masonry Units, Reinf., Conc. Infill	1,150	ea	\$25.34	\$29,141.00	\$18.00	\$20,700.00	\$14.50	\$16,675.00
207	AASHTO #57 Stone Fill under slab	180	tons	\$20.00	\$3,600.00	\$32.25	\$5,805.00	\$35.00	\$6,300.00
208	Backfill foundations	120	cy	\$31.33	\$3,759.60	\$19.00	\$2,280.00	\$80.00	\$9,600.00
209	6" Reinforced Conc. Slab	1,800	sf	\$10.49	\$18,882.00	\$10.00	\$18,000.00	\$14.00	\$25,200.00
210	2 - 3" Sch. 40 Electrical Duct bank	75	lf	\$43.73	\$3,279.75	\$50.00	\$3,750.00	\$95.00	\$7,125.00
211	6" SDR-35 Sanitary Lateral	45	lf	\$176.75	\$7,953.75	\$90.00	\$4,050.00	\$260.00	\$11,700.00
212	Sawcut Pave	34	lf	\$25.25	\$858.50	\$10.00	\$340.00	\$21.00	\$714.00
213	Connect to Existing Sanitary	1	lump sum	\$2,222.00	\$2,222.00	\$2,500.00	\$2,500.00	\$5,215.00	\$5,215.00
214	Maintenance and Protection of Traffic	1	lump sum	\$4,040.00	\$4,040.00	\$5,000.00	\$5,000.00	\$7,639.00	\$7,639.00
215	PaDOT Full Depth Pave Repair (1.5", 8", 8")	16	sv	\$253.50	\$5,656.00	\$110.00	\$1,760.00	\$318.00	\$5,088.00
216	Concrete Sidewalk Repair	30	sf	\$30.30	\$909.00	\$14.00	\$420.00	\$195.00	\$5,850.00

217	1" P.E. Water Service Extension	85	lf	\$35.12	\$2,985.20	\$45.00	\$3,825.00	\$47.00	\$3,995.00
218	3/4" Exterior Non-freeze hose bibb	1	ea	\$1,005.00	\$1,005.00	\$750.00	\$750.00	\$2,048.00	\$2,048.00
219	Seed and Mulch disturbed areas	4,500	sf	\$0.56	\$2,520.00	\$0.25	\$1,125.00	\$0.75	\$3,375.00
TOTAL BID =					\$127,303.65		\$134,938.00		\$176,694.00

ADDITIONAL BIDS RECEIVED:

\$35,446.70

4	Kobalt Construction, Inc.	\$176,795.00
5	Chilewski Enterprises	\$195,795.00
6	Lindo Corp.	\$198,686.00
7	Bognet, Inc.	\$700,689.12
8	Panzlta Enterprises, Inc.	\$203,375.00
9	Pioneer Construction, Inc.	\$204,174.00
10	H. & K. Group, Inc.	\$225,855.09
11	Minichi Inc.	\$239,000.00

Statement

REILLY ASSOCIATES
Engineering - Surveying - Environmental
49 South Main Street
Suite 200
Pittston, Pa 18640
Phone 570-654-2473 FAX 570-654-6880

December 31, 2025

ASHLEY BOROUGH
49 WEST CEMETERY STREET
ASHLEY, PA 18706

Current	
Past Due	<u>\$12,615.01</u>
Balance Due	\$12,615.01

Outstanding Invoices

Number	Date	Invoiced	Received	Balance Due
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Project Number: 20012.08 ASHLEY BOROUGH-MUNICIPAL BLDG RENOVATION

Invoice: 2				
0000002	10/6/2025	\$2,161.25		\$2,161.25
Total for 2		\$2,161.25		\$2,161.25
Total for 20012.08		\$2,161.25		\$2,161.25

Project Number: 20012.09 ASHLEY BOROUGH-SOLOMON CRK ARPA INTERCEP

Invoice: 10				
0000010	10/13/2025	\$6,440.01		\$6,440.01
Total for 10		\$6,440.01		\$6,440.01
Total for 20012.09		\$6,440.01		\$6,440.01

Project Number: 20012.11 ASHLEY BOROUGH-MUNICIPAL BLDG ROOF

Invoice: 2				
0000002	10/6/2025	\$4,013.75		\$4,013.75
Total for 2		\$4,013.75		\$4,013.75
Total for 20012.11		\$4,013.75		\$4,013.75
Statement Totals		\$12,615.01		\$12,615.01

	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	Over 150 Days
Current					
Average Days		83.67			

YOUR PROMPT ATTENTION TO THE PAST DUE AMOUNTS IS APPRECIATED. IF PAYMENT HAS ALREADY BEEN MADE, PLEASE DISREGARD THIS NOTICE.

1 Stop Financial

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
1 Stop Financial							
Total for 1 Stop Financial	12/18/2025	Check	3561	Yes	2025162-12	101.00 FNCB General Fund	-2,100.00
							-\$2,100.00
Aflac							
Total for Aflac	12/15/2025	Check	3554	Yes	347915	101.00 FNCB General Fund	-11.27
							-\$11.27
Ashley Auto Repair							
Total for Ashley Auto Repair	12/01/2025	Check	3539	Yes	Police	101.00 FNCB General Fund	-299.99
							-\$299.99
Canon Financial Services Inc							
Total for Canon Financial Services Inc	12/09/2025	Check	3542	Yes	42265545	101.00 FNCB General Fund	-83.86
							-\$83.86
Comcast							
Total for Comcast	12/15/2025	Check	3556	Yes	0	101.00 FNCB General Fund	-663.21
							-\$663.21
Commonwealth of PA							
Total for Commonwealth of PA	12/18/2025	Check	3565	Yes	Rifle Instructor Training	101.00 FNCB General Fund	-300.00
							-\$300.00
Falzones Towing							
Total for Falzones Towing	12/18/2025	Check	3564	Yes	51887	101.00 FNCB General Fund	-1,059.80
							-\$1,059.80
Paving							
Total for Paving	12/23/2025	Check	4723	Yes	RA #20012.06	100.00 ESSA General Fund	-15,580.70
							-\$15,580.70
Barker & Barker Paving							
GBM	12/18/2025	Check	3563	Yes	391281	101.00 FNCB General Fund	-179.89
							-\$179.89

[illegible]

Total for Scranton Label Inc	12/01/2025	Check	3540	Yes	36536	101.00 FNCB General Fund	-5,439.31
							<u>-\$5,439.31</u>
Service Electric Cable Co	12/15/2025	Check	3550	Yes	150970756	101.00 FNCB General Fund	-10.00
							<u>-\$10.00</u>
Total for Service Electric Cable Co	12/15/2025	Check	3555	Yes	190093	101.00 FNCB General Fund	-144.20
							<u>-\$144.20</u>
The Citizens Voice	12/09/2025	Check	3543	Yes	633	101.00 FNCB General Fund	-2,128.16
							<u>-\$2,128.16</u>
Total for The Moses Law Group. LLC	12/15/2025	Check	3553	Yes	247475	101.00 FNCB General Fund	-75.00
							<u>-\$75.00</u>
The Pest Rangers	12/09/2025	Check	3545	Yes	411009034546	101.00 FNCB General Fund	-303.40
	12/15/2025	Check	3559	Yes	411004460514,421001085917	101.00 FNCB General Fund	-446.71
Total for Ugi Utilities							<u>-\$750.11</u>
Waste Reduction	12/09/2025	Check	3548	Yes	3037	101.00 FNCB General Fund	-7,499.91
							<u>-\$7,499.91</u>
Total for Waste Reduction	12/18/2025	Check	3562	Yes	236047	101.00 FNCB General Fund	-40.00
							<u>-\$40.00</u>
YCG Inc							<u>-\$42,011.15</u>
Total for YCG Inc	TOTAL						

Transaction List by Vendor
Ashley Borough - Code Enforcement
December 2025

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
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Amy Campbell

Total for Amy Campbell	12/09/2025	Check	1123	Yes	Postage Reimbursement	FNCB Code Enforcement	-12.16
							-\$12.16
BHW Construction Services							
Total for BHW Construction Services	12/15/2025	Check	1124	Yes	2025-11	FNCB Code Enforcement	-1,553.80
							-\$1,553.80
Donald G. Karpowich, PC							
Total for Donald G. Karpowich, PC	12/15/2025	Check	1126	Yes	108552	FNCB Code Enforcement	-446.53
							-\$446.53
Jack Varaly							
Total for Jack Varaly	12/15/2025	Check	1125	Yes	November	FNCB Code Enforcement	-1,250.00
							-\$1,250.00
The Moses Law Group, LLC							
Total for The Moses Law Group, LLC	12/09/2025	Check	1122	Yes	633	FNCB Code Enforcement	-14.00
							-\$14.00
	TOTAL						-\$3,276.49

Transaction List by Vendor

Ashley Borough - Debt Service

December 2025

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
ESSA Bank & Trust						
12/09/2025	Check	1228	Yes	7786014024	101 FNCB Bank Debt Service Fund	-683.18
						-\$683.18
TOTAL						-\$683.18

Transaction List by Vendor

Ashley Borough - Liquid Fund

December 2025

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
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Northeast Signal

Total for Northeast Signal

ppl 1

Total for ppl 1

12/18/2025	Check	1278	Yes	15914	100 FNCB Bank Highway Aid	-1,800.00
						-\$1,800.00
12/15/2025	Check	1277	Yes	86141-37001	100 FNCB Bank Highway Aid	-3,069.96
12/26/2025	Check	1279	Yes	26004,69100-28014	100 FNCB Bank Highway Aid	-88.00
						-\$3,157.96
TOTAL						-\$4,957.96

Transaction List by Vendor
Ashley Borough - Sewer Fund
December 2025

Pennsylvania One Call System

Total for Pennsylvania One Call System

The Moses Law Group, LLC

Total for The Moses Law Group, LLC

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
12/15/2025	Check	1128	Yes	0001127811	101 FNCB Bank Sewer Fund	-17.38
						-\$17.38
12/09/2025	Check	1125	Yes	633	101 FNCB Bank Sewer Fund	-329.00
						-\$329.00
TOTAL						-\$346.38

Transaction List by Vendor
Ashley Borough - ARPA Fund
December 2025

Ashley Borough Sewer Fund

Total for Ashley Borough Sewer Fund

RLE Enterprises

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
12/20/2025	Check	1024	Yes	Admin Reimbursement	FNCB ARPA	-10,485.50
						-\$10,485.50
12/20/2025	Check	1022	Yes	Application No. 7	FNCB ARPA	-45,737.20

Total for RLE Enterprises						- \$45,737.20
Reilly Associates						
Total for Reilly Associates					FNCB ARPA	-33,178.59
	12/20/2025	Check	1023 Yes	Invoice #11		- \$33,178.59
	TOTAL					- \$89,401.29
						\$ (140,676.45)
						TOTAL

ASHLEY BOROUGH
Payroll Summary
31-Dec-25

	Year -to-date	Current Month
Police		
Regular	\$ 290,640.23	\$ 22,722.80
Overtime	\$ 29,855.22	\$ 2,952.92
Court	\$ 4,770.00	\$ 720.00
	<u>\$ 325,265.45</u>	<u>\$ 26,395.72</u>
Road Department		
Regular	\$ 144,438.62	\$ 11,421.40
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -
Overtime	\$ 7,662.63	\$ 2,385.07
	<u>\$ 153,699.61</u>	<u>\$ 13,806.47</u>
Main Office		
Regular	\$ 72,763.71	\$ 5,601.60
Overtime	\$ 1,646.20	\$ 116.96
	<u>\$ 74,409.91</u>	<u>\$ 5,718.56</u>
Council		
Regular	<u>\$ 9,300.00</u>	<u>\$ 775.00</u>
Mayor		
Regular	<u>\$ 1,800.00</u>	<u>\$ 150.00</u>
Tax Collector		
Regular	<u>\$ 7,794.12</u>	<u>\$ 649.51</u>
Fire		
Regular	<u>\$ -</u>	<u>\$ -</u>
2025 Total	\$ 572,269.09	\$ 47,495.26

ASHLEY BOROUGH

Cash Balances

31-Dec-25

<u>Peoples Security Bank & Trust</u>			
Code Enforcement	\$	23,454.91	
Trash Sticker Funds	\$	38,108.99	
Debit Cards	\$	600.79	
General Fund	\$	15,688.00	
Lokie Account	\$	100.12	
Recreation	\$	1,597.07	
<u>Citizen's Bank</u>			
General Fund	\$	21,478.90	est
<u>ESSA Bank</u>			
General Fund	\$	22,280.65	
Total	\$	123,309.43	

<u>First Keystone</u>			
CD - Investment	Total	\$	257,171.76 est

Peoples Security Bank & Trust

Sewer Fund \$ 69,572.15

M&T Bank

Sewer Account	Total	\$	342,260.86
		\$	411,833.01

Peoples Security Bank & Trust

ARPA Account (\$689.18 int. due Luzerne Cty) \$ 50,059.04

Liquid Fuels Fund \$ 16,077.36

Fire Equipment Fund \$ 25,545.04

Debt Service Account \$ 45,227.11

GRAND TOTAL **\$ 929,222.75**