

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

Carl Byra

Jennifer Heller

Borough Secretary: Lisa Scharer

Code Enforcement Secretary: Amy Campbell

Borough Manager: Samuel Guesto

Council Vice President: Andrew Potsko

Frank Sorokach

Edward Flynn

ASHLEY BOROUGH COUNCIL MEETING SUMMARY MEETING MINUTES March 11, 2025, 6:40 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 –Present

Code Officer Campbell- Present

Meeting was called to Order by Lisa Wildes. Attorney 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 – Ms. Wildes announced the Little League Parade will take place on April 26, traveling down Main Street to the Cunningham Baseball Field, with the exact time yet to be determined. She also shared that the Ashley Fireman's Bazaar is scheduled for May 23-24 at the Fireman's Land, encouraging volunteers to participate.

Additionally, Ms. Wildes announced that the Memorial Day Parade will be held on May 26, inviting Council members to attend and requesting a list of those planning to participate. She further noted that an electronics collection event will take place on August 9 from 9 AM to 12 PM in the Borough Building parking lot.

Upcoming community events include Trunk or Treat on October 25 and the Santa Parade on December 6.

Andrew Potsko – Not present for this meeting.

Carl Byra – Nothing for this meeting.

Frank Sorokach – Nothing for this meeting.

Ms. Heller – Nothing for this meeting.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

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

Borough Manager Guesto- Nothing for this meeting.

Chief Joe McGlynn –Chief McGlynn provided the borough with the Police Chief's Monthly Report, 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 23 OF 2025 – A Resolution to approve the February 11, 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 24 OF 2025 – A Resolution to approve the February 2025 bills in the amount of \$ 111,626.74.

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 25 OF 2025 – A Resolution to approve the February 2025 payroll in the amount of \$ 46,196.32.

Motion: Carl Byra
Second: Lisa Wildes

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

RESOLUTION 26 OF 2025- A Resolution to the payment of \$3,350.00 to the Lower South Valley Council of Governments for 2025 programming fees.

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 27 OF 2025- A Resolution to approve the Electronics Recycling and Paper Shredding event on August 9, 2025, from 9:00 a.m. to 12:00 p.m. at the Municipal Building and the agreements with Responsible Recycling Services, LLC and Purple Paper Eater.

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 28 OF 2025- A Resolution to approve the agreement with Luzerne County to allow for a polling place at the Municipal Building for the 2025 elections.

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 29 OF 2025- A Resolution to approve the final bill at a discounted amount to Hazleton Business & Payroll Solutions, Inc. in the amount of \$2,000.00.

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 30 OF 2025- A Resolution, upon the recommendation of the Borough Engineer, to approve the following for the Municipal Building Renovation Project:

1. Award Fencing Alternative 2 – Solid vinyl to Specialty Fencing in the amount of \$10,925.00.

2. Award Door Replacement of the overhead door to Rowe Doors in the amount of \$6,225.00.

3. Reject all electrical bids.

4. Award Flooring to Giant Floor in the amount of \$11,258.00.

5. Authorize the advertising of the electrical work, plumbing work, and one door for the municipal building.

Also, to wave all permit fees for this project. Project is funded through a Local Share Account Grant.

Motion: Lisa Wildes

Second: Carl Byra

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

PUBLIC COMMENT

ANDREW STEWART of 16 HAZLETON STREET- MR. STEWART STATED THAT IT WAS NICE TO MEET EVERYONE AND THAT IT WAS HIS FIRST TIME AT A COUNCIL MEETING. MR. STEWART SHARED WITH EVERYONE THAT HE VOLUNTEERS TO HELP WITH THE ELECTIONS BUT THIS IS HIS FIRST TIME AT A MEETING. MR STEWART ANNOUNCED THE REASON FOR HIS PRESENCE IS BECAUSE HE DOESN'T WANT TO BE A PART OF THE ANNOUNCEMENTS AS FAR AS THE PARKING TICKETS WHEN THEY ARE BEING READ. MR. STEWARD SAID HE LIVES RIGHT ON HAZLETON STREET AND IT IS A BUSY STREET AS IT IS RIGHT AT THE CONNECTION OF ROUTE 309 AND AS A RESULT OF THAT IT IS HARD TO GET EXTRA PARKING WHERE HIS DRIVEWAY IS.

MR. STEWART SAID HE CLEARED OUT WAYS SO HE CAN FIT HIS CARS THERE BUT HE RECENTLY GOT A JOB TRANSPORTING HANDICAP STUDENTS TO AND FROM SCHOOL AND THAT REQUIRES HIM TO TAKE A LARGER VAN HOME WITH HIM. MR. STEWART ASKED PERMISSION TO PARK THE VAN AT THE ASHLEY PARK (WHICH IS CLOSE TO HIM) AND NOT INCUR A PARKING TICKET.

A COUNCIL MEMBER CHIMED IN THAT THE PARK IS GOING TO GET RENOVATED BUT HE CAN PARK THERE NOW BUT NOT SURE HOW LONG DUE TO THOSE RENOVATIONS.

MR. STEWART STATED IF HE FINDS A DIFFERENT PLACE HE WILL COME BACK TO A MEETING TO ASK PERMISSION AND ASKED WHEN THE RENOVATIONS WILL BE STARTING. COUNCIL MEMBER ANSWERED THAT RENOVATIONS WILL BE STARTING IN JUNE.

BOROUGH MANAGER GUESTO STATED THAT HE WOULD LIKE THE BOROUGH SOLICITOR TO REVIEW WHETHER THERE WOULD BE LIABILITIES FOR MR. STEWART PARKING HIS VAN IN THEIR PUBLIC LOT. MANAGER GUESTO STATED THAT HE DOESN'T FORSEE ANY BUT HE WANTS TO BE CERTAIN AND COVER ALL BASES FOR THE BOROUGH AND FOR MR. STEWART. SOLICITOR MOSES SAID HE WILL LOOK INTO IT AND MAYBE HAVE HIM SIGN A WAIVER.

MOTION TO ADJOURN

Motion: Jennifer Heller
Second: Edward Flynn

MEETING ADJOURNED

ASHLEY BOROUGH
Payroll Summary
28-Feb-25

	Year -to-date	Current Month	
Police			
Regular	\$ 44,470.10	\$ 22,344.80	
Overtime	\$ 4,660.59	\$ 1,894.92	
Court	\$ 540.00	\$ 90.00	
	\$ 49,670.69	\$ 24,329.72	17,620.79
Road Department			
Regular	\$ 22,156.34	\$ 11,294.14	
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -	
Overtime	\$ 4,210.13	\$ 3,355.76	
	\$ 27,964.83	\$ 14,649.90	
Main Office			
Regular	\$ 11,146.08	\$ 5,601.60	
Overtime	\$ 249.05	\$ 40.59	2,815.04
	\$ 11,395.13	\$ 5,642.19	2,937.90
			5,752.94
Council			
Regular	\$ 1,550.00	\$ 775.00	
Mayor			
Regular	\$ 300.00	\$ 150.00	
Tax Collector			
Regular	\$ 1,299.02	\$ 649.51	
Fire			
Regular	\$ -	\$ -	
2024 Total	\$ 92,179.67	\$ 46,196.32	
	\$ (45,983.35)		
	\$ 46,196.32		
410.13 POLICE WAGES FULL TIME	\$ -		

ASHLEY BOROUGH**Cash Balances****28-Feb-25**

<u>FNCB Bank</u>		
Capital Improvement Fund	\$	1.55
Code Enforcement	\$	66,664.71
Debit Cards	\$	472.41
General Fund	\$	152,913.35
Lokie Account	\$	100.04
Recreation	\$	896.14
<u>Citizen's Bank</u>		
General Fund	\$	20,643.84 est
<u>ESSA Bank</u>		
General Fund	\$	42,368.85
Total		\$ 284,060.89

<u>First Keystone</u>		
CD - Investment	Total	\$ 250,885.42 est

<u>FNCB Bank</u>		
Sewer Fund	\$	23,298.10

<u>M&T Bank</u>		
Sewer Account	Total	\$ 343,980.91
		<u>\$ 367,279.01</u>

<u>FNCB Bank</u>		
ARPA Account	(\$3,333.65 jan int + \$2,802.21 feb)	<u>\$ 1,619,885.02</u>
Liquid Fuels Fund	\$	<u>864.92</u>
Fire Equipment Fund	\$	<u>99,268.61</u>
Debt Service Account	\$	<u>33,833.15</u>

GRAND TOTAL **\$ 2,656,077.02**



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 February 2025

Total Incidents logged: 152

Total Parking Tickets Issued: 9

Total Traffic Citations Issued: 22

Total Non-Traffic Citations Issued: 14

Total Amount Received from Magistrate: \$ 3416.13 (Crimes Code, Vehicle Code and Ordinances)

Total Amount Received from Report Requests: \$ 60.00

Total Amount Received from Parking Violations: \$ 100.00

Luzerne County Dept. of Probation: \$ 8.08

Total Received: \$ 3584.21

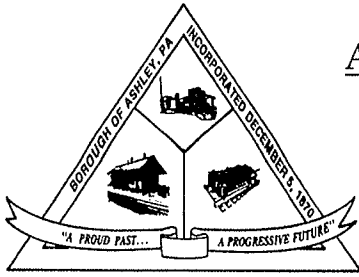
Vehicle Milage

Miles, 2535

Averaging, 91 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

ASHLEY BOROUGH CODE ENFORCEMENT REPORT FOR FEBRUARY2025

RENTAL REGISTRATIONS SENT: 354

RENTAL REGISTRATIONS RETURNED: 271

WARNINGS: 4

FINES: 9

CITATIONS: 9

VEHICLE MILEAGE: 251

10-8 Emergency Vehicles	
Total for 10-8 Emergency Vehicles	
1 Stop Financial	
Total for 1 Stop Financial	
Aflac	
Total for Aflac	
Ashley Auto Repair	
Total for Ashley Auto Repair	
Bassler	
Total for Bassler	
Cannon Financial Services, Inc.	
Total for Cannon Financial Services	
Cargill, Inc.	
Total for Cargill, Inc.	
Eric Bartos	
Total for Eric Bartos	
Frank P Crossin Agency	
Total for Frank P Crossin Agency	
GBM	
Total for GBM	
Hanover Township Municipal Building	

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
02/12/2025	Check	3161	Yes	41856	101.00 FNCB General Fund	-157.50
						-\$157.50
02/23/2025	Check	3172	Yes	2025162-02, -02A	101.00 FNCB General Fund	-2,430.00
						-\$2,430.00
02/23/2025	Check	3169	Yes	111564	101.00 FNCB General Fund	-11.27
						-\$11.27
02/12/2025	Check	3159	Yes	Police, DPW Plow	101.00 FNCB General Fund	-209.89
02/23/2025	Check	3181	Yes	Police	101.00 FNCB General Fund	-196.88
						-\$406.77
02/23/2025	Check	3179	Yes	13088	101.00 FNCB General Fund	-162.53
						-\$162.53
02/12/2025	Check	3158	Yes	37491524, 38326006	101.00 FNCB General Fund	-217.72
						-\$217.72
02/12/2025	Check	3160	Yes	9618250	101.00 FNCB General Fund	-1,872.72
02/12/2025	Check	3165	Yes	2910571078	101.00 FNCB General Fund	-1,963.42
02/23/2025	Check	3175	Yes	2910626501	101.00 FNCB General Fund	-3,786.90
02/23/2025	Check	3184	Yes	2910640258- reimb by LF	101.00 FNCB General Fund	-1,880.49
						-\$9,503.53
02/08/2025	Check	3150	Yes	1 - Taser Cert	101.00 FNCB General Fund	-100.00
						-\$100.00
02/12/2025	Check	3162	Yes	30399200024	101.00 FNCB General Fund	-137.00
						-\$137.00
02/23/2025	Check	3174	Yes	377252	101.00 FNCB General Fund	-224.96
						-\$224.96

Total for Hanover Township Municipal Building Highmak BCBS	02/23/2025 Check	3187	Yes	1st Quarter 2025	101.00 FNCB General Fund	-10,095.00
						-\$10,095.00
Total for Highmak BCBS Highmark	02/08/2025 Check	3146	Yes	240314001	101.00 FNCB General Fund	-10,070.30
						-\$10,070.30
Total for Highmark LOCAL 1310	02/23/2025 Check	3176	Yes	250211030042	101.00 FNCB General Fund	-10,070.30
						-\$10,070.30
Total for LOCAL 1310 Luzerne County Boroughs & towns	02/23/2025 Check	3186	Yes	Feb Dues	101.00 FNCB General Fund	-180.00
						-\$180.00
Total for Luzerne County Boroughs & towns Main Hardware	02/12/2025 Check	3155	Yes	2025 Dues	101.00 FNCB General Fund	-35.00
						-\$35.00
Total for Main Hardware Municipal Recovery	02/12/2025 Check	3156	Yes	96102	101.00 FNCB General Fund	-17.98
						-\$17.98
Total for Municipal Recovery Northeast Signal & Sign	02/12/2025 Check	3152	Yes	12/31/2024	101.00 FNCB General Fund	-59.40
						-\$59.40
Total for Northeast Signal & Sign PA American Water	02/12/2025 Check	3151	Yes	15287	101.00 FNCB General Fund	-280.00
						-\$280.00
Total for PA American Water PASCDU	02/12/2025 Check	3166	Yes	1024-210033895036	101.00 FNCB General Fund	-1,067.13
						-\$1,067.13
Total for PASCDU PAWC	02/23/2025 Check	3185	Yes	Child Support	101.00 FNCB General Fund	-132.87
						-\$132.87
Total for PAWC PEAC	02/08/2025 Check	3145	Yes	1024-210030147158&22019270270	101.00 FNCB General Fund	-84.85
	02/23/2025 Check	3180	Yes	1024-220019270270-210030147158	101.00 FNCB General Fund	-166.20
						-\$251.05
Total for PEAC Power Engineering Inc	02/08/2025 Check	3147	Yes	4009185	101.00 FNCB General Fund	-12.19
						-\$12.19
	02/23/2025 Check	3182	Yes	3665	101.00 FNCB General Fund	-1,828.00

Total for Power Engineering Inc						- \$1,828.00
PPL Electric Utilities						
	02/12/2025 Check	3153	Yes	61935-14006,25720-29006,78650-28009	101.00 FNCB General Fund	-241.02
	02/12/2025 Check	3164	Yes	8614-37001,04326-09017,77400-68005	101.00 FNCB General Fund	-4,357.02
Total for PPL Electric Utilities						- \$4,598.04
PSAB UC Fund						
Total for PSAB UC Fund				4th Quarter Contribution	101.00 FNCB General Fund	-252.12
Service Electric Cable Co						- \$252.12
Total for Service Electric Cable Co						
SPCA of Luzerne County						-10.00
	02/23/2025 Check	3171	Yes	1050970756	101.00 FNCB General Fund	- \$10.00
Total for SPCA of Luzerne County						
The Citizens Voice						-1,281.06
	02/08/2025 Check	3148	Yes	2025	101.00 FNCB General Fund	- \$1,281.06
Total for The Citizens Voice						
The Moses Law Group. LLC						-296.96
	02/12/2025 Check	3167	Yes	185244	101.00 FNCB General Fund	- \$296.96
Total for The Moses Law Group. LLC						
	02/12/2025 Check	3168	Yes	475	101.00 FNCB General Fund	-1,711.60
Total for The Pest Rangers						- \$1,711.60
The Pest Rangers						-75.00
	02/23/2025 Check	3170	Yes	218469	101.00 FNCB General Fund	- \$75.00
Total for Ugi Utilities						
Ugi Utilities						
	02/12/2025 Check	3163	Yes	411004460514,421001085917,411009034546	101.00 FNCB General Fund	-2,256.06
Total for Ugi Utilities						- \$2,256.06
United Concordia						
	02/23/2025 Check	3177	Yes	203954983	101.00 FNCB General Fund	-528.72
Total for United Concordia						- \$528.72
Waste Reduction						
	02/12/2025 Check	3157	Yes	989158	101.00 FNCB General Fund	-10,202.33
Total for Waste Reduction						- \$10,202.33
Wex-Sheetz						
	02/23/2025 Check	3178	Yes	102599005	101.00 FNCB General Fund	-1,925.91
Total for Wex-Sheetz						- \$1,925.91
Wilkes Barre Materials						
	02/08/2025 Check	3149	Yes	34102	101.00 FNCB General Fund	-174.97
	02/23/2025 Check	3183	Yes	34172	101.00 FNCB General Fund	-197.18
Total for Wilkes Barre Materials						- \$372.15

Wright Twp Police Dept

Total for Wright Twp Police Dept

YCG Inc

Total for YCG Inc

02/12/2025	Check	3154	Yes	Speed Timing Device	101.00 FNCB General Fund	-112.50
						-\$112.50
02/23/2025	Check	3173	Yes	234526	101.00 FNCB General Fund	-40.00
						-\$40.00
TOTAL						-\$71,112.95

Transaction List by Vendor
Ashley Borough - Code Enforcement
February 1-28, 2025

BHW Construction Services

Total for BHW Construction Services

Jack Varaly

Total for Jack Varaly

Roseann Jenkins & Greenwald, LLP

Total for Roseann Jenkins & Greenwald, LLP

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
02/12/2025	Check	1066	Yes	2025-1	FNCB Code Enforcement	-989.16
						-\$989.16
02/12/2025	Check	1065	Yes	December & January	FNCB Code Enforcement	-2,500.00
						-\$2,500.00
02/23/2025	Check	1068	Yes	7500198	FNCB Code Enforcement	-1,852.15
						-\$1,852.15
02/12/2025	Check	1067	Yes	475	FNCB Code Enforcement	-100.80
						-\$100.80
TOTAL						-\$5,442.11

PPL Electric

Total for PPL Electric

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
02/08/2025	Check	1252	Yes	Multiple Accounts	100 FNCB Bank Highway Aid	-103.53
						-\$103.53
TOTAL						-\$103.53

Transaction List by Vendor
Ashley Borough - Debt Service
February 1-28, 2025

Witmer

Total for Witmer

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
02/23/2025	Check	1212	Yes	625477, 625331, 627049	101 FNCB Bank Debt Service Fund	-4,345.16
TOTAL						<u>-\$4,345.16</u>

Transaction List by Vendor
Ashley Borough - ARPA Fund
February 1-28, 2025

Luzerne County

Total for Witmer
Reilly Associates

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
02/12/2025	Check	1008	Yes	Interest	101 FNCB ARPA Fund	-6,632.49
						<u>-\$6,632.49</u>
02/25/2025	Check	1010	Yes	Invoice No. 4	101 FNCB ARPA Fund	-23,990.50
TOTAL						<u>-\$23,990.50</u>
						<u>-\$30,622.99</u>

Total for Jack Varaly

\$ (111,626.74)