

## ASHLEY BOROUGH

49 West Cemetery St, Ashley, PA 18706

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

Main Office: [ashleyboroughoffice@gmail.com](mailto:ashleyboroughoffice@gmail.com)

Mayor: Brian Demchak

Council President: Lisa Wildes

Carl Byra

Jennifer Heller

Borough Secretary: Lisa Scharer

Code Enforcement Secretary: Amy Campbell

Council Vice President: Andrew Potsko

Frank Sorokach

Edward Flynn

Borough Manager: Samuel Guesto

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### ASHLEY BOROUGH COUNCIL MEETING SUMMARY MEETING MINUTES April 8, 2025, 6:40 PM

#### Attendance:

Lisa Wildes –Present

Andrew Potsko –Present

Carl Byra – Not 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.

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## COUNCIL AND BOROUGH OFFICIAL REPORTS

Lisa Wildes – Ms. Wildes announced the Little League Parade will take place on April 26, lineup will be at 8:00 and the parade will start at 8:30. The rain date is April 27<sup>th</sup> with the same times. Ashley Fireman's Bizarre will be on May 23-24 at the Fireman's Land. Ms. Wildes announced the Memorial Day Parade will be on May 26 and all Council is invited to attend and she asked to please let her know if you will be attending. Lastly Ms. Wildes announced that electronic collection and paper shredding will be on August 9 in the Borough parking lot from 9 AM – 12 PM. There are a list of items on the Ashley Borough website that will be collected and it is also posted outside the front door.

Andrew Potsko – Mr. Potsko asked if there was a timeline for the work being performed at Ashley Borough. Borough Manager Guesto said he will reach out and attempt to get an answer for him. Mr. Potsko expressed concern about the back wall at Bently's falling off and asked if the owners knew. It was made known that the owners are aware of the issue.

Carl Byra – Not present 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 31 OF 2025** – A Resolution to approve the March 11, 2025 Council Meeting Minutes.

Motion: Lisa Wildes  
Second: Edward Flynn

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

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**RESOLUTION 32 OF 2025** – A Resolution to approve the March 2025 bills in the amount of \$ 79,958.26.

Motion: Frank Sorokach  
Second: Lisa Wildes

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

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**RESOLUTION 33 OF 2025** – A Resolution to approve the March 2025 payroll in the amount of \$ 46,196.32.

Motion: Lisa Wildes  
Second: Frank Sorokach

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

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**RESOLUTION 34 OF 2025**- A Resolution to approve the payment of \$1,500.00 for the retaining wall materials and \$300.00 to New Era Landscaping for a 12-inch chipper rental for the monument memorial site.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 35 OF 2025**- A Resolution to approve the waiving of payment bond for the municipal building renovation project.

Motion: Lisa Wildes  
Second: Frank Sorokach

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

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**RESOLUTION 36 OF 2025**- A Resolution to approve a one-time healthcare memorandum of understanding with LiUNA 1310 for marketplace healthcare coverage for Ceilia Bond.

Motion: Lisa Wildes  
Second: Andrew Potsko

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

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**RESOLUTION 37 OF 2025-** A Resolution to approve the hiring of Matthew J. Zawatski, pending final background check and certification by Chief McGlynn, in the Ashley Borough Police Department as per the LiUNA 1310 union contract.

Motion: Lisa Wildes

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - NOT PRESENT

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

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**RESOLUTION 38 OF 2025-** A Resolution to authorize the submission of an application for Flood Mitigation Grant in the amount of \$500,000.00.

Motion: Frank Sorokach

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - NOT PRESENT

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

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**RESOLUTION 39 OF 2025-** A Resolution authorizing the payment of \$325.00 to EZ Flow and the Invoice in the amount of \$ 2,500.00 from Krasavage Construction for sewer work at 59 Cook Street from the Sewer Fee Account. Also to authorize the Borough Solicitor to seek reimbursement from Henkles & McCoy for this work.

Motion: Lisa Wildes

Second: Edward Flynn

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - NOT PRESENT

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

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**RESOLUTION 40 OF 2025**- A Resolution, upon the recommendation of the Borough Engineer, approving Change Order No. 1 with RLE in the amount of \$68,094.00 for the Solomon's Creek Interceptor Rehabilitation Project. This will be paid from the Sewer Fee account and the Intergovernmental Agreement with Hanover Township and Wilkes-Barre Township.

Motion: Lisa Wildes  
Second: Frank Sorokach

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

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**RESOLUTION 41 OF 2025**- A Resolution of the governing board of Ashley Borough, Luzerne County, Pennsylvania, authorizing, empowering and directing the proper officers of the governing board to appoint a liaison between it and Berkheimer, the duly appointed Collector of Local Taxes for the district, for the express purpose of sharing confidential tax information with the district for official purposes.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 42 OF 2025-** A Resolution to approve the Agreement with Booth Management at \$100.00 per hour for ARPA closeout consulting.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 43 OF 2025-** A Resolution to add a resolution to approve the accounting firm to conduct a 2024 audit to the agenda.

Motion: Lisa Wildes  
Second: Andrew Potsko

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

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**RESOLUTION 44 OF 2025-** A Resolution to hire Prociak and Associates Accounting Firm to conduct the Ashley Borough 2024 audit.

Motion: Frank Sorokach  
Second: Lisa Wildes

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

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PUBLIC COMMENT

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MOTION TO ADJOURN

Motion: Jennifer Heller  
Second: Lisa Wildes

MEETING ADJOURNED



**ASHLEY BOROUGH**  
**Payroll Summary**  
**31-Mar-25**

	Year -to-date	Current Month	
<b>Police</b>			
Regular	\$ 66,814.90	\$ 22,344.80	
Overtime	\$ 6,555.51	\$ 1,894.92	
Court	\$ 180.00	\$ 90.00	
	<u>\$ 73,550.41</u>	<u>\$ 24,329.72</u>	17,620.79
<b>Road Department</b>			
Regular	\$ 33,450.48	\$ 11,294.14	
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -	
Overtime	\$ 7,565.89	\$ 3,355.76	
	<u>\$ 42,614.73</u>	<u>\$ 14,649.90</u>	
<b>Main Office</b>			
Regular	\$ 16,747.68	\$ 5,601.60	
Overtime	\$ 289.64	\$ 40.59	2,815.04
	<u>\$ 17,037.32</u>	<u>\$ 5,642.19</u>	2,937.90
			5,752.94
<b>Council</b>			
Regular	<u>\$ 2,325.00</u>	<u>\$ 775.00</u>	
<b>Mayor</b>			
Regular	<u>\$ 450.00</u>	<u>\$ 150.00</u>	
<b>Tax Collector</b>			
Regular	<u>\$ 1,948.53</u>	<u>\$ 649.51</u>	
<b>Fire</b>			
Regular	<u>\$ -</u>	<u>\$ -</u>	
<b>2024 Total</b>	<b>\$ 137,925.99</b>	<b>\$ 46,196.32</b>	
	\$ (91,729.67)		
	\$ 46,196.32		
410.13 POLICE WAGES FULL TIME	\$ -		

**ASHLEY BOROUGH**

**Cash Balances**

**31-Mar-25**

<b><u>FNCB Bank</u></b>		
Capital Improvement Fund	\$	1.55
Code Enforcement	\$	67,315.82
Debit Cards	\$	128.24
General Fund	\$	64,852.44
Lokie Account	\$	100.05
Recreation	\$	896.21
<b><u>Citizen's Bank</u></b>		
General Fund	\$	21,068.64 est
<b><u>ESSA Bank</u></b>		
General Fund	\$	42,559.21
Total	\$	196,922.16

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

<b><u>FNCB Bank</u></b>		
Sewer Fund	\$	22,299.89
<b><u>M&amp;T Bank</u></b>		
Sewer Account	Total	\$ 345,695.15
		<u>\$ 367,995.04</u>

<b><u>FNCB Bank</u></b>		
ARPA Account	(\$9,005.95 int. due Luzerne Cty)	<u>\$ 1,622,755.11</u> 2870.09 (\$3,333.65 j
Liquid Fuels Fund	\$	<u>72,525.93</u>
Fire Equipment Fund	\$	<u>95,845.86</u>
Debt Service Account	\$	<u>24,992.80</u>
GRAND TOTAL		<b><u>\$ 2,631,922.32</u></b>



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 March 2025

**Total Incidents logged: 197**

**Total Parking Tickets Issued: 29**

**Total Traffic Citations Issued: 19**

**Total Non-Traffic Citations Issued: 9**

**Total Amount Received from Magistrate: \$ 4893.64 (Crimes Code, Vehicle Code and Ordinances)**

**Total Amount Received from Report Requests: \$ 45.00**

**Total Amount Received from Parking Violations: \$ 425.00**

**Luzerne County Dept. of Probation: \$ 0**

**Total Received: \$ 5363.64**

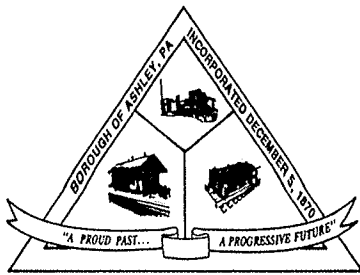
#### **Vehicle Milage**

**Miles, 2770**

**Averaging, 90 miles per day**

**Respectfully Submitted by,**

  
**Joseph McGlynn**  
**Chief of Police**



## ASHLEY BOROUGH

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Frank Sorokach

Edward Flynn

Code Enforcement: Amy Campbell

Borough Manager: Samuel Guesto

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### **Ashley Borough Code Enforcement Monthly Report for March 2025**

Warnings- 14

Fines-21

Citations-0

Vehicle Milage- 261

**Transaction List by Vendor**  
**Ashley Borough - General Fund**  
**March 2025**

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
1 Stop Financial							
	03/13/2025	Check	3213	Yes	2025162*-03&03A	101.00 FNCB General Fund	-1,965.00
Total for 1 Stop Financial							<u>-\$1,965.00</u>
Aflac							
	03/11/2025	Check	3202	Yes	23679	101.00 FNCB General Fund	-11.27
Total for Aflac							<u>-\$11.27</u>
Airgas USA LLC							
	03/11/2025	Check	3208	Yes	5515016118	101.00 FNCB General Fund	-315.85
Total for Airgas USA LLC							<u>-\$315.85</u>
Bassler							
	03/04/2025	Check	3191	Yes	13305	101.00 FNCB General Fund	-179.69
Total for Bassler							<u>-\$179.69</u>
Cannon Financial Services, Inc.							
	03/07/2025	Check	3195	Yes	39020016	101.00 FNCB General Fund	-133.86
Total for Cannon Financial Services, Inc.							<u>-\$133.86</u>
Frank P Crossin Agency							
	03/11/2025	Check	3209	Yes	Bond - Borough Manager	101.00 FNCB General Fund	-350.00
Total for Frank P Crossin Agency							<u>-\$350.00</u>
GBM							
	03/07/2025	Check	3197	Yes	377880	101.00 FNCB General Fund	-1,375.51
	03/19/2025	Check	3215	Yes	378453	101.00 FNCB General Fund	-163.23
Total for GBM							<u>-\$1,538.74</u>
glen Summit Water							
	03/07/2025	Check	3196	Yes	34124	101.00 FNCB General Fund	-84.85
Total for glen Summit Water							<u>-\$84.85</u>
Hanover Township Municipal Building							
	03/13/2025	Check	3214	Yes	Quarter 2	101.00 FNCB General Fund	-10,095.00
Total for Hanover Township Municipal Building							<u>-\$10,095.00</u>
Hazleton Business & Payroll Solutions							
	03/13/2025	Check	3210	Yes	Final Bill	101.00 FNCB General Fund	-2,000.00
Total for Hazleton Business & Payroll Solutions							<u>-\$2,000.00</u>
Highmark							
	03/19/2025	Check	3216	Yes	250314286473	101.00 FNCB General Fund	-5,400.92
Total for Highmark							<u>-\$5,400.92</u>
Lower South Valley Cog							
	03/13/2025	Check	3211	Yes	2025m Program Fee	101.00 FNCB General Fund	-3,350.00
Total for Lower South Valley Cog							<u>-\$3,350.00</u>
Lower South Valley Council of Governments							
	03/04/2025	Check	3194	Yes	2025 Dues & 2024 Tonnage	101.00 FNCB General Fund	-1,046.08
Total for Lower South Valley Council of Governments							<u>-\$1,046.08</u>
Main Hardware							
	03/04/2025	Check	3189	Yes	96269	101.00 FNCB General Fund	-147.48
Total for Main Hardware							<u>-\$147.48</u>
Municipal Recovery							
	03/04/2025	Check	3193	Yes	01/31/2025	101.00 FNCB General Fund	-180.90
Total for Municipal Recovery							<u>-\$180.90</u>
PA American Water							
	03/07/2025	Check	3200	Yes	1024-210033895036	101.00 FNCB General Fund	-1,067.81
Total for PA American Water							<u>-\$1,067.81</u>
PEAC							
	03/04/2025	Check	3192	Yes	4009185	101.00 FNCB General Fund	-99.82
	03/30/2025	Check	3222	Yes	4009185	101.00 FNCB General Fund	-99.82
Total for PEAC							<u>-\$199.64</u>
Power Engineering Inc							
	03/30/2025	Check	3220	Yes	3840	101.00 FNCB General Fund	-302.80
Total for Power Engineering Inc							<u>-\$302.80</u>
PP&L							
	03/04/2025	Check	3190	Yes	Multiple	101.00 FNCB General Fund	-283.97
	03/30/2025	Check	3221	Yes	Multiple Accounts	101.00 FNCB General Fund	-361.98
Total for PP&L							<u>-\$645.95</u>
PPL Electric Utilities							
	03/07/2025	Check	3199	Yes	04326-09017,77400-68005,96141-37001	101.00 FNCB General Fund	-4,193.02
Total for PPL Electric Utilities							<u>-\$4,193.02</u>
Robert Pace							
	03/02/2025	Check	3188	Yes	CDL Training Fee	101.00 FNCB General Fund	-600.00
Total for Robert Pace							<u>-\$600.00</u>
Service Electric Cable Co							
	03/11/2025	Check	3207	Yes	1050970756	101.00 FNCB General Fund	-10.00
Total for Service Electric Cable Co							<u>-\$10.00</u>
Specialized Vehicle Uplifting							
	03/24/2025	Check	3218	Yes	1176	101.00 FNCB General Fund	-1,800.00
Total for Specialized Vehicle Uplifting							<u>-\$1,800.00</u>
Steve Shannon Tire & Auto Center							
	03/24/2025	Check	3219	Yes	5011252	101.00 FNCB General Fund	-673.96
Total for Steve Shannon Tire & Auto Center							<u>-\$673.96</u>
The Citizens Voice							
	03/11/2025	Check	3206	Yes	185244	101.00 FNCB General Fund	-146.99
Total for The Citizens Voice							<u>-\$146.99</u>

The Moses Law Group, LLC	03/11/2025	Check	3201	Yes	490	101.00 FNCB General Fund	-1,371.40
<b>Total for The Moses Law Group, LLC</b>							<b>-\$1,371.40</b>
The Pest Rangers	03/13/2025	Check	3212	Yes	220849	101.00 FNCB General Fund	-75.00
<b>Total for The Pest Rangers</b>							<b>-\$75.00</b>
Ugi Utilities	03/11/2025	Check	3205	Yes	411009034546,411004460514,421001085917	101.00 FNCB General Fund	-1,923.29
<b>Total for Ugi Utilities</b>							<b>-\$1,923.29</b>
United Concordia	03/11/2025	Check	3204	Yes	204804783	101.00 FNCB General Fund	-307.74
<b>Total for United Concordia</b>							<b>-\$307.74</b>
Waste Reduction	03/07/2025	Check	3198	Yes	99031	101.00 FNCB General Fund	-7,746.19
	03/19/2025	Check	3217	Yes	97843 & 93478	101.00 FNCB General Fund	-18,031.93
<b>Total for Waste Reduction</b>							<b>-\$26,678.12</b>
Wex-Sheetz	03/11/2025	Check	3203	Yes	0496-00-175796-2	101.00 FNCB General Fund	-1,590.78
<b>Total for Wex-Sheetz</b>							<b>-\$1,590.78</b>
<b>TOTAL</b>							<b>-\$88,398.14</b>

**Transaction List by Vendor**  
**Ashley Borough - Code Enforcement**  
**March 2025**

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
BHW Construction Services	03/07/2025	Check	1070	Yes	2025-2	FNCB Code Enforcement	-1,407.36
<b>Total for BHW Construction Services</b>							<b>-\$1,407.36</b>
Jack Varaly	03/07/2025	Check	1069	Yes	February	FNCB Code Enforcement	-1,250.00
<b>Total for Jack Varaly</b>							<b>-\$1,250.00</b>
Rosenn Jenkins & Greenwald, LLP	03/19/2025	Check	1071	Yes	7500688	FNCB Code Enforcement	-780.97
<b>Total for Rosenn Jenkins &amp; Greenwald, LLP</b>							<b>-\$780.97</b>
<b>TOTAL</b>							<b>-\$3,438.33</b>

**Transaction List by Vendor**  
**Ashley Borough - Liquid Fund**  
**March 2025**

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
ppl 1	03/30/2025	Check	1254	Yes	06850-26000, 69100-28014	100 FNCB Bank Highway Aid	-60.18
<b>Total for ppl 1</b>							<b>-\$60.18</b>
PPL Electric	03/04/2025	Check	1253	Yes	06850-26000,83250-26004,69100-28014	100 FNCB Bank Highway Aid	-86.96
<b>Total for PPL Electric</b>							<b>-\$86.96</b>
<b>TOTAL</b>							<b>-\$147.14</b>

**Transaction List by Vendor**  
**Ashley Borough - Sewer Fund**  
**March 2025**

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
WVSA	03/07/2025	Check	1090	Yes	Feb	100 FNCB Sewer	-500.00
<b>Total for WVSA</b>							<b>-\$500.00</b>

**Transaction List by Vendor**  
**Ashley Borough - Fire Department**  
**March 2025**

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
Falzone's Towing Service, Inc.	03/19/2025	Check	1031	Yes	47199	100.00 Fire Checking	-1,139.25
<b>Total for Falzone's Towing Service, Inc.</b>							<b>-\$1,139.25</b>
Fire Line Equipment	03/19/2025	Check	1032	Yes	63247	100.00 Fire Checking	-3,461.86
<b>Total for Fire Line Equipment</b>							<b>-\$3,461.86</b>
<b>TOTAL</b>							<b>-\$4,601.11</b>

**Transaction List by Vendor**  
**Ashley Borough - Debt Service**  
**March 2025**

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
ESSA Bank & Trust	03/04/2025	Check	1213	Yes	7786014024	101 FNCB Bank Debt Service Fund	-717.33
	03/30/2025	Check	1215	Yes	778601024	101 FNCB Bank Debt Service Fund	-683.18
<b>Total for ESSA Bank &amp; Trust</b>							<b>-\$1,400.51</b>
Witmer	03/30/2025	Check	1214	Yes	651293	101 FNCB Bank Debt Service Fund	-1,475.03

Total for Wiltner

TOTAL

- \$1,476.03

- \$2,876.54

\$ (79,958.26)