

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

Council Vice President: Andrew Potsko

Frank Sorokach

Edward Flynn

Borough Manager: Samuel Guesto

ASHLEY BOROUGH COUNCIL MEETING SUMMARY MEETING MINUTES June 10, 2025, 6:40 PM

Attendance:

Lisa Wildes –Present

Andrew Potsko –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 asked for an update on garbage stickers and who owes for the first half of the year. There was a list that Ms. Campbell sent to the magistrate for citations. The second half of the year stickers are being sold currently.

Andrew Potsko – Nothing for this meeting.

Carl Byra - Nothing for this meeting.

Frank Sorokach – Nothing for this meeting.

Ms. Heller – Ms. Heller announced that she wanted to address the handicap parking situation in Ashley Borough. Ms. Heller announced that anyone who currently has a handicap parking space, letters were sent out to those individuals to be sure they renew their license plate registration because there are still a lot of old handicap signs out that need to be taken down. Ms. Heller encouraged all residents who receive this letter to please register their handicap spot, because if they do not get it back, the handicap spot will be pulled.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer –Ms. Sharer announced that she has completed her course for renewal for her Notary license and she is waiting on her bond. 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 read the Police Chief's Monthly Report 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 60 OF 2025 – A Resolution to approve the May 13, 2025 Council Meeting Minutes.

Motion: Lisa Wildes

Second: Carl Byra

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 61 OF 2025 – A Resolution to approve the May 2025 bills in the amount of \$60,884.99.

Motion: Lisa Wildes

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 62 OF 2025 – A Resolution to approve the May 2025 payroll in the amount of \$62,160.14

Motion: Frank Sorokach

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 63 OF 2025- A Resolution to approve the attendance of Police Officer Celia Bond at the certified truck officer training and costs associated in Harrisburg, Pennsylvania from July 14 through August 1, 2025.

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 64 OF 2025- A Resolution to approve a proposal to mill Brown Street in the amount of \$8,000.00 from J&K Excavating.

Motion: Carl Byra

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 65 OF 2025- A Resolution to approve the proposal from Northeast Signal & Electric Company Inc. for the 2025 annual preventative maintenance on the traffic light in the amount of \$1,800.00.

Motion: Lisa Wildes

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 66 OF 2025- A Resolution, upon the recommendation of the Borough Engineer, approving Payment Application No. 1 with RLE in the amount of \$109,433.40 for the Solomon's Creek Interceptor Rehabilitation Project. This will be paid for by the Luzerne County ARPA Grant Fund.

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 67 OF 2025- A Resolution, upon the recommendation of the Borough Engineer, approving Payment Application No. 2 with RLE in the amount of \$303,741.94 for the Solomon's Creek Interceptor Rehabilitation Project. This will be paid for by the Luzerne County ARPA Grant Fund.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

Mayor Brian Demchak asked a question regarding Resolution 68: "What was the Change Order?"

Borough Manager Guesto answered: "I sent the change orders in an email to you. one of the change orders was for manholes and the other one was to take a storm water pipe out of the sewer main."

RESOLUTION 68 OF 2025- A Resolution, upon the recommendation of the Borough Engineer, approving Change Order No. 3 with RLE in the amount of \$20,366.16 for the Solomon's Creek Interceptor Rehabilitation Project. This will be paid for by the Luzerne County ARPA Grant Fund.

Motion: Frank Sorokach
Second: Lisa Wildes

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 69 OF 2025- A Resolution, upon the recommendation of the Borough Engineer, approving Change Order No. 4 with RLE in the amount of \$9,744.96 for the Solomon's Creek Interceptor Rehabilitation Project. This will be paid for by the Luzerne County ARPA Grant Fund.

Motion: Andrew Potsko
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 70 OF 2025- A Resolution to approve the submission of an application for a Greenways, Trails, and Recreation Program grant in the amount of \$250,000.00.

Motion: Lisa Wildes
Second: Edward Flynn

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 71 OF 2025- A Resolution to approve a donation of \$300.00 to Sean Reilly for the Fourth of July fireworks display.

Motion: Lisa Wildes
Second: Andrew Potsko

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

RESOLUTION 72 OF 2025- A Resolution to approve a \$1.50/HR raise for Christian Caraballo for attaining his CDL effective June 10, 2025.

Motion: Lisa Wildes
Second: Jennifer Heller

Lisa Wildes - Y
Frank Sorokach - Y
Carl Byra - Y
Andrew Potsko- Y
Jennifer Heller – Y
Edward Flynn – Y
PASS

PUBLIC COMMENT

DONNA RANSOM OF 83 ANDREW DRIVE- Ms. Ransom stated that she wanted to address getting a mirror outside of Ashley Park so that residents can see the oncoming traffic proceeding up the highway (on Hazleton St.).

Council stated that there once was a mirror there. Solicitor Moses said that the borough will send the Street Department to the location to look at it and Borough Manager Guesto will speak to Bob Hess about installing a mirror there.

Ms. Ransom proceeded to say that because there were trees planted there, the trees take your view, and she believes a mirror would help ensure the safety of people. Ms. Ransom also requested more police presence because motorists drive on the street fast in that area. Police Chief McGlynn stated he would keep an eye on that area.

Ms. Ransom went on to say that on the corner of Old Hazleton and North Main, there is a sign for alerting of pedestrians that has been flattened down for months and asked if someone could attend to it. Mr. Guesto assured Ms. Ransom he would discuss it with Mr. Bob Hess of the Ashley Borough Street Department. Ms. Ransom thanked everyone.

MOTION TO ADJOURN

Motion: Jennifer Heller
Second: Lisa Wildes

MEETING ADJOURNED

ASHLEY BOROUGH
Payroll Summary
31-May-25

	Year -to-date	Current Month	
Police			
Regular	\$ 116,197.26	\$ 31,668.76	
Overtime	\$ 11,153.04	\$ 2,443.21	
Court	\$ 1,705.00	\$ 1,080.00	
	<u>\$ 129,055.30</u>	<u>\$ 35,191.97</u>	17,620.79
Road Department			
Regular	\$ 61,365.48	\$ 16,641.20	
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -	
Overtime	\$ 7,565.89	\$ -	
	<u>\$ 70,529.73</u>	<u>\$ 16,641.20</u>	
Main Office			
Regular	\$ 30,751.68	\$ 8,402.40	
Overtime	\$ 732.00	\$ 350.06	2,815.04
	<u>\$ 31,483.68</u>	<u>\$ 8,752.46</u>	2,937.90
			5,752.94
Council			
Regular	<u>\$ 3,875.00</u>	<u>\$ 775.00</u>	
Mayor			
Regular	<u>\$ 750.00</u>	<u>\$ 150.00</u>	
Tax Collector			
Regular	<u>\$ 3,247.55</u>	<u>\$ 649.51</u>	
Fire			
Regular	<u>\$ -</u>	<u>\$ -</u>	
2024 Total	\$ 238,941.26	\$ 62,160.14	

ASHLEY BOROUGH
Cash Balances
31-May-25

<u>Peoples Security Bank & Trust</u>		
Code Enforcement	\$	62,635.11
Debit Cards	\$	43.83
General Fund	\$	284,728.79
Lokie Account	\$	100.06
Recreation	\$	896.36
<u>Citizen's Bank</u>		
General Fund	\$	21,068.64 est
<u>ESSA Bank</u>		
General Fund	\$	42,539.91
Total	\$	412,012.70

<u>First Keystone</u>		
CD - Investment	Total	\$ 252,665.67 est

Peoples Security Bank & Trust

Sewer Fund \$ 16,149.73

M&T Bank

Sewer Account Total \$ 331,359.00
\$ 347,508.73

Peoples Security Bank & Trust

ARPA Account (\$6,130.92 int. due Luzerne Cty) \$ 1,608,783.28 2973.51
3157.41

Liquid Fuels Fund \$ 62,485.86

Fire Equipment Fund \$ 20,817.45

Debt Service Account \$ 5,477.69

GRAND TOTAL **\$ 2,709,751.38**

Transaction List by Vendor
Ashley Borough - General Fund
May 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
1 Stop Financial							
	05/15/2025	Check	3288	Yes	2025162-05&05A	101.00 FNCB General Fund	-2,295.00
Total for 1 Stop Financial							-\$2,295.00
Affac							
	05/03/2025	Check	3266	Yes	768784	101.00 FNCB General Fund	-11.27
	05/14/2025	Check	3279	Yes	23679	101.00 FNCB General Fund	-11.27
Total for Affac							-\$22.54
BMC							
	05/19/2025	Check	3291	Yes	5769	101.00 FNCB General Fund	-850.00
Total for BMC							-\$850.00
Cannon Financial Services, Inc.							
	05/06/2025	Check	3267	Yes	40442539	101.00 FNCB General Fund	-83.86
Total for Cannon Financial Services, Inc.							-\$83.86
Comcast							
	05/14/2025	Check	3281	Yes	8993116730005671	101.00 FNCB General Fund	-346.39
Total for Comcast							-\$346.39
Frank P Crossin Agency							
	05/25/2025	Check	3293	Yes	1036720QM03	101.00 FNCB General Fund	-3,191.00
Total for Frank P Crossin Agency							-\$3,191.00
GBM							
	05/11/2025	Check	3275	Yes	380903	101.00 FNCB General Fund	-690.00
	05/25/2025	Check	3296	Yes	381718	101.00 FNCB General Fund	-229.50
Total for GBM							-\$919.50
glen Summit Water							
	05/05/2025	Check	3269	Yes	34124	101.00 FNCB General Fund	-72.90
Total for glen Summit Water							-\$72.90
Highmark							
	05/25/2025	Check	3295	Yes	250514219565	101.00 FNCB General Fund	-9,842.60
Total for Highmark							-\$9,842.60
Home Depot							
	05/15/2025	Check	3286	Yes	*****5992	101.00 FNCB General Fund	-52.92
Total for Home Depot							-\$52.92
Hourigan Kluger & Quinn							
	05/31/2025	Check	3301	Yes	259759	101.00 FNCB General Fund	-682.00
Total for Hourigan Kluger & Quinn							-\$682.00
Lower South Valley Cog							
	05/19/2025	Check	3290	Yes	Paver 032425-Ash	101.00 FNCB General Fund	-785.28
Total for Lower South Valley Cog							-\$785.28
Lower South Valley Council of Governments							
	05/06/2025	Check	3273	Yes	Jan-Apr Fueling Station	101.00 FNCB General Fund	-812.77

Total for Lower South Valley Council of Governments										
Main Hardware										
	05/25/2025	Check	3297	Yes	96894			101.00	FNCB General Fund	-36.73
	05/25/2025	Check	3298	Yes	96911			101.00	FNCB General Fund	-39.24
	05/31/2025	Check	3300	Yes	96934			101.00	FNCB General Fund	-147.88
	05/31/2025	Check		Yes	Voided			101.00	FNCB General Fund	0.00
Total for Main Hardware										-\$223.85
Municipal Recovery										
	05/25/2025	Check	3294	Yes	04/30/2025			101.00	FNCB General Fund	-132.95
Total for Municipal Recovery										-\$132.95
Pa State Association of Boroughs										
	05/06/2025	Check	3272	Yes	649			101.00	FNCB General Fund	-25.00
Total for Pa State Association of Boroughs										-\$25.00
PAWC										
	05/14/2025	Check	3282	Yes	1024-210033895036			101.00	FNCB General Fund	-1,051.56
	05/19/2025	Check	3292	Yes	220019270270,210030147158,220040122245			101.00	FNCB General Fund	-160.69
Total for PAWC										-\$1,212.25
PPL										
	05/14/2025	Check	3277	Yes	04326-09017, 77400-69005			101.00	FNCB General Fund	-1,051.72
Total for PPL										-\$1,051.72
PPL Electric Utilities										
	05/25/2025	Check	3299	Yes	Multiple Accounts			101.00	FNCB General Fund	-473.72
Total for PPL Electric Utilities										-\$473.72
Rowe Garage Door Co										
	05/15/2025	Check	3284	Yes	115808			101.00	FNCB General Fund	-120.00
Total for Rowe Garage Door Co										-\$120.00
Service Electric Cable Co										
	05/15/2025	Check	3285	Yes	1050970756			101.00	FNCB General Fund	-10.00
Total for Service Electric Cable Co										-\$10.00
Starr Uniform Center										
	05/03/2025	Check	3265	Yes	168805			101.00	FNCB General Fund	-319.96
	05/14/2025	Check	3280	Yes	168889			101.00	FNCB General Fund	-70.00
Total for Starr Uniform Center										-\$389.96
The Citizens Voice										
	05/14/2025	Check	3278	Yes	185244			101.00	FNCB General Fund	-567.56
Total for The Citizens Voice										-\$567.56
The Moses Law Group, LLC										
	05/06/2025	Check	3271	Yes	528			101.00	FNCB General Fund	-338.40
Total for The Moses Law Group, LLC										-\$338.40
The Pest Rangers										
	05/15/2025	Check	3289	Yes	226526			101.00	FNCB General Fund	-75.00
Total for The Pest Rangers										-\$75.00
Times Leader										
	05/15/2025	Check	3287	Yes	80086590			101.00	FNCB General Fund	-195.00
Total for Times Leader										-\$195.00

Total for Sargent's Court Reporting Service
The Moses Law Group, LLC

Total for The Moses Law Group, LLC

05/14/2025 Check	1081	Yes	297705	FNCB Code Enforcement	-150.00
					-\$150.00
05/06/2025 Check	1076	Yes	528	FNCB Code Enforcement	-653.80
					-\$653.80
TOTAL					-\$9,472.14

Transaction List by Vendor
Ashley Borough - Debt Service
May 2025

ESSA Bank & Trust

Total for ESSA Bank & Trust
Witmer

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
05/31/2025 Check		1220	Yes	7786014024	101 FNCB Bank Debt Service Fund	-683.18
						-\$683.18
05/14/2025 Check		1219	Yes	200630	101 FNCB Bank Debt Service Fund	-6,137.51
05/31/2025 Check		1221	Yes	661729 & 666057	101 FNCB Bank Debt Service Fund	-321.51
						-\$6,459.02
TOTAL						-\$7,142.20

Transaction List by Vendor
Ashley Borough - Fire Department
May 2025

Ashley Rescue Hose Co

Total for Ashley Rescue Hose Co

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
05/15/2025	Check	1033	Yes	2024 & 2025	100.00 Fire Checking	-4,550.00
						-\$4,550.00
TOTAL						-\$4,550.00

Transaction List by Vendor
Ashley Borough - Liquid Fund
May 2025

Ashley Borough General Fund

Total for Ashley Borough General Fund
ppl 1

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
05/14/2025 Check		1257	Yes	Reimburse Highlighted Invoices	100 FNCB Bank Highway Aid	-6,897.31
						-\$6,897.31
05/14/2025 Check		1258	Yes	86141-37001	100 FNCB Bank Highway Aid	-2,985.64
						-\$2,985.64
05/25/2025 Check		1259	Yes	Multiple	100 FNCB Bank Highway Aid	-89.60

Total for ppl 1
PPL Electric

Total for PPL Electric

TOTAL

-\$89.60
-\$9,972.55

Transaction List by Vendor
Ashley Borough - Sewer Fund
May 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
GBM	05/11/2025	Check	1097	Yes	380903	101 FNCR Bank Sewer Fund	-230.00
Total for GBM							-\$230.00
Pennsylvania One Call System	05/14/2025	Check	1098	Yes	0001101762	101 FNCR Bank Sewer Fund	-30.99
Total for Pennsylvania One Call System							-\$30.99
The Moses Law Group, LLC	05/06/2025	Check	1096	Yes	532	101 FNCR Bank Sewer Fund	-627.20
	05/25/2025	Check	1100	Yes	547	101 FNCR Bank Sewer Fund	-216.89
Total for The Moses Law Group, LLC							-\$844.09
TOTAL							-\$1,105.08

-\$60,884.99



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 May 2025

Total Incidents logged: 186

Total Parking Tickets Issued: 36

Total Traffic Citations Issued: 14

Total Non-Traffic Citations Issued: 15

Total Amount Received from Magistrate: \$ 1800.20 (Crimes Code, Vehicle Code and Ordinances)

Total Amount Received from Report Requests: \$ 60.00

Total Amount Received from Parking Violations: \$ 425.00

Luzerne County Dept. of Probation: \$ 0

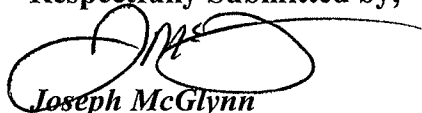
Total Received: \$ 2,285.20

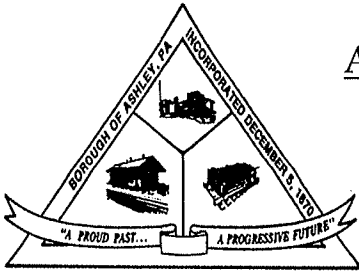
Vehicle Milage

Miles, 3385

Averaging, 109 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

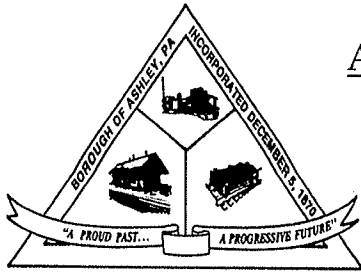
Main Office: ashleycodeoffice@gmail.com

ASHLEY BOROUGH CODE ENFORCEMENT REPORT FOR MAY 2025

WARNING: 29

FINES: 11

CITATIONS: 0



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 MAY 2025

WARNING: 29

FINES: 11

CITATIONS: 0