



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 December 10, 2024, 6:30 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 –Not Present

Borough Secretary Scharer - Present

Police Chief McGlynn –Present

Code Officer Campbell- Present

Meeting was called to Order by Lisa Wildes. Attorney Nahas 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 thanked everyone that came out on Saturday December 7 for Winterfest celebration and parade despite the cold weather.

Andrew Potsko – Nothing 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 – Secretary Sharer announced that the garbage stickers are in and she is counting them and getting them packaged. Ms. Sharer announced that her Notary License will expire this year and has been told to have it renewed. Secretary Sharer provided the borough with the Treasurer's Monthly Report, a copy of which is attached hereto and made a part hereof.

Borough Manager Guesto- Not present at this meeting.

Chief Joe McGlynn – Chief McGlynn announced that the 2024 Dodge Durango is in and it is in service. Chief McGlynn announced that one of the vehicles is having body work done on it. Lastly, 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- Nothing for this meeting.

ANNOUNCEMENTS

NONE

PUBLIC COMMENT – PENDING LEGISLATION

NONE

LEGISLATION

RESOLUTION 131 OF 2024 – A Resolution to approve the November 12, 2024 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 132 OF 2024 – A Resolution to approve the November 2024 bills in the amount of \$ 178,079.42.

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 133 OF 2024 – A Resolution to approve the November 2024 payroll in the amount of \$ 61,530.00.

Motion: Andrew Potsko
Second: Carl Byra

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

RESOLUTION 134 OF 2024- A Resolution to approve the 2025 Ashley Borough Budget as presented.

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 135 OF 2024- A Resolution to approve, upon recommendation of the Borough Engineer, Reilly Associates, and in accordance with the Solicitor's Opinion, the award of the Ashley Borough Rehabilitation of Solomon Creek Interceptor Project to R.L.E. Enterprises, Inc. in the amount of \$1,453,163.29. This project is funded through the American Rescue Plan Act.

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 136 OF 2024- A Resolution to pay Invoice #3 from Reilly Associates in the amount of \$49,222.60 for the Solomon Creek Interceptor Rehabilitation Project from the FNCB ARPA Account.

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 137 OF 2024- A Resolution to approve the following for non-union employees of Ashley Borough starting on 1-1-25:

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

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 138 OF 2024- A Resolution to accept the 2023 audit as presented from Prociak & Associates, LLC.

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 139 OF 2024- A Resolution to approve the proposal from Donald G. Karpowich, Attorney at Law, rate proposal of \$135.0 per hour for 2025 zoning consulting services.

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 140 OF 2024- A Resolution to approve the proposal from 1 Stop Financial, rate proposal of \$1,030.00 per month for 2025 financial services.

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 141 OF 2024- A Resolution to authorize the payment of all interest earned from the Luzerne County American Rescue Plan Act Grant to Luzerne County as requested.

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 142 OF 2024- A Resolution to approve the proposal from Key Energy Services for a 12-month term for electric supply for 11 electric accounts.

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 143 OF 2024- A Resolution to approve the payment of Invoice #11120 from John J. McGovern, Jr., Esquire, CPA, in the amount of \$1,455.00 for financial consulting services.

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 144 OF 2024- A Resolution to enact *Ordinance Number 3 of 2024*, An Ordinance Providing For The Application For And Issuance And Terms of a Handicapped Parking Permit.

Motion: Carl Byra

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 145 OF 2024- A Resolution to enact *Ordinance Number 4 of 2024*, An Ordinance Imposing Updated Penalties for Parking Violations Within Ashley Borough.

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 146 OF 2024- A Resolution to enact *Ordinance Number 5 of 2024*, An Ordinance Imposing Updated Fees For Accident Reports For Non-Reportable Accidents.

Motion: Lisa Wildes
Second: Frank Sorokach

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

RESOLUTION 147 OF 2024- A Resolution, upon recommendation of the Borough Engineer, approving Pay Application No. 2 in the amount of \$15,580.70 for paving/recreation improvements in the borough as final payment with the Community Development Grant.

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 148 OF 2024- A Resolution approving the purchase of a 2025 Chevrolet Trailblazer in the amount of \$22,117.00 through the debt services account with a 5-year lease to own from Peoples Security Bank & Trust. The authorized trade-in is the Ashley Borough 2018 Ford Explorer with a transmission that is damaged and requires replacement.

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 149 OF 2024- A Resolution to approve the Hanover Township rate proposal increase of 3% for 2025 administrative services.

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

PUBLIC COMMENT

NONE

MOTION TO ADJOURN

Motion: Lisa Wildes

Second: Jennifer Heller

MEETING ADJOURNED

Ashley Borough - General Fund
Transaction List by Vendor
November 1-30, 2024

	Date	Transaction type	Num	Posting	Memo/Description	Account full name	Amount
1 Stop Financial							
	11/18/2024	Check	3057	Yes	2024162-06 & 2024162-06A	101.00 FNCB General Fund	-2,815.00
Total for 1 Stop Financial							<u>-2,815.00</u>
Aflac							
	11/18/2024	Check	3049	Yes	108146	101.00 FNCB General Fund	-11.27
Total for Aflac							<u>-11.27</u>
Cannon Financial Services, Inc.							
	11/06/2024	Check	3035	Yes	36123018	101.00 FNCB General Fund	-83.86
Total for Cannon Financial Services, Inc.							<u>-83.86</u>
Gaver Industries, Inc. dba Barker & Barker Paving							
	11/17/2024	Check	3047	Yes	Application No. 1 (PA #20012.06)	101.00 FNCB General Fund	-140,226.30
Total for Gaver Industries, Inc. dba Barker & Barker Paving							<u>-140,226.30</u>
glen Summit Water							
	11/11/2024	Check	3041	Yes	34124	101.00 FNCB General Fund	-29.65
Total for glen Summit Water							<u>-29.65</u>
Helen & Ed's							
	11/18/2024	Check	3056	Yes	Recreation Fund	101.00 FNCB General Fund	-350.00
Total for Helen & Ed's							<u>-350.00</u>
Home Depot							
	11/18/2024	Check	3051	Yes	*****5992	101.00 FNCB General Fund	-91.97
Total for Home Depot							<u>-91.97</u>
JALVO Inc							
	11/18/2024	Check	3053	Yes	07661	101.00 FNCB General Fund	-35.00
Total for JALVO Inc							<u>-35.00</u>
Lisa L. Scharer							
	11/06/2024	Check	3034	Yes	October Mileage	101.00 FNCB General Fund	-39.00
Total for Lisa L. Scharer							<u>-39.00</u>
Municipal Recovery							
	11/11/2024	Check	3040	Yes	9-30-2024	101.00 FNCB General Fund	-40.10
Total for Municipal Recovery							<u>-40.10</u>
PASCDU							
	11/18/2024	Check	3058	Yes	Child Support	101.00 FNCB General Fund	-132.87
Total for PASCDU							<u>-132.87</u>
PAWC							
	11/11/2024	Check	3045	Yes	1024-21003895036	101.00 FNCB General Fund	-1,051.56
Total for PAWC							<u>-1,051.56</u>
Pennsylvania One Call							
	11/11/2024	Check	3044	Yes	0001073614	101.00 FNCB General Fund	-38.22
Total for Pennsylvania One Call							<u>-38.22</u>

Phillips Supply Co	
Total for Phillips Supply Co	
PPL Electric Utilities	
Total for PPL Electric Utilities	
Ray's Hydraulics LLC	
Total for Ray's Hydraulics LLC	
Service Electric Cable Co	
Total for Service Electric Cable Co	
The Moses Law Group, LLC	
Total for The Moses Law Group, LLC	
The Pest Rangers	
Total for The Pest Rangers	
TK Design	
Total for TK Design	
Ugi Utilities	
Total for Ugi Utilities	
United Concordia	
Total for United Concordia	
Waste Reduction	
Total for Waste Reduction	
Wex-Sheetz	
Total for Wex-Sheetz	

Ashley Borough - Code Enforcement
Transaction List by Vendor
November 1-30, 2024

Date	Transaction type	Num	Posting	Memo/Description	Account full name	Amount
11/06/2024	Check	1054	Yes	October Mileage	FNCB Code Enforcement	-218.00
						-\$218.00

Total for BHW Construction Services
Jack Varally

Total for Jack Varally

Roseann Jenkins & Greenwald, LLP

Total for Roseann Jenkins & Greenwald, LLP

The Moses Law Group, LLC

Total for The Moses Law Group, LLC

Ashley Borough - Debt Service
Transaction List by Vendor
November 1-30, 2024

11/18/2024	Check	1057	Yes	2024-10	FNCB Code Enforcement	-1,257.30
						<u>-1,257.30</u>
11/06/2024	Check	1053	Yes	October	FNCB Code Enforcement	-1,250.00
						<u>-1,250.00</u>
11/18/2024	Check	1056	Yes	7498791	FNCB Code Enforcement	-1,766.39
						<u>-1,766.39</u>
11/11/2024	Check	1055	Yes	410	FNCB Code Enforcement	-35.00
						<u>-35.00</u>
						<u>-1,257.30</u>
						<u>-1,250.00</u>
						<u>-1,766.39</u>
						<u>-35.00</u>
						<u>-4,528.69</u>

ESSA Bank & Trust

Total for ESSA Bank & Trust

Ashley Borough - Liquid Fund
Transaction List by Vendor
November 1-30, 2024

11/06/2024	Check	1208	Yes	7786014024	101 FNCB Bank Debt Service Fund	-683.18
						<u>-683.18</u>
						<u>-683.18</u>

Cargill

Total for Cargill

PPL Electric

Total for PPL Electric

11/18/2024	Check	1248	Yes	2910189444	100 FNCB Bank Highway Aid	-1,925.41
						<u>-1,925.41</u>
11/11/2024	Check	1247	Yes	86141-37001	100 FNCB Bank Highway Aid	-2,952.47
						<u>-2,952.47</u>
						<u>-2,952.47</u>
						<u>-4,877.88</u>

Ashley Borough - Sewer Fund
Transaction List by Vendor
November 1-30, 2024

11/06/2024	Check	1080	Yes	Church Lane, Emergency Sewer Work	101 FNCB Bank Sewer Fund	-4,900.00
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ED KRASAVAGE CONSTRUCTION INC.

Total for ED KRASAVAGE CONSTRUCTION INC.
The Moses Law Group, LLC

Total for The Moses Law Group, LLC
US Postal Service

Total for US Postal Service

11/11/2024 Check

1082

Yes

410

101 FNCB Bank Sewer Fund

-\$4,900.00

-29.40

-\$29.40

11/06/2024 Check

1081

Yes

Post Office Box Service Fee

101 FNCB Bank Sewer Fund

-200.00

-\$200.00

-\$5,129.40

November bills

-\$178,079.42

ASHLEY BOROUGH
Payroll Summary
30-Nov-24

Year -to-date

Current Month

Police

Please note the overtime is for June-Nov. hours only in this report.

Regular	\$ 285,246.18	\$ 31,412.68
Overtime	\$ 8,265.21	\$ 2,414.78
Court	\$ 4,760.00	\$ 1,105.00
	<u>\$ 298,271.39</u>	<u>\$ 34,932.46</u>

Road Department

Regular	\$ 130,122.66	\$ 16,409.63
Overtime	\$ 618.00	\$ 309.00
	<u>\$ 130,740.66</u>	<u>\$ 16,718.63</u>

Main Office

Regular	\$ 72,924.45	\$ 8,141.12
Overtime	\$ 713.81	\$ 138.28
	<u>\$ 73,638.26</u>	<u>\$ 8,279.40</u>

Council

Regular	<u>\$ 9,500.00</u>	<u>\$ 800.00</u>
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Mayor

Regular	<u>\$ 1,650.00</u>	<u>\$ 150.00</u>
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Tax Collector

Regular	<u>\$ 6,495.10</u>	<u>\$ 649.51</u>
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Fire

Regular	<u>\$ 300.00</u>	<u>\$ -</u>
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2024 Total

\$ 520,595.41

NOVEMBER
\$ 61,530.00

ASHLEY BOROUGH
Cash Balances
30-Nov-24

<u>FNCB Bank</u>		
Capital Improvement Fund	\$	1.55
Code Enforcement	\$	60,041.16
Debit Cards	\$	869.14
General Fund	\$	81,150.92
Lokie Account	\$	100.01
Recreation	\$	898.94
<u>Citizen's Bank</u>		
General Fund	\$	20,643.84 est
<u>ESSA Bank</u>		
General Fund	\$	42,367.54
Total		\$ 206,073.10

<u>First Keystone</u>		
CD - Investment	Total	\$ 257,159.26

<u>FNCB Bank</u>		
Sewer Fund	\$	25,024.48

<u>M&T Bank</u>		
Sewer Account	Total	\$ 335,033.37
		<u>\$ 360,057.85</u>

<u>FNCB Bank</u>		
ARPA Account	(\$3,266.78 Nov Int)	<u>\$ 1,732,090.07</u>
Liquid Fuels Fund		<u>\$ 8,458.17</u>
Fire Equipment Fund		<u>\$ 99,495.01</u>
Debt Service Account		<u>\$ 34,771.34</u>

GRAND TOTAL **\$ 2,698,104.80**



49 West Cemetery St.
Ashley, Pa 18706

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

Joseph McGlynn, Chief of Police

Ashley Borough Police Department

Ashley Borough Police Monthly Report for November 2024

Total Incidents logged: 182

Total Parking Tickets Issued: 11

Total Traffic Citations Issued: 21

Total Non-Traffic Citations Issued: 7

Total Amount Received from Magistrate: \$ 1729.10 (Crimes Code, Vehicle Code and Ordinances)

Total Amount Received from Report Requests: \$15.00

Total Amount Received from Parking Violations: \$ 80.00

Luzerne County Dept. of Probation: \$ 0

Total Received: \$ 1,824.10

Vehicle Milage

Miles, 4,284

Averaging, 142 miles per day

Respectfully Submitted by,

Joseph McGlynn
Chief of Police