



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

November 12, 2024, 7:00 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 announced that the Santa Clause Parade will be December 7, and Ms. Wildes announced that there is information on the Facebook page as to the start time and what time vendors could set up. Ms. Wildes went on to thank everyone that participated in the trunk or treat event. Ms. Wildes announced that garbage fees will be increasing to \$320 annually as to allow the Borough to maintain all levels of municipal services and payments will be \$160 every six months. The increase is approximately \$7.50 per month.

Andrew Potsko – Mr. Potsko thanked the Lion's Club for hanging the Christmas wreaths along Main street and also thanked the Township for letting the Borough use the bucket truck and thanked Pizza Bella for providing lunch.

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 ordered, and she expects to have templates by tomorrow. Ms. Sharer presented the Treasurer's 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 notified council that he stopped at the facility that is outfitting the vehicles and if everything goes according to plan everything should be done sometime this week or next week and Chief McGlynn also announced that if their 2018 winds up going to the Code Department, the transmission needs to be worked on or replaced. Chief McGlynn said the car is great if you go forward, reversing is the major issue, it does not have reverse. 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- Code Officer Campbell read the Code Officer Report, a copy of which is attached hereto and made a part hereof.

ANNOUNCEMENTS

NONE

PUBLIC COMMENT – PENDING LEGISLATION

NONE

LEGISLATION

NONE

RESOLUTION 117 OF 2024 – A Resolution to approve the October 8, 2024 Council Meeting Minutes.

Motion: Carl Byra
Second: Jennifer Heller

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

RESOLUTION 118 OF 2024 – A Resolution to approve the October 2024 bills in the amount of \$102,289.77.

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 119 OF 2024 – A Resolution to approve the September 2024 payroll in the amount of \$41,912.29.

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 120 OF 2024- A Resolution approving the application for a Statewide Local Share Account grant for the purchase of a Police Vehicle with upfit in the amount of \$80,000.00.

Motion: Carl Byra
Second: Andrew Potsko

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

PASS

RESOLUTION 121 OF 2024- A Resolution ratifying the invoice from Ed Krasavage Construction in the amount of \$4,900.00 for emergency sewer repair on Church Lane.

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 122 OF 2024- A Resolution based upon the request of Fire Chief Wes Saltz, to approve the payment of \$350.00 per month to the Fire Department from the Fire Escrow Fund for operational expenses.

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 123 OF 2024- A Resolution ratifying Change Orders No. 1 and No. 2 from Barker and Barker Paving, which were included in the approved October Pay Application No. 1, in the amount of \$8,184.00 for paving in the borough.

Motion: Carl Byra
Second: Jennifer Heller

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

RESOLUTION 124 OF 2024- A Resolution to increase Garbage and Recycling Fees to \$320.00 annually and \$160.00 semi-annually as authorized by Section 2 of Ashley Borough Ordinance No. 2 of 2022 effective immediately for the sale of the 2025 garbage stickers.

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

RESOLUTION 125 OF 2024- A Resolution accepting the letter of resignation from Police Officer Randall Yost effective November 11, 2024.

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 126 OF 2024- A Resolution to approve the hiring of Jordan Pardini effective November 12, 2024, to the position of Police Officer as outlined in the collective bargaining agreement. The final approval and start date/probation period will commence upon Chief McGlynn's authorization.

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 127 OF 2024- A Resolution approving the advertising of the 2025 meeting schedule with Work Sessions at 6:30 p.m. and Council Meetings at 6:40 p.m. on the second Tuesday of every month.

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 128 OF 2024- A Resolution appointing the Borough Treasurer as the Chief Administrator of the Borough’s Police Pension Plan.

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 129 OF 2024- A Resolution to add a resolution to approve a handicap parking spot application for 55 Cook Street.

Motion: Jennifer Heller
Second: Edward Flynn

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

RESOLUTION 130 OF 2024- A Resolution to approve a handicap parking application made by Mr. Shields of 55 Cook Street, Ashley.

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

PUBLIC COMMENT

NONE

MOTION TO ADJOURN

Motion: Carl Byra
Second: Andrew Potsko

MEETING ADJOURNED

Ashley Borough - General Fund
Transaction List by Vendor
October 1-31, 2024

	Vendor	Date	Transaction type	Num	Posting	Memo/Description	Account full name	Amount
1 Stop Financial	1 Stop Financial	10/22/2024	Check	3023	Yes	Invoices 2024162-05 & 05A	101.00 FNCB General Fund	\$ 2,320.00
Total for 1 Stop Financial								\$ 2,320.00
Aflac	Aflac	10/16/2024	Check	2994	Yes	432538	101.00 FNCB General Fund	\$ 11.27
	Aflac	10/16/2024	Check	3018	Yes	751331	101.00 FNCB General Fund	\$ 11.27
Total for Aflac								\$ 22.54
Ashley Auto Repair	Ashley Auto Repair	10/02/2024	Check	2986	Yes	2018 Ford SUV & 2020 Ford Explorer	101.00 FNCB General Fund	\$ 629.82
	Ashley Auto Repair	10/29/2024	Check	3028	Yes	2022 Ford Truck	101.00 FNCB General Fund	\$ 60.00
Total for Ashley Auto Repair								\$ 689.82
Ashley Fireman's Relief Association	Ashley Fireman's Relief Association	10/22/2024	Check	4717	Yes	2024 State Aid Pass-Through	100.00 ESSA General Fund	\$ 1,498.38
Total for Ashley Fireman's Relief Association								\$ 1,498.38
Canon Financial Services, Inc.	Canon Financial Services, Inc.	10/16/2024	Check	2983	Yes	35431541	101.00 FNCB General Fund	\$ 83.86
Total for Canon Financial Services, Inc.								\$ 83.86
Central Square Tech Inc	Central Square Tech Inc	10/16/2024	Check	2995	Yes	420598	101.00 FNCB General Fund	\$ 1,955.28
Total for Central Square Tech Inc								\$ 1,955.28
Frank P Crossin Agency	Frank P Crossin Agency	10/16/2024	Check	2999	Yes	Municipal Ins & Workers Comp	101.00 FNCB General Fund	\$ 16,886.50
Total for Frank P Crossin Agency								\$ 16,886.50
glen Summit Water	glen Summit Water	10/16/2024	Check	2996	Yes	34124	101.00 FNCB General Fund	\$ 125.35
Total for glen Summit Water								\$ 125.35
Hanover Township Municipal Building	Hanover Township Municipal Building	10/16/2024	Check	3002	Yes	3rd Qtr	101.00 FNCB General Fund	\$ 9,800.00
Total for Hanover Township Municipal Building								\$ 9,800.00
Highmak BCBS	Highmak BCBS	10/02/2024	Check	2982	Yes	240913278728	101.00 FNCB General Fund	\$ 11,571.88
Total for Highmak BCBS								\$ 11,571.88
Highmark	Highmark	10/29/2024	Check	3029	Yes	241014059160	101.00 FNCB General Fund	\$ 9,896.38
Total for Highmark								\$ 9,896.38
K2 MOBILE TINT COMPANY	K2 MOBILE TINT COMPANY	10/16/2024	Check	3020	Yes	Durango	101.00 FNCB General Fund	\$ 100.00

Total for K2 MOBILE TINT COMPANY									
Laborers' Local 1310									
Total for Laborers' Local 1310									
Laborers' Local 1310									
Check									
3022									
Yes									
October Dues Withholding									
101.00 FNCB General Fund									
-\$									
180.00									
180.00									
Lindsey Equipment									
Lindsey Equipment									
10/02/2024									
Check									
2988									
Yes									
1050934									
101.00 FNCB General Fund									
-\$									
54.28									
54.28									
Lindsey Equipment									
10/16/2024									
Check									
3005									
Yes									
114499									
101.00 FNCB General Fund									
-\$									
108.56									
108.56									
Total for Lindsey Equipment									
Lisa L Scharer									
Lisa L Scharer									
10/16/2024									
Check									
2998									
Yes									
Mileage									
101.00 FNCB General Fund									
-\$									
39.86									
39.86									
Total for Lisa L Scharer									
Lower South Valley Cog									
Lower South Valley Cog									
10/02/2024									
Check									
2989									
Yes									
2024 Program									
101.00 FNCB General Fund									
-\$									
500.00									
500.00									
Total for Lower South Valley Cog									
Luzerne County Treasurer									
Luzerne County Treasurer									
10/02/2024									
Check									
2984									
Yes									
2024 Tax Billing									
101.00 FNCB General Fund									
-\$									
1,113.10									
1,113.10									
Total for Luzerne County Treasurer									
Main Hardware									
Main Hardware									
10/02/2024									
Check									
2987									
Yes									
95274									
101.00 FNCB General Fund									
-\$									
75.90									
75.90									
Main Hardware									
10/16/2024									
Check									
3013									
Yes									
95383									
101.00 FNCB General Fund									
-\$									
24.97									
24.97									
Main Hardware									
10/16/2024									
Check									
3016									
Yes									
95380									
101.00 FNCB General Fund									
-\$									
10.47									
10.47									
Main Hardware									
10/29/2024									
Check									
3031									
Yes									
95468									
101.00 FNCB General Fund									
-\$									
27.99									
27.99									
Total for Main Hardware									
PASCDU									
PASCDU									
10/02/2024									
Check									
2991									
Yes									
Child Support									
101.00 FNCB General Fund									
-\$									
132.87									
132.87									
PASCDU									
10/16/2024									
Check									
3021									
Yes									
Child Support									
101.00 FNCB General Fund									
-\$									
132.87									
132.87									
PASCDU									
10/29/2024									
Check									
3033									
Yes									
101.00 FNCB General Fund									
-\$									
398.61									
398.61									
Total for PASCDU									
PAWC									
PAWC									
10/16/2024									
Check									
3010									
Yes									
1024-210033895036									
101.00 FNCB General Fund									
-\$									
1,051.56									
1,051.56									
PAWC									
10/22/2024									
Check									
3025									
Yes									
1024-210030147158 & 1024-220019270270									
101.00 FNCB General Fund									
-\$									
199.41									
199.41									
Total for PAWC									
PEAC									
PEAC									
10/02/2024									
Check									
2985									
Yes									
4009185									
101.00 FNCB General Fund									
-\$									
99.82									
99.82									
PEAC									
10/29/2024									
Check									
3032									
Yes									
4009185									
101.00 FNCB General Fund									
-\$									
199.64									
199.64									
Total for PEAC									
Pennsylvania One Call									
Pennsylvania One Call									
10/16/2024									
Check									
3009									
Yes									
0001069872									
101.00 FNCB General Fund									
-\$									
2.58									
2.58									
Total for Pennsylvania One Call									
Phillips Supply Co									
Phillips Supply Co									
10/02/2024									
Check									
2981									
Yes									
4817									
101.00 FNCB General Fund									
-\$									
170.00									
170.00									
Total for Phillips Supply Co									

Ashley Borough - Code Enforcement Transaction List by Vendor October 1-31, 2024

WEX Bank	WEX Bank	10/16/2024	Check	3011	Yes	0496-00-175796-2	101.00 FNCB General Fund	-\$	1,974.67
Total for WEX Bank								-\$	1,974.67
Wilkes Barre Materials	Wilkes Barre Materials	10/02/2024	Check	2990	Yes	32728	101.00 FNCB General Fund	-\$	289.24
	Wilkes Barre Materials	10/16/2024	Check	3012	Yes	10024	101.00 FNCB General Fund	-\$	598.12
Total for Wilkes Barre Materials								-\$	887.36
WVSA	WVSA	10/16/2024	Check	2992	Yes	Multiple Accounts - See List of Bills	101.00 FNCB General Fund	-\$	519.06
	WVSA	10/16/2024	Check	3008	Yes	240227976, 240622764, Billing	101.00 FNCB General Fund	-\$	769.35
Total for WVSA								-\$	1,288.41
								-\$	89,485.44
Amy Campbell	Amy Campbell	10/16/2024	Check	1049	Yes	Mileage	FNCB Code Enforcement	-\$	153.01
Total for Amy Campbell								-\$	153.01
BHW Construction Services	BHW Construction Services	10/16/2024	Check	1061	Yes	2024-3A, -9	FNCB Code Enforcement	-\$	776.50
Total for BHW Construction Services								-\$	776.50
Jack Varaly	Jack Varaly	10/16/2024	Check	1048	Yes	September	FNCB Code Enforcement	-\$	1,250.00
Total for Jack Varaly								-\$	1,250.00
Pestmaster Services of Luzerne County	Pestmaster Services of Luzerne County	10/03/2024	Check	1047	Yes	6619	FNCB Code Enforcement	-\$	318.00
County								-\$	318.00
Roseann Jenkins & Greenwald, LLP	Roseann Jenkins & Greenwald, LLP	10/16/2024	Check	1052	Yes	7498382	FNCB Code Enforcement	-\$	436.54
Total for Roseann Jenkins & Greenwald, LLP								-\$	436.54
The Moses Law Group, LLC	The Moses Law Group, LLC	10/16/2024	Check	1050	Yes	Solicitor	FNCB Code Enforcement	-\$	456.40
Total for The Moses Law Group, LLC								-\$	456.40
								-\$	3,390.45

Ashley Borough - Debt Service Transaction List by Vendor October 1-31, 2024

Vendor	Date	Transaction type	Num	Posting	Memo/Description	Account full name	Amount
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ESSA Bank & Trust

ESSA Bank & Trust

10/03/2024

Check

1207

Yes

7786014024

101 FNCB Bank Debt Service Fund

-\$ 693.18

Total for ESSA Bank & Trust

-\$ 693.18

Ashley Borough - Liquid Fund
Transaction List by Vendor
October 1-31, 2024

John P. Halliday Trucking

John P. Halliday Trucking

10/16/2024

Check

1244

Yes

SVC62421

100 FNCB Bank Highway Aid

-\$ 1,840.00

Total for John P. Halliday Trucking

-\$ 1,840.00

PPL Electric

PPL Electric

10/16/2024

Check

1246

Yes

86141-37001

100 FNCB Bank Highway Aid

-\$ 2,896.01

Total for PPL Electric

-\$ 2,896.01

Wilkes-Barre Materials

Wilkes-Barre Materials

10/16/2024

Check

1245

Yes

32597

100 FNCB Bank Highway Aid

-\$ 3,994.69

Total for Wilkes-Barre Materials

-\$ 3,994.69

-\$ 102,289.77

ASHLEY BOROUGH
Payroll Summary
31-Oct-24

Year -to-date

Current Month

Police

Please note the overtime is for June, July, August, Sept. & Oct. hours only in this report.

Regular	\$ 253,833.50	\$ 21,835.20
Overtime	\$ 5,850.43	\$ 776.10
Court	\$ 3,655.00	\$ 1,105.00
	<u>\$ 263,338.93</u>	<u>\$ 23,716.30</u>

Road Department

Regular	\$ 113,713.03	\$ 11,059.45
Overtime	\$ 309.00	\$ -
	<u>\$ 114,022.03</u>	<u>\$ 11,059.45</u>

Main Office

Regular	\$ 64,783.33	\$ 5,421.92
Overtime	\$ 575.53	\$ 115.11
	<u>\$ 65,358.86</u>	<u>\$ 5,537.03</u>

Council

Regular	<u>\$ 8,700.00</u>	<u>\$ 800.00</u>
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Mayor

Regular	<u>\$ 1,500.00</u>	<u>\$ 150.00</u>
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Tax Collector

Regular	<u>\$ 5,845.59</u>	<u>\$ 649.51</u>
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Fire

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

<u>\$ 459,065.41</u>		<u>\$ 41,912.29</u>
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ASHLEY BOROUGH

Cash Balances

31-Oct-24

<u>FNCB Bank</u>		
Capital Improvement Fund	\$	1.55
Code Enforcement	\$	63,154.94
Debit Cards	\$	14.86
General Fund	\$	104,137.98
Lokie Account	\$	100.01
Recreation	\$	1,248.84
<u>Citizen's Bank</u>		
General Fund	\$	20,643.84 est
<u>ESSA Bank</u>		
General Fund	\$	33,962.39
Total	\$	223,264.41

<u>First Keystone</u>		
CD - Investment	Total	\$ 256,124.09

<u>FNCB Bank</u>		
Sewer Fund	\$	30,651.47

<u>M&T Bank</u>		
Sewer Account	Total	\$ 333,504.87
		<u>\$ 364,156.34</u>

<u>FNCB Bank</u>		
ARPA Account		<u>\$ 1,729,957.23</u>
Liquid Fuels Fund		<u>\$ 15,175.02</u>
Fire Equipment Fund		<u>\$ 99,452.89</u>
Debt Service Account		<u>\$ 38,280.54</u>

GRAND TOTAL **\$ 2,726,410.52**



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 October 2024

Total Incidents logged: 215

Total Parking Tickets Issued: 23

Total Traffic Citations Issued: 35

Total Non-Traffic Citations Issued: 12

Total Amount Received from Magistrate: \$ 2,422.83 (Crimes Code, Vehicle Code and Ordinances)

Total Amount Received from Report Requests: \$15.00

Total Amount Received from Parking Violations: \$ 360.00

Luzerne County Dept. of Probation: \$ 0

Total Received: \$ 2,797.83

Vehicle Milage

Miles, 2,424

Averaging, 78 miles per day

Respectfully Submitted by,


Joseph McGlynn
Chief of Police

Ashley Borough - Code Enforcement

Profit and Loss

October 2024

	TOTAL
Income	
322.00 Licenses and Permits	
322.60 Dumpster Permit	20.00
Total 322.00 Licenses and Permits	20.00
331.00 Fines & Forfeits	
331.12 Violations of Ordinances and St	250.00
Total 331.00 Fines & Forfeits	250.00
361.00 Charges for Services Gen Gov't	
361.30 Zoning Permits and Land Develop	100.00
Total 361.00 Charges for Services Gen Gov't	100.00
362.00 Public Safety	
362.41 Building Permit Fees	1,618.84
362.45 Occupancy Permit	820.00
Total 362.00 Public Safety	2,438.84
Total Income	\$2,808.84
GROSS PROFIT	\$2,808.84
Expenses	
413.00 UCC & code Enforcement	
413.49 UCC Permit Fees	776.50
Total 413.00 UCC & code Enforcement	776.50
413.51 Legal Fees	892.94
414.00 Planning and Zoning	
414.45 Zoning Contracted Servcies	1,250.00
Total 414.00 Planning and Zoning	1,250.00
Uncategorized Expense	471.01
Total Expenses	\$3,390.45
NET OPERATING INCOME	\$ -581.61
NET INCOME	\$ -581.61