

## 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

Council Vice President:

Andrew Potskov

Carl Byra

Frank Sorokach

Don Bly

Edward Flynn

Borough Secretary: Lisa Scharer

Code Enforcement Secretary: Amy Campbell

Borough Manager: Samuel Guesto

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### ASHLEY BOROUGH COUNCIL MEETING SUMMARY MEETING MINUTES January 13, 2026, 6:40 PM

#### Attendance:

Lisa Wildes –Present  
Andrew Potsko –Present  
Carl Byra –Present  
Frank Sorokach – Present  
Don Bly – Present  
Edward Flynn – Present  
Mayor Brian Demchak. –Present  
Borough Manager Guesto –Present  
Borough Secretary Scharer - Present  
Police Chief McGlynn –Present  
Code Officer Campbell- Present

Peter Moses called roll for the Council, Mayor, and Borough Officials.

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COMMITTEE AND BOROUGH OFFICIALS REPORTS

Finance – Nothing for this meeting.

EMS (Fire and Police) – Nothing for this meeting.

Personnel - Nothing for this meeting.

Sewer – Nothing for this meeting.

DPW – Nothing for this meeting.

Recreation - Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

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

Borough Manager Guesto- Nothing for this meeting.

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.

Chief Joe McGlynn –Chief Joe McGlynn presented the Police Chief’s Monthly Report a copy of which is attached hereto and made a part hereof.

PUBLIC COMMENT – PENDING LEGISLATION

NONE

## LEGISLATION

**RESOLUTION 2 OF 2026** – A Resolution to approve the December 16, 2025, Special Meeting Minutes.

Motion: Lisa Wildes  
Second: Frank Sorokach

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 3 OF 2026** – A Resolution to approve the January 5, 2026, Borough Council Reorganization Meeting Minutes wherein a correction will be made to note that Andrew Potsko was nominated and elected as Vice President of council.

Motion: Frank Sorokach  
Second: Don Bly

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 4 OF 2026** – A Resolution to approve the December 2025 bills in the amount of \$140,676.45.

Motion: Andrew Potsko  
Second: Carl Byra

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

---

**RESOLUTION 5 OF 2026**– A Resolution to approve the December 2025 payroll in the amount of \$47,495.26.

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Don Bly – Y

Edward Flynn – Y

PASS

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**RESOLUTION 6 OF 2026**- A Resolution to approve the appointment of Frank Sorokach to the Lower South Valley Land Bank for 2026.

Motion: Lisa Wildes

Second: Don Bly

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Don Bly – Y

Edward Flynn – Y

PASS

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**RESOLUTION 7 OF 2026**- A Resolution to approve Northeast Signal & Electric Company Inc. as traffic signal repair company for any traffic light signal issues due to safety concern for immediate repair.

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Don Bly – Y

Edward Flynn – Y

PASS

---

**RESOLUTION 8 OF 2026-** A Resolution to approve the proposal from Northeast Signal & Electric Company Inc. to repair the State Route 309 & Hazleton Street traffic light at a cost of \$2,858.30 and for it to be paid from the Liquid Fuels Account.

Motion: Lisa Wildes  
Second: Carl Byra

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 9 OF 2026-** A Resolution to accept the resignation of Police Officer Celia Bond effective January 2, 2026.

Motion: Carl Byra  
Second: Don Bly

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 10 OF 2026-** A Resolution to modify the December approval of Pay Application #7 from RLE due to a typo from \$43,737.20 to \$45,737.20 from the ARPA Account.

Motion: Frank Sorokach  
Second: Lisa Wildes

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 11 OF 2026-** A Resolution to deduct \$3,500.00, as authorized by the Fire Escrow Account Ordinance, from the Fire Escrow Account for 2300 Route 309 Hwy and transfer it to the Code Account for unpaid vacant property fees.

Motion: Carl Byra  
Second: Andrew Potsko

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 12 OF 2026-** A Resolution to allow participation at Council meetings by telecommunication device.

Motion: Lisa Wildes  
Second: Edward Flynn

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 13 OF 2026-** A Resolution to approve the reimbursement of \$20,000.00 to the General Fund for expenses related to the Sewer Fund as approved in Ordinance #6 of 2022.

Motion: Lisa Wildes  
Second: Andrew Potsko

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 14 OF 2026-** A Resolution approving the payment of bills during the month with all bills for consideration and ratification at the next monthly meeting of Ashley Borough Council.

Motion: Frank Sorokach  
Second: Lisa Wildes

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 15 OF 2026-** A Resolution of the Borough of Ashley adopting a code of conduct for elected and appointed officials.

Motion: Carl Byra  
Second: Don Bly

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 16 OF 2026-** A Resolution to approve the quote from New Holland Auto Group COSTARS Contract #013-E22-223 to purchase a 2026 Dodge Durango Pursuit vehicle for the police department with the LSA grant award in the amount of \$44,995.00.

Motion: Don Bly  
Second: Lisa Wildes

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 17 OF 2026-** A Resolution, upon the recommendation of the project engineer George M. Albert, LLC, to approve the award of the Huber Breaker Preservation Society Project to Brdaric Excavating, Inc. in the amount of \$91,856.95. This project is funded through an LSA Grant.

Motion: Frank Sorokach  
Second: Carl Byra

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 18 OF 2026-** A Resolution to approve the payment of the following Reilly & Associates invoices: #10 for the Solomons Creek Interceptor Project in the amount of \$6,440.01 from the ARPA account and Invoice #2 for the Municipal Building Project in the amount of \$4,013.75 from the General Fund.

Motion: Lisa Wildes  
Second: Frank Sorokach

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

---

**RESOLUTION 19 OF 2026-** A Resolution accepting the resignation of Don Bly from the Ashley Borough Zoning Hearing Board effective January 5, 2026.

Motion: Carl Byra  
Second: Andrew Potsko

Lisa Wildes - Y  
Frank Sorokach – Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 20 OF 2026-** A Resolution to approve, effective January 13, 2026, the following appointment to the Ashley Borough Zoning Hearing Board with term end date of 12-31-30.

Motion to Appoint Ivor Richard

Motion: Lisa Wildes  
Second: Frank Sorokach

Lisa Wildes - Y  
Frank Sorokach - Y  
Carl Byra – Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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**RESOLUTION 21 OF 2026-** A Resolution to approve, effective January 13, 2026, the following appointment to the Ashley Borough Zoning Hearing Board with a term end date of 12-31-29.

Motion to Appoint Bernie Gavlick, Sr

Motion: Don Bly  
Second: Carl Byra

Lisa Wildes - N  
Frank Sorokach - N  
Carl Byra - Y  
Andrew Potsko- N  
Don Bly – Y  
Edward Flynn – Y  
Mayor Demchak – N (Tie-Breaker)  
NOT PASS

Motion to Appoint Mike Conrad

Motion: Lisa Wildes  
Second: Frank Sorokach

Lisa Wildes - Y  
Frank Sorokach - Y  
Carl Byra - N  
Andrew Potsko - Y  
Don Bly - N  
Edward Flynn - Y  
PASS

---

**RESOLUTION 22 OF 2026-** A Resolution to approve, effective January 13, 2026, the following appointment to the Ashley Borough Zoning Hearing Board with term end date of 12-31-27.

Motion to Appoint Jen Watkins

Motion: Lisa Wildes  
Second: Frank Sorokach

Lisa Wildes - Y  
Frank Sorokach - Y  
Carl Byra - N  
Andrew Potsko- Y  
Don Bly – N  
Edward Flynn – N  
Mayor Demchak – Y (Tie-Breaker)  
PASS

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**RESOLUTION 23 OF 2026-** Permission to add a Motion for a Manhole Repair on Cemetery Street.

Motion: Don Bly  
Second: Andrew Potkso

Lisa Wildes - Y  
Frank Sorokach - Y  
Carl Byra - Y  
Andrew Potsko - Y  
Don Bly - Y  
Edward Flynn - Y  
PASS

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**RESOLUTION 24 OF 2026-** A Motion to approve payment not to exceed \$7,500.00 to RLE for manhole repairs and investigation on Cemetery Street in Ashley, PA.

Motion: Frank Sorokach  
Second: Edward Flynn

Lisa Wildes - Y  
Frank Sorokach - Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

---

**RESOLUTION 24 OF 2026-** A Resolution to approve the handicap application of Mary Sinay of 74 N. Main Street, Ashley Borough, PA.

Motion: Don Bly  
Second: Frank Sorokach

Lisa Wildes - Y  
Frank Sorokach - Y  
Carl Byra - Y  
Andrew Potsko- Y  
Don Bly – Y  
Edward Flynn – Y  
PASS

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Peter Moses announced that there was an executive session previous to the council meeting to discuss a legal matter and a judgment obtained by a company named Henkles & McCoy. A payment was received for that judgment. There was also discussion about projects in the Borough.

PUBLIC COMMENT

**Jo Wildes, 20 Culvert Street, 570-899-8845**– Asked when a person would have to abstain? Attorney Moses said that there are several different times when you should abstain, but the basis would be if you have an interest where you could benefit financially then you need to abstain. Mr. Wildes then stated his question was directed more towards the Zoning Hearing Board appointments. Peter Moses stated that if your vote affects the outcome of a matter that you could benefit from then you should abstain but that would be the decision of the voting member because not everyone on the council knows who does and does not have any interest in every vote. An example was given by Mr. Moses. Mr. Wildes then asked what if a council member doesn't abstain when they are believed to have benefited from the outcome. Mr. Moses stated

that another member of council or someone from the public could mention that a State Ethics Act Violation has been committed. Mr. Wildes stated he does not believe it should go that far but that when council is voting on matters in which they are in the process of having a hearing they should not be voting or seconding anything.

Following that discussion, he asked for some more context regarding the Borough of Ashley Code of Conduct or whether there is a Code of Ethics. Mr. Moses announced there has never been a Code of Conduct in his research into the Borough, but the Borough does follow the State Ethics in regard to council. Mr. Wildes then asked if there was an ethics board for Ashley Borough to which Mr. Moses stated that he was not aware of an ethics board in Ashley Borough. The suggestion was made by Mr. Wildes that there be a Code of Ethics and an ethics board in Ashley Borough. Mr. Moses highlighted that ethics was included in the Code of Conduct and it's going to affect how everyone is treated on any Borough owned property. Mr. Wildes then asked for more context on how we got to create a Code of Conduct. Mr. Moses stated that we had never had one previously that governed how council acted with each other, the public, the police department or any other entity in the Borough. It had come to everyone's attention recently that some language was used by a member of the council to another member of council that may have crossed the line. Mr. Moses thought the Code of Conduct was in the best interest to create one. He also made it clear that this applies to all the elected officials and all of the appointed officials and all of the council members had received a copy of the Code of Conduct to review before the meeting. Mr. Wildes wanted to tell everyone exactly how the event happened to cause a Code of Conduct to be created but he would refrain from the vulgarity that was used. Mr. Moses said that since this is Mr. Wildes' public comment of the meeting, he had rights to say what he wanted but if this became a personnel issue he would stop him. Mr. Wildes continued with his comment pertaining to the incident mentioned wherein a member of council repeatedly called a female member of council a "coward". He then asked if there should be sanctions and against that council member and Mr. Moses explained what would occur if a violation had been founded to go against the Code of Conduct.

**Mary Sinay, 74 N. Main Street, 570-417-7521** – She applied for a handicap sign and was wondering if her application had been decided on. Peter Moses stated that they have been reviewed and that he believes that the applications will be placed on the agenda for the February 10, 2026, Council Meeting. She then asked why it would take that long to make a decision on and Mr. Moses apologized and stated they were received at the end of the year and there was not enough turnaround time to have them on the agenda for January's Council Meeting. It was asked if there was a way that this could be pushed through for a faster process. Discussion was had with the Mayor and Police Chief, and a resolution was then added to the meeting for a vote to approve Ms. Sinay's application.

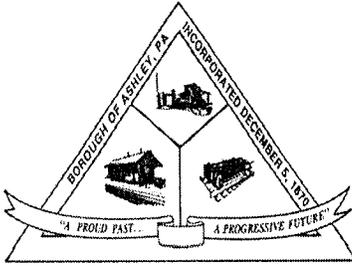
**Jack Varaly** – Mentioned the Resolution regarding hiring Attorney Joseph Dessoie being hired regarding the Zoning issue and that there may have been a discrepancy with this resolution by Attorney Dessoie. Mr. Moses stated that the resolution had been changed once it was motioned on and that the resolution was corrected in the minutes and referred Mr. Varlay to the website to obtain a copy of same.

MOTION TO ADJOURN

Motion: Lisa Wildes  
Second: Carl Byra

MEETING ADJOURNED





## ASHLEY BOROUGH

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

## ASHLEY BOROUGH COUNCIL REORGANIZATION MEETING SUMMARY MEETING MINUTES

January 5, 2026, 7:00 PM

Meeting was called to order by Peter Moses. The Pledge of Allegiance was recited by all.

### REORGANIZATION

Magisterial District Judge Kyle Halesy swore in Mayor Brian Demchak, Councilman Elect Don Bly, Councilman Elect Andrew Potsko and Tax Collector Elect Robert Shoemaker. Councilman Elect Edward Flynn was previously sworn in by Magisterial District Judge Halesy as he had to be out of state during this meeting.

Peter Moses called roll for the Council, Mayor and Borough Officials.

#### **Attendance:**

Lisa Wildes – Present  
Andrew Potsko –Present  
Carl Byra –Present  
Frank Sorokach – Present  
Edward Flynn- Not Present  
Don Bly- Present  
Mayor Brian Demchak. –Present  
Borough Manager Guesto –Present  
Borough Secretary Scharer - Present  
Code Officer Campbell –Present  
Police Chief McGlynn –Present

**Motion for Carl Byra to be Elected as Council President**

Motion: Don Bly  
Second: No Second

MOTION FAILED

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**Motion for Lisa Wildes to be Elected as Council President**

Motion: Frank Sorokach  
Second: Andrew Potsko

Lisa Wildes – Y  
Frank Sorokach – Y  
Carl Byra – N  
Andrew Potsko – Y  
Edward Flynn – Not Present  
Don Bly- N  
PASS

---

**Motion for Andrew Potsko to be Elected as Council Vice President**

Motion: Frank Sorokach  
Second: Lisa Wildes

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

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**Motion to Table all Appointments for the Planning Commission**

Motion: Don Bly  
Second: Carl Byra

Lisa Wildes – N  
Frank Sorokach – N  
Carl Byra – Y  
Andrew Potsko – Y  
Edward Flynn – Not Present  
Don Bly- Y  
PASS

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**Motion to Table All Appointments for the Zoning Board**

Motion: Don Bly

Second: Carl Byra

Lisa Wildes – N

Frank Sorokach – N

Carl Byra – Y

Andrew Potsko – Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Samuel Guesto as Borough Manager**

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn –

Don Bly- Y

PASS

---

**Motion to Appoint Grant Palfey as Borough Treasurer**

Motion: Lisa Wildes

Second: Don Bly

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Lisa Scharer as Borough Secretary**

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**Motion to Appoint Prociak & Associates as Appointed Auditor**

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Jack Varaly as Borough Zoning Officer**

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - N

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- N

PASS

---

**Motion to Appoint Samuel Guesto as Borough Right-To-Know Officer**

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Samuel Guesto as HIPPA Privacy Officer**

Motion: Lisa Wildes

Second: Frank Sorokach

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Peter John Moses, Esquire as Borough Solicitor**

Motion: Frank Sorokach  
Second: Andrew Potsko

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

---

**Motion to Appoint Hourigan, Kluger & Quinn as Special Labor Counsel as needed**

Motion: Lisa Wildes  
Second: Frank Sorokach

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

---

**Motion to Appoint Reilley & Associates as Borough Engineer**

Motion: Lisa Wildes  
Second: Frank Sorokach

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

---

**Motion to Appoint BHW Construction Services as Building Code Official**

Motion: Frank Sorokach  
Second: Lisa Wildes

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

---

**Motion to Appoint Amy Campbell as Code Enforcement**

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Chris Hannis as Borough EMA Director**

Motion: Lisa Wildes

Second: Don Bly

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Joseph McGlynn as Borough Police Chief**

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint Chris Hannis as Borough Fire Chief**

Motion: Don Bly

Second: Carl Byra

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

---

**Motion to Appoint a Finance Committee consisting of Andrew Potsko, Frank Sorokach and Carl Byra**

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**Motion to Appoint and EMS (Fire and Police) Committee consisting of Frank Sorokach, Andrew Potsko and Edward Flynn**

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**Motion to Appoint a Personnel Committee consisting of Andrew Potsko, Frank Sorokach and Carl Byra**

Motion: Lisa Wildes

Second: Don Bly

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**Motion to Appoint a Sewer Committee consisting of Don Bly, Andrew Potsko and Edward Flynn**

Motion: Frank Sorokach

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**Motion to Appoint a DPW Committee consisting of Don Bly, Carl Byra and Edward Flynn**

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**Motion to Appoint a Recreation Committee consisting of Andrew Potsko, Frank Sorokach and Carl Byra**

Motion: Lisa Wildes

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**Motion to Appoint the Following Depositories that the Borough Utilizes:**

- People's Security Bank & Trust
- Citizens Bank
- ESSA
- First Keystone
- M&T

Motion: Don Bly

Second: Andrew Potsko

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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**PUBLIC COMMENT-PENDING LEGISLATION ONLY**

NONE FOR THIS MEETING

## **LEGISLATION**

**RESOLUTION 1 OF 2026** – A Resolution to hire Luke Richards as a Part Time Police Officer at a rate of \$25.00 per hour effective January 5, 2026.

Motion: Don Bly

Second: Carl Byra

Lisa Wildes - Y

Frank Sorokach – Y

Carl Byra - Y

Andrew Potsko- Y

Edward Flynn – Not Present

Don Bly- Y

PASS

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## **PUBLIC COMMENT**

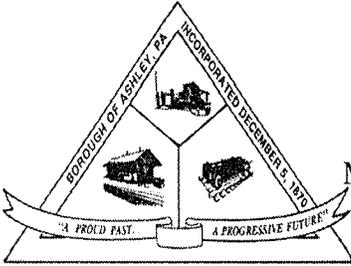
NONE FOR THIS MEETING

## **MOTION TO ADJOURN**

Motion: Carl Byra

Second: Don Bly

**MEETING ADJOURNED**



## ASHLEY BOROUGH

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

Mayor: Brian Demchak

Council President: Lisa Wildes

Council Vice President: Andrew Potskov

Carl Byra

Frank Sorokach

Jennifer Heller

Edward Flynn

Borough Secretary: Lisa Scharer

Code Enforcement Secretary: Amy Campbell

Borough Manager: Samuel Guesto

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### ASHLEY BOROUGH COUNCIL SUMMARY SPECIAL MEETING MINUTES December 16, 2025, 6:30 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 – Not Present

Code Officer Campbell- Present

Meeting was called to Order by Lisa Wildes. Peter 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 – Nothing for this meeting

Andrew Potsko – Not present.

Carl Byra – Nothing for this meeting

Frank Sorokach – Nothing for this meeting. Merry Christmas to all.

Ms. Heller – Thanking all for the help and outcome of the parade and Winterfest. Even though the temperature was cold there was a significant amount of people who showed up. She praised the inside vendors.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

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

Chief Joe McGlynn – Not present. Police Chief’s Monthly Report was read by Mayor Demchak and placed 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 127 OF 2025** – A Resolution to approve the November 10, 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 128 OF 2025** – A Resolution to approve the November 2025 bills in the amount of \$139,827.37.

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 129 OF 2025** – A Resolution to approve the November 2025 payroll in the amount of \$43,437.69.

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 130 OF 2025** – A Resolution to approve the 2026 Ashley Borough Budget as presented.

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 131 OF 2025** – A Resolution to approve Ordinance No. 4 of 2025 setting the 2026 Ashley Borough Tax Millage Rate at 7.85 as advertised.

Motion: Jennifer Heller  
Second: Lisa Wildes

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

---

**RESOLUTION 132 OF 2025**- A Resolution to approve, upon the recommendation of the Borough Engineer, Pay Application No. 7 for the Rehabilitation of Solomon Creek Interceptor Project to R.L.E. Enterprises, Inc. in the amount of \$43,737.20 from the ARPA Account.

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 133 OF 2025**- A Resolution to approve, upon recommendation of the Borough Engineer, Change Order No. 9 from RLE Enterprises for the Solomon's Creek Interceptor Project in the credited adjustment amount of \$218,952.04. This will balance the remaining contract dollars and credits to reflect the contractor paid in full.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

---

**RESOLUTION 134 OF 2025**- A Resolution to approve Addendum No. 3 from Reilly Associates in the credited amount of \$66,298.23 for the Solomons Creek Interceptor Rehabilitation Project. This is for a net change in professional services for the project.

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 135 OF 2025**- A Resolution to approve payment of Invoice #11 from Reilly Associates in the amount of \$33,178.59 for the Solomons Creek Interceptor Rehabilitation Project from the ARPA Account.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

---

**RESOLUTION 136 OF 2025**- A Resolution to pay the Ashley Borough Sewer Fund, and then to reimburse the General Fund from the Sewer Fund, in the amount of \$10,485.50 for the Borough Manager's administration of the Solomons Creek Interceptor Rehabilitation Project from the ARPA Account.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

---

**RESOLUTION 137 OF 2025**- A Resolution to approve the following for non-union employees of Ashley Borough starting on 1-1-2026:

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

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 138 OF 2025**- A Resolution to approve the Hanover Township rate proposal increase of 3% for 2026 administrative services.

Motion: Frank Sorokach

Second: Jennifer Heller

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Not Present

Jennifer Heller – Y

Edward Flynn – Y

PASS

---

**RESOLUTION 139 OF 2025**- A Resolution to approve the proposal from Key Energy Services for a 12-month term for electric supply for 11 borough electric accounts.

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 140 OF 2025**- A Resolution to authorize the following COSTARS purchase of the playground equipment for the Centennial Park Rehabilitation Project funded by an LSA grant:

(1) Swing set and (3) tables from MRC Recreation in the not to exceed amount of \$55,000.00; Purchase and installation of the rubber play surface from MRC Recreation in the not to exceed amount of \$65,000.00; purchase of the rubber curb blocks from MRC Recreation in not to exceed amount of \$10,000.00.

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 141 OF 2025**- A Resolution to approve the Minor Subdivision by Charles Coleman, 56 Conyngham Street as recommended by the Ashley Planning Commission at the December 15, 2025, meeting with the conditions set forth by Jack Varaly in his memorandum.

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 142 OF 2025**- A Resolution to approve the Minor Subdivision (Lot Consolidation) by the American Legion, 121 North Main Street as recommended by the Ashley Planning Commission at the December 15, 2025, meeting with conditions as specified by Jack Varaly in his memorandum.

Motion: Lisa Wildes  
Second: Edward Flynn

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

---

**RESOLUTION 143 OF 2025**- A Resolution to approve the resignation letter of Wes Saltz as the Emergency Management Administrator and Zoning Hearing Board member effective January 1, 2026.

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 144 OF 2025**-A Resolution to approve the advertising of the Huber Breaker Project funded by a Local Share Grant Award.

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 145 OF 2025**- A Resolution amending Ordinance No. 1 of 2022, also known as the Ashley Borough Quality of Life Ordinance, specifically, Section 4, Subsection 3, Violation Ticket Fines, to raise the amount of violation ticket fines as follows:

A. Accumulation of Rubbish or Garbage - § 308.1	\$75.00
B. Accessory Structures - § 302.7	\$75.00
C. Vacant Structures and Land - § 301.3	\$100.00
D. Motor Vehicles Inoperative, Unlicensed, Disrepair - § 302.8	\$75.00
E. Rodent Harborage - § 302.5	\$100.00
F. Weeds, High Grass Over 6 Inches - § 302.4	Residential \$50.00 Commercial \$100.00
G. Sidewalks - § 302.3	\$50.00
H. Swimming Pools - § 303.1	\$50.00
I. Exterior of Structure - § 304	\$100.00
J. Interior of Structure - § 305	\$100.00

K. Unsafe Structure - § 108	\$100.00
L. Stop Work Order - § 112.1	\$100.00
M. Noncompliance with Ordinance No. 1-2007	\$500.00 - \$1,000.00
N. Noncompliance with Ordinance No. 1-2013	\$500.00
O. Noncompliance with Ordinance No. 1-2006	\$150.00

Motion: Jennifer Heller  
 Second: Lisa Wildes

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

---

**RESOLUTION 146 OF 2025-** A Resolution to hire Attorney Joseph Dessoie at a rate of \$175/hour to represent Ashley Borough in any code enforcement matters which may involve the property in question.

Motion: Jennifer Heller  
 Second: Lisa Wildes

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

---

PUBLIC COMMENT

---

MOTION TO ADJOURN

Motion: Lisa Wildes  
 Second: Frank Sorokach

MEETING ADJOURNED

**ASHLEY BOROUGH**  
**Payroll Summary**  
**30-Nov-25**

	<b>Year -to-date</b>	<b>Current Month</b>
<b>Police</b>		
Regular	\$ 245,390.58	\$ 23,263.44
Overtime	\$ 21,892.48	\$ 1,449.93
Court	\$ 3,685.00	\$ 90.00
	<b>\$ 270,968.06</b>	<b>\$ 24,803.37</b>
<b>Road Department</b>		
Regular	\$ 119,066.11	\$ 11,300.66
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -
Overtime	\$ 7,943.80	\$ -
	<b>\$ 128,608.27</b>	<b>\$ 11,300.66</b>
<b>Main Office</b>		
Regular	\$ 61,260.48	\$ 5,601.60
Overtime	\$ 1,295.35	\$ 157.55
	<b>\$ 62,555.83</b>	<b>\$ 5,759.15</b>
<b>Council</b>		
Regular	<b>\$ 8,525.00</b>	<b>\$ 775.00</b>
<b>Mayor</b>		
Regular	<b>\$ 1,650.00</b>	<b>\$ 150.00</b>
<b>Tax Collector</b>		
Regular	<b>\$ 7,144.61</b>	<b>\$ 649.51</b>
<b>Fire</b>		
Regular	<b>\$ -</b>	<b>\$ -</b>
<b>2025 Total</b>	<b>\$ 479,451.77</b>	<b>\$ 43,437.69</b>

**ASHLEY BOROUGH**  
**Cash Balances**  
**30-Nov-25**

<b><u>Peoples Security Bank &amp; Trust</u></b>	
Code Enforcement	\$ 20,549.50
Debit Cards	\$ 44.64
General Fund	\$ 47,807.40
Lokie Account	\$ 100.11
Recreation	\$ 1,596.93
<b><u>Citizen's Bank</u></b>	
General Fund	\$ 21,478.90
<b><u>ESSA Bank</u></b>	
General Fund	\$ 29,280.89
Total	\$ 120,858.37

12/1/2025  
13,555.12 with all outs

est

<b><u>First Keystone</u></b>	
CD - Investment	Total \$ 256,264.16

est

<b><u>Peoples Security Bank &amp; Trust</u></b>	
Sewer Fund	\$ 61,295.01
<b><u>M&amp;T Bank</u></b>	
Sewer Account	Total \$ 340,548.71
	<u>\$ 401,843.72</u>

<b><u>Peoples Security Bank &amp; Trust</u></b>	
ARPA Account (\$601.68 int. due Luzerne Cty)	<u>\$ 106,194.24</u>
Liquid Fuels Fund	<u>\$ 16,163.48</u>
Fire Equipment Fund	<u>\$ 25,542.87</u>
Debt Service Account	<u>\$ 49,686.27</u>

GRAND TOTAL **\$ 976,553.11**

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

Date	n type	Num	ng	Memo/Description	Account full name	Amount
11/17/2025	Check	3528	Yes	43242	101.00 FNCB General Fund	-265.00
<b>Total for 10-8 Emergency Vehicles</b>						<b>-\$265.00</b>
1 Stop Financial						
11/17/2025	Check	3517	Yes	2025162-11	101.00 FNCB General Fund	-2,100.00
<b>Total for 1 Stop Financial</b>						<b>-\$2,100.00</b>
Aflac						
11/17/2025	Check	3526	Yes	044635	101.00 FNCB General Fund	-11.27
<b>Total for Aflac</b>						<b>-\$11.27</b>
Ashley Auto Repair						
11/04/2025	Check	3494	Yes	Police	101.00 FNCB General Fund	-302.99
11/11/2025	Check	3501	Yes	2020 Explorer	101.00 FNCB General Fund	-472.99
11/23/2025	Check	3531	Yes	Dodge	101.00 FNCB General Fund	-1,040.98
<b>Total for Ashley Auto Repair</b>						<b>-\$1,816.96</b>
Ashley Fireman's Relief Association						
11/17/2025	Check	4720	Yes	Premium Tax	100.00 ESSA General Fund	-12,090.16
<b>Total for Ashley Fireman's Relief Association</b>						<b>-\$12,090.16</b>
Builders Supply Co						
11/04/2025	Check	3495	Yes	167464	101.00 FNCB General Fund	-73.00
<b>Total for Builders Supply Co</b>						<b>-\$73.00</b>
Canon Financial Services Inc						
11/11/2025	Check	3502	Yes	42100932	101.00 FNCB General Fund	-83.86
<b>Total for Canon Financial Services Inc</b>						<b>-\$83.86</b>
Comcast						
11/11/2025	Check	3503	Yes	8993116730005671	101.00 FNCB General Fund	-207.19
11/17/2025	Check	3524	Yes	963573000	101.00 FNCB General Fund	-208.31
<b>Total for Comcast</b>						<b>-\$415.50</b>



<b>Total for Lower South Valley Cog</b>										<b>-1,756.29</b>
Main Hardware										
	11/04/2025	Check	3496	Yes	98226	101.00 FNCB General Fund				-52.83
	11/11/2025	Check	3509	Yes	98277	101.00 FNCB General Fund				-33.95
<b>Total for Main Hardware</b>										<b>-86.78</b>
McCarthy Tire & Auto										
	11/04/2025	Check	3497	Yes	3701098	101.00 FNCB General Fund				-910.50
<b>Total for McCarthy Tire &amp; Auto</b>										<b>-910.50</b>
Paper Eaters										
	11/04/2025	Check	3498	Yes	Replace Check #3410	101.00 FNCB General Fund				-1,500.00
<b>Total for Paper Eaters</b>										<b>-1,500.00</b>
Pa State Association of Boroughs										
	11/17/2025	Check	3518	Yes	649	101.00 FNCB General Fund				-40.00
<b>Total for Pa State Association of Boroughs</b>										<b>-40.00</b>
PAWC										
	11/11/2025	Check	3510	Yes	1024-210033895036	101.00 FNCB General Fund				-1,051.56
	11/17/2025	Check	3519	Yes	2200192702720	101.00 FNCB General Fund				-80.30
	11/23/2025	Check	3533	Yes	1024-210030147158	101.00 FNCB General Fund				-19.35
<b>Total for PAWC</b>										<b>-1,151.21</b>
Petroski Plumbing										
	11/11/2025	Check	3511	Yes	254336	101.00 FNCB General Fund				-465.00
<b>Total for Petroski Plumbing</b>										<b>-465.00</b>
Phillips Supply Co										
	11/17/2025	Check	3520	Yes	J6886	101.00 FNCB General Fund				-127.50
<b>Total for Phillips Supply Co</b>										<b>-127.50</b>
Pizza Bella East										
	11/04/2025	Check	3499	Yes	10022025-1	101.00 FNCB General Fund				-178.93
<b>Total for Pizza Bella East</b>										<b>-178.93</b>
PPL Electric Utilities										
	11/11/2025	Check	3512	Yes	68005	101.00 FNCB General Fund				-1,075.73
	11/23/2025	Check	3535	Yes	28009	101.00 FNCB General Fund				-127.54
<b>Total for PPL Electric Utilities</b>										<b>-1,203.27</b>



Wimmers, LLC

11/18/2025	Check	4721	Yes	Right of Way Easement	100.00	ESSA General Fund	-50,000.00
<b>TOTAL</b>							<b>-\$50,000.00</b>
							<b>-\$119,217.73</b>

Total for Wimmers, LLC

## Transaction List by Vendor Ashley Borough - Code Enforcement November 2025

Date	n type	Num	ng	Memo/Description	Account full name	Amount	
Alison Byra							
11/11/2025	Check	1118	Yes	Zoning Hearing	FNCB Code Enforcement	-50.00	
<b>Total for Alison Byra</b>							<b>-\$50.00</b>
BHW Construction Services							
11/17/2025	Check	1121	Yes	2025-10	FNCB Code Enforcement	-3,795.95	
<b>Total for BHW Construction Services</b>							<b>-\$3,795.95</b>
Christine Hannon							
11/11/2025	Check	1119	Yes	Zoning Hearing	FNCB Code Enforcement	-50.00	
<b>Total for Christine Hannon</b>							<b>-\$50.00</b>
Donald G. Karpowich, PC							
11/11/2025	Check	1113	Yes	107917	FNCB Code Enforcement	-703.00	
<b>Total for Donald G. Karpowich, PC</b>							<b>-\$703.00</b>
Jack Varaly							
11/04/2025	Check	1112	Yes	October	FNCB Code Enforcement	-1,250.00	
<b>Total for Jack Varaly</b>							<b>-\$1,250.00</b>
James Barberio Jr							
11/11/2025	Check	1120	Yes	Zoning Hearing	FNCB Code Enforcement	-50.00	
<b>Total for James Barberio Jr</b>							<b>-\$50.00</b>
Ronald Fedorczyk							
11/11/2025	Check	1117	Yes	Zoning Hearing	FNCB Code Enforcement	-50.00	
<b>Total for Ronald Fedorczyk</b>							<b>-\$50.00</b>
Sargent's Court Reporting Service							

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

11/11/2025	Check	1114	Yes	307065	FNCB Code Enforcement	-250.00
						<b>-\$250.00</b>

**Total for The Moses Law Group, LLC**  
Wesley Saltz

11/11/2025	Check	1115	Yes	616	FNCB Code Enforcement	-49.00
						<b>-\$49.00</b>

**Total for Wesley Saltz**

11/11/2025	Check	1116	Yes	Zoning Hearing	FNCB Code Enforcement	-50.00
						<b>-\$50.00</b>
						<b>-\$6,297.95</b>

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

	Date	n type	Num	ng	Memo/Description	Account full name	Amount
Cargill	11/17/2025	Check	1275	Yes	291165032	100 FNCB Bank Highway Aid	-3,993.52
							<b>-\$3,993.52</b>
<b>Total for Cargill</b>							
M&J Excavation	11/17/2025	Check	1274	Yes	2108	100 FNCB Bank Highway Aid	-4,000.00
							<b>-\$4,000.00</b>
<b>Total for M&amp;J Excavation</b>							
ppl 1	11/23/2025	Check	1276	Yes	26000,69100-28014	100 FNCB Bank Highway Aid	-87.49
							<b>-\$87.49</b>
<b>Total for ppl 1</b>							
PPL Electric	11/11/2025	Check	1273	Yes	86141-37001	100 FNCB Bank Highway Aid	-3,057.62
							<b>-\$3,057.62</b>
<b>Total for PPL Electric</b>							<b>-\$11,138.63</b>

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

Date	n type	Num	ng	Memo/Description	Account full name	Amount
11/17/2025	Check	1123	Yes	052411-009572	101 FNCB Bank Sewer Fund	-2,750.00
<b>Total for PA PUC</b>						<b>-\$2,750.00</b>
Pennsylvania One Call System						
11/11/2025	Check	1120	Yes	0001124059	101 FNCB Bank Sewer Fund	-26.86
<b>Total for Pennsylvania One Call System</b>						<b>-\$26.86</b>
The Moses Law Group, LLC						
11/11/2025	Check	1121	Yes	616	101 FNCB Bank Sewer Fund	-186.20
<b>Total for The Moses Law Group, LLC</b>						<b>-\$186.20</b>
US Postal Service						
11/11/2025	Check	1122	Yes	PO Box	101 FNCB Bank Sewer Fund	-210.00
<b>Total for US Postal Service</b>						<b>-\$210.00</b>
<b>TOTAL</b>						<b>-\$3,173.06</b>
<b>TOTAL</b>						<b>\$ (139,827.37)</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 November 2025

**Total Incidents logged: 177**

**Total Parking Tickets Issued: 18**

**Total Traffic Citations Issued: 29**

**Total Non-Traffic Citations Issued: 12**

**Total Amount Received from Magistrate: \$ 1,228.21(Crimes Code, Vehicle Code and Ordinances)**

**Total Amount Received from Report Requests: \$ 60.00**

**Total Amount Received from Parking Violations: \$ 275.00**

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

**Total Received: \$ 1,563.21**

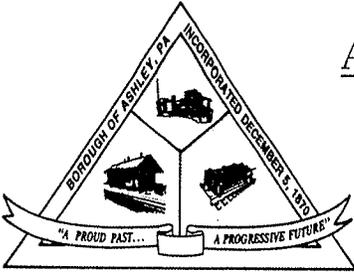
#### Vehicle Milage

Miles, 3236

Averaging, 107 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](mailto:ashleycodeoffice@gmail.com)

### NOVEMBER 2026 CODE ENFORCEMENT REPORT

WARNINGS: 9

FINES: 4

CITATIONS: 15

RESOLUTION NO. 12 OF 2026

RESOLUTION TO ALLOW PARTICIPATION AND  
VOTING BY TELECOMMUNICATIONS' DEVICE

WHEREAS, Act 43 of 2012 amended the Borough Code (Act 581-1966) and also amended 53 PS § 46001, section § 1001 of the Borough Code to allow a council member's participation in a council meeting by telecommunication device:

WHEREAS, council has discretionary powers to adopt a policy to authorize a council member to participate by telecommunication device by speaker phones or computer terminals after a physical quorum has been established in (without the official participating on the device) at the meeting place;

WHEREAS, the council and the public shall be able to hear the comments and the votes of the council member participating by telecommunication device;

WHEREAS, council may only authorize participation by telecommunication device for one or more of the following reasons: illness or disability of the council member; care for the ill or newborn in the member's immediate family; an emergency; and family or business travel;

NOW THEREFORE BE IT RESOLVED, by Council of the Borough of Ashley  
County of Lucerne and Commonwealth of Pennsylvania.

ADOPTED AND APPROVED this 13th day of (month) January 2026

BOROUGH OF  
BY: Dea Wilder  
President of Council

ATTEST: Lisa Scherer  
(Borough Secretary)

APPROVED this 13th day of January 2026



# QUOTE

### NEW HOLLAND AUTO GROUP

508 W Main St. New Holland, PA 17557  
Jordan DiClemente - Government / Fleet Sales  
Direct: (717) 351-1636 Cell: (717) 341-1011  
Email: jdiclemente@newhollandauto.com

Quote #: 1-7-26-2  
Date: January 7, 2026  
Contract #: COSTARS # 013-E22-223

#### Customer:

**Ashley Borough Police - Joe McGlynn**  
49 West Cemetery St. Ashley, PA 18706  
Mobile: (570) 855-3069 | Email: jmcglynn@ashleypd.org

Limited # Remaining InStock & Currently Available.  
Approve & Contact ASAP to Secure Vehicle.

#### DESCRIPTION

### 2026 Dodge Durango AWD Pursuit (WDEE75) - V6

Engine: (ERC) 3.6L V6 24V VVT UPG I w/ESS  
Transmission: (DFT) 8-Speed Automatic (850RE)  
  
Exterior Color: (PXJ) DB Black Clear Coat  
Interior: (A7/X9) Cloth Front Bucket Seats w/ Vinyl Rear - Black

#### Equipment Package 2BZ

(DLK) 3.45 Rear Axle Ratio  
(Z6K) GVWR: 6,500 lbs  
(TXQ) Tires: 255/60R18 On/Off Road  
(WBN) Wheels: 18" x 8.0" Black Steel  
(USA) (UBN) Radio: Uconnect 5 Nav w/10.1" Display

#### Factory Selected Options:

(A7) Cloth Bucket Seats w/Rear Vinyl  
(LNF) Black Left LED Spot Lamp  
(CW6) Deactivate Rear Doors/Windows  
(GXF) Entire Fleet Alike Key (FREQ 1)  
w/ 8 key FOBs

If you have any questions regarding this Quote please contact:  
Jordan DiClemente (717) 354-4901 | jdiclemente@newhollandauto.com

TOTAL \$44,995

Customer Agreement: Joe McGlynn Date: 1-7-26



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu

**GEORGE M. ALBERT PE, LLC**

**January 8, 2026**

**Ashley Borough  
49 Cemetery Street  
Ashley, PA 18706**

**Attn. Mr. Sam Guesto, Borough Manager**

**Re: Huber Breaker Preservation Society  
Bid Tabulation Review**

Dear Mr. Guesto:

We have completed our review of the bids received for the referenced project. The public bidding process resulted in the receipt of eleven (11) bids for the project. A partial abstract and bid summary is attached. Based upon our review of the three lowest bids, all proposals were found to be in compliance with the Contract Documents and included the respective submittals including bid bond and non-collusion affidavits.

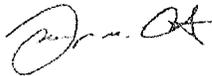
Based upon the above the low bidder for the project is Brdaric Excavating, Inc. Unfortunately, the scope of work for the project will need to be reduced in order to manage the available grant funds. Please find below our summary and recommendations:

1. Available grant funds	\$ 102,000.00
2. Engineering fees	\$ -7,500.00
3. Total bid Brdaric	\$-127,303.65
4. Ashley Borough Admin Expenses	\$ -2,500.00
5. Scope deductions (see attached in yellow)	<u>\$ 35,446.70</u>

**TOTAL PROJECTED COSTS = \$101,856.95**

Therefore, we recommend award of this project to Brdaric Excavating, Inc. in the amount of \$91,856.95 inclusive of a reduced scope of work eliminating bid items 200, 201 and 211 through 218. We have confirmed that the Contractor will accept this scope reduction and willing to perform the remaining scope for the proposed bid unit prices. Should you have any questions, please feel free to contact me.

Very truly yours,  
**GEORGE M. ALBERT, P.E., LLC**



George M. Albert, P.E.  
President

GMA/2623

542 East Lake Road, P.O. Box 143  
Bear Creek, PA 18602 Phone: (570) 954-4048  
Email: galbert@engineer.com

ASHLEY BOROUGH  
HUBER BREAKER PRESERVATION IMPROVEMENT PROJECT

**PARTIAL BID ABSTRACT**

6-Jan-26

ITEM NO.	ITEM	QUANTITY	UNIT	BRBARRIC EXCAVATING, INC.		HADLEY CONSTRUCTION INC.		MULTISCAPE, INC.	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
<b>GENERAL CONDITIONS</b>									
100	Mobilization / demobilization of Equip.	1	lump sum	\$3,270.00	\$3,270.00	\$8,300.00	\$8,300.00	\$11,362.00	\$11,362.00
101	Construction Layout	1	lump sum	\$1,000.00	\$1,000.00	\$6,200.00	\$6,200.00	\$2,044.00	\$2,044.00
102	Project Supervision	1	lump sum	\$2,010.00	\$2,010.00	\$7,500.00	\$7,500.00	\$4,152.00	\$4,152.00
103	License / Permits	1	lump sum	\$990.00	\$990.00	\$6,000.00	\$6,000.00	\$2,182.00	\$2,182.00
104	Performance / Payment Bonds	1	lump sum	\$856.00	\$856.00	\$3,558.00	\$3,558.00	\$1,850.00	\$1,850.00
<b>UTILITY</b>									
200	Remove existing fence	265	lf	\$3.77	\$999.05	\$6.00	\$1,590.00	\$10.00	\$2,650.00
201	Furnish and Install 3-rail split rail wood fence	270	lf	\$32.66	\$8,818.20	\$51.50	\$13,905.00	\$51.00	\$13,770.00
202	12" Silt Sox	100	lf	\$8.00	\$800.00	\$12.00	\$1,200.00	\$15.00	\$1,500.00
203	Fine grade site for slab	100	cy	\$10.00	\$1,000.00	\$10.00	\$1,000.00	\$26.00	\$2,600.00
204	Excavation for foundation / footing	160	sv	\$29.31	\$4,689.60	\$18.00	\$2,880.00	\$41.00	\$6,560.00
205	Construct concrete footing	25	cy	\$642.36	\$16,059.00	\$900.00	\$12,500.00	\$700.00	\$17,500.00
206	12" Concrete Masonry Units, Reinf. Conc. Infill	1,150	ea	\$25.34	\$29,141.00	\$18.00	\$20,700.00	\$14.50	\$16,675.00
207	AASHTO #57 Stone Fill under slab	180	tons	\$20.00	\$3,600.00	\$32.25	\$5,805.00	\$35.00	\$6,300.00
208	Backfill foundations	120	cy	\$31.33	\$3,759.60	\$19.00	\$2,280.00	\$60.00	\$7,200.00
209	6" Reinforced Conc. Slab	1,800	sf	\$10.49	\$18,882.00	\$10.00	\$18,000.00	\$14.00	\$25,200.00
210	2 - 3" Sch. 40 Electrical Duct bank	75	lf	\$43.73	\$3,279.75	\$50.00	\$3,750.00	\$95.00	\$7,125.00
211	6" SDR-35 Sanitary Lateral	45	lf	\$176.75	\$7,953.75	\$90.00	\$4,050.00	\$260.00	\$11,700.00
212	Sawcut Pave	34	lf	\$25.25	\$858.50	\$10.00	\$340.00	\$21.00	\$714.00
213	Connect to Existing Sanitary	1	lump sum	\$2,222.00	\$2,222.00	\$2,500.00	\$2,500.00	\$5,215.00	\$5,215.00
214	Maintenance and Protection of Traffic	1	lump sum	\$4,040.00	\$4,040.00	\$5,000.00	\$5,000.00	\$7,639.00	\$7,639.00
215	PaDOT Full Depth Pave Repair (1.5", 8", 8")	16	sv	\$353.50	\$5,656.00	\$110.00	\$1,760.00	\$318.00	\$5,088.00
216	Concrete Sidewalk Repair	30	sf	\$30.30	\$909.00	\$14.00	\$420.00	\$195.00	\$5,850.00

217	1" P.E. Water Service Extension	85	lf	\$35.12	<b>\$2,985.20</b>	\$45.00	<b>\$3,825.00</b>	\$47.00	<b>\$3,995.00</b>
218	3/4" Exterior Non-freeze hose bibb	1	ea	\$1,005.00	<b>\$1,005.00</b>	\$750.00	<b>\$750.00</b>	\$2,048.00	<b>\$2,048.00</b>
219	Seed and Mulch disturbed areas	4,500	sf	\$0.56	<b>\$2,520.00</b>	\$0.25	<b>\$1,125.00</b>	\$0.75	<b>\$3,375.00</b>
<b>TOTAL BID =</b>					<b>\$127,303.65</b>		<b>\$134,938.00</b>		<b>\$176,694.00</b>

**ADDITIONAL BIDS RECEIVED:**

\$35,446.70

4	Kohalt Construction, Inc.	\$178,795.00
5	Chilewski Enterprises	\$195,795.00
6	Lindo Corp.	\$198,686.00
7	Bognet, Inc.	\$200,689.12
8	Panzitta Enterprises, Inc.	\$203,375.00
9	Pioneer Construction, Inc.	\$204,174.00
10	H. & K. Group, Inc.	\$225,855.09
11	Minichi, Inc.	\$239,009.00

# Statement

REILLY ASSOCIATES  
 Engineering - Surveying - Environmental  
 49 South Main Street  
 Suite 200  
 Pittston, Pa 18640  
 Phone 570-654-2473 FAX 570-654-6880

December 31, 2025

ASHLEY BOROUGH  
 49 WEST CEMETERY STREET  
 ASHLEY, PA 18706

Current	
Past Due	<u>\$12,615.01</u>
Balance Due	\$12,615.01

## Outstanding Invoices

Number	Date	Invoiced	Received	Balance Due
--------	------	----------	----------	-------------

Project Number: 20012.08 ASHLEY BOROUGH-MUNICIPAL BLDG RENOVATION

Invoice: 2				Approved
	0000002	10/6/2025	\$2,161.25	\$2,161.25
Total for 2			\$2,161.25	\$2,161.25
Total for 20012.08			\$2,161.25	\$2,161.25

Project Number: 20012.09 ASHLEY BOROUGH-SOLOMON CRK ARPA INTERCEP

CO 900080566  
 000080566

Invoice: 10				
	0000010	10/13/2025	\$6,440.01	\$6,440.01
Total for 10			\$6,440.01	\$6,440.01
Total for 20012.09			\$6,440.01	\$6,440.01

Project Number: 20012.11 ASHLEY BOROUGH-MUNICIPAL BLDG ROOF

Invoice: 2				Get reimbursed
	0000002	10/6/2025	\$4,013.75	\$4,013.75
Total for 2			\$4,013.75	\$4,013.75
Total for 20012.11			\$4,013.75	\$4,013.75
Statement Totals			\$12,615.01	\$12,615.01

Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	Over 150 Days
		12,615.01			
Average Days	83.67				

YOUR PROMPT ATTENTION TO THE PAST DUE AMOUNTS IS APPRECIATED. IF PAYMENT HAS ALREADY BEEN MADE, PLEASE DISREGARD THIS NOTICE.



glen Summit Water	12/09/2025	Check	3547	Yes	34124	101.00 FNCB General Fund	-45.70
<b>Total for glen Summit Water</b>							<b>-\$45.70</b>
Hanover Area School District	12/18/2025	Check	3560	Yes	Postage for Tax Bills	101.00 FNCB General Fund	-78.07
<b>Total for Hanover Area School District</b>							<b>-\$78.07</b>
Home Depot	12/15/2025	Check	3551	Yes	603532*****5992	101.00 FNCB General Fund	-296.66
<b>Total for Home Depot</b>							<b>-\$296.66</b>
Laborers' Local 1310	12/09/2025	Check	3549	Yes	November	101.00 FNCB General Fund	-180.00
<b>Total for Laborers' Local 1310</b>							<b>-\$180.00</b>
Governments	12/09/2025	Check	3544	Yes	Fuel	101.00 FNCB General Fund	-1,618.98
<b>Governments</b>							<b>-\$1,618.98</b>
Municipal Recovery	12/09/2025	Check	3546	Yes	10/31/25	101.00 FNCB General Fund	-165.55
	12/15/2025	Check	3552	Yes	11/30/2025	101.00 FNCB General Fund	-15.55
<b>Total for Municipal Recovery</b>							<b>-\$181.10</b>
PAWC	12/15/2025	Check	3558	Yes	1024-210033895036	101.00 FNCB General Fund	-1,025.50
	12/18/2025	Check	3566	Yes	1024-22001970270	101.00 FNCB General Fund	-34.89
<b>Total for PAWC</b>							<b>-\$1,060.39</b>
PEAC	12/01/2025	Check	3541	Yes	4009185	101.00 FNCB General Fund	-211.79
<b>Total for PEAC</b>							<b>-\$211.79</b>
PPL Electric Utilities	12/01/2025	Check	3538	Yes	61985-14006, 25720-2906	101.00 FNCB General Fund	-634.89
	12/15/2025	Check	3557	Yes	774100-68005, 04326-09017	101.00 FNCB General Fund	-1,092.67
	12/26/2025	Check	3567	Yes	65003, 25720-29006	101.00 FNCB General Fund	-245.49
<b>Total for PPL Electric Utilities</b>							<b>-\$1,973.05</b>
Scranton Label Inc							



12/09/2025	Check	1123	Yes	Postage Reimbursement	FNCB Code Enforcement	-12.16
<b>Total for Amy Campbell</b>						<b>-\$12.16</b>
BHW Construction Services						
12/15/2025	Check	1124	Yes	2025-11	FNCB Code Enforcement	-1,553.80
<b>Total for BHW Construction Services</b>						<b>-\$1,553.80</b>
Donald G. Karpowich, PC						
12/15/2025	Check	1126	Yes	108552	FNCB Code Enforcement	-446.53
<b>Total for Donald G. Karpowich, PC</b>						<b>-\$446.53</b>
Jack Varaly						
12/15/2025	Check	1125	Yes	November	FNCB Code Enforcement	-1,250.00
<b>Total for Jack Varaly</b>						<b>-\$1,250.00</b>
The Moses Law Group, LLC						
12/09/2025	Check	1122	Yes	633	FNCB Code Enforcement	-14.00
<b>Total for The Moses Law Group, LLC</b>						<b>-\$14.00</b>
<b>TOTAL</b>						<b>-\$3,276.49</b>

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

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
12/09/2025	Check	1228	Yes	7786014024	101 FNCB Bank Debt Service Fund	-683.18
<b>TOTAL</b>						<b>-\$683.18</b>
<b>Total for ESSA Bank &amp; Trust</b>						<b>-\$683.18</b>

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

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
------	------------------	-----	---------------	------------------	-------------------	--------

Northeast Signal

12/18/2025	Check	1278	Yes	15914	100 FNCB Bank Highway Aid	-1,800.00
<b>Total for Northeast Signal</b>						<b>-\$1,800.00</b>

ppl 1

12/15/2025	Check	1277	Yes	86141-37001	100 FNCB Bank Highway Aid	-3,069.96
12/26/2025	Check	1279	Yes	26004,69100-28014	100 FNCB Bank Highway Aid	-88.00
<b>Total for ppl 1</b>						<b>-\$3,157.96</b>
<b>TOTAL</b>						<b>-\$4,957.96</b>

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

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
12/15/2025	Check	1128	Yes	0001127811	101 FNCB Bank Sewer Fund	-17.38
<b>Total for Pennsylvania One Call System</b>						<b>-\$17.38</b>
The Moses Law Group, LLC						
12/09/2025	Check	1125	Yes	633	101 FNCB Bank Sewer Fund	-329.00
<b>Total for The Moses Law Group, LLC</b>						<b>-\$329.00</b>
<b>TOTAL</b>						<b>-\$346.38</b>

**Transaction List by Vendor**  
**Ashley Borough - ARPA Fund**  
December 2025

Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Account full name	Amount
12/20/2025	Check	1024	Yes	Admin Reimbursement	FNCB ARPA	-10,485.50
<b>Total for Ashley Borough Sewer Fund</b>						<b>-\$10,485.50</b>
RLE Enterprises						
12/20/2025	Check	1022	Yes	Application No. 7	FNCB ARPA	-45,737.20

<b>Total for RLE Enterprises</b>						<u>-\$45,737.20</u>
Reilly Associates						
	12/20/2025	Check	1023 Yes	Invoice #11	FNCB ARPA	-33,178.59
<b>Total for Reilly Associates</b>						<u>-\$33,178.59</u>
						<u>-\$89,401.29</u>

**TOTAL**

**TOTAL**      **\$ (140,676.45)**

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

	<b>Year -to-date</b>	<b>Current Month</b>
<b>Police</b>		
Regular	\$ 290,640.23	\$ 22,722.80
Overtime	\$ 29,855.22	\$ 2,952.92
Court	\$ 4,770.00	\$ 720.00
	<b>\$ 325,265.45</b>	<b>\$ 26,395.72</b>
<b>Road Department</b>		
Regular	\$ 144,438.62	\$ 11,421.40
Sick Day Buyout > 125 days per policy	\$ 1,598.36	\$ -
Overtime	\$ 7,662.63	\$ 2,385.07
	<b>\$ 153,699.61</b>	<b>\$ 13,806.47</b>
<b>Main Office</b>		
Regular	\$ 72,763.71	\$ 5,601.60
Overtime	\$ 1,646.20	\$ 116.96
	<b>\$ 74,409.91</b>	<b>\$ 5,718.56</b>
<b>Council</b>		
Regular	<b>\$ 9,300.00</b>	<b>\$ 775.00</b>
<b>Mayor</b>		
Regular	<b>\$ 1,800.00</b>	<b>\$ 150.00</b>
<b>Tax Collector</b>		
Regular	<b>\$ 7,794.12</b>	<b>\$ 649.51</b>
<b>Fire</b>		
Regular	<b>\$ -</b>	<b>\$ -</b>
<b>2025 Total</b>	<b>\$ 572,269.09</b>	<b>\$ 47,495.26</b>

**ASHLEY BOROUGH**  
**Cash Balances**  
**31-Dec-25**

<b><u>Peoples Security Bank &amp; Trust</u></b>		
Code Enforcement		\$ 23,454.91
Trash Sticker Funds		\$ 38,108.99
Debit Cards		\$ 600.79
General Fund		\$ 15,688.00
Lokie Account		\$ 100.12
Recreation		\$ 1,597.07
<b><u>Citizen's Bank</u></b>		
General Fund		\$ 21,478.90
<b><u>ESSA Bank</u></b>		
General Fund		\$ 22,280.65
	Total	\$ 123,309.43

<b><u>First Keystone</u></b>		
CD - Investment	Total	\$ 257,171.76

<b><u>Peoples Security Bank &amp; Trust</u></b>		
Sewer Fund		\$ 69,572.15

<b><u>M&amp;T Bank</u></b>		
Sewer Account	Total	\$ 342,260.86
		<u>\$ 411,833.01</u>

<b><u>Peoples Security Bank &amp; Trust</u></b>		
ARPA Account	(\$689.18 int. due Luzerne Cty)	<u>\$ 50,059.04</u>
Liquid Fuels Fund		<u>\$ 16,077.36</u>
Fire Equipment Fund		<u>\$ 25,545.04</u>
Debt Service Account		<u>\$ 45,227.11</u>

GRAND TOTAL **\$ 929,222.75**

# Northeast Signal & Electric Company Inc.

773 SR 11

Factoryville, PA 18419

Phone # 570-945-3388

Fax # 570-945-3042

E-Mail: support@nsecoinc.com

## Estimate

Date	Estimate #
12/2/2025	12468

Name / Address	Project
<b>Ashley Borough</b> <b>49 West Cemetery Street</b> <b>Ashley, PA 18706</b>	<b>2025, PM Repair Estimate</b>

Item	Description	Qty	U/M	Unit C...	Total
Scope of ...	SCOPE OF WORK; Furnish labor, material and equipment necessary to perform repairs discovered during the annual preventative maintenance services on 9 / 10 / 2025. Work to include, and is limited to the items listed below for the following intersections.				0.00
Misc.	SR-309 & HAZLETON STREET 1) NSE will set up a temporary lane restriction and replace the two 8in amber signals including the brackets and wire. 8in signals including brackets and wire	1.0	LS	549.55	549.55
misc signs	2) Replace the faded traffic signal sign under the wig wag signals 36in X 36in traffic signal sign (W3-3) Includes brackets and banding	1.0	EA	140.00	140.00
8" visor	3) Replace the sun visors on signals #,9, & 10 8" Traffic Signal cut away visor	3.0	EA	23.85	71.55
12in visor	4) Replace the 12" sun visor on traffic signal #3 12" Traffic Signal tunnel visor	1.0	EA	47.20	47.20
Misc.	5) Repair or replace the non shrink grout at the base of poles #1, 3, & 4 Non shrink grout including steel mesh if needed	3.0	EA	30.00	90.00
Service	Labor and Equipment to complete the above task (1) Tech. (1) Bucket Truck	8.0	HR	160.00	1,280.00
Service F...	Flagger for Signal Repair and traffic control	8.0	HR	85.00	680.00
SIG LINE2	NOTES: Work quoted above is for the items specifically listed and no other materials or services are included, or are to be assumed. No work outside the scope of work will be performed without prior authorization. Bonds, permits, special insurance requirements, repairs to existing signal equipment, etc. and any other items not listed are excluded and would be at additional cost if required.			0.00	0.00

Name \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name and Title

Signature \_\_\_\_\_

(Signature constitutes acceptance of the prices and provisions stated above. The approved and signed Estimate may be faxed/e-mailed to our office to expedite the scheduling of work.)

Quote Valid for 60 Days. PAYMENT IS NOT DUE UNTIL SERVICES ARE COMPLETED.

**Total**

**\$2,858.30**

December 18, 2025

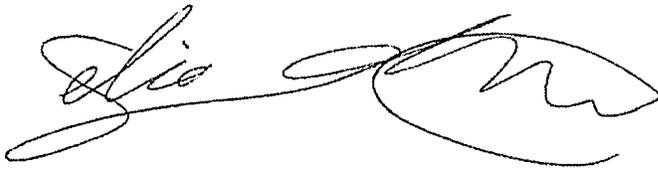
Chief McGlynn,

Please accept this letter as a two-week notice of my resignation from the Ashley Borough Police Department. My last day will be January 1, 2025.

I would like to say thank you for the guidance, support, and experience I have received. I sincerely hope my appreciation and respect for you, the police department, and the community was apparent over the past few years. This was a very difficult decision to make and I hope you can understand my decision to pursue other opportunities.

All equipment belonging to Ashley Borough will be returned prior to my last day of employment. I am not requesting any payment for unused vacation or compensatory time.

All the best,

A handwritten signature in black ink, appearing to be "John M. [unclear]", written in a cursive style.



December 3, 2025

Attn: Samuel Guesto  
Rehabilitation of Solomon Creek Interceptor  
Ashley, PA

Re: Recommendation for Payment – Payment Application No. 7

Dear Sam:

This letter is to recommend approval and payment of Payment Application No. 7, dated December 3, 2025, in the amount of **\$45,737.20**.

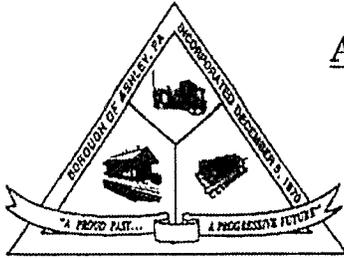
This payment application closes out the project, incorporating Change Orders #8 & #9. Change Order #8 was additional CIPP lining that was done on a section of 8" sewer line in Ashley Borough. Change Order #9 is a Credit associated with items #3-1, #3-2, #4-1 & #4-2 and also incorporates "balancing" the remaining contract dollars. Find attached a spreadsheet calculating the items that were removed from the contract, and that amount being refunded from the project total.

All work included in this application has been reviewed and verified to be satisfactorily completed in accordance with the contract documents. The quantities and values submitted have been confirmed and are considered accurate and appropriate.

Recommendation is made for the Borough to process payment in the amount of **\$45,737.20** to the contractor, RLE Enterprises.

Sincerely,

Joey Seidita  
Project Manager  
Reilly Engineering



## 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](mailto:ashleycodeoffice@gmail.com)

10/30/2025

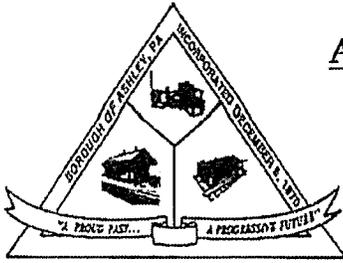
Dear Colleen Burns,

Enclosed is the vacant property registration form, which was previously sent to you a few months ago. As we have yet to receive a response, we would like to bring to your attention that the fee currently stands at \$3,500.00. In light of the ample time provided for payment, the borough anticipates settlement of this fee by November 15, 2025.

Respectfully,

Amy Campbell

Code Enforcement



## 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](mailto:ashleycodeoffice@gmail.com)

11/17/2025

Dear Colleen Burns,

This is your second formal notification regarding your vacant property located at 2300 Route 309 Hwy, Ashley, Pa 18706. Enclosed is Ashley Borough's Vacant Property Statement. If we do not receive a response by December 10, 2025, the amount of \$3,500.00 will be deducted, as permitted by the ordinance, from your fire escrow account. If you have any questions or concerns, please feel free to contact me.

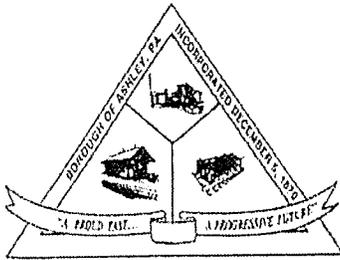
Thank you,

A handwritten signature in cursive script, appearing to read "Amy Campbell".

Amy Campbell

Code Enforcement

570-899-3780



## Borough of Ashley Code of Conduct

The Borough of Ashley is committed to fostering a culture of integrity, transparency, decorum, and respect. This Code of Conduct outlines the expectations for all elected officials, employees, volunteers, and members of the public engaged in Borough activities. It serves to guide behavior, ensure ethical decision-making, and promote trust in the governance of the Borough. It is also intended to promote respect amongst colleagues.

This Ashley Borough Code of Conduct does not supersede any provisions of union employee collective bargaining agreements, Borough management employment agreements, and other employment protections granted by local, state, and federal laws.

### Section 1: Purpose and Scope

This Code of Conduct applies to:

1. Elected Officials – Borough Councilmembers, the Mayor, and other elected positions.
2. Appointed Officials and Employees – Borough staff and individuals serving on boards, commissions, or committees.
3. Volunteers and Representatives – Individuals acting on behalf of the Borough in any capacity.
4. Members of the Public – When participating in public meetings, events, or interactions with Borough representatives.

### Section 2: Standards of Ethical Behavior

#### 1. Integrity and Accountability

- a. Act in the best interests of the Borough and its residents.
- b. Uphold the laws and policies of the Commonwealth of Pennsylvania and the Borough.
- c. Avoid conflicts of interest and disclose any potential conflicts promptly including using one's position for personal gain or participating in decisions that directly benefit oneself, family, or business associates. Disclose potential conflicts in accordance with the Pennsylvania Ethics Act (65 Pa.C.S. § 1101 et seq.).
- d. Ensure that public resources, including facilities, vehicles, and funds are used responsibly and for their intended purposes.

#### **Section 4: Use of Borough Resources**

##### **1. Facilities, Vehicles, and Equipment**

- a. Use of Borough resources solely for official purposes unless prior authorization is obtained as outlined in The By-Laws.
- b. Maintain accurate records and receipts of usage, which shall be reviewed by the Borough Manager or Council upon request.
- c. Unauthorized personal use of Borough property is prohibited.

##### **2. Financial Resources**

- a. All financial transactions and expenses, including urgent legal spending authorized under the By-Laws, must be documented and presented to Council upon request.

#### **Section 5: Ethical Standards**

##### **1. Conflict of Interest**

- a. Avoid participating in decisions where personal or financial interests may conflict with Borough interests.
- b. Recuse oneself from discussions or votes when conflicts arise and disclose the nature of the conflict publicly.

##### **2. Gifts and Influence**

- a. Do not accept gifts, favors, or other benefits intended to influence Borough decisions or create the appearance of impropriety.

##### **3. Accountability for Decisions**

- a. The Council may overrule actions of the President, Vice President, or any other official by a majority vote, ensuring decisions align with the Borough's interests.

#### **Section 6: Disciplinary Actions**

##### **1. Council Members**

- a. The Council may censure the President, Vice President, or other officers from their leadership positions by a majority vote for cause, such as failure to adhere to this Code or Borough By-Laws.
  - b. Any censure of a Council member must comply with procedures outlined in the Borough Code and Pennsylvania law.
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## 2. Respect and Civility

- a. Treat all individuals with respect, fairness, and dignity, regardless of background, status, or opinion.
- b. Promote open and constructive dialogue, avoiding disruptive or abusive behavior during meetings or public interactions. This means all interactions inside the Borough Building or other Borough owned property.
- c. Foster an environment free of discrimination, harassment, or retaliation.
- d. Refrain from the use of profanity.
- e. Refrain from the use of personal ad hominem.

## 3. Transparency and Confidentiality

- a. Conduct Borough business openly and in compliance with the Pennsylvania Sunshine Act.
- b. Safeguard confidential or privileged information obtained through official capacity. Borough of Ashley 49 West Cemetery Street, Ashley, Pennsylvania 18706 Telephone (570) 824-1364 Fax (570) 855-1803
- c. Provide accurate and timely information to the public, ensuring clarity and accessibility.

## 4. Professionalism and Collaboration

- a. Work collaboratively with fellow officials, staff, and residents to achieve the Borough's goals.
- b. Refrain from personal attacks or public disparagement of others.
- c. Respect the roles and responsibilities of all parties, including the separation of legislative and administrative functions.

## **Section 3: Meeting Conduct**

### 1. Council Members and Officials

- a. Attend all meetings prepared to deliberate and act on Borough matters.
- b. Follow meeting procedures outlined in the By-Laws and Robert's Rules of Order.
- c. Avoid dominating discussions, speaking out of turn, or engaging in disruptive behavior.

### 2. Public Participation

- a. Members of the public are encouraged to participate respectfully during public comment periods.
  - b. Disruptive or abusive behavior, including shouting, personal attacks, or refusal to yield the floor, is prohibited.
  - c. The presiding officer may enforce Rules of Order to ensure decorum.
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## 2. Employees and Volunteers

a. Violations of this Code by employees or volunteers will be addressed through disciplinary procedures outlined in Borough employment policies and in compliance with all local, state, and federal labor laws.

## 3. Public Misconduct

a. Disruptive individuals at public meetings or events may be warned by the presiding officer that continuation of such disruption could result in their removal by law enforcement.

### **Section 7: Reporting Violations**

#### 1. Internal Reporting

a. Suspected violations of this Code should be reported to the Borough Manager, President of Council, or other designated authorities.

### **Section 8: Enforcement**

#### 1. Review and Sanctions

a. The Council retains the authority to review alleged violations and impose appropriate sanctions, including censure, removal from leadership roles, removal from committees or appointments, or other measures as allowed by law.  
b. Violations of this Code may result in disciplinary action, up to and including removal from appointed positions or referral to appropriate authorities, in accordance with local, state, and federal law.

#### 2. Legal and Procedural Compliance

a. All enforcement actions shall be conducted in accordance with Pennsylvania law, ensuring fairness and due process.

### **Section 9: Adoption and Amendments**

1. This Code of Conduct shall be adopted by official motion of the Borough Council and may be amended by a majority vote of all Councilmembers, following advance notice (30 days) to each member.

By adhering to this Code of Conduct, the Borough of Ashley seeks to maintain high standards of governance and public trust, ensuring the community's best interests are always served.

Ashley Borough's Code of Conduct was adopted by Ashley Borough Council on  
1/13/2020.