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 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

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

Attendance:

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

Meeting was called to Order by Lisa Wildes. Herbert Nahas called roll for the Council, Mayor, and Borough Officials.

COUNCIL AND BOROUGH OFFICIAL REPORTS

Lisa Wildes – Thanked everyone who participated in the Trunk or Treat and helped put it together. Coming up on Saturday, December 6, 2025, will be the Christmas Parade. The parade will start at 4:30, and the lineup will begin at 4 p.m. starting on Fall Street. Winterfest setup will be inside; there will be 18 vendors. Set up will be at 3 p.m. and Winterfest itself will begin at 4 p.m. Anyone who wants to donate and get involved please do.

Andrew Potsko – Nothing for this meeting.

Carl Byra – Kris Kringle toy bin is out in the front lobby if anyone wants to make a donation.

Frank Sorokach – Nothing for this meeting.

Ms. Heller – Nothing for this meeting.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer –Ms. Scharer stated that the garbage stickers are delayed again. They are having trouble with their numbering machine so they are doing it by hand. Partial order should be received November 12, 2025. Ms. Scharer also 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 – 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 114 OF 2025 – A Resolution to approve the October 14, 2025, Council Meeting Minutes.

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 115 OF 2025 – A Resolution to approve the October 2025 bills in the amount of $153,863.32.

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 116 OF 2025 – A Resolution to approve the October 2025 payroll in the amount of $64,998.84.

Motion: Andrew Potsko
Second: Carl Byra

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

RESOLUTION 117 OF 2025 – A Resolution to approve the application for a Tax Anticipation Note loan from First People's Security & Trust in the amount of $200,000.00 Also that the Council President and Borough Manager is authorized to sign any and all documents related to the loan.

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 118 OF 2025 – A Resolution to approve the payment of $55.00 for jeans and up to $300.00 for repair to a rain gutter at 51 Fall Street to Michael Collins for an incident on May 4, 2025, from the sewer fee account with final approval from the Borough Solicitor.

Motion: Frank Sorokach
Second: Carl Byra

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

RESOLUTION 119 OF 2025- A Resolution to approve the invoice from John P. Halliday Trucking Inc. in the amount of $2,932.50 for the hauling of asphalt and American Asphalt Paving Co in the amount of $15,660.48 for asphalt for the paving of Brown Street from the general fund and liquid fuels account.

Motion: Lisa Wildes
Second: Carl Byra

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

RESOLUTION 120 OF 2025- A Resolution introducing the 2026 Budget including all appropriations of funds is proposed and available for inspection in the Office of the Borough Secretary during normal business hours. The Borough Council will consider the 2026 Budget at their December Business Meeting.

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 121 OF 2025- A Resolution to approve, upon recommendation of the Borough Engineer, Pay Application No. 6 from RLE Enterprises for the Rehabilitation of Solomon's Creek Interceptor Project in the amount of $160,084.07. This is to be paid from the ARPA Grant Account.

Motion: Lisa Wildes
Second: Carl Byra

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

RESOLUTION 122 OF 2025- A Resolution to approve, upon recommendation of the Borough Engineer, Pay Application No. 1 from Hadley Construction Inc. for the Municipal Building Renovations Project in the amount of $47,037.00. Also, the Borough Manager is authorized to seek LSA Grant reimbursement for same.

Motion: Lisa Wildes
Second: Carl Byra

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

RESOLUTION 123 OF 2025- A Resolution to ratify the approval of handicapped parking signage for the following addresses: 55 Cook Street, 76 Carey Street, 75 Mary Street and 12 Manhattan Street.

Motion: Frank Sorokach
Second: Carl Byra

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

RESOLUTION 124 OF 2025- A Resolution to authorize the placement of speed limit signs on Ross Street.

Motion: Andrew Potsko
Second: Lisa Wildes

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

RESOLUTION 125 OF 2025- A Resolution to authorize the Borough Solicitor to advertise a Special Meeting for December 16, 2025, as well as cancelling the current Work Session Meeting and Borough Council Meetings set for December 9, 2025.

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 2025- A Resolution to authorize the Borough Solicitor to advertise the Ashley Borough Council Meeting dates for 2026 as circulated.

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

PUBLIC COMMENT

Donna Ransom 83 Andrew Dr.– Raised an issue regarding Interstate 81 and whether the issue regarding mirror installation would be remedied.. Lisa Wildes said that the council will look into it as no one has heard anything regarding same.

Tom Kneidinger, 17 South Main Street – Glad to see that the sign was posted by the schoolyard that the $200,000.00 project is finally going to happen. Wanted to bring two things to the council's attention. One is that the drainage system in the playground is not good. It leaks out all over the sidewalk. Hopeful that with the project it will be corrected. The other thing is that he suggests that it may be beneficial to stick basketball hoops on the playground that were 8ft high it would be more beneficial for the 4th graders so that they can reach the basket.

MOTION TO ADJOURN

Motion: Jennifer Heller
Second: Carl Byra

MEETING ADJOURNED

ASHLEY BOROUGH
Payroll Summary
31-Oct-25

	Year -to-date	Current Month
Police		
Regular	$ 222,127.14	$ 34,410.98
Overtime	$ 20,442.55	$ 3,145.10
Court	$ 3,595.00	$ 270.00
	$ 246,164.69	**$ 37,826.08**
Road Department		
Regular	$ 107,765.45	$ 17,043.88
Sick Day Buyout > 125 days per policy	$ 1,598.36	$ -
Overtime	$ 7,943.80	$ 59.67
	$ 117,307.61	**$ 17,103.55**
Main Office		
Regular	$ 55,658.88	$ 8,402.40
Overtime	$ 1,137.80	$ 92.30
	$ 56,796.68	**$ 8,494.70**
Council		
Regular	**$ 7,750.00**	**$ 775.00**
Mayor		
Regular	**$ 1,500.00**	**$ 150.00**
Tax Collector		
Regular	**$ 6,495.10**	**$ 649.51**
Fire		
Regular	$ -	$ -
2025 Total	**$ 436,014.08**	**$ 64,998.84**

ASHLEY BOROUGH
Cash Balances
31-Oct-25

Peoples Security Bank & Trust			
Code Enforcement		$ 22,941.84	
Debit Cards		$ 58.52	
General Fund		$ 58,569.06	
Lokie Account		$ 100.10	
Recreation		$ 2,046.79	
Citizen's Bank			
General Fund		$ 21,478.90	est
ESSA Bank			
General Fund		$ 46,122.44	
	Total	$ 151,317.65	

First Keystone			
CD - Investment	Total	$ 255,359.76	est

Peoples Security Bank & Trust		
Sewer Fund		$ 61,984.36
M&T Bank		
Sewer Account	Total	$ 334,706.95
		$ 396,691.31

Peoples Security Bank & Trust		
ARPA Account	($442.39 int. due Luzerne Cty)	$ 372,686.69
Liquid Fuels Fund		$ 27,301.18
Fire Equipment Fund		$ 25,540.91
Debt Service Account		$ 54,132.85
	GRAND TOTAL	**$ 1,283,030.35**

Transaction List by Vendor
Ashley Borough - General Fund
October 1-31, 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Amount
10-8 Emergency Vehicles						
	10/29/2025	Check	3491	Yes	43059	-983.65
Total for 10-8 Emergency Vehicles						**-$983.65**
1 Stop Financial						
	10/20/2025	Check	3484	Yes	2025162-10	-2,100.00
Total for 1 Stop Financial						**-$2,100.00**
Aflac						
	10/15/2025	Check	3478	Yes	703432	-11.27
Total for Aflac						**-$11.27**
American Asphalt						
	10/07/2025	Check	3467	Yes	33898	-82.50
	10/15/2025	Check	3476	Yes	Voided	0.00
Total for American Asphalt						**-$82.50**
Cannon Financial Services, Inc.						
	10/07/2025	Check	3457	Yes	41923347	-83.86
Total for Cannon Financial Services, Inc.						**-$83.86**
Central Square Tech Inc						
	10/29/2025	Check	3492	Yes	448482	-2,053.04
Total for Central Square Tech Inc						**-$2,053.04**
Comcast						
	10/07/2025	Check	3464	Yes	8993116730005671	-207.17
	10/15/2025	Check	3482	Yes	963573000	-229.04
Total for Comcast						**-$436.21**
Frank P Crossin Agency						
	10/15/2025	Check	3475	Yes	30254169825 & 303303992000	-17,047.00
	10/29/2025	Check	3493	Yes	72232318	-350.00
Total for Frank P Crossin Agency						**-$17,397.00**

glen Summit Water						
	10/07/2025	Check	3466	Yes	34124	-82.15
Total for glen Summit Water						**-$82.15**
Hanover Township Municipal Building						
	10/07/2025	Check	3463	Yes	4th Quarter	-10,095.00
Total for Hanover Township Municipal Building						**-$10,095.00**
Highmark						
	10/07/2025	Check	3459	Yes	250912116510	-10,785.55
	10/26/2025	Check	4718	Yes	251014352616	-10,785.55
Total for Highmark						**-$21,571.10**
Lower South Valley Council of Governments						
	10/07/2025	Check	3461	Yes	9-1 to 10-1 Fuel	-1,611.20
Total for Lower South Valley Council of Governments						**-$1,611.20**
Luzerne County Treasurer						
	10/07/2025	Check	3456	Yes	2025 Tax Bills	-1,112.30
Total for Luzerne County Treasurer						**-$1,112.30**
Main Hardware						
	10/07/2025	Check	3462	Yes	98636	-42.75
Total for Main Hardware						**-$42.75**
McCarthy Tire & Auto						
	10/15/2025	Check	3472	Yes	01-1417031	-5,117.04
Total for McCarthy Tire & Auto						**-$5,117.04**
Medico						
	10/15/2025	Check	3479	Yes	MAS015	-62.50
Total for Medico						**-$62.50**
Municipal Recovery						
	10/15/2025	Check	3480	Yes	09/30/2025	-91.45
Total for Municipal Recovery						**-$91.45**
Pa State Association of Boroughs						
	10/20/2025	Check	3487	Yes	649	-371.00
Total for Pa State Association of Boroughs						**-$371.00**
PAWC						

	10/20/2025	Check	3488	Yes	220019270270	-96.57
	10/26/2025	Check	3490	Yes	1024-210030147158	-24.78
Total for PAWC						**-$121.35**
PPL Electric Utilities						
	10/07/2025	Check	3469	Yes	04326-09017,77400-68005	-1,184.89
	10/26/2025	Check	3489	Yes	09800-65003,78650-28009	-111.33
Total for PPL Electric Utilities						**-$1,296.22**
PSAB UC Fund						
	10/15/2025	Check	3473	Yes	3rd Quarter	-131.80
Total for PSAB UC Fund						**-$131.80**
Service Electric Cable Co						
	10/20/2025	Check	3483	Yes	1050970756	-10.00
Total for Service Electric Cable Co						**-$10.00**
THe Citizens Voice						
	10/15/2025	Check	3471	Yes	185244	-125.92
Total for THe Citizens Voice						**-$125.92**
The Moses Law Group. LLC						
	10/07/2025	Check	3460	Yes	603	-2,213.00
	10/20/2025	Check	3486	Yes	Project 100 Ashley Street	-3,141.65
Total for The Moses Law Group. LLC						**-$5,354.65**
The Pest Rangers						
	10/20/2025	Check	3485	Yes	241797	-75.00
Total for The Pest Rangers						**-$75.00**
Ugi Utilitiies						
	10/07/2025	Check	3468	Yes	1009034546	-86.16
Total for Ugi Utilitiies						**-$86.16**
United Concordla						
	10/15/2025	Check	3481	Yes	210689310	-548.37
Total for United Concordla						**-$548.37**
Waste Reduction						
	10/07/2025	Check	3458	Yes	585	-8,704.58
Total for Waste Reduction						**-$8,704.58**

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Amount
WVSA						
	10/07/2025	Check	3465	Yes	Multiple	-519.06
	10/07/2025	Check	3470	Yes	240622764,240227976	-475.45
	10/15/2025	Check	3474	Yes	4th Quarter	-248.76
Total for WVSA						**-$1,243.27**
YCG Inc						
	10/15/2025	Check	3477	Yes	235763	-40.00
Total for YCG Inc						**-$40.00**
	TOTAL					**-$81,041.34**

Transaction List by Vendor
Ashley Borough - Code Enforcement
October 1-31, 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Amount
BHW Construction Services						
	10/15/2025	Check	1110	Yes	2025-3A & 2025-9	-1,427.25
Total for BHW Construction Services						**-$1,427.25**
Jack Varaly						
	10/07/2025	Check	1108	Yes	September	-1,250.00
Total for Jack Varaly						**-$1,250.00**
The Moses Law Group, LLC						
	10/07/2025	Check	1109	Yes	603	-64.40
Total for The Moses Law Group, LLC						**-$64.40**
Todd Emerick						
	10/29/2025	Check	1111	Yes	Reimburse Dup Pmt	-100.00
Total for Todd Emerick						**-$100.00**
	TOTAL					**-$2,841.65**

Transaction List by Vendor
Ashley Borough - Liquid Fund
October 1-31, 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Amount
American Asphalt						
	10/15/2025	Check	1271	Yes	33953	-15,660.48
Total for American Asphalt						**-$15,660.48**
ppl 1						
	10/07/2025	Check	1270	Yes	86141-37001	-3,050.24
Total for ppl 1						**-$3,050.24**
PPL Electric						
	10/26/2025	Check	1272	Yes	25014	-88.50
Total for PPL Electric						**-$88.50**
	TOTAL					**-$18,799.22**

Transaction List by Vendor
Ashley Borough - Sewer Fund
October 1-31, 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Amount
CENTRAL CLAY PRODUCTS, INC.						
	10/07/2025	Check	1117	Yes	5007779	-300.00
Total for CENTRAL CLAY PRODUCTS, INC.						**-$300.00**
Pennsylvania One Call System						
	10/07/2025	Check	1118	Yes	0001120340	-15.01
Total for Pennsylvania One Call System						**-$15.01**
The Moses Law Group, LLC						
	10/07/2025	Check	1116	Yes	603	-494.20
Total for The Moses Law Group, LLC						**-$494.20**
	TOTAL					**-$809.21**

Transaction List by Vendor
Ashley Borough - Debt Service
October 1-31, 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Amount
ESSA Bank & Trust						
	10/29/2025	Check	1227	Yes	7786014024	-683.18
Total for ESSA Bank & Trust						**-$683.18**
	TOTAL					**-$683.18**

Transaction List by Vendor
Ashley Borough - ARPA
October 1-31, 2025

	Date	Transaction type	Num	Posting (Y/N)	Memo/Description	Amount
Luzerne County						
	10/15/2025	Check	1018	Yes	Interest Turned Over	-3,238.72
Total for Luzerne County						**-$3,238.72**
RLE Enterprises						
	10/29/2025	Check	1019	Yes	App. No. 4	-46,450.00
Total for RLE Enterprises						**-$46,450.00**
	TOTAL					**-$49,688.72**

TOTAL $\boxed{\text{-\$153,863.32}}$