



ASHLEY BOROUGH

49 West Cemetery St, Ashley, PA 18706

Main Line: (570) 824-1364 Fax Number: (570) 855-1803

Main Office: ashleyboroughoffice@gmail.com

Mayor: Brian Demchak

Council President: Lisa Wildes

Carl Byra

Jennifer Heller

Borough Secretary: Lisa Scharer

Code Enforcement Secretary: Amy Campbell

Borough Manager: Samuel Guesto

Council Vice President: Andrew Potsko

Frank Sorokach

Edward Flynn

ASHLEY BOROUGH COUNCIL MEETING SUMMARY MEETING MINUTES SEPTEMBER 10, 2024, 6:30 PM

Attendance:

Lisa Wildes –Present

Andrew Potsko –Present

Carl Byra –Present

Frank Sorokach – Present

Jennifer Heller – Present

Edward Flynn – Present

Mayor Brian Demchak. – Not Present

Borough Manager Guesto –Present

Borough Secretary Scharer - Present

Police Chief McGlynn –Present

Code Officer Campbell- Present

Meeting was called to Order by Lisa Wildes. Attorney Moses called roll for the Council, Mayor, and Borough Officials. The Pledge of Allegiance was recited by all.

COUNCIL AND BOROUGH OFFICIAL REPORTS

Lisa Wildes – Ms. Wildes announced that the Huber Breaker Society is having an open house on October 13, 2024 from 12:00 PM – 3:00 PM. Ms. Wildes inquired as to whether a waiver of liability is something the Borough needs for plowing the roads in the trailer park. Lastly, Ms. Wildes announced that the Trunk or Treat event would take place On October 26, 2024 at 6:00 at the Ashley Fireman’s Land.

Andrew Potsko – Mr. Potsko thanked everyone who attended, volunteered, or donated to the Fireman’s Bazaar and noted it was a great time and a great success. Mr. Potsko also announced that the basketball court at Strish Park did not get paved to any acceptable standards, so that is getting redone at no additional cost to the Borough.

Carl Byra – Mr. Byra asked Borough Manager Guesto if he was able to view the drains going down Hazleton Street and asked if the Sanitation Authority looked at it. Borough Manager Guesto said that the state wont look at it until the Borough finds out who is responsible for those drains.

Frank Sorokach – Nothing for this meeting.

Ms. Heller – Nothing for this meeting.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer – Secretary Sharer provided the borough with the Treasurer’s Monthly Report, a copy of which is attached hereto and made a part hereof.

Borough Manager Guesto- Nothing for this meeting.

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

Code Officer Amy Campbell- Code Officer Campbell read the Code Officer Report, a copy of which is attached hereto and made a part hereof.

ANNOUNCEMENTS

THE FOLLOWING ANNOUNCEMENTS WERE MADE BY ATTORNEY MOSES:

- There will be a Town Hall Meeting held on Wednesday, September 18, 2024, at 6:00 PM at the Ashley Borough Building. This meeting is open to the public and residents are encouraged to attend. This meeting will provide an important opportunity for community members to hear directly from the

owner/developer of the Huber Breaker site regarding their proposal for the property.

THE FOLLOWING ANNOUNCEMENTS WERE MADE BY BOROUGH MANAGER GUESTO:

- With regard to the transmittal to the governing body, advising of the 2025 minimum municipal obligation for the pension plan leads as follows after being prepared by our Financial Consultant:
Act 205 of 1984 as amended governs the funding requirements for all municipal pension plans. The law requires the chief administrative officer of each pension plan to inform the governing body of the municipality of the plan of expected financial obligations of the following year. This month must be done by the last business day in September. The calculation of the 2025 MMO as estimated by our financial consultant for the financial year 2025 is 0.

PUBLIC COMMENT – PENDING LEGISLATION

SUSAN MERGO OF 11 MANHATTAN STREET COMMENTED WITH REGARD TO THE TIMPSON STREET ONE WAY PROJECT. MS. MERGO MENTIONED THAT SHE HAS PROPERTY ON CEMETERY STREET AND SHE SAID THAT IF THE BOROUGH WERE TO MAKE TIMPSON STREET A ONE WAY STREET YOU WILL HAVE TO GO DOWN THE HILL ON TO EITHER BELLES OUT OR NEAR BROWN STREET SO IF YOU TURN INTO BELLS ALLEY TO GO OUT TO ASHLEY STREET, THAT STREET IS VERY NARROW AND THERE'S ALREADY SOMEONE COMING IN OFF ASHLEY STREET YOU'RE GOING TO HAVE TO BACK OUT INTO TRAFFIC AND ASHLEY STREET. YOU'RE NOT GOING TO BE ABLE TO SURPASS ONE BACK IN CEMETERY STREET AGAIN WHERE THE VALLEY. ON COUNCIL MEMBER MENTION THAT THE OTHER DAY HE SAW IT HAPPENING. HE STATED A CAR HAD TO BACK UP FROM HALFWAY DOWN TIMPSON STREET AND THEY HAD TO BACK ALL THE WAY OUT TO ASHLEY STREET BECAUSE SOMEBODY WAS COMING DOWN THERE. ATTORNEY MOSES NOTED THAT, IN ACCORDANCE WITH STATE LAW, PRIOR TO THE PREPARATION OF AN ORDINANCE, AN ANALYSIS HAD BEEN CONDUCTED BY THE BOROUGH ENGINEER AND DISCUSSIONS WERE HELD WITH THE POLICE DEPARTMENT AND ALL THOSE 'I'S ARE DOTTED AND 'T'S ARE CROSSED AND REILLY ENGINEERING DID PREPARE AN ANALYSIS OF THE STREETS IN THAT VICINITY AND THE TRAFFIC PATTERNS AND THAT IS ATTACHED TO THE ORDINANCE WHICH HAS BEEN AT THE BOROUGH BUILDING FOR PUBLIC INSPECTION FOR OVER A MONTH AND AT THE LAW LIBRARY. HE ALSO NOTED THAT COUNCIL IS AWARE OF THE CONCERN.

LEGISLATION

NONE

RESOLUTION 100 OF 2024 – A Resolution to approve the August 13, 2024 Council Meeting Minutes.

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 101 OF 2024 – A Resolution to approve the August 2024 bills in an amount of \$187,549.80.

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 102 OF 2024 – A Resolution to approve the August 2024 payroll in the amount of \$40,839.48.

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 103 OF 2024- A Resolution, upon the recommendation of the Borough Engineer, approving Ordinance #2 of 2024 designating Timpson Street as a one-way street.

Motion: Frank Sorokach
Second: Jennifer Heller

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

PASS

RESOLUTION 104 OF 2024- A Resolution approving the proposal from Highmark Health Care for employee health care coverage from October 2024 through September 2025.

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 105 OF 2024- A Resolution authorizing the application of a Local Share Grant in the amount of \$150,000.00 for the Centennial Park Project.

Motion: Jennifer Heller
Second: Carl Byra

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

PASS

RESOLUTION 106 OF 2024- A Resolution authorizing the submission of a Local Needs Community Development Grant in the amount of \$150,000.00 for the paving of portions of West Hartford Street, Ross Street, Brown Street, and any paving of any qualifying streets in the census zone.

Motion: Frank Sorokach
Second: Edward Flynn

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

RESOLUTION 107 OF 2024- A Resolution authorizing the part time hiring of Liam Rippley to the DPW department at an hourly rate of \$15.50.

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 108 OF 2024- A Resolution to approve the payment of Invoice No. 2 in the amount of \$225,652.90 to Reilly Engineering for the ARPA Funding Solomon’s Creek Interceptor Sewer Improvements Project.

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 109 OF 2024- A Resolution approving the advertising of the ARPA Funding Solomon’s Creek Interceptor Improvements Project construction phase.

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 110 OF 2024- A Resolution to approve the following invoices for paving from the Liquid Fuels account: John P Halliday Trucking No.’s: 2410 - \$725.00; 2412 - \$3,708.75; 2413 - \$1,840.00; and Wilkes-Barre Materials No.’s: 10024 - \$10, 556.97; and 32073 - \$4115.17.

Motion: Lisa Wildes
Second: Edward Flynn

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

PUBLIC COMMENT

GARY MITCHELL OF 10 CHURCH LANE- MR. MITCHELL STATED THAT HE APPRECIATIVE OF ALL OF THE CLEANING AND REPAIRS WERE DONE ON HIS PROPERTY. HE ALSO STATED THAT HE HAD A QUESTION ABOUT THE CURBING PUT IN ON HIS PROPERTY AND ASKED THAT IT BE LOOKED AT. BOROUGH MANAGER GUESTO SAID SOMEONE WOULD COME IN THE MORNING AND LOOK AT IT.

MICHAEL HART OF 21 ROSS STREET- MR. HART MENTION THERE HAS BEEN EXCESSIVE SPEEDING ON HART STREET AND ASKED IF IT AUTHORITIES COULD KEEP AN EYE ON IT. POLICE CHIEF SAID HE WILL DO SO.

MOTION TO ADJOURN

Motion: Jennifer Heller
Second: Edward Flynn

MEETING ADJOURNED



49 West Cemetery St.
Ashley, Pa 18706

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

Joseph McGlynn, Chief of Police

Ashley Borough Police Department

Ashley Borough Police Monthly Report for August 2024

Total Incidents logged: 254

Total Parking Tickets Issued: 7

Total Traffic Citations Issued: 52

Total Non-Traffic Citations Issued: 20

Total Amount Received from Magistrate: \$ 1,807.98 (Crimes Code, Vehicle Code and Ordinances)

Total Amount Received from Report Requests: \$ 60.00

Total Amount Received from Parking Violations: \$ 120.00

Luzerne County Dept. of Probation: \$ 0

Total Received: \$ 1,987.98

Vehicle Milage

Miles, 2,926

Averaging, 94 miles per day

Respectfully Submitted by,


Joseph McGlynn
Chief of Police

Ashley Borough Police - August 2024

ANIMAL COMPLAINTS	9
ASSISTS	35 (Fire, EMS, Other Police)
BURGLAR ALARMS	3
CIVIL COMPLAINTS	8
CRIM. MISCH.	1
DEATH/INVESTIGATIONS	2
DOMESTIC DISTURBANCE	10
HARASS/ASSAULT/THREAT	8
MENTAL HEALTH	3
MISCELLANEOUS	16
WELFARE CHECKS	1
MISSING PERSONS	-
DISABLED MOTORIST	2
NOISE	1
DISORDERLY/PUB DNK	3
ILLEGAL DUMPING	1
TRESPASSING	1
SUSP. AUTO/ PERSON	8
THEFT OFFENSES	9
TRAFFIC/ PARKING OFFENSES	116
TRAFFIC ACCIDENTS	2
WARRANTS/WANTED	1
WEAPONS	-

Ashley Borough - Code Enforcement

Profit and Loss

August 2024

	TOTAL
Income	
322.00 Licenses and Permits	
322.50 Street Opening Permit	836.08
322.60 Dumpster Permit	40.00
Total 322.00 Licenses and Permits	876.08
331.00 Fines & Forfeits	
331.12 Violations of Ordinances and St	355.00
Total 331.00 Fines & Forfeits	355.00
361.00 Charges for Services Gen Gov't	
361.30 Zoning Permits and Land Develop	200.00
Total 361.00 Charges for Services Gen Gov't	200.00
362.00 Public Safety	
362.41 Building Permit Fees	1,288.81
362.45 Occupancy Permit	1,325.00
Total 362.00 Public Safety	2,613.81
Total Income	\$4,044.89
GROSS PROFIT	\$4,044.89
Expenses	
413.00 UCC & code Enforcement	224.25
413.51 Legal Fees	1,839.66
414.00 Planning and Zoning	
414.45 Zoning Contracted Servcies	2,610.66
Total 414.00 Planning and Zoning	2,610.66
Total Expenses	\$4,674.57
NET OPERATING INCOME	\$ -629.68
NET INCOME	\$ -629.68

ASHLEY BOROUGH

Payroll Summary

31-Aug-24

Year -to-date

Current Month

Police

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

Regular	\$ 209,203.10	\$ 22,987.20
Overtime	\$ 3,248.38	\$ 751.62
Court	\$ 1,870.00	\$ 850.00
	<u>\$ 214,321.48</u>	<u>\$ 24,588.82</u>

Road Department

Regular	\$ 93,608.30	\$ 8,979.45
Overtime	\$ 309.00	\$ 154.50
	<u>\$ 93,917.30</u>	<u>\$ 9,133.95</u>

Main Office

Regular	\$ 53,939.49	\$ 5,438.40
Overtime	\$ 309.01	\$ 78.80
	<u>\$ 54,248.50</u>	<u>\$ 5,517.20</u>

Council

Regular	<u>\$ 7,100.00</u>	<u>\$ 800.00</u>
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Mayor

Regular	<u>\$ 1,200.00</u>	<u>\$ 150.00</u>
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Tax Collector

Regular	<u>\$ 4,546.57</u>	<u>\$ 649.51</u>
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Fire

Regular	<u>\$ 200.00</u>	<u>\$ -</u>
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2024 Total

<u>\$ 375,533.85</u>	<u>\$ 40,839.48</u>
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ASHLEY BOROUGH
Cash Balances
31-Aug-24

<u>FNCB Bank</u>		
Capital Improvement Fund		\$ 1.55
Code Enforcement		\$ 68,239.74
Debit Cards		\$ 84.13
General Fund		\$ 229,040.88
Lokie Account		\$ 100.00
Recreation		\$ 1,248.78
<u>Citizen's Bank</u>		
General Fund		\$ 20,000.00 est
<u>ESSA Bank</u>		
General Fund		\$ 33,381.69
	Total	\$ 352,096.77

<u>First Keystone</u>		
CD - Investment	Total	\$ 254,066.24

<u>FNCB Bank</u>		
Sewer Fund		\$ 31,626.82
<u>M&T Bank</u>		
Sewer Account	Total	\$ 327,752.43
		<u>\$ 359,379.25</u>

<u>FNCB Bank</u>		
ARPA Account		<u>\$ 1,949,551.78</u>
Liquid Fuels Fund		<u>\$ 51,131.53</u>
Fire Equipment Fund		<u>\$ 102,493.79</u>
Debt Service Account		<u>\$ 45,271.58</u>

GRAND TOTAL **\$ 3,113,990.94**

	Service Electric Cable Co	08/19/2024	Check	2933	Yes	1050970756	101.00 FNCB General Fund	-\$	10.00
Total for Service Electric Cable Co								-\$	10.00
S&J Grocery & Deli	S&J Grocery & Deli	08/27/2024	Check	2949	Yes	0122	101.00 FNCB General Fund	-\$	122.24
Total for S&J Grocery & Deli								-\$	122.24
Starr Uniform Center	Starr Uniform Center	08/18/2024	Check	2925	Yes	163977	101.00 FNCB General Fund	-\$	183.00
Total for Starr Uniform Center								-\$	183.00
The Citizens Voice	The Citizens Voice	08/19/2024	Check	2939	Yes	804595 & 185244	101.00 FNCB General Fund	-\$	502.42
Total for The Citizens Voice								-\$	602.42
The Moses Law Group, LLC	The Moses Law Group, LLC	08/16/2024	Check	2928	Yes	357	101.00 FNCB General Fund	-\$	2,687.60
Total for The Moses Law Group, LLC								-\$	2,687.60
The Post Rangers	The Post Rangers	08/27/2024	Check	2940	Yes	4142	101.00 FNCB General Fund	-\$	75.00
Total for The Post Rangers								-\$	75.00
Ugi Utilities	Ugi Utilities	08/16/2024	Check	2922	Yes	411009034546, 421001085917	101.00 FNCB General Fund	-\$	58.76
Total for Ugi Utilities								-\$	68.76
United Concordia	United Concordia	08/19/2024	Check	2932	Yes	198048527	101.00 FNCB General Fund	-\$	793.08
Total for United Concordia								-\$	793.08
Waste Reduction	Waste Reduction	08/11/2024	Check	2916	Yes	92509	101.00 FNCB General Fund	-\$	8,700.01
Total for Waste Reduction								-\$	8,700.01
WEX Bank	WEX Bank	08/19/2024	Check	2934	Yes	0496-00-175796-2	101.00 FNCB General Fund	-\$	2,231.79
Total for WEX Bank								-\$	2,231.79
WVSA	WVSA	08/01/2024	Check	2907	Yes	90404391	101.00 FNCB General Fund	-\$	175.87
Total for WVSA								-\$	175.87
								-\$	171,934.20

Accrual Basis Wednesday, September 04, 2024 12:36 PM GMTZ

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

	Vendor	Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
Amy Campbell	Amy Campbell	08/11/2024	Check	1037	Yes	Mileage	FNCB Code Enforcement	-\$ 224.25
Total for Amy Campbell								-\$ 224.25
BHW Construction Services	BHW Construction Services	08/16/2024	Check	1039	Yes	2024-7	FNCB Code Enforcement	-\$ 1,360.66
Total for BHW Construction Services								-\$ 1,360.66
Donald G. Karpowich, PC	Donald G. Karpowich, PC	08/16/2024	Check	1038	Yes	99094	FNCB Code Enforcement	-\$ 18.75
Total for Donald G. Karpowich, PC								-\$ 18.75
Jack Varaly	Jack Varaly	08/01/2024	Check	1038	Yes	July Zoning Officer Services	FNCB Code Enforcement	-\$ 1,250.00
Total for Jack Varaly								-\$ 1,250.00
Rosenn Jenkins & Greenwald, LLP	Rosenn Jenkins & Greenwald, LLP	08/19/2024	Check	1041	Yes	7497505	FNCB Code Enforcement	-\$ 1,690.71
Total for Rosenn Jenkins & Greenwald, LLP								-\$ 1,690.71
The Moses Law Group, LLC	The Moses Law Group, LLC	08/16/2024	Check	1040	Yes	Invoice 357 - Code	FNCB Code Enforcement	-\$ 130.20
Total for The Moses Law Group, LLC								-\$ 130.20
								-\$ 4,674.67

Accrual Basis Wednesday, September 04, 2024 12:37 PM GMTZ

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

	Vendor	Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
Falzone's Service Center	Falzone's Service Center	08/16/2024	Check	1239	Yes	45917	100 FNCB Bank Highway Aid	-\$ 6,275.71
Total for Falzone's Service Center								-\$ 6,275.71
PPL Electric	PPL Electric	08/16/2024	Check	1238	Yes	86141-37001	100 FNCB Bank Highway Aid	-\$ 2,854.55
Total for PPL Electric								-\$ 2,854.55
								-\$ 9,130.26

Accrual Basis Wednesday, September 04, 2024 12:39 PM GMTZ

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

	Vendor	Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
ESSA Bank & Trust	ESSA Bank & Trust	08/11/2024	Check	1205	Yes	7786014024	101 FNCB Bank Debt Service Fund	-\$ 683.18
Total for ESSA Bank & Trust								-\$ 683.18

Accrual Basis Wednesday, September 04, 2024 12:42 PM GMTZ

Ashley Borough - Fire Department
Transaction List by Vendor
 August 1-31, 2024

	Vendor	Date	Transact on type	Num	Posting	Memo/Description	Account full name	Amount
Wilmer Public Safety Group Inc	Wilmer Public Safety Group Inc	08/19/2024	Check	1027	Yes	S0423525 & S0425168	100.00 Fire Checking	-\$ 1,127.58
Total for Wilmer Public Safety Group Inc								-\$ 1,127.58

Accrual Basis Wednesday, September 04, 2024 12:45 PM GMTZ

-\$ 187,549.80