



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 January 14, 2024, 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 –Present

Code Officer Campbell- Present

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

COUNCIL AND BOROUGH OFFICIAL REPORTS

Lisa Wildes – Ms. Wildes announced that there is a wire hanging on Preston Street. She further mentioned that PPL was there, and she mentioned that she telephoned Service Electric last week. Ms. Wildes asked if anyone saw it and mentioned it has been there since before the holidays and that it's almost touching the vehicles. Ms. Wildes believes the wire does not belong to PPL because they didn't touch the wire. Ms. Wildes mentioned again that she called Service Electric last week and they were supposed to send a representative to look at it because there was a "guy in the patch" and it's still there. Ms. Wildes went on to say that PPL and Service Electric have been to the location where the wire is hanging, and the wire is *still* hanging. Borough Manager Guesto stated that he will have it looked at and Ms. Wildes thanked him. Additionally, Ms. Wildes asked how the Borough is progressing with the sale of garbage stickers, and it was stated that over 900 were sold to households so far and 280 of those were for the full year. Ms. Wildes then asked about the previous year, and it was stated that the previous year still had seven remaining that were outstanding. Ms. Campbell noted that citations were written for the outstanding garbage stickers.

Andrew Potsko – Nothing for this meeting.

Carl Byra – Mr. Byra mentioned that Roger Heydt was there today, in the afternoon, with regards to 43 Manhattan Street. They haven't purchased stickers, and she has 13 bags of garbage that she needs to get rid of. It was stated that someone would reach out to him tomorrow.

Frank Sorokach – Nothing for this meeting.

Ms. Heller – Ms. Heller announced that she was approached by a landlord in the area that wants to change their storefront on Main Street, but she does not know exactly what he would have to do with the Borough or if it has anything to do with the Borough. This is a storefront next to the bank that sells rental stuff for weddings and baby showers. He wants to make it a "coffee café." Borough Manager Guesto stated that the landlord needs to reach out to zoning. Ms. Heller stated that the landlord is not looking to make anything there except coffee. He will also offer scones and muffins and "all that stuff" would be delivered daily, but they're not looking to cook anything, and the landlord wants to make it a cafe for people to go and get coffee on Main Street. Borough Manager Guesto reiterated that the landlord should reach out to zoning and explained that any change of use of property would always start with zoning.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer – Secretary Sharer announced that Bob Shoemaker has donated the wooden plaque that is hanging up. Secretary Sharer provided the borough

with the Ashley Borough Treasurer's Report, a copy of which is attached hereto and made a part hereof.

Borough Manager Guesto- Nothing for this meeting.

Chief Joe McGlynn – Chief McGlynn announced that in regard to 2024: Total incidents logged is 2518; total parking tickets issued 122; total traffic citations 440; total non-traffic citations issued 123; and total amount received from report requests & fines is approximately \$31,026.26. Lastly, Chief McGlynn provided the borough with the Police Chief's Monthly Report, a copy of which is attached hereto and made a part hereof.

Code Officer Amy Campbell- Code Officer Campbell provided the borough with the Code Enforcement Report, a copy of which is attached to and made a part hereof.

ANNOUNCEMENTS

NONE

PUBLIC COMMENT – PENDING LEGISLATION

NONE

LEGISLATION

RESOLUTION 1 OF 2025 – A Resolution to approve the December 10, 2024 Council Meeting Minutes.

Motion: Carl Byra
Second: Lisa Wildes

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

RESOLUTION 2 OF 2025 – A Resolution to approve the December 2024 bills in the amount of \$ 167,050.91.

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 3 OF 2025 – A Resolution to approve the December 2024 payroll in the amount of \$ 42,215.56.

Motion: Frank Sorokach
Second: Andrew Potsko

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

RESOLUTION 4 OF 2025- A Resolution to approve the biweekly healthcare payback plan for employees effective January 14, 2025.

Motion: Lisa Wildes to table
Second:

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

TABLED

RESOLUTION 5 OF 2025- A Resolution to authorize the Borough Manager to reinvest the \$250,000 from the current Certificate of Deposit with a purchase of a Certificate of Deposit to the Bank with the highest Annual Percentage Yield.

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 6 OF 2025- A Resolution to approve the proposal from Comcast Business for Phone/Fax/Internet service at the Borough building at a rate of \$352.00 per month plus service and equipment fees.

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 7 OF 2025- A Resolution to enact *Ordinance Number 1 of 2025*, AN ORDINANCE OF ASHLEY BOROUGH ELECTING TO AMEND ITS POLICE PENSION PLAN ADMINISTERED BY THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM PURSUANT TO ARTICLE IV OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW; AGREEING TO BE BOUND BY ALL PROVISIONS OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW AS AMENDED AND AS APPLICABLE TO MEMBER MUNICIPALITIES.

Motion: Frank Sorokach

Second: Lisa Wildes

Lisa Wildes - Y

Frank Sorokach - Y

Carl Byra - Y

Andrew Potsko- Y

Jennifer Heller – Y

Edward Flynn – Y

PASS

RESOLUTION 8 OF 2025- A Resolution to approve a purchase by the Ashley Borough Police Department of eight pistols and three rifles along with ammunition and holsters from Witmer Public Safety Group, Inc. COSTARS Contract #012-E22-281 in the amount of \$15,832.36.

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 9 OF 2025- A Resolution to approve a purchase by the Police Department of three Panasonic Toughbook computers for the Ashley Borough Police Department vehicles in amount not to exceed \$10,500.00.

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 10 OF 2025- A Resolution to authorize the Borough Manager to seek a loan from Peoples Security Bank & Trust for the equipment for the Ashley Borough Police Department. This equipment will consist of pistols, rifles, ammunition, holsters and Panasonic Toughbook computers for police vehicles. This loan amount will be for an amount not to exceed \$26,500.00 and will be paid through the Debt Services Account.

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 11 OF 2025- A Resolution approving *Engineering Addendum No. 2* for the Solomon's Creek Interceptor Rehabilitation Project with Reilly Associates and Verdantes. This would reallocate funds within the Professional Services line item in the amount of \$20,914.50. This has been reviewed by Booth Management, the county consultant for ARPA funds.

Motion: Frank Sorokach
Second: Lisa Wildes

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

RESOLUTION 12 OF 2025- A Resolution to Appoint Chrissy Hannon to the Zoning Hearing Board for a four-year term effective 1-1-2025.

Motion: Carl Byra
Second: Frank Sorokach

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

RESOLUTION 13 OF 2025- A Resolution to appoint James Barberio to the Planning Commission for a four-year term effective 1-1-2025.

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 14 OF 2025- A Resolution to appoint Deanna Morgan to the Planning Commission for a four-year term effective 1-1-2025.

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 15 OF 2025- A Resolution to appoint Sheldon Harris to the Planning Commission for a four-year term effective 1-1-2025.

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

PUBLIC COMMENT

NONE

MOTION TO ADJOURN

Motion: Carl Byra
Second: Jennifer Heller

MEETING ADJOURNED

Ashley Borough - General Fund Transaction List by Vendor

December 1-31, 2024

	Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
1 Stop Financial	12/17/2024	Check	3094	Yes	2024162-07 & 2024162-07A	101.00 FNCB General Fund	-2,375.00
Total for 1 Stop Financial							-\$2,375.00
Aflac	12/17/2024	Check	3090	Yes	425674	101.00 FNCB General Fund	-11.27
Total for Aflac							-\$11.27
Ashley Auto Repair	12/11/2024	Check	3080	Yes	2022 Ford Explorer	101.00 FNCB General Fund	-104.99
	12/26/2024	Check	3101	Yes	2022 Interceptor	101.00 FNCB General Fund	-209.99
Total for Ashley Auto Repair							-\$314.98
Bassler	12/11/2024	Check	3081	Yes	11915	101.00 FNCB General Fund	-216.50
Total for Bassler							-\$216.50
Cannon Financial Services, Inc.	12/11/2024	Check	3071	Yes	36796070	101.00 FNCB General Fund	-83.86
Total for Cannon Financial Services, Inc.							-\$83.86
Cargill, Inc.	12/26/2024	Check	3104	Yes	291036027	101.00 FNCB General Fund	-1,991.92
Total for Cargill, Inc.							-\$1,991.92
Fibertel Inc	12/26/2024	Check	3105	Yes	18078	101.00 FNCB General Fund	-351.48
Total for Fibertel Inc							-\$351.48
GBM	12/02/2024	Check	3060	Yes	373026	101.00 FNCB General Fund	-164.53
	12/26/2024	Check	3100	Yes	374237	101.00 FNCB General Fund	-233.97
Total for GBM							-\$398.60
glen Summit Water	12/11/2024	Check	3073	Yes	7536084	101.00 FNCB General Fund	-29.65
Total for glen Summit Water							-\$29.65
Highmak BCBS	12/02/2024	Check	3063	Yes	241113324949	101.00 FNCB General Fund	-10,734.13
Total for Highmak BCBS							-\$10,734.13

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

Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
12/26/2024	Check	1210	Yes	41641	101 FNCB Bank Debt Service Fund	-15,192.30
Total for 10-8 EVS Upfitting						-\$15,192.30
ESSA Bank & Trust						
12/11/2024	Check	1209	Yes	7786014024	101 FNCB Bank Debt Service Fund	-683.18
Total for ESSA Bank & Trust						-\$683.18
						-\$15,875.48

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

Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
12/02/2024	Check	1030	Yes	Monthly Operational Expenses	100.00 Fire Checking	-350.00
Total for Ashley Fire Department						-\$350.00
						-\$350.00

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

Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
12/17/2024	Check	1250	Yes	15248	100 FNCB Bank Highway Aid	-1,488.00
Total for Northeast Signal						-\$1,488.00
PPL Electric						
12/11/2024	Check	1249	Yes	86141-37001	100 FNCB Bank Highway Aid	-2,952.47
Total for PPL Electric						-\$2,952.47
						-\$4,440.47

Ashley Borough - Sewer Fund Transaction List by Vendor

December 1-31, 2024

Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
12/11/2024	Check	1084	Yes	421	101 FNCB Bank Sewer Fund	-350.00
						-\$350.00
						-\$350.00

The Moses Law Group, LLC

Total for The Moses Law Group, LLC

Ashley Borough - ARPA Fund Transaction List by Vendor

December 1-31, 2024

Date	Transacti on type	Num	Posting	Memo/Description	Account full name	Amount
12/24/2024	Check	1006	Yes	Invoice No. 3	101 FNCB Bank ARPA Fund	-49,222.60
						-\$49,222.60
12/04/2024	Check	1005	Yes	Interest Earned Turned over to County	101 FNCB Bank ARPA Fund	-41,280.13
						-\$41,280.13
						-\$90,502.73

Reilly Associates

Total for Reilly Associates

Luzerne County

Total for The Moses Law Group, LLC

GRAND TOTAL

\$ (167,050.91)

ASHLEY BOROUGH
Payroll Summary
31-Dec-24

Year -to-date

Current Month

Police

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

Regular	\$ 305,993.38	\$ 20,747.20
Overtime	\$ 11,184.81	\$ 2,919.60
Court	\$ 5,695.00	\$ 935.00
	\$ 322,873.19	\$ 24,601.80

Road Department

Regular	\$ 140,519.54	\$ 10,396.88
Overtime	\$ 1,545.00	\$ 927.00
	\$ 142,064.54	\$ 11,323.88

Main Office

Regular	\$ 78,362.85	\$ 5,438.40
Overtime	\$ 815.78	\$ 101.97
	\$ 79,178.63	\$ 5,540.37

Council

Regular	\$ 9,500.00	\$ -
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Mayor

Regular	\$ 1,800.00	\$ -
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Tax Collector

Regular	\$ 7,794.12	\$ 649.51
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Fire

Regular	\$ 400.00	\$ 100.00
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2024 Total

\$ 563,610.48	\$ 42,215.56
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ASHLEY BOROUGH
Cash Balances
31-Dec-24

<u>FNCB Bank</u>		
Capital Improvement Fund		\$ 1.55
Code Enforcement		\$ 62,755.83
Debit Cards		\$ 174.76
General Fund		\$ 55,379.72
Lokie Account		\$ 100.02
Recreation		\$ 895.93
<u>Citizen's Bank</u>		
General Fund		\$ 20,643.84 est
<u>ESSA Bank</u>		
General Fund		\$ 42,376.06
	Total	\$ 182,327.71

<u>First Keystone</u>		
CD - Investment	Total	\$ 258,198.61

<u>FNCB Bank</u>		
Sewer Fund		\$ 24,673.53

<u>M&T Bank</u>		
Sewer Account	Total	\$ 336,845.55
		<u>\$ 361,519.08</u>

<u>FNCB Bank</u>		
ARPA Account	(\$3,266.78 Nov, \$3,095.71 Dec Int)	<u>\$ 1,693,905.55</u>
Liquid Fuels Fund		<u>\$ 5,506.38</u>
Fire Equipment Fund		<u>\$ 99,185.71</u>
Debt Service Account		<u>\$ 30,661.75</u>

GRAND TOTAL **\$ 2,631,304.79**



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 December 2024

Total Incidents logged: 181

Total Parking Tickets Issued: 16

Total Traffic Citations Issued: 21

Total Non-Traffic Citations Issued: 8

Total Amount Received from Magistrate: \$ 1433.35 (Crimes Code, Vehicle Code and Ordinances)

Total Amount Received from Report Requests: \$ 30.00

Total Amount Received from Parking Violations: \$ 160.00

Luzerne County Dept. of Probation: \$ 0

Total Received: \$ 1623.35

Vehicle Milage

Miles, 3117

Averaging, 100 miles per day

Respectfully Submitted by,


Joseph McGlynn
Chief of Police



49 West Cemetery St.
Ashley, Pa 18706

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

Joseph McGlynn, Chief of Police

Ashley Borough Police Department

2024 Stats

Total Incidents logged: 2518

Total Parking Tickets Issued: 122

Total Traffic Citations Issued: 440

Total Non-Traffic Citations Issued: 123

Total Amount Received from Report Requests & Fines: 31,026.26

Respectfully Submitted by,


Joseph McGlynn
Chief of Police

Ashley Borough Police - December 2024

ANIMAL COMPLAINTS	1
ASSISTS	43 (Fire, EMS, Other Police)
BURGLAR ALARMS	-
CIVIL COMPLAINTS	7
CRIM. MISCH.	-
DEATH/INVESTIGATIONS	-
DOMESTIC DISTURBANCE	5
HARASS/ASSAULT/THREAT	5
MENTAL HEALTH	-
MISCELLANEOUS	18
WELFARE CHECKS	2
MISSING PERSONS	-
DISABLED MOTORIST	2
NOISE	3
DISORDERLY/PUB DNK	-
ILLEGAL DUMPING	-
TRESPASSING	1
SUSP. AUTO/ PERSON	8
THEFT OFFENSES	2
TRAFFIC/ PARKING OFFENSES	74
TRAFFIC ACCIDENTS	3
WEAPONS	-