



## 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

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

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### ASHLEY BOROUGH COUNCIL MEETING SUMMARY MEETING MINUTES MAY 15, 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. –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.

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## COUNCIL AND BOROUGH OFFICIAL REPORTS

Lisa Wildes – Ms. Wildes announced that the Memorial Day Parade will take place on May 27, 2024, 9:00 a.m. and the Code Enforcement Officer will be working the route to make sure all homes are cleaned up. Additionally, Ms. Wildes announced that the Trunk or Treat event will be held on October 26, 2024, at the Fireman's Lane and the Christmas Parade this year will be held on December 7, 2024. Ms. Wildes announced that the Borough received a phone call from Alec Ryncavage's Office and his office expressed concern about Sugar Notch Run. Ms. Wildes went on to say that Sugar Notch Run is in its final phase with the engineer. There was a meeting last week with Borough Engineer and that is the information the Borough was provided with regarding Sugar Notch Run.

Andrew Potsko – Nothing for this meeting.

Carl Byra – Nothing for this meeting.

Frank Sorokach – Nothing for this meeting.

Ms. Heller – Ms. Heller announced that she is working with a contractor to fix the house on Ashley Street that has the collapsing stairs for the Helping Hands of the Ashley Preservation Society. Ms. Heller further announced that she has photos she is sending out to other contractors to ask if anyone would be willing to donate their time to fix the stairs or donate materials to get the stairs fixed for the homeowner.

Mr. Flynn – Nothing for this meeting.

Mayor Demchak – Nothing for this meeting.

Secretary Lisa Scharer – Nothing for this meeting.

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 provided the borough with the Code Officer's Monthly Report, a copy of which is attached hereto and made a part hereof.

COMMITTEE REPORTS

None.

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PUBLIC COMMENT – PENDING LEGISLATION

NONE FOR THIS MEETING

LEGISLATION

**RESOLUTION 55 OF 2024** – A Resolution to approve the April 9, 2024 Council Meeting Minutes.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 56 OF 2024** – A Resolution to approve the April 2024 bills in an amount not to exceed \$200,000.00.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 57 OF 2024** – A Resolution to approve the April 2024 payroll in an amount not to exceed \$100,000.00.

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

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**RESOLUTION 58 OF 2024**- A Resolution authorizing the proposal from Spinnaker Insurance company in the amount of \$2,581.00 for cybersecurity insurance premium.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

PASS

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**RESOLUTION 59 OF 2024**- A Resolution authorizing the lease proposal from Golden Business Machines in the amount of \$81.25 per month for 60 months for a Cannon desktop copier.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 60 OF 2024-** A Resolution approving the application and plan for the minor subdivision for 121 North Main Street (American Legion Post 673).

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

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**RESOLUTION 61 OF 2024-** A Resolution to approve Ordinance Number 1 of 2024, the adoption of the amendment to the Ashley Borough Zoning Ordinance of June 13, 2016 for Floodplain Map policies as advertised.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 62 OF 2024-** A Resolution ratifying the proposal from Synergistic Networks in the amount of \$4,600.00 for 40 hours of technical consulting for QuickBooks setup and other information technology services.

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

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**RESOLUTION 63 OF 2024-** A Resolution to pay the invoice from Reilly & Associates in the amount of \$10,613.75 for the Garage Door Replacement Project and to request grant reimbursement for the expense.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 64 OF 2024-** A Resolution to pay the invoice from Reilly & Associates in the amount of \$19,711.25 for the Municipal Building Roof Replacement Project and to request grant reimbursement for the expense.

Motion: Lisa Wildes  
Second: Jennifer Heller

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

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**RESOLUTION 65 OF 2024-** Resolution to authorize the submission of a Multimodal Fund Grant for the Mainstreet Streetscape Project Phase II.

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

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**RESOLUTION 66 OF 2024-** A Resolution to authorize the submission of a Greenways, Trails and Recreation Grant for the Conyngham Street Playground Project.

Motion: Carl Byra  
Second: Jennifer Heller

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

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**RESOLUTION 67 OF 2024-** A Resolution to authorize the submission of request to PennDOT to include Ashley Borough in the Bundling Agreement for the PennDOT Metropolitan Planning Organization (MPO) funding for Carey and Rodgers Street Bridges and design and engineering.

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

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**RESOLUTION 68 OF 2024-** A Resolution to ratify all payments of wages to Part Time Police Officer David Fedorczyk to date and authorization to pay him overtime rates as applicable and authorized by the Chief of Police.

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

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**RESOLUTION 69 OF 2024-** A Resolution to authorize the donation of \$500.00 to the American Legion for the Memorial Day Parade.

Motion: Carl Byra  
Second: Jennifer Heller

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

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**RESOLUTION 70 OF 2024-** A Resolution ratifying the proposal for financial services from Hazleton Business & Payroll Solutions, Inc. in the amount of \$9,500.00 plus \$110.00 per hour for non-scoped services.

Motion: Edward Flynn to Table  
Second: Jennifer Heller to Table

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

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**RESOLUTION 71 OF 2024-** A Resolution to award the Luzerne County Office of Community Development funding paving project to Barker & Barker Paving for the Base Bid, Alternate 1 and Alternate 2 in the amount of \$147,623.00. This includes East Hartford Street, Church and School Lanes and the basketball courts at Conyngham Street playground.

Motion: Jennifer Heller  
Second: Andrew Potsko

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

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PUBLIC COMMENT

**TOM KNEISINGER OF 17 SOUTH MAIN STREET:** Mr. Kneisinger announced that he received certified letter from PennDOT in the mail about potentially hearing work from Ashley Borough. The letter didn't specify where but they informed him they will be conducting tests and other engineering studies about highway/road improvements in Ashley. The letter further went on to say it was an imminent domain of some type and that they didn't have to tell him when they were coming but they will try to notify him when they are coming. The letter also stated that they may have to drill on people's property to conduct tests. Mr. Kneisinger said he made a copy of the letter and wanted to provide it to council.

Borough Manager Guesto stated that he received the same letter and that his understanding of the letter is that they're not taking anyone's property, but they do have the utility right of way to go on to people's property for any type of potential projects. Borough Manager Guesto stated that the letter states "We are not saying there is going to be any type of project. We are not saying there is going to be anything started. We will try to give you our best effort to let you know if we are going to come out." Borough Manager Guesto stated that PennDOT sent these letters to property owners as a precaution and hopefully they will not need to come to everyone's yard. Borough Manager Guesto informed Mr. Kneisinger that utility companies do have the right of way to come on to people's property and it's included in property owner's deeds.

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MOTION TO ADJOURN

Motion: Jennifer Heller  
Second: Lisa Wildes

MEETING ADJOURNED

**Ashley Borough Code Enforcement  
Profit & Loss  
April 2024**

	Apr 24
<b>Income</b>	
322.00 · Licenses and Permits	110.00
321.90 · Rental Registration	20.00
322.60 · Dumpster Permit	130.00
<b>Total 322.00 · Licenses and Permits</b>	<b>130.00</b>
331.00 · Fines & Forfeits	50.00
331.12 · Violations of Ordinances and St	50.00
<b>Total 331.00 · Fines &amp; Forfeits</b>	<b>50.00</b>
361.00 · Charges for Services Gen Gov't	250.00
361.30 · Zoning Permits and Land Develop	250.00
361.72 · Vacant Property Fee	500.00
<b>Total 361.00 · Charges for Services Gen Gov't</b>	<b>500.00</b>
362.00 · Public Safety	2,077.62
362.41 · Building Permit Fees	1,095.00
362.45 · Occupancy Permit	3,172.62
<b>Total 362.00 · Public Safety</b>	<b>3,852.62</b>
<b>Total Income</b>	<b>3,852.62</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>3,852.62</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

### Ashley Borough Police Monthly Report for April 2024

**Total Incidents logged: 174**

**Total Parking Tickets Issued: 5**

**Total Traffic Citations Issued: 25**

**Total Non-Traffic Citations Issued: 6**

**Total Amount Received from Magistrate: \$ 2, 279.39 (Crimes Code, Vehicle Code and Ordinances)**

**Total Amount Received from Report Requests: \$ 75.00**

**Total Amount Received from Parking Violations: \$0**

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

**Total Received: \$ 2,354.39**

#### Vehicle Milage

**Miles, 2, 968**

**Averaging, 98 miles per day**

**Respectfully Submitted by,**

  
**Joseph McGlynn**  
Chief of Police

# Ashley Borough Police - April 2024

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ANIMAL COMPLAINTS	5
ASSISTS	32 (Fire, EMS, Other Police)
BURGLAR ALARMS	3
CIVIL/PFA	4
CRIM. MISCH.	1
DEATH/INVESTIGATIONS	-
DOMESTIC DISTURBANCE	10
HARASS/ASSAULT/THREAT	4
MENTAL HEALTH	5
MISCELLANOUS	25
WELFARE CHECKS	3
MISSING PERSONS	3
DISABLED MOTORIST	2
NOISE	3
DISORDERLY/PUB DNK	13
ILLEGAL DUMPING	-
TRESPASSING	1
SUSP. AUTO/ PERSON	6
THEFT OFFENSES	3
TRAFFIC/ PARKING OFFENSES	42
TRAFFIC ACCIDENTS	5
WARRANTS/WANTED	3
WEAPONS	1