

**BOROUGH OF PARRYVILLE**  
**MEETING MINUTES**  
**November 20, 2023**

Meeting was called to order by Jason Smith, Council President

Pledge of Allegiance

**Roll Call:**

**Present:** Jason Smith, President; Monica Kunkle, Councilperson; Patty Wentz, Councilperson; Tom Kobal, Mayor; Cathy Hawk, Secretary; Robert Frycklund, Solicitor

**Absent:** Dustin Wentz, Vice President; Dana Brubaker, Treasurer

**Prior Meeting Minutes**

- October 16, 2023 – Motion to approve by M. Kunkle; 2<sup>nd</sup> by P. Wentz. Motion carried

**Treasurer’s Report**

- Period ending October 31, 2023 – Motion to approve by M. Kunkle; 2<sup>nd</sup> by P. Wentz. Motion carried

**List of Bills**

- November 20, 2023 List of Bills
- Additional Bills:
  - Parryville Fire Company Insurance \$1,576.00
  - Parryville Fire Company Auto Insurance \$905.00
  - Light-Heigel \$54.86
  - Robert Frycklund new services \$47.50 (previous balance of \$332.50)
  - NEPA 2024 Membership \$295
  - Keystone Consulting Engineers \$125.50
  - PSAB Membership \$100
  - Times News \$83.75 (11/11/23 meeting ad)
  - Times News Statement dated 10/31/23: 30 days overdue \$88.45; 60 days overdue \$287.80
    - Approval to pay if not previously paid
- Motion by M Kunkle to approve the List of Bills and the additional new bills; 2<sup>nd</sup> by P. Wentz; Motion carried

**Department Reports**

- A. Zoning and Building Code
  - a. Draft for the Short-Term Rental Ordinance
    - i. Atty. Frycklund reviewed and sent markups
    - ii. To be reviewed by Zoning Officer M. Sowers
- B. Sewage Enforcement
  - a. Pres. Smith updated on conversation with Rebecca, Fiscal Policy Specialist with PennVest; of note, they do not require an Income Survey.
- C. Code Enforcement
  - a. No report
- D. Solicitor
  - a. No report
- E. Mayor
  - a. No report
- F. Engineer
  - a. Correspondence from Jennifer Hunsicker with Carbon County Office of Planning & Development

- i. Parryville Borough has been awarded \$150,220 for storm water improvements to Oak Street, Cherry Alley, and Pine Street.
- ii. Jason Skrimcovsky from the County will be in contact with Parryville's Engineer Eric Snyder early 2024 to request bid specs.
- iii. Cooperation Agreement By & Between County of Carbon and Parryville Borough for the FY 2022 CDBG Program Administration to be signed by Pres. Smith and Sec'y Hawk, then returned to Ms. Hunsicker

### **Board Reports**

- A. Planning Commission
  - a. No report
- B. Zoning Hearing Board
  - a. No report.

### **Committee Reports**

- A. Building and Lights – D. Wentz
  - a. Pres. Smith stated that he is working with Kresge to get the heater installed
- B. Health & Sanitation – J. Smith
  - a. No update
- C. Roads
  - a. Pres. Smith provided updates on the Dump Truck
    - i. Current 2010 Ford dump truck will be getting repaired at Lehighton Ford this week
    - ii. Awaiting CoStars pricing on a new dump truck which we do have funding for. Motion by M. Kunkle to purchase a 2023 Ford F550 for price not to exceed \$112,000; 2<sup>nd</sup> by P. Wentz; motion carried
    - iii. Pres. Smith recommended using the 2010 dump truck for everyday use when needed thru the year, and the new one for plowing during the winters
- D. Playground – Kathi Wolter
  - a. Pres. Smith stated that the playground equipment was delivered today. Will be working with Engineer to get it installed in the Spring of 2024
- E. Canal Commission – M. Johnson & D. Wentz
  - a. No report
- F. Fire & Safety – M. Kunkle
  - a. Stated upcoming events.
  - b. Annual tree lighting will be at the Fire Company this year
- G. Finance & Budget – J. Smith
  - a. 2024 Budget meeting highlights
    - i. Will have a minimal tax increase of 1% for 2024
    - ii. Motion by M Kunkle to advertise the 2024 Budget; 2<sup>nd</sup> by P Wentz. Motion carried
    - iii. Motion by M Kunkle to advertise the 2024 Tax Ordinance; 2<sup>nd</sup> by P Wentz. Motion carried.
- H. Act 537 – J. Smith
  - a. No report
- I. President's Report – J. Smith
  - a. No report
- J. Grants – J. Smith
  - a. Due to increases in supply prices, the Combined Borough Hall/Fire Company/Emergency Shelter project will now be \$2,000,000
  - b. Motion by M Kunkle to approve a Resolution to apply for the Statewide LSA Grant for \$1M; 2<sup>nd</sup> by P Wentz; motion carried

### **Unfinished Business**

- A. Council Opening
  - a. Pres Smith requested for Council to talk to neighbors and others in the Borough of the opening
  - b. Atty Frycklund stated an option would be for Parryville to become part of a joint municipality, but that would require the other municipality to agree

c. Times News representative stated that volunteerism is down overall

**New Business**

A. Tax Collector position – the agreement with the County Tax Collector will end December 31, 2023. For any interested person, we will need to do an appointment.

**Public Comment**

A. 131 Main Street Trash Bill – owner is accruing late fees because PAMS is waiting for the Borough to send info. Pres. Smith stated that he sent the information and will also request for late fees to be dropped  
a. Also the owner stated that the sewer drain above the property seems to have a pipe broken and would like that looked at

**Adjournment**

Motion to adjourn by M. Kunkle; 2<sup>nd</sup> by P Wentz; motion carried.

**Submitted By:**

*Cathy Hawk*

**Cathy Hawk, Secretary**

**Next Regularly Scheduled Meeting: Monday, December 18, 2023, at 7:00pm at the Parryville Borough Hall**