

BOROUGH OF PARRYVILLE
MEETING MINUTES
December 18, 2023

Meeting was called to order at 7:06pm 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

- November 20, 2023 – Motion to approve by P. Wentz; 2nd by M. Kunkle. Motion carried

Treasurer's Report

- Period ending November 30, 2023 – Motion to approve by P. Wentz; 2nd by M. Kunkle. Motion carried

List of Bills

- November 20, 2023 List of Bills
- Additional Bills:
 - Service Team – Repairs to Fence and Replacing Fence at Lower Playground - \$5,625.00
- Motion by M Kunkle to approve the List of Bills and the additional new bill; 2nd by P. Wentz; Motion carried

Department Reports

- A. Zoning and Building Code
 - a. Draft for the Short-Term Rental Ordinance
 - i. Atty. Frycklund & Zoning Officer M. Sowers reviewed and sent markups
 - ii. Secretary Hawk emailed updated Draft to all.
 - iii. Pres. Smith asked Council to review prior to the next meeting
- B. Sewage Enforcement
 - a. Pres. Smith updated on conversation with Rebecca, Fiscal Policy Specialist with PennVest; hoping to have her at virtual meeting in the Spring 2024
- C. Code Enforcement
 - a. M. Sowers was to attend court hearing, however misunderstood date.
- D. Solicitor
 - a. Atty. Frycklund attended court hearing, however because M. Sowers was not there, Judge Kissner dismissed the case.
 - b. Atty. Frycklund prepared third Petition for Contempt for 414 Center Street; just needs Pres. Smith to sign the verification and will file; will need witness during hearing
- E. Mayor
 - a. Drove borough roads looking for flooding today
 - b. Tree Lighting was a success
- F. Engineer
 - a. Cooperation Agreement By & Between County of Carbon and Parryville Borough for the FY 2022 CDBG Program Administration for the Cherry Alley road project - was signed by Pres. Smith, and Sec'y Hawk returned to Jennifer Hunsicker with Carbon County Office of Planning & Development
 - b. Eric Snyder worked with Pres. Smith for the LSA Grant regarding the financial part

Board Reports

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

Committee Reports

- A. Building and Lights –
 - a. Pres. Smith stated that he is working with Kresge to get the heater installed
- B. Health & Sanitation – J. Smith
 - a. Had conversations with PAMS regarding removal of late fee for a constituent
 - b. Treasurer Brubaker sent email concerning LeBar Rental apartment who had overage fees. Pres Smith stated that owner was to remove dumpsters from being reflected on our municipal invoice from Waste Management, but seems this has not happened.
 - i. Atty Frycklund said he could do a formal letter to the owner; Mayor Kobal will provide the owner name and address to Atty Frycklund
- C. Roads
 - a. Pres. Smith provided updates on the Dump Truck
 - i. 2010 Ford dump truck was repaired at Lehighon Ford; however step will need to be repaired yet
 - b. Roadworker J. Wentz updated on roads and potential trees to fall with deluge of rain
 - i. Concerned about tree behind Borough Hall
 - ii. Concern about tree on Fireline that is leaning. Sect’y Hawk will look on GIS to see who owns that specific property so a letter can be sent by Atty Frycklund
 - c. Pres. Smith stated that VP D. Wentz was working with Bergey on potential vehicles, and now Pres. Smith will follow up.
- D. Playground – Kathi Wolter
 - a. No Report
- E. Canal Commission – M. Johnson & D. Wentz
 - a. No report
- F. Fire & Safety – M. Kunkle
 - a. Stated upcoming events.
 - b. Gave paperwork for insurance reimbursement; Secty Hawk put in Treas. Brubaker’s invoice folder
- G. Finance & Budget – J. Smith
 - a. Motion by M. Kunkle to adopt the 2024 Budget; 2nd by P Wentz. Motion carried
 - b. Motion by P. Wentz to adopt Ordinance 2024-01 2024 Real Property Tax Ordinance; 2nd by O. Miller. Motion carried. (This Motion was done after Owen Miller was sworn in.)
- H. Act 537 – J. Smith
 - a. No report
- I. President’s Report – J. Smith
 - a. Treasurer Dana Brubaker resigning effective December 31, 2023, after nearly 25 years of service
 - b. Council VP Dustin Wentz – Pres. Smith read resignation letter due to moving out of Borough
- J. Grants – J. Smith
 - a. Have applied for the Statewide LSA & Monroe LSA Grants

Unfinished Business

- A. Council Opening
 - a. Pres Smith introduced Owen Miller; stated he did have the Affidavit of Residency notarized. Motion by M. Kunkle to accept Owen Miller to fulfill Donald Smith’s vacant position; 2nd by P. Wentz. Motion carried.
 - i. Sect’y Hawk stated she spoke with Jane Krebbs at the Carbon County Election Office that since the Council seat was through December 31, 2023, then at the Reorganizational Meeting in January 2024, Owen will need to be appointed to serve for 2 years.
 - ii. Sect’y Hawk asked Atty Frycklund to look at the terms since there will be 4 Council members ending 12/31/2025.

- b. Mayor Kobal swore in Owen Miller to the Council position.
- B. Tax Collector Opening
 - a. Pres. Smith introduced Nicholas Kurek, who then provided his professional experience.
 - b. Motion by P. Wentz to approve Resolution 2023-06 for Nicholas Kurek to be the Parryville Tax Collector; 2nd by M. Kunkle. Motion carried
 - c. Mayor Kobal swore in Nicholas Kurek to the Tax Collector position.
 - d. Resolution signed by Council members

New Business

- A. Motion by O. Miller to advertise the 2024 Borough Council Meeting Dates; 2nd by P. Wentz. Motion carried
- B. Motion by P. Wentz to advertise the 2024 Planning Commission Meeting Dates; 2nd by M. Kunkle. Motion carried.
- C. Pres. Smith stated that looking at new credit cards due to current ones being tied to D. Brubaker
- D. Pres. Smith stated that Sec'y Hawk will work with Treas. Brubaker to have a seamless transition
- E. Pres. Smith asked for Council members to look at what areas they would like to oversee in 2024.

Adjournment

Motion to adjourn by M. Kunkle; 2nd by P Wentz; motion carried.

Submitted By:

Cathy Hawk

Cathy Hawk, Secretary

Next Regularly Scheduled Meeting: REORG MEEING Tuesday, January 2, 2024, at 7:00pm at the Parryville Borough Hall