

**BOROUGH OF PARRYVILLE**  
**MEETING MINUTES**  
**January 2, 2024**

Meeting was called to order at 7:03pm by Tom Kobal, Mayor

Pledge of Allegiance

**2024 Swearing in by Mayor Kobal of Councilperson Patricia Wentz due to Re-Election**

**Roll Call:**

**Present:** Jason Smith, Councilman Monica Kunkle, Councilperson; Owen Miller, Councilman; Patty Wentz, Councilperson; Tom Kobal, Mayor; Cathy Hawk, Secretary

**Absent:** Robert Frycklund, Solicitor; Dana Brubaker, Treasurer

**Nomination and Election of Council President led by Mayor Kobal**

- Motion by M. Kunkle, 2<sup>nd</sup> by P. Wentz to elect Jason Smith as President of Borough Council. Motion carried

**Appointment by President Smith of Councilperson Owen Miller due to New Year**

- Motion by M. Kunkle to appoint Owen Miller to Borough Council until December 31, 2025, 2<sup>nd</sup> by P. Wentz. Motion carried.

**Nomination and Election of Council Vice President**

- Motion by M. Kunkle, 2<sup>nd</sup> by J. Smith to elect Patricia Wentz as Vice President of Borough Council. Motion carried.

**Nomination and Election of Council President ProTemp**

- Motion by P. Wentz, 2<sup>nd</sup> by O. Miller to elect Monica Kunkle as President ProTemp of Borough Council. Motion carried.

**Appointment of Chair for the Vacancy Hearing Board**

- Motion by P. Wentz, 2<sup>nd</sup> by M. Kunkle to appoint Owen Miller as the Chair for the Vacancy Hearing Board. Motion carried.

**APPOINTMENTS:**

- A. Motion by M. Kunkle, 2<sup>nd</sup> by P. Wentz to appoint Cathy Hawk as Secretary; Motion carried
- B. Motion by M. Kunkle, 2<sup>nd</sup> by P. Wentz to appoint Robert Frycklund; Motion carried
- C. Motion by M. Kunkle, 2<sup>nd</sup> by O. Miller to appoint Keystone Consulting Engineers as Borough Engineer; Motion carried
- D. Motion by M. Kunkle, 2<sup>nd</sup> by O. Miller to appoint Barry Isett & Associates as the Alternative Engineer for the Act 537 Plan; Motion carried
- E. Motion by M. Kunkle, 2<sup>nd</sup> by P. Wentz to appoint the Times News as the Advertising Agency; Motion carried
- F. Motion by P. Wentz, 2<sup>nd</sup> by O. Miller to appoint Dana Brubaker as Treasurer through January 31, 2024; Motion carried
- G. Motion by J. Smith, 2<sup>nd</sup> by P. Wentz to appoint Michael Johnson as the Representative for the Lehigh Canal Commission; Motion carried
- H. Motion by M. Kunkle, 2<sup>nd</sup> by O. Miller to appoint Light-Heigel as the Code Enforcement Officer; Motion carried
- I. Motion by O. Miller, 2<sup>nd</sup> by M. Kunkle to appoint Light-Heigel as the Zoning Officer; Motion carried
- J. Motion by M. Kunkle, 2<sup>nd</sup> by O. Miller to appoint Light-Heigel as the Building Code Inspector; Motion carried
- K. Motion by P. Wentz, 2<sup>nd</sup> by M. Kunkle to appoint Kirk & Summa as the Auditor; Motion carried

## **RESOLUTION**

- 2024-0? Salaries and Wages – tabled until next meeting

## **Assignment of 2024 Committees and Reports**

- Building and Lights – Owen Miller
- Health and Sanitation – Jason Miller
- Roads – Owen Miller
- Playground Committee – Jason Smith
- Fire and Safety – Monica Kunkle
- Finance and Budget – Patricia Wentz

## **Prior Meeting Minutes**

- December 18, 2023 – Motion to approve by M. Kunkle; 2<sup>nd</sup> by O. Miller. Motion carried

## **Treasurer's Report**

- N/A

## **List of Bills**

- N/A

## **Unfinished Business**

- A. Short-Term Rental (STR) Draft Ordinance
  - a. Council to meet to review
- B. Borough Staffing Changes
  - a. Pres Smith read Carl Wolter's letter to not accept the elected position.
    - i. Motion by P. Wentz to accept Carl Wolter's non-acceptance/resignation for the Borough Council position; 2<sup>nd</sup> by M. Kunkle. Motion carried.
  - b. Pres. Smith read Dana Brubaker's letter of resignation dated 12/18/23 for the Treasurer position
    - i. All Council and Secretary Hawk expressed great appreciation for her years of service
    - ii. Pres. Smith shared the experiential knowledge another person is willing to provide when needed
    - iii. Motion by P. Wentz to accept Dana Brubaker's resignation date of January 31, 2024; 2<sup>nd</sup> by O. Miller. Motion carried.
  - c. Pres. Smith stated that Dustin Wentz needed to resign due to moving outside of the Borough. Motion by M. Kunkle to accept Dustin Wentz's resignation; 2<sup>nd</sup> by P. Wentz. Motion carried.
- C. Office Heater Installation Update
  - a. Pres. Smith provided updates on the plan to use Sean Kresge that has not worked out. O. Miller will spearhead the installation project and find a contractor.

## **New Business**

- A. Website design
  - a. Sec'y Hawk shared about companies who have been reaching out to update our website. Council agreed that the Borough website needs to be updated, redesigned and become user-friendly.
    - i. Pres. Smith would like Council to review the current site and look at other municipality websites and see what we are lacking, need, etc.
    - ii. Pres. Smith would like to get Ordinances posted and catalogued

## **Adjournment**

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

## **Submitted By:**

*Cathy Hawk*      **Cathy Hawk, Secretary**

**Next Scheduled Meeting: Tuesday, January 22, 2024, at 7:00pm at the Parryville Borough Hall**