

AGENDA

Parryville Borough Council Meeting

March 17, 2025 | 6:00pm | Meeting to be called by Jason Smith

These Proceedings may be recorded for the sole purpose of constituting the accuracy of written minutes. Recordings are deleted after the approval of the minutes at the following meeting, eliminating audio records of these proceedings.

Board Members

Jason Smith, President	Patricia Wentz, Vice-President	Tom Kobal, Mayor
Monica Kunkle	Owen Miller	Robert Frycklund, Solicitor
Nicole Beckett, Administrator/Sec/Treas		

Item	Owner
Welcome	Smith
Pledge of Allegiance	Smith
Roll Call	Smith
Approval of Prior Meetings Minutes	Beckett
• February 17, 2025	
Approval of List of Bills Submitted for Payment	
• March 17, 2025	
Approval of Administrators Report/Treasurer's Report	
• Update on Financial Reports and Progress	
• Requests for Action on Payroll Updates, Payroll Quarterlies, and Audit Preparation	
Public Comments	Smith
Unfinished Business	
1. Delinquent Solid Waste Accounts- Follow Up on Delinquent Notifications and Collections (21 Major Account Delinquencies)	
2. Update on Palmerton Telephone Answering Service and P-Card Implementation	
3. 2025/2026 COSTARS Road Salt Contract Update	
4. Follow up on 700 State Street -Sewage Agreement	

New Business

Committee Reports

Adjournment

Upcoming Meetings: Regular Council Meeting: Monday, April 21, 2025 at 6:00pm

BOROUGH OF PARRYVILLE
MEETING MINUTES
February 17, 2025

The regular monthly meeting was called to order at 6:00pm by Jason Smith, Council President and the Pledge of Allegiance was recited.

Roll Call: Jason Smith, President; Patricia Wentz, Vice President; Councilpersons Monica Kunkle and Owen Miller, Mayor Tom Kobal, Solicitor Robert Fryklund, and Nicole Beckett, Administrator were all in attendance.

Meeting Minutes: The meeting minutes of January 20, 2025, were presented for review and approval. The vote for the approval of the list of bills needed to be changed to reflect a second by P. Wentz. Motion by O. Miller to approve, Second by M. Kunkle; All in Favor, Motion Carries.

Approval of the List of Bills: The total amount of bills submitted for payment was \$12,518.32 which includes the reimbursement for the workers compensation for the Parryville Fire Company. Motion by O. Miller to approve, Second by M. Kunkle; All in Favor, Motion Carries.

Approval of the Treasurer's Report: N. Beckett submitted an Administrator's report providing updates including Carbon County Election Bureau contacted her regarding the candidates for the primary election, annual reports were submitted including the MS965, DCED Tax Information Form, Elected and Appointed Officials, and the Survey of Financial Condition so all requirements have been met to receive the annual Liquid Fuels Allocation. Ms. Beckett noted the bank reconciliations and financial reports are going to require attention and her goal is to complete them by the March meeting if time allows. Ms. Beckett has been working to gain access to the PA UC portals to complete the outstanding quarterly reports however there is an issue with the FEIN. Updates will be provided at the March meeting. Motion by O. Miller to approve, Second by P. Wentz; All in Favor, Motion Carries.

Public Comments

1. James Bonser, the former owner of 167 Main Street, approached Council regarding the garbage account needing to be switched over since he sold his home in June. Mr. Bonser was directed to contact PAMS and Mr. Smith agreed to email his contacts at PAMS to notify them of the account change.

Unfinished Business

1. Delinquent Solid Waste Accounts -Council discussed the draft letter provided by Attorney Fryklund regarding delinquent accounts being liened. Procedures were discussed along with allowing the customers to make payment arrangements with PAMS and if they fail to do so, Council will want to proceed with liens. Ms. Beckett

will contact PAMS to see how their processes will work with Council's wishes and report back at the next meeting.

2. Update on Palmerton Telephone Answering Service- Ms. Beckett reported that she has been working with Palmerton Telephone and the service will be up and running in the immediate future.
3. Follow up on 700 State Street Sewage Agreement – Ms. Beckett will contact Mr. Bennett once she receives the agreement from Attorney Frycklund or President Smith.

New Business

1. 150th Anniversary of Incorporation -Ms. Beckett reported the Borough is celebrating their 150th Anniversary. PSAB will send a plaque to commemorate the anniversary with Council's expressed interest. There was discussion of coordinating Community Days to celebrate the anniversary.
2. Carbon County Notification of Requirement to Submit Zoning/Building and Moving Permits-Attorney Frycklund mentioned that this is protocol, and all municipalities are likely receiving these notices. Council believes that Marty Sauers has been submitting the required reports. Moving permits were discussed and Council had mentioned asking the post office if the borough can post a sign regarding the requirement, so it is seen when people are changing their addresses.
3. Grant Updates -Mr. Smith reported we received the reimbursement from Pocono Mountain Visitors Bureau, and he hopes to continue to utilize this program. He is also working on gaining access to the LSA Login to handle the grant contract.

Committee/Mayor Reports

1. Mayor Kobal reported that he needs to be able to write citations for enforcing the garbage burning in the borough. It is the only way that people will stop burning. There was discussion on if authority could be granted to the mayor for enforcement or if this needs to be code enforcement. Council will wait on guidance from Attorney Frycklund.

Adjournment: Motion by M. Kunkle, Seconded by O. Miller, All in Favor, Motion Carries. Meeting adjourned at 6:48pm.

Respectfully Submitted:

Nicole Beckett, Administrator

Borough of Parryville
List of Bills for Approval

17-Mar-25

Transaction					
	Date	Type	Expense Detail	Due Date	Amount
County of Carbon					
	04/01/2025	Bill	April 911	05/01/2025	98.44
	05/01/2025	Bill	May 911	05/31/2025	98.44
	06/01/2025	Bill	June 911	07/01/2025	<u>98.44</u>
Total for County of Carbon					\$ 295.32
Keystone Consulting Engineers					
	02/17/2025	Bill	Cherry Alley CDBG	03/19/2025	<u>412.50</u>
Total for Keystone Consulting Engineers					\$ 412.50
Light-Heigel & Associates, Inc					
	02/26/2025	Bill	152 Main St-Review and Permit	03/28/2025	<u>124.50</u>
Total for Light-Heigel & Associates, Inc					\$ 124.50
PPL Electric Utilities					
	02/12/2025	Bill	2nd Street-1/13-2/12	03/20/2025	31.47
	02/12/2025	Bill	Water St-1/13-2/12	03/20/2025	47.27
	02/28/2025	Bill	Street Lights-1/30-2/28	04/02/2025	<u>14.57</u>
Total for PPL Electric Utilities					\$ 93.31
Priority Portable Toilets & Services, LLC					
	03/01/2025	Bill	Mar-25	03/31/2025	<u>52.50</u>
Total for Priority Portable Toilets & Services, LLC			(Note: Future billings from Biros)		\$ 52.50
Robert S. Frycklund, Esq					
	02/18/2025	Bill	1/20-2/17 Professional Services	03/20/2025	<u>247.00</u>
Total for Robert S. Frycklund, Esq					\$ 247.00
TOTAL					\$ 1,225.13

Additional Invoices for Approval (if mail is opened prior to meeting)

ADMINISTRATOR'S REPORT – MONDAY, MARCH 17, 2025

Includes Treasurer's Report & Supplemental Agenda Information

Updates on Financial Reports & Progress

- Annual Liquid Fuels Allocation has been received
- Deposits and Expenses are being kept current and in order
- Petty Cash has been reviewed and reconciled. With the credit cards arriving, we can reduce the petty cash account from \$500 to \$100.
- Payroll update:
 - Note for Council: When processing this week's payroll, I accidentally processed it for Monday instead of Thursday which only impacted my pay being Public Works had no hours this period.
 - With that, it made me realize that we can be payday can be moved to earlier in the week due to the small part-time staff
 - Recommendation: Establish Tuesday as the consistent payday on a biweekly basis
- Awaiting tax collector paperwork to add to payroll and all bonds need to be confirmed

Delinquent Payroll Quarterlies -PA UC and EIT

- PA UC - 2nd through 4th quarters of 2024 were completed and submitted
 - Borough paid \$375 in penalties due to late filing fees which will be appealed
 - Borough was deemed a "contributory employer" because of late filings and will lead to additional costs. An appeal will be submitted.
- FEIN is incorrect and needs updating after required federal forms can be obtained
- Earned Income Tax - 2nd to 4th quarters need to be completed and submitted
- Contacted Berkheimer - no penalties will be assessed at time of filing

Audit Preparation and Additional Hours

- Timeline: Annual audit expected to take place in the upcoming months
- Current situation:
 - Financial priorities have been secondary to addressing immediate operational needs of the Borough
 - No computer files were transferred during administrative transition leading to the task of creating all new administrative structure
 - Paper records are disorganized and difficult to locate
- Action needed:
 - Update all bookkeeping and reconciliations
 - Implement future policies for internal controls and practices

- Request for Consideration -Specialized Project Rate: Additional compensation at \$40/hour for reconciliation and quarterly report work, estimated at 20 hours maximum (total cost should not exceed \$800 – 8 hours dedicated to this work as of 3/15)
- Justification for Specialized Project Rate:
 - Work requires specific municipal finance experience and falls outside normal administrative duties
 - Represents temporary project work to resolve inherited accounting issues
 - Handling internally rather than outsourcing represents cost savings
 - Scope includes full account reconciliation, addressing quarterly filing issues, draft of financial policies, budget vs. actual reviews, and audit preparation
 - Addressing these issues should prevent potential audit findings and future quarterly penalties

Coronavirus State and Local Fiscal Recovery Funds

- Status: Need to gain access to the online portal to file outstanding reports and review all guidelines for proper use of funds

Unfinished Business

1. Delinquent Solid Waste Accounts

- Discussion with PAMS revealed they will not make direct arrangements with delinquent customers
- Borough responsibility: Send legally compliant collection letters to 21 major delinquent accounts and must coordinate payment arrangements directly with residents
- PAMS must be notified of all payment arrangements made and will assist with collecting the funds
- PAMS is located in Allegheny County and cannot enforce collection due to jurisdictional rules. They have made no significant attempts to collect delinquencies.
- Council needs to determine:
 - Timeline for sending delinquent letters and accepting arrangements
 - How payment arrangements will be established and monitored
- Potential next steps:
 - Establish clear procedures first and begin collections
 - Proceed with liens as next step if arrangements are not made or kept

2. Update on Palmerton Telephone Answering Service and P-Card Implementation

Palmerton Telephone Answering Service

- 24/7 Answering Service is operating well according to initial reports
- Suggested improvements:
 - Coordinate a response tree for more efficient call routing

- Need Monica's input on how things are going along with what kind of calls are we receiving along with input from Palmerton Telephone as she is retrieving messages.

P-Card Implementation

- Coordination with BMO and PLGIT is proceeding as planned
- Credit cards expected to arrive this week
- Implementation process will begin immediately upon receipt and credit cards will be distributed to Council President, Vice President, Administrator, and Public Works Lead
- Petty Cash Account can be reduced from \$500 to \$100

3. 2025/2026 COSTARS Road Salt Contract Update

- Deadline for the COSTARS road salt contract was March 15th however I cannot access the Borough's COSTARS online account
- Emailed for access and requested an extension for the contract submission
- Will analyze past years' purchasing data to determine appropriate tonnage request for the contract and value Council's input

4. Follow up on 700 State Street - Sewage Agreement

- Awaiting agreement from either solicitor or attorney before contacting Mr. Bennett