

## AGENDA

### Parryville Borough Council Meeting

June 30, 2025 (rescheduled from June 18<sup>th</sup>) | 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 <ul style="list-style-type: none"><li>April 21, 2025 and May 19, 2025</li></ul>	Beckett
Approval of List of Bills Submitted for Payment <ul style="list-style-type: none"><li>June 30, 2025</li></ul>	
Approval of Administrators Report/Treasurer's Report <ul style="list-style-type: none"><li>Updates on Finances</li><li>Unfinished Business– Petty Cash Policy, Local Service Tax Collection and Quote for Administrative Technology</li></ul>	Beckett
Public Comments	Smith

### Unfinished Business

1. Delinquent Solid Waste Accounts
2. Follow up on 700 State Street -Sewage Agreement
3. 150<sup>th</sup> Anniversary Update
4. Council President Updates -Website and Moving Permit

### New Business

1. Consideration on the Approval of the 2024 Audit Engagement Letter with Kirk Summa LLP.
2. Consideration on the Approval of the Keystone Technology Proposals for IT Upgrades in the amount of \$5,933

### Committee Reports

### Adjournment

Upcoming Meetings: Regular Council Meeting: Monday, July 21, 2025,  
Monday, August 11, 2025 and Monday, September 15, 2025

**BOROUGH OF PARRYVILLE**  
**MEETING MINUTES**  
**April 21, 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; Councilpersons Monica Kunkle and Owen Miller, Solicitor Robert Frycklund, and Nicole Beckett, Administrator were all in attendance. Vice-President Patricia Wentz was absent.

**Meeting Minutes:** The meeting minutes of March 17, 2025, were presented for review and approval. Motion by M. Kunkle to approve, Second by O. Miller; All in Favor, Motion Carries.

**Communications Received:** A request for the service of the Parryville Fire Police was received from the Borough of Palmerton for events in the Palmerton on May 3<sup>rd</sup> and May 10<sup>th</sup>. Motion by M. Kunkle to approve, Second by O. Miller, to approve the request if fire police are available. All in Favor, Motion Carries. Ms. Kunkle was asked to relay the message to the Fire Police.

**Approval of the List of Bills:** The total amount of bills submitted for payment was \$2,357.22. Motion by M. Kunkle to approve, Second by O. Miller; All in Favor, Motion Carries.

**Approval of the Treasurer's Report:** N. Beckett submitted an Administrator's report providing an update on the progress of the financial reports, delinquent payroll quarterlies, the completion of the Coronavirus State and Local Fiscal Recovery Funds Compliance Reports, delinquent solid waste accounts, and updates on the P-Card and answering service. Ms. Beckett presented draft policies for Petty Cash and P-Card/Credit Card Purchasing for Council's review and approval at a future meeting. Council President Smith discussed a policy for purchasing for the borough which would be used for all purchasing including public works and administration. PAMS Garbage Fee Collection Agreement Review and Recommendations by Ms. Beckett were provided to Council for review. Motion by M. Kunkle to approve the report, Second by O. Miller; All in Favor, Motion Carries.

**Unfinished Business**

1. Delinquent Solid Waste Accounts -As discussed at the March meeting, Ms. Beckett provided Council with the PAMS Garbage Fee Collection Agreement Review and Recommendations. Ms. Beckett provided options for Council to discuss further on internal delinquent collections including process, resource allocation, and timelines. The information was provided for review with anticipation of action at a future meeting. Mr. Smith suggested the option of looking into other collectors and at the same time mention the collection of the Local Service Tax.

2. Follow up on 700 State Street – Ms. Beckett received a copy of the agreement from President Smith however it was the agreement with Franklin Township, Lehighton Borough, and Central Carbon Municipal Authority. There was no formal agreement with Mr. Bennett received however Ms. Beckett did make initial contact with Mr. Bennett who agreed to provide the documentation requested. Attorney Frycklund will forward the agreement with Mr. Bennett for reference in future communications.
3. 150<sup>th</sup> Anniversary Update – There is a group of community members who are discussing the celebration event, and they will be meeting next week.

#### **Committee/Mayor Reports**

1. President of Council – President Smith updated Council on the website and the costs associated with purchasing the domain, finalizing the website, and next steps forward. A revised moving permit form was also presented to Council for review and comment. President Smith would like to proceed with getting a proposal for IT Services, a new computer, cloud storage, internet, improved technology and IPADS for Council. He would like to see the Borough enter the 21<sup>st</sup> Century with new technology and regular newsletters to the residents. Ms. Beckett recommended obtaining a proposal from ECode360 for the codifications and electronic availability of the ordinances. There was also discussion on errors in the tax bills related to Per Capita or Occupational on Berkones end. There is ongoing discussion to get the bills corrected.
2. Mayor Kobal mentioned concerns with loud music in the borough.
3. Ms. Kunkle wanted to extend gratitude to all the local fire departments for the mutual aid provided in the recent forest fires. She also mentioned the Annual Carnival will be held on May 2<sup>nd</sup> and May 3<sup>rd</sup>.
4. Mr. Miller asked about the Cherry Hill Road Project and the Status of the PP&L Upgrades. Mr. Smith will follow up with the engineer and there was no update from PP&L.

#### **Public Comment**

1. Teresa and Ryden Chapman had attended the meeting to discuss the Eagle Scout Project. Ryden Chapman is working on the fundraising and installation of a lending library. He was authorized to work directly with John Wentz from Public Works.
2. Representatives from the Senior Independent Living home on Cherry Hill Road introduced themselves to Council and invited them on a tour of the facility. They were looking for permitting information and property files. A Right to Know request was filed and response was provided. There are no records available in the office, and they were referred to the PA Department of Labor and Industry.

**Adjournment:** Motion by M. Kunkle, Seconded by O. Miller, All in Favor, Motion Carries.  
Meeting adjourned at 7:04pm.

#### **Respectfully Submitted:**

Nicole Beckett, Administrator

**BOROUGH OF PARRYVILLE**  
**MEETING MINUTES**  
**May 19, 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, Solicitor Robert Frycklund, and Nicole Beckett, Administrator were all in attendance. Mayor Kobal was absent due to work obligations.

**Meeting Minutes:** The meeting minutes of April 21, 2025, will be presented in June.

**Communications Received:** 1.) The Bowmanstown-Parryville Lions Club donated \$200 to the Borough to defray expenses for upkeep and maintenance of the playground. 2.) The Borough of Palmerton requested Fire Police assistance with the Memorial Day Parade on May 26<sup>th</sup>. Motion by P. Wentz to approve, Second by O. Miller; All in Favor, Motion Carries.

**Approval of the List of Bills:** The total amount of bills submitted for payment was \$2,342.76. Motion by P. Wentz to approve, Second by O. Miller; All in Favor, Motion Carries.

**Approval of the Treasurer's Report:** N. Beckett followed up with Council on finance updates, insurance renewal, and the policies presented at the April meeting. Council will review and discuss at a future meeting.

**Unfinished Business**

1. Delinquent Solid Waste Accounts -Council will continue discussion in June.
2. Follow up on 700 State Street – Ms. Beckett received a copy of the agreement from Attorney Frycklund and will follow up with Mr. Bennett after she reviews the documents.
3. 150<sup>th</sup> Anniversary Update – The tentative celebration event is scheduled for September 27<sup>th</sup> and is turning into a larger scale event. More information to follow.

**Committee/Mayor Reports**

1. President of Council – President Smith updated Council on the website which is live and under construction. The revised moving permit can be discussed in June.

Ms. Beckett mentioned the summer meeting schedule and rescheduling the August meeting due to scheduling conflicts.

**Adjournment:** Motion by M. Kunkle, Seconded by O. Miller, All in Favor, Motion Carries. Meeting adjourned at 6:25pm.

**Respectfully Submitted:**

Nicole Beckett, Administrator



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Quote No.:	3000190468708
Total (USD):	\$1,002.46
eQuote Name:	Parryville
eQuote Creator:	andy@keystonetechnologyllc.com
Quoted On:	May. 22, 2025
Expires By:	Jun. 21, 2025
Company Name:	KEYSTONE TECHNOLOGY LLC
Customer Number:	530020657641
Phone:	6107994000
Premier Page Name:	KEYSTONE TECHNOLOGY - DCN

**Billing Address:**  
KEYSTONE TECHNOLOGY LLC  
GILDNER SHAWNA  
2689 KIRK ST  
SLATINGTON , PA 18080-4031

Pricing Summary

	Qty	Unit Price	Discounted Unit Price	Subtotal
Latitude 3550 Laptop	1	\$1,930.01	\$945.70	\$945.70
Premier discount		- \$984.31		
Subtotal:				\$945.70
Shipping:				\$0.00
Estimated Tax:				\$56.76
Total (USD):				\$1,002.46

**Shipping Address:**  
KEYSTONE TECHNOLOGY LLC  
GILDNER ANDREW  
2689 Kirk St  
Slatington , PA 18080-4031

**Shipping Method:**  
FREE Standard Delivery

Product Details

		Qty	Unit Price	Subtotal
	<b>Latitude 3550 Laptop (210-BLRF)</b>	1	\$945.70	\$945.70
	Order Code: xctol3550usrvp			
Module	Description	Product Code	SKU	Qty
Base	Dell Latitude 3550, XCTO	GMTVK4P	210-BLRF	1
Processor	13th Gen Intel® Core™ i3-1315U (6 cores, up to 4.5 GHz Turbo)	GF8ZIE1	379-BFBL	1
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Microsoft Office Home & Business 2024	GCLAFY6	630-BBDB	1
Base Options	Intel® 13th Generation i3-1315U, Intel® Integrated Iris® Xe or UHD Graphics	GN1IMDJ	338-CNSH	1
Intel Responsiveness Technologies	Intel Rapid Storage Technology Driver	G96GCMF	409-BCXQ	1
Memory	16 GB: 1 x 16 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel® Core™ processors)	GAMUL2T	370-BBTQ	1
Hard Drive	512GB, M.2 2230, QLC PCIe Gen 4 NVMe	GM4D1CY	400-BRBC	1
LCD	15.6" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN	G73LR5Z	391-BHZH	1
Camera	FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	GKZIM8N	319-BBKK	1
Keyboard	English US backlit Copilot key keyboard with numeric keypad, 99-key	GK5OBMC	583-BLNH	1
Mouse	No Mouse	G8043UZ	570-AADK	1
Driver	Wireless Intel AX211 WLAN Driver MOD-SRV, + Bluetooth Wireless Card	GG14ZN6	555-BKKT	1
Wireless	Intel Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card	GSUGYT5	555-BKLT	1
Mobile Broadband	No Mobile Broadband Card	GR957IY	556-BBCD	1
Primary Battery	3- cell, 42Wh Battery, Express Charge, Express Charge Boost capable	G07YNPE	451-BDGN	1
Power Supply	65W AC adapter, USB Type-C, EcoDesign	GHBR6U3	492-BDMN	1
PalmRest	Single Pointing Keyboard, No Finger Print Reader, No SIM	G7BMWHA	346-BKJB	1
Protect your new PC	No anti-virus software	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
Cable	E4 Power Cord 1M for US	GR0IV8D	450-AMEI	1
Placemat	Quick Start Guide for 3550	G49EXPT	340-DMKL	1
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	340-AGIK	1
E-Star	ENERGY STAR Qualified	G6J34SM	387-BBLW	1
FGA Module	No FGA	NOFGA	817-BBBB	1
Non-Microsoft Application Software	Dell Additional Software	GX3QS7G	658-BFQB	1
Packaging	Mix PKG, 65W Typ C Adpt, RPL	GAOXMT4	340-DPGY	1
Processor Branding	Intel® Core™ i3 Processor Label	G2HQ8ZC	389-DXDW	1
Transportation from ODM to region	Standard Shipment (VS)	G1IR983	800-BBQK	1
EAN POD label	No UPC/EAN Label	G8WGTYN	389-BCGW	1
Chassis Options	Latitude 3550 Laptop Bottom Door, Integrated Graphics	G54T2NL	321-BKQW	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	379-BDZB	1
Standard Hardware Support Service	Mail In Service 12 Months, 12 Month(s)	GCLIK9P	709-BBRC	1
Hardware Support Services Upgrades	Basic Onsite Service after remote diagnosis with Hardware-Only Support, 12 Month(s)	GD7ZJQ8	199-BIPY	1

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