

**Port Carbon Borough**

**301 First Street  
Port Carbon, PA 17965  
[www.portcarbonborough.org](http://www.portcarbonborough.org)**



**Telephone: (570) 622-2255**

**Facsimile: (570) 622-2275**

**Email:**

**[portcarbonborough@wtvaccess.com](mailto:portcarbonborough@wtvaccess.com)**

**COUNCIL MEETING AGENDA**

**21 JANUARY 2025**

1. Opening & Pledge of Allegiance
2. Meeting Minutes Approval (DECEMBER 2024)
3. Executive Session
4. Citizens Portion
5. Committee Reports
  - a. Finance
  - b. Public Works
    - i. Full Time public works employees 2025 wage discussion and vote
  - c. Property
  - d. Safety
  - e. Recreation
  - f. Zoning/Code Enforcement
  - g. Personnel
    - i. Part Time Office employees 2025 wage discussion & vote
  - h. Sanitation
  - i. Watershed
    - i. Discussion and vote on the GTRP commitment letter for the Miller Park Revitalization Project
  - j. Special
6. Treasurers Report
7. Tax Collector Report
8. Engineer Report
9. Fire Chief Report
10. Mayor Report
  - Police Discussion and possible vote
11. Emergency Management
12. Solicitor's Report
13. Unfinished Business
14. New Business
  5. Citizens
  6. Adjournment

**Port Carbon Borough Council  
Regular Session Meeting  
January 21, 2025**

**COUNCIL MEMBERS**

Scott Krater, President, p  
James McBreen, Vice-Président, p  
Ron Zimmerman, p  
Tiffany Sullivan, call-in  
Megan Borowski, p  
William Devers, p  
Jorge Sullivan, p

**ANCILLARY MEMBERS**

Harold Herndon, Mayor, p  
James Conville, Solicitor, p  
Margaret Lubinsky, Treasurer, a  
Loretta Skoufalos, Secretary, p

The meeting was called to order by President S Krater opening with the pledge of Allegiance. After opening the meeting Scott Krater asked for a moment of Silence for Don Kerns who was a Council member for years and has passed away last week.

**Meeting Minutes Approval (December 2024)**

S Krater entertained a motion to accept Minutes M Borowski motioned/ J Sullivan second the motion.

**Executive Session-**

There was an Executive Session called at 7:37 PM, ending at 8:12 PM, pertaining to Contract negotiations.

**Citizens Portion-**

Sean Sanderson from Berkheimer (the tax collector for the County), spoke about Collection, The Sanitation Committee to take over and look at the Proposed Contract.

Property Owner, Lisa spoke about her property on Wood Street, Scott addressed the issue & gave her phone numbers for the State Police & Forestry phone numbers for the fires on her property

Mel Renninger, concerned about the delinquent people who didn't pay their trash bill. Scott Krater & Jim McBreen addressed the issue.

Lee Strause Jr. asked Council about any progress with the purchase of the church & parsonage, Scott addressed and left him know that we are attempting to get Grants for the renovations.

**Committee Reports:**

**Finance**-no report

**Public Works-**

**Full Time Public Works Employees 2025 wage discussion & vote**

Dave Rubright & Larry Eich are the 2 Full-time Public Works Employees, Ron Zimmerman asked for a motion to be made for a 3% raise retroactive from January 1, 2025. William Devers motioned/second by Megan Borowski

W Devers/there was a frozen pipe in front of Borough building/Losch was out & left a space heater turned on in the corner. There is also a bad expansion tank on the boiler which needs replacing.

**Property-**

William Devers has a meeting with the Library Board on Thursday.

**Safety-**

Scott Krater received a letter from the Municipal Authority reducing Hydrant Fees from \$16.39 to \$10.50 per hydrant. Scott believes we have 66 hydrants.

**Recreation- no report**

**Zoning/Code Enforcement-**

Nick Hazlett Report Attached

Jim McBreen made a motion to start paperwork to buy 69 Coal Street, it was second by W Devers.

**Personnel-**

**Part-Time Office Employees 2025 wage discussion & vote**

Megan Borowski made a motion for a 3% raise for the part-time office employees & retroactive from January 1, 2025. The vote was second by W Devers.

**Sanitation-**

Jorge Sullivan/Sanitation pick-up will be this Saturday rather than the Friday pick-up because of the inclement weather

**Watershed-**

**Discussion and vote on the GTRP commitment letter for the Miller Park Revitalization Project-**

Jim McBreen GTRP Grant opens in February, so I would like to get started on this grant so we can put together a master site plan & move forward with this project. A quick timeline, Councilmen S Krater, R Zimmerman, Myself & The Borough Engineer met with Fay Homa, The Regional Coordinator & also Mary Beth Dougherty. On July 4<sup>th</sup>, I talked with Tim Twardzik, he seemed very supportive. January 13<sup>th</sup>, talked with DCED, Devin Gray and received a lot of feedback. We need a Commitment Letter. The Commitment Letter would be for \$3,000.00 which is 15% of the match because we so have to provide 15% of the match, as Jim Tohill explained in a previous meeting, this would be a \$20,000.00 Grant, so I would like to use it from the funds that were donated, so on the \$3,000.00 J McBreen would like to motion to allocate \$3,000.00 out of that fund specifically for the GTRP Grant match for the Watershed, Megan Borowski second the motion.

**Special-**

Ron Zimmerman/we should start getting the minutes again From GPASA since they have our new e-mail

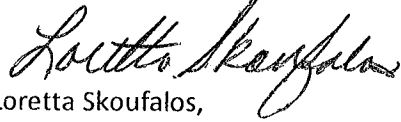
**Treasurers Report-**

Margaret Lubinsky reported:

The WF General Fund Ending 12/31/24 Beginning Balance	\$180,407.85
Checks & Payments	\$23,734.08
Deposits & Credits	\$17,725.25
Cleared Balance	\$174,399.02
Ending Balance	\$183,150.32
The ACL General Fund ending 12/31/2024 Beginning Balance	\$264,740.15
Checks & Payments	\$46,134.22
Deposits & Credits	\$34,855.45
Cleared Balance	\$253,461.38
Ending Balance	\$196,277.75

M Lubinsky reported: Liquid Fuels ending 12/31/24 Beginning Balance \$55,809.70

Respectfully Submitted,

A handwritten signature in cursive script that reads "Loretta Skoufalos". The signature is written in black ink and is positioned above the printed name.

Loretta Skoufalos,  
Borough Secretary