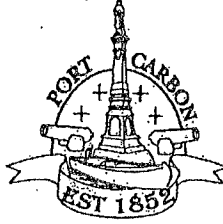


**Port Carbon Borough**  
301 First Street  
Port Carbon, PA 17965  
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## COUNCIL MEETING AGENDA

18 MARCH 2025

1. Opening & Pledge of Allegiance
2. Meeting Minutes Approval (FEBRUARY 2025)
3. Executive Session
4. Citizens Portion
5. Committee Reports
  - a. Finance
  - b. Public Works
    - i. New Lights on Monument Hill (FYI)
  - c. Property
  - d. Safety
  - e. Recreation
  - f. Zoning/Code Enforcement
  - g. Personnel
  - h. Sanitation
    - i. Creditech commission fee resolution for discussion and vote
  - j. Special
6. Treasurers Report
7. Tax Collector Report
8. Engineer Report
9. Fire Chief Report
10. Mayor Report
11. Emergency Management
12. Solicitor's Report
13. Unfinished Business
14. New Business
15. Citizens
16. Adjournment

**Port Carbon Borough Council  
Regular Session Meeting  
March 18, 2025**

**COUNCIL MEMBERS**

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

**ANCILLARY MEMBERS**

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

The meeting was called to order by President Scott Krater opening with the pledge of Allegiance.

**Meeting Minutes Approval (February, 2025)**

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

**Executive Session-**

There was no Executive Session called.

**Citizens Portion-**

Chloe Sunday, a student from STC North was in attendance, she is studying parts & diesel.  
Michael Yale, Can we opt out on paying sanitation? Atty. James Conville responded to question. No the Borough has to provide this service and the bid is per household. which you are included.  
Michelle/asked if someone will be putting up townhouses on Broad St & 3<sup>rd</sup> St in Schoentown? J McBreen addressed the question, there will be a variance hearing and all adjoining or connected properties should be notified.

**Committee Reports:**

**Finance-**

Ron Zimmerman & Margaret Lubinsky started on budget, but internet was out a few days.

**Public Works-**

S Krater/The down spout on Senior Building needs repair, we need a lift to reach it. The cost of the lift is \$409.19 per day rental. Dave Rubright will do the repair next week.  
S Krater/at the monument the wind destroyed the flag & the lights broke. Dave Rubright got St. Clair down to do the flag and replace the lights (they are dusk to dawn) and they should be some savings on electric.  
S Krater entertained a motion to approve. W Devers motioned/J McBreen second the motion.

**Property-no report**

**Safety-no report**

**Recreation-**

J Sullivan/Softball will be starting up over at Miller's Playground, St. Clair & other leagues. The insurance information should be coming in.

Zoning/Code Enforcement-

Nick Hazlett Report Attached

Personnel- no report

Sanitation-

Credit tech commission fee resolution for discussion & Vote

J McBreen/The resolution stating 20% fee and credit Tech gets to keep the fee.

Scott Krater made a motion to sign resolution. J McBreen motioned/second by W Devers

Watershed-

J McBreen is putting together pieces for the grant, Jim will be working on the narrative this week, then send it to Cheryl Bolich, she will review, then send to Benesh to review. Then send to DCED.

Special-

R Zimmerman, I have a meeting next Wednesday with the sewer Authority

Treasurers Report-

Margaret Lubinsky reported:

The WF General Fund Ending 02/28/25 Beginning Balance \$167,209.62

|                    |              |
|--------------------|--------------|
| Checks & Payments  | \$-14,183.69 |
| Deposits & Credits | \$47,630.77  |
| Cleared Balance    | \$200,656.70 |
| Ending Balance     | \$223,464.05 |

The CACL General Fund ending 02/28/2025 Beginning Balance \$225,684.26

|                    |              |
|--------------------|--------------|
| Checks & Payments  | \$-60,078.06 |
| Deposits & Credits | \$10,915.04  |
| Cleared Balance    | \$176,521.24 |
| Ending Balance     | \$110,410.98 |

M Lubinsky reported: Liquid Fuels ending 02/28/25 Beginning Balance \$22,935.39

|                 |             |
|-----------------|-------------|
| Cleared Balance | \$16,803.99 |
| Ending Balance  | \$16,803.99 |

S Krater entertained a motion to accept Treasurers Report & Tax Collector's Report, M Borowski motioned/J Sullivan second the motion.

Tax Collector Report-

Mary Jo Ferraro Remittance from 03/01/2025 to 03/15/2025

|   |             |
|---|-------------|
| Total Municipality Collected              | \$54,755.50 |
| Total Per Capita                          | \$926.50    |
| Total Borough Tax                         | \$1,622.30  |
| Total check received from Mary Jo Ferraro | \$57,304.30 |

Engineer Report-Jim Tohill / Benesh Report Attached

S Krater entertained a motion to accept Engineers Report, M Borowski motioned/second by J McBreen

Fire Chief Report-

Mike Welsh-Fire Chief/

A total of 26 calls for the month of February ,2025- 4 Fire Calls/22 EMS calls  
S Krater entertained a motion to accept Fire Chiefs Report, M Borowski motioned/second by J McBreen

**Mayor Report-**

H Herndon/would like to set up a meeting with Blythe Township to see about a cross -coverage agreement with them. Joe Ferraro also has 3 applications for part-time hires.  
Jim McBreen made a motion to hire all 3 officers @ \$28.00 per hour pending certifications .M Borowski motioned/second by W Devers

**Emergency Management-**

S Krater/There is an e-mail from Susan Smith about hazardous mitigation plan for Ben Schuettler to check on

**Solicitor Report-**

Atty Jim Conville reviewed documents from last week

**Unfinished Business-no report**

**New Business-**

Ron Zimmerman & Jim attended a meeting with the County last Thursday, Ron went to Blight & Jim went to Flood info.

**Citizens Portion-n/a**

**Adjournment-** Scott Krater, President of Council entertained a motion for Adjournment

M Borowski motioned to Adjourn/R Zimmerman second the motion.

Meeting Adjourned.  
Respectfully Submitted,



Loretta Skoufalos,  
Borough Secretary



**Borough of Port Carbon**  
Port Carbon Borough Hall  
301 1<sup>st</sup> Street Port Carbon Pa. 17965



EMAIL: [nickbh@hazletmunicipalserv.com](mailto:nickbh@hazletmunicipalserv.com)

OFFICE: [570.573.7195](tel:570.573.7195)

Reason: March 18<sup>th</sup>, Meeting Update

To: Council, Mayor, Solicitor And All Applicable Approved Parties

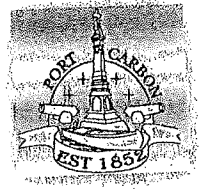
**THE FOLLOWING RESEARCH AND WORK WAS CONDUCTED FROM 3/5/25-3/18/25**

1. **219 Pike St.** – reviewed variance previously issued. Will discuss at the meeting.
2. **234 N. Coal St.** – Observed masked (KN95 masks) bandits emptying out the Tebin property. Just discovered this. Reached out to owner's daughter and left a voicemail to find what's going on. There is a dumpster in front of property that is full and rubbish remains on the sidewalk next to the dumpster. Will continue to monitor.
3. **25 North St.** – Property had it's condemned placards removed multiple times. Property has once again been reposted. I will be contacting Attorney Zerbe to inform him that the next time it is removed, citations will be filed against the responsible party/parties.
4. **600 and 602 3<sup>rd</sup> Street** – action plan delivered. Met with current tenants. Informed them that their time is quickly diminishing. I gave them some information for agencies that may be of help. I informed them of the services offered by 211. I recommended the action committee and SAM. They also informed me they have recertified with elder services and that process is going well.
5. **343 Coal St.** – Working with property owner to help him navigate the complexity of zoning and paving a small area due to water runoff and heavy saturation of the topsoil. Everything is going in a positive direction.
6. **94 Coal St.** – Following the last meeting, went to the property and issued them a QOL ticket. Tenant/future owner went into the Borough office the next day to satisfy his ticket and apply for his occupancy permit.
7. **216 Jackson St.** – Researched violation and found contact information. Called owner of record, to inform him of his violation and to demand immediate action. If no action taken by tomorrow at

... will be posted



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8. 69 Coal St. – Property owner contacted me requesting an update on the process of her signing it over. My thoughts here are, if the neighbor is interested in, would they be interested in it prior to them demolishing it. Or would they only be interested if the municipality does the demolition?
9. 553 2<sup>nd</sup> St. – with an assist from the Com center, got the hard line pulled to the property. Demolition has commenced.
10. 501 Coal St. – Pellet stove installed without proper permitting. This unit is not venting the smoke/exhaust appropriately. Any time something like this is installed in a home, a furnace, hot water heater, boiler, pellet stove, etc. the owner needs to obtain a Mechanical Permit.
- UPDATE: Ongoing
11. 351 Coal St. - Pellet stove installed without proper permitting. This unit is not venting the smoke/exhaust appropriately. Any time something like this is installed in a home, a furnace, hot water heater, boiler, pellet stove, etc. the owner needs to obtain a Mechanical Permit.
- UPDATE: Ongoing
12. 209 N. Coal St. – New owner reached out to have the property inspected to remove the condemnation status so he can get the electric turned back on. Interior inspection was completed on 3/4/25. Property is coming along very nicely. Condemned status removed. Update given to PPL.
- UPDATE: Had to collaborate with Bill Murphy to get this cleared.
- ❖ 3 rental inspections conducted. Will submit invoice for that tomorrow.

Respectfully,  
Nick Hazlett, C.B.O.  
Property Code Enforcement Officer  
Quality of Life Official  
Port Carbon Borough



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March 18, 2025

Port Carbon Borough Council  
301 First Street  
Port Carbon, PA 17965

**Subject: Borough of Port Carbon - Consulting Engineers Report  
Project No. 0325-609039.00**

Dear Council:

Alfred Benesch & Company is pleased to submit the following update on items completed or in progress.

**DR 4618 FEMA Update (2021 Remnants of Hurricane Ida)**

- We have received signed easements from three of the five affected property owners. We have a partially executed easement regarding one property and Dr. Grube indicated he would sign his easement today; however he was performing surgery this morning and did not show as anticipated. I assume we will get this executed easement very soon.
- We have contacted DEP and are finalizing details to extend the DEP Emergency Permit which will be completed before construction.
- We have corresponded with and are coordinating the removal of the utility pole within the project limits and anticipate it will be removed within a month.
- We have sent the advertisement to the newspaper, and we will receive bids at your April Council Meeting.

**Growing Greener Grant Update**

- We are still awaiting a response from DEP NE Regional Manager regarding the final outstanding item of the Growing Greener Grant Submission before it can be closed out. We will submit whatever is needed upon a return phone call to satisfy the grant requirements.
- The final reimbursement request for this grant is for \$94,518.10 and will be paid upon completion of the grant.

**Grants / Grant Opportunities**

Benesch has created a committee of engineers and staff members who are actively looking for grant opportunities. We are researching common programs and taking notes of any funding opportunities that we encounter which may benefit municipalities that we represent. We will provide a listing of programs that we are aware of along with notes that may be beneficial to you each month. If there are specific programs that you are aware that are not listed, please feel free to ask about them and we will further investigate.

**RECREATION**

- **2025 DCNR Community Partnerships Program (C2P2), Small Communities (SC) Program**

Current Status: **OPEN** (as of Jan 21, 2025)

Application Deadline: **April 2, 2025**

Uses: Grant funds must be used for rehabilitation and/or new development of basic outdoor recreation and park facilities that provide a high level of recreational value, such as playgrounds and pavilions with ADA accessibility. Priorities this year are planning and development projects that focus on recreation for all and rehab of existing parks.

Funding:

**Grant funding ranges from \$60,000 – \$100,000:**

\$10,000 is earmarked for Professional Services only and requires no match.

\$20,000 is earmarked for Materials and/or Equipment only and requires no match.

Grant funds over \$30,000 may be used for Materials, Equipment, and/or Labor and require a \$1 for \$1 match.

**Total project costs range from \$90,000 – \$170,000**

| DCNR Grant | Match Requirement | Total Project Costs |
|------------|-------------------|---------------------|
| \$60,000   | \$30,000          | \$90,000            |
| \$70,000   | \$40,000          | \$110,000           |
| \$80,000   | \$50,000          | \$130,000           |
| \$90,000   | \$60,000          | \$150,000           |
| \$100,000  | \$70,000          | \$170,000           |

Timeline:

Anticipated award notifications: Fall 2025

Grant agreements begin: Jan 2026

Earliest Project Start: Summer/Fall 2026

Earliest Project Completion: Fall 2026/Spring 2027

Grant Expiration: Dec 2029

- **2025 Commonwealth Financing Authority (CFA): Greenways, Trails, Recreation Program (GTRP)**

Current Status: **OPEN** (as of Feb 1, 2025)

Application Deadline: **May 31, 2025**

Uses: Can fund planning grants, as well as construction/repair/rehab grants, for a wide variety of community recreation facilities, like baseball and soccer fields, basketball courts, playgrounds, pools, etc. Can fund indoor or outdoor facilities and purchase of property to create new or expand existing recreational sites.

Funding:

Grants shall not exceed **\$250,000** for any project.

**15% local match required.** Can be land value and other state grant funds. In-kind match NOT accepted.

Engineering, design, and inspection is **limited to 10%** of grant award, which is often insufficient.

Timeline:

Anticipated award notifications: Fall 2025

Grant agreements begin: Jan 2026

Earliest Project Start: Summer/Fall 2026

Earliest Project Completion: Fall 2026/Spring 2027  
Grant Expiration: Dec 2030

- *Note: Benesch will assist the Borough with this grant by preparing a color-coded map, project cost estimate and letter indicating no permits are needed for a master site plan.*

### COMMUNITY FACILITIES AND VEHICLES

- **USDA Rural Development: Community Facilities Direct Loan & Grant Program**  
Current Status: OPEN  
Application Deadline: Applications accepted continuously throughout the year.  
Uses: Funds can be used to purchase, construct, and/or improve essential community facilities (including police & fire stations), purchase equipment (including vehicles), and pay related expenses.  
Funding: Low interest direct loans and/or grants (max 75%). Most funding via low-interest loans.

### TRANSPORTATION/INFRASTRUCTURE

- **2025 PA DCED Commonwealth Financing Authority (CFA): Multimodal Transportation Fund (MTF)**  
Current Status: OPEN (as of Mar 1, 2025)  
Application Deadline: July 31, 2025  
Uses: Funds may be used for the development, rehabilitation and enhancement of transportation assets to existing communities, **streetscape, lighting, sidewalk enhancement, pedestrian safety,** roadway drainage, connectivity of transportation assets, and transit-oriented development. Bridge replacements and rehabilitations are eligible.  
Funding:  
Grants are available for projects with a total cost of **\$100,000 or more.**  
Grants shall **not exceed \$3M** for any project.  
Typically requires 30% local match, although the **local match requirement has been waived** for municipalities for the past several rounds.  
Anticipated Award Announcement: Spring 2026
  - *Note: As previously discussed, Benesch will assist the Borough in the preparation and submittal of this grant for Streetscape Improvements along Pike Street. Limits of work will be established based on the anticipated grant request of approximately \$500,000 and begin near Pike and Washington Street.*
- **2025 PA DCED Commonwealth Financing Authority (CFA): PA Small Water and Sewer**  
Current Status: OPEN (as of Feb 3, 2025)  
Application Deadline: April 30, 2025  
Uses: Funds may be used for the construction, improvement, expansion, repair, or rehabilitation of a water supply system, sanitary sewer system, **storm sewer system,** or flood control projects that are owned and maintained by an eligible applicant.  
Funding:  
Grants are available for projects not less than \$30,000 and not more than \$500,000.  
Requires **15% local match** of the total eligible project  
Anticipated Award Announcement: Spring 2026
- **2025 US DOT Rural and Tribal Assistance Pilot Program**  
Current Status: OPEN (as of Mar 4, 2025) – **First-come, first-served**  
Application Deadline: Apr 3, 2025, 4:59pm  
Uses: Technical assistance grants to rural and tribal communities for the planning and design phase development of transportation projects. May be used to hire staff or advisors to assist with planning

and design phase activities, including feasibility studies, **preliminary engineering and design**, environmental review, revenue forecasting, financial feasibility analysis, statutory and regulatory analysis, and drafting and negotiation of agreements.

Funding:

**No-match required**

Single projects ranging from \$200,000 to \$750,000

Anticipated Award Announcement: Summer 2025

Potential Project(s): Design of streetscapes, sidewalks, pedestrian and bicycle safety improvements or any other future Borough project.

- It has been noted that the Borough has expressed interest in this program. Please advise what service you would like to request funding, and we can assist in the preparation of this grant application.

- ***Dirt, Gravel and Low Volume Road Maintenance Program***

Current Status: **OPEN - Year Round**

Application Deadline: **June 1, 2025**

Uses: The objective of the program is to achieve environmental improvement through environmentally-sound road maintenance practices.

Funding:

**No-match required**

Single projects ranging from (Not specified, however past year funding has been limited by the total amount received by Schuylkill County)

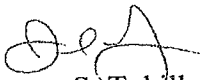
Anticipated Award Announcement: Summer/Fall 2025

Potential Project(s): Road Improvement projects of dirt/gravel roads or low volume paved roadway which have an impact on nearby waterways or watercourses.

- *Note: Dave Rubright and I will be attending this certification class tomorrow and Thursday. Benesch can assist the Borough as needed with the preparation of a grant application.*

Thank you for your time and consideration in this matter. If you have any comments concerning the above, please contact our office.

Respectfully,



James S. Tohill, P.E.  
Project Manager

Cc: Borough Secretary / Borough Treasurer