

The Borough of Bowmanstown Council Meeting Minutes

December 2, 2025

The Bowmanstown Borough Council meeting was called to order by President Pam Leiby at 7:00 PM, members present were Vice-President Darren Thomas, Rob Moyer, Norman Engle, Jr., Kara Scott, Mayor Zachary Snyder, and Secretary/Treasurer Tracy Csrenko. Wendy Borger, Solicitor Lisa Pereira, and Engineer Jessica Rehrig participated via phone. Candace Rodrigues was absent.

- Visitors**
BRCTV-13
Ben Price

- Approval for**
 1. **Motion by Rob Moyer to approve the minutes of November 18, 2025 Borough Council Meeting, 2nd Darren Thomas, AIF-MC**
 2. **Motion by Rob Moyer to approve the General Treasurer’s Report dated December 2, 2025 and payment of the bills listed, 2nd Darren Thomas, AIF-MC**
 3. **Motion by Darren Thomas to approve the Sewer Treasurer’s Report dated December 2, 2025 and payment of the bills listed, 2nd Norman Engle, AIF-MC**
 4. **Motion by Rob Moyer to approve the Garbage Treasurer’s Report dated December 2, 2025 and payment of the bills listed, 2nd Darren Thomas, AIF-MC**
 5. **Motion by Norman Engle to adopt 2026 Budget as advertised, 2nd Kara Scott, AIF-MC**
 6. **Motion by Darren Thomas to adopt Resolution 2025-10 Fixing the Tax Rate for the Year 2026, 2nd Kara Scott, AIF-MC**

- Correspondence**

Subject	Date	Summary
Minutes	10/10/25	Palmerton Area Regional Plan Review Minutes
Minutes	11/18/25	Bowmanstown Borough Authority Meeting Minutes
Minutes	11/25/25	Bowmanstown Planning Commission Meeting Minutes

- Solicitor**
 1. Nothing to report

- Engineer**
 1. Review of 422 White Street minor subdivision plan wanting to subdivide into three (3) separate lots. The plans provided are at a scale 1:10 feet, normal per SALDO is 1:20, Jessica is fine with them requesting a waiver for the change in scale, council approved the waiver as long as it is noted on the plan.
 2. Lincoln Avenue curb repairs that need to be made at 727 & 729 Lincoln and 730 Lincoln Avenue before the Lincoln Avenue project begins, owners will be notified by letters to complete
 3. Jessica is assisting Tracy with a right to know request

- Unfinished Business**
 1. No unfinished business to discuss

- New Business**
 1. **Motion by Darren Thomas to advertise the Biennial Meeting for Monday, January 5, 2026 and setting the 2026 council meetings for the first and third Tuesday of each month at 7:00 PM with the exception of November’s meeting being held on the second Tuesday due to Election Day, 2nd Norman Engle, AIF-MC**
 2. **Motion by Rob Moyer to appoint Kirk Summa & Company, LLC Auditing Firm for the 2025 audit, 2nd Kara Scott, AIF-MC**
 3. **Motion by Rob Moyer to appoint Chad Everett for a 5-year term on the Water Authority Board, 2nd Darren Thomas, AIF-MC**

- Committee Reports**
Fire

1. Received Financial Statement as of October 31, 2025
2. Discussion on PA Fire Recovery billing, can local ordinances be drafted for cooperation between area fire departments responding to a call in any municipality to have the ability to bill for recovery

3. Emergency Management Coordinator (EMA) position is still up in the air as the borough has not heard anything in response to Jay Reid's application. Lisa will look into the status

Law

1. Nothing to report

Personnel

1. The step program was adopted and numbers were corrected, and the job descriptions will be on file in the office
2. In the process of setting up a meeting with Solicitor John Harrison for council and employees

Budget & Finance

1. Received \$219.65 from State Police Fines and Penalties
2. Received \$2,571.52 from Local Realty Tax for October 2025
3. Received \$2,206.83 from Tax Claim Bureau for October 2025

Property & Special

1. Discussion on placing a fire extinguisher at the Oliver Solt Pavilion, council has concerns with theft or destruction of property with it. Thought on purchasing an extinguisher to provide it to anyone reserving the pavilion, and keeping it in the office.

Sewer, Sanitation, & Water Liaison

1. The shed for the sampler is half way finished
2. Payment submittal for the Chlorine Contact Tank project will need to be on the agenda for the workshop meeting for approval

Streets

1. Plowing went well with the snow this morning

Mayor

1. 722 Mill Street, Duane spoke with the son, he has agreed to attempt to clean up the property

Other Business

1. Reminder Council Biennial Reorganization Meeting is Monday, January 5, 2026 at 7:00 PM

Motion by Darren Thomas to amend the agenda to add an executive session for legal matters, 2nd Rob Moyer, AIF-MC

EXECUTIVE SESSION IN: 7:52 PM – OUT: 8:09 PM

While in executive session no motions or decisions were made

Motion by Darren Thomas to adjourn the meeting at 8:10 PM, 2nd Norman Engle, AIF-MC

Respectfully submitted by Tracy L Csrenko, Secretary