

# The Borough of Bowmanstown Council Meeting Minutes

## May 6, 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., Robert Sikorsky, Kara Scott, and Mayor Zachary Snyder, Secretary Tracy Csrenko, Solicitor Lisa Pereira, and Engineer Jessica Rehrig. Candace Rodrigues was absent.

- Solicitor Lisa Pereira opened up the Public Hearing for Ordinance 2025-01 Amending the Zoning Ordinance Relating to Article 4 Additional Requirements for Specific Uses Relating to Mobile/Manufactured Homes. Solicitor Pereira asked if there were any questions, Phyllis Kreiss asked for clarification on what was allowed, no other questions, Solicitor Pereira closed the hearing and turned the meeting over to President Leiby.

**Motion by Kara Scott to adopt Ordinance 2025-01 Amending the Zoning Ordinance, 2<sup>nd</sup> Robert Sikorsky, AIF-MC**

- Visitors**

Colton Link, BRCTV13  
Phyllis Kreiss  
Brian, Brigitte, and Devon White  
Ben Price

- Approval for**

1. **Motion by Rob Moyer to approve the minutes of April 15, 2025 Borough Council Meeting, 2<sup>nd</sup> Norman Engle, Jr., AIF-MC.**
2. **Motion by Darren Thomas to approve the General Treasurer’s Report dated May 6, 2025 and payment of the bills listed, 2<sup>nd</sup> Rob Moyer, AIF-MC.**
3. **Motion by Darren Thomas to approve the Sewer Treasurer’s Report dated May 6, 2025 and payment of the bills listed, 2<sup>nd</sup> Kara Scott, AIF-MC.**
4. **Motion by Rob Moyer to approve the Garbage Treasurer’s Report dated May 6, 2025 and payment of the bills listed, 2<sup>nd</sup> Norman Engle, Jr., AIF-MC.**

- Correspondence**

Subject	Date	Summary
Minutes	04/15/25	Bowmanstown Borough Authority April meeting minutes
Minutes	04/22/25	Palmerton Area Regional Plan Renew Minutes
Minutes	04/29/25	Bowmanstown Planning Commission April meeting minutes

- Solicitor**

1. Nothing to report

- Engineer**

1. The field survey for Lincoln Avenue – Part 1 was completed and data plotted. Benesch to begin design this summer
2. Benesch prepared the CDBG grant application for Lincoln Avenue – Part 2 for submission to Carbon County Office of Planning & Development. The submittal is due by May 16, 2025. Income surveys will be required for project beneficiary area per Carbon County
3. A street committee field meeting was held on April 22, 2025. Benesch will prepare updated cost estimates for Pavement repairs/replacement on East Mill Street, Pine Street, Forge Street for planning purposes
4. Benesch prepared Highway Occupancy Permit for the removal of debris from the storm drain on SR 2004 (Fireline Road) near the intersection of Franklin Street

- Unfinished Business**

1. Rob Moyer is working on a draft Request for Proposal for the East Penn Township Solar Project that he is going to share with the rest of council, then they will turn it over to the solicitor for review

- New Business**

1. No new business

- Committee Reports**

**Fire**

1. Received the Financial Statement as of March 31, 2025
2. Mayor Snyder for a report of what was collected on responses for 2024 in conjunction with the borough ordinance for Fire Recovery

### **Law**

1. Will be setting up a committee meeting to discuss the curbing ordinance

### **Personnel**

1. Personnel will set up a date to meet with Attorney's Harrison and Pereira to review the employee handbook
2. President Leiby wants to set up a meeting with Attorney Harrison for an evening meeting with council and employees to review the handbook and ethics
3. Vice-President Thomas wants to discuss the step program with the solicitor

### **Budget & Finance**

1. **Motion by Kara Scott to subscribe to NRG Business Solutions with Fixed with Cap and Trans PT at 36 month for 0.06698, 2<sup>nd</sup> Norman Engle, Jr., roll call vote, R.Sikorsky-Nay, K.Scott-Yeah, N.Engle-Yeah, D.Thomas-Yeah, R.Moyer-Yeah, P.Leiby-Yeah, 5-1 vote, MC**
2. Received \$331.25 from the Tax Claim Bureau for March 2025
3. Received \$151.10 from the Magisterial District for March 2025
4. Received \$2,185.40 from the Local Realty Transfer Tax for March 2025

### **Property & Special**

1. Borough crew is looking to repair the water run off problem at the baseball field at the same time they install the electric for the new scoreboard.

### **Sewer, Sanitation, & Water Liaison**

1. Still waiting on bid returns for the chlorine contact tank

### **Streets**

1. **Motion by Darren Thomas to approve the Monarch Precast Concrete Proposal for an inlet box for the end of Ore Street by Ridge Street at a cost of \$1,330.00, 2<sup>nd</sup> Norman Engle, Jr., AIF-MC**

### **Mayor**

1. Need to file the Fire Escrow Ordinance with DCED
2. Will meet with the fire chief in regard to the burn ban
3. Letters were sent to residents of the 300-400 block of White Street that abuts Railroad Street for clean up with a deadline of May 31, 2025, if there is not adequate clean up, they will be given a notice of violation with a hard deadline to be referred to the magistrate
4. Complaint that was made on the two Meadowcrest properties, the property on Mill Street will need to be talked about on whether to move forward with the judgement or allow them more time to clean up, the property on Lime Street the Mayor did not find a problem with. In the future with complaints, we need a signed complaint with names on, we do not prosecute anonymous complaints as we need a witness in front of the Magistrate.

### **Other Business**

1. No other business

EXECUTIVE SESSION – IN: 7:47 PM OUT: 8:38 PM

While in executive session no motions or decisions were made

### **Motion by Norman Engle, Jr. to adjourn the meeting at 8:38 PM, 2<sup>nd</sup> Kara Scott, AIF-MC**

Respectfully submitted by Tracy L Csrenko, Secretary