

The Borough of Bowmanstown Council Meeting Minutes November 11, 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., Wendy Borger, Kara Scott, Candace Rodrigues, and Mayor Zachary Snyder, Secretary/Treasurer Tracy Csrenko, Solicitor Lisa Pereira, and Engineer Jessica Rehrig.

Visitors

Phyllis Kreiss asked council what their plans were with the treasurer’s position as she has not seen an ad in the paper for the position. Council explained that they were going to evaluate the office with having one (1) full-time person in the office. Mayor Snyder explained that the billing system and other office software were being streamlined making the work easier and more user friendly. Phyllis voiced her concern as to what council plans to do when the person was sick or on vacation to which council explained they are intending on using a temp service.

Antoinette Mullen wanted help with a neighbor’s cat that roams the area causing her physical harm while she is out with her dogs on a leash and the dog wants to chase after the cat dragging Antoinette across ice and she fell on her hip, and another time the dog going after the cat while in Antonette’s yard the dog pulling the leash and dislocating and twisting her thumb and wrist. Mayor Snyder told Antoinette unfortunately there are no laws on cats, but she should file complaints and occasions of the encounters that have happened with the borough office, that she can file for her medical bills with the neighbors homeowner insurance and she could file a civil complaint with the magistrate.

Paul Lupcho

Ben Price

Jason Sander, Times News

Approval for

1. **Motion by Rob Moyer to approve the minutes of October 21, 2025 Borough Council Meeting, 2nd Darren Thomas, AIF-MC.**
2. **Motion by Darren Thomas to approve the General Treasurer’s Report dated November 11, 2025 and payment of the bills listed, 2nd Wendy Borger, AIF-MC.**
3. **Motion by Darren Thomas to approve the Sewer Treasurer’s Report dated November 11, 2025 and payment of the bills listed, 2nd Norman Engle, AIF-MC.**
4. **Motion by Norman Engle to approve the Garbage Treasurer’s Report dated November 11, 2025 and payment of the bills listed, 2nd Wendy Borger, AIF-MC.**
5. **Motion by Wendy Borger to adopt Ordinance 2025-02 Prohibiting Loitering on Business Property and in Public Places within the borough as advertised, 2nd Norman Engle, AIF-MC**

Correspondence

Subject	Date	Summary
Authority Minutes	09/16/25	Bowmanstown Authority September meeting minutes
Planning Minutes	09/30/25	Planning Commission Minutes from September 30, 2025
Solicitor	10/16/25	Broughal & DeVito, LLP rate increase for 2026 notification
Authority Minutes	10/21/25	Bowmanstown Authority October meeting minutes
Planning Minutes	10/28/25	Planning Commission Minutes from October 28, 2025
Audit	11/3/25	Received quote from Kirk Summa and Company, LLC for the year ending December 31, 2025
Zoning Solicitor	11/3/25	Zoning Hearing Solicitor Jenny Cheng rate increase for 2026 notification
Clean Fill	11/5/25	Waste site to dump construction material from PennDOT bridge replacement, approximate quantity of material is 2000 CY

Solicitor

1. Nothing to report

Engineer

1. The driveway depressions at 727 Lincoln Avenue have been there and should remain but repairs done with the Lincoln Avenue project

Unfinished Business

1. **Motion by Darren Thomas to approve the assessment of 92 Fireline Road at six (6) EDU's per meeting with Duane Dellecker and review of the occupancy inspection report, 2nd Wendy Borger, AIF-MC**

New Business

1. No New Business

Committee Reports

Fire

1. Received Financial Statements from September 30, 2025
2. Received the Fire Chief's Report for October 2025

Law

1. No report

Personnel

1. **Motion by Darren Thomas to give a two percent (2%) raise to all employees with addition for Chris Bixler of \$0.50 per hour and Devon White \$1.00 per hour for 2026, 2nd Candace Rodrigues, AIF-MC**
2. **Motion by Norman Engle to adopt the Step Program provided to council from the Personnel Committee November 11, 2025, 2nd Darren Thomas, AIF-MC**

Budget & Finance

1. Payroll and healthcare numbers will be added to the 3rd Draft of the 2026 Budget for review and finalization
2. Received \$140.53 from Carbon County Court of Common Pleas – September 2025
3. Received \$1,041.88 from Tax Claim Bureau for September 2025
4. Received \$1,151.50 from Local Realty Transfer Tax for September 2025

Property & Special

1. Discussion of a concrete pad next to the salt shed will be placed on the pending list

Sewer, Sanitation, & Water Liaison

1. Committee will revisit the replacement of the existing Verbatim dialer with an OmniSite Crystal Ball web-based cellular monitoring device after the chlorine contact tank project is completed

Streets

1. **Motion by Darren Thomas approving the quote of \$800.00 from Hazleton Oil & Environmental, Inc to remove two (2) 55-gallon drums of oil/water mix, 2nd Rob Moyer, AIF-MC**
2. Two residents were sent letters in regard to trenches they dug in Cedar Street to divert water run off. Committee will look into these trenches to see what can be done

Mayor

1. Questioned council on what they would want to do at 722 Mill Street, file another complaint with the District Magistrate, filing either zoning or ordinance violation or take steps to be able to enter onto the property to clean it up
2. The burn ban has been lifted as of November 5th.
3. The residents along White Street that fronts Railroad Street were sent letters to remove their property/vehicles/junk from borough property have done so for the most part, but there are still items left and the borough has the right now to clean it up

Other Business

1. Leaf collection is continuing until the end of November.

Motion by Kara Scott to adjourn the meeting at 8:16 PM, 2nd Darren Thomas, AIF-MC

Respectfully submitted by Tracy L Csrenko, Secretary