

The Borough of Bowmanstown Council Meeting Minutes

October 7, 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, Wendy Borger, Kara Scott, and Mayor Zachary Snyder, Secretary Tracy Csrenko, Solicitor Lisa Pereira, and Engineer Jessica Rehrig. Norman Engle, Jr. and Candace Rodrigues were absent.

Visitors

Jason Sander, Times News

Phyllis Kreiss

Michael Shupp, questioned how 92 Fireline Road is being assessed for the EDU count. President Leiby informed Mike that they are referencing the occupancy report from Duane Dellecker during his inspection when the building was sold, which states there are 3 apartments and 11 boarding rooms totaling 7 EDU's. When the building was originally assessed, it was determined to be 4 apartments and 7 rental rooms in 1997, but Mike said that it was never that, it has always been 3 apartments and 11 rooms nothing was changed in the building. He referred to Ordinances 96-6 and 98-14 along with building codes, stating the building should be grandfathered. Reviewing the diagram from Duane it was discussed that there are 4 apartments and 10 rooms. Rob Moyer discovered there is a discrepancy in the sewer ordinances and the zoning ordinance in definitions of a boarding house or rooming house. The solicitor stated that council has to figure out internally the definition for consistency purposes. Council will set up a meeting with Duane to further discuss and come up with a decision

Tonia Smale voiced concern with the wondering homeless person and if there was anything that could be done for the safety of the children and the borough office. Mayor Snyder explained that an ordinance would need to be created. Mayor Snyder questioned the solicitor if an ordinance would be drafted that would give the state police the ability to enforce on a criminal level. Solicitor Pereira said that she would have to look into the legality of such an ordinance. Discussion on securing the office with a camera and buzzer to enter the office and to construct a closure in the opening.

Approval for

1. **Motion by Rob Moyer to approve the minutes of September 16, 2025 Borough Council Meeting, 2nd Darren Thomas, AIF-MC.**
2. **Motion by Darren Thomas to approve the General Treasurer's Report dated October 7, 2025 and payment of the bills listed, 2nd Rob Moyer, AIF-MC.**
3. **Motion by Rob Moyer to approve the Sewer Treasurer's Report dated October 7, 2025 and payment of the bills listed, 2nd Darren Thomas, AIF-MC.**
4. **Motion by Rob Moyer to approve the Garbage Treasurer's Report dated October 7, 2025 and payment of the bills listed, 2nd Wendy Borger, AIF-MC.**

Correspondence

Subject	Date	Summary
Donation		Bowman Park Yearly Donation to Bowmanstown Borough of \$100.00

Solicitor

1. Nothing to report

Engineer

1. Benesch submitted the annual MS-4 report for July 1, 2024 to June 30, 2025, electronically to PADEP on September 10, 2025. A copy was submitted to the borough for the file.

Unfinished Business

1. Discussion on 92 Fireline Road was had under visitors

New Business

1. **Motion by Wendy Borger to check into a business account credit card using the borough's EIN, 2nd Kara Scott, AIF-MC**
2. **Motion by Rob Moyer to respond to Emmanuel UCC, Judy Hoffman that the borough is willing to help preserve the bell, 2nd Darren Thomas, AIF-MC**

Committee Reports

Fire

1. Received the Fire Chief Report for September 2025
2. Received the Financial Statements as of August 30, 2025

Law

1. Nothing to report

Personnel

1. **Motion by Darren Thomas to end the Seasonal Employment effective October 17, 2025, 2nd Wendy Borger, AIF-MC**
2. **Motion by Rob Moyer to approve the Minimum Municipal Obligation (MMO) for the Plan Year of 2026 dated September 30, 2025, 2nd Wendy Borger, AIF-MC**
3. Council is requesting an official engagement letter from Kirk, Summa and Co. LLP to review and reconcile the cash accounts from January 1, 2025 through September 19, 2025 due to the resignation of Tara Takerer

Budget & Finance

1. Rob requested council to review the budget v. actual and the draft budget
2. Received \$1,041.88 from the Tax Claim Bureau for September 2025
3. Received \$319.74 from PURTA (Public Utility Realty Tax Act) for 2024
4. Received \$2,621.50 from the Recorder of Deeds for August 2025
5. Received \$200.00 from the Liquor Control Board
6. Received \$295.82 from the Tax Claim Bureau for August 2025

Property & Special

1. The storm drains that were placed are completed. Elevated another storm drain over by the third baseline so it is actually useful now.
2. The scoreboard has been completed and is operational
3. A thank you should be sent to Matt Lang, Lang's Landscaping for taking care of 21 additional trees when he only charged for 3.

Sewer, Sanitation, & Water Liaison

1. **Motion by Darren Thomas to purchase a shed and refrigerator for holding samples to maintain correct temperature for testing not to exceed \$3,000.00, 2nd Wendy Borger, AIF-MC**
2. Problems occurring with the alarm monitoring when the alarm calls out it is just an alarm and people must respond. Darren would like to interconnect the two units so there are more channels so that when it calls out it will tell them what is wrong

Streets

1. Need to obtain pricing for the removal of 2-55 gallon drums of mixed oil
2. Ore Street storm drain is completed
3. Approximately 200 tires are at the garage need to obtain prices for removal

Mayor

1. Mayor Zachary Snyder made his intent to perform weddings, at his discretion, upon leaving office to council.

Other Business

1. No other business

EXECUTIVE SESSION – IN: 8:18 PM OUT: 8:42 PM

While in Executive Session no motions or decisions were made

- **Motion by Darren Thomas to Adopt Resolution 2025-09 Appointing Tracy L Csrenko to the Position of Secretary/Treasurer receiving a wage of \$22.50 per hour, 2nd Kara Scott, AIF-MC**
- **Motion by Darren Thomas to retroact Tracy's wages of \$22.50 per hour to September 22, 2025, 2nd Wendy Borger, AIF-MC**
- **Motion by Darren Thomas to give Devon White a \$1.00 per hour increase retroactive to September 11, 2025, 2nd Wendy Borger, AIF-MC**

Motion by Kara Scott to adjourn the meeting at 8:49 PM, 2nd Wendy Borger, AIF-MC

Respectfully submitted by Tracy L Csrenko, Secretary