

WARRIOR RUN BOROUGH

496 Front Street

Warrior Run, Pennsylvania 18706

Phone: (570) 823-3301 | Fax: (570) 235-6911

Email: wrboro@ptd.net

Council Meeting Minutes

March 10, 2025

Meeting Called to Order

Pledge of Allegiance

Roll Call

Approval / Minutes

Karen Hazleton, CPA

2024 Warrior Run Borough Audit Report Presentation

Communications

Old Business

New Business

Adjournment

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Council Meeting Minutes

March 10, 2025

| Roll Call | Present | Not Present |
|-------------------------------------|---------------|---------------|
| Council Members: | | |
| John Quinn, President | <u> X </u> | <u> </u> |
| Sandy Wegrzynowicz, Vice-President | <u> X </u> | <u> </u> |
| Richard Kratz | <u> X </u> | <u> </u> |
| Matt Pilch | <u> X </u> | <u> </u> |
| Larry Carbohn | <u> X </u> | <u> </u> |
| Other Attendees: | | |
| Auditor, Karen Hazleton, CPA | <u> X </u> | <u> </u> |
| Solicitor, Attorney Patrick Aregood | <u> </u> | <u> X </u> |
| Mayor, Tom Shypulefski | <u> X </u> | <u> </u> |
| Secretary, Donna Tudgay | <u> X </u> | <u> </u> |

A motion to approve February 10, 2025, Council Meeting Minutes.

1st motion made by: LC

2nd motion made by SW

| | Yes | No | Abstain |
|-----------------|--------------|---------------|---------------|
| S. Wegrzynowicz | <u> X </u> | <u> </u> | <u> </u> |
| R. Kratz | <u> X </u> | <u> </u> | <u> </u> |
| M. Pilch | <u> X </u> | <u> </u> | <u> </u> |
| L. Carbohn | <u> X </u> | <u> </u> | <u> </u> |
| J. Quinn | <u> X </u> | <u> </u> | <u> </u> |

Motion passed X

Motion failed

A motion to approve the Treasurer’s report from January 1, 2025, through January 31, 2025.

1st motion made by: LC

2nd motion made by MP

| | Yes | No | Abstain |
|-----------------|----------|-------|---------|
| S. Wegrzynowicz | <u>X</u> | _____ | _____ |
| R. Kratz | <u>X</u> | _____ | _____ |
| M. Pilch | <u>X</u> | _____ | _____ |
| L. Carbohn | <u>X</u> | _____ | _____ |
| J. Quinn | <u>X</u> | _____ | _____ |

Motion passed X

Motion failed _____

A motion to approve the Treasurer’s report from February 1, 2025, through February 28, 2025.

1st motion made by: MP

2nd motion made by SW

| | Yes | No | Abstain |
|-----------------|----------|-------|---------|
| S. Wegrzynowicz | <u>X</u> | _____ | _____ |
| R. Kratz | <u>X</u> | _____ | _____ |
| M. Pilch | <u>X</u> | _____ | _____ |
| L. Carbohn | <u>X</u> | _____ | _____ |
| J. Quinn | <u>X</u> | _____ | _____ |

Motion passed X

Motion failed _____

Karen Hazleton, CPA - 2024 Warrior Run Borough Audit Report Presentation

Karen Hazleton, CPA, presented the 2024 Warrior Run Borough Audit Report on behalf of her daughter, Michelle, who is ill.

Karen thanked the Borough Secretary, Donna Tudgay, for doing a great job pulling the required information together for the audit. Everything that was reviewed

appeared to be fine; the review did not find anything out of the ordinary. This was good.

Karen provided a copy of the DCED Report for Council to review; it summarizes everything which was used to create the financial report and it also compares the last year financial information (2023) with the current year (2024), to show the financial health of Warrior Run Borough.

Karen directed the Council to the net income section of the report(s), which states the Borough shows a \$43,000.00 profit this year. Karen stated this is fantastic; this is the best she has seen it in many years. It shows an increase of over \$24,000 over last year; the profit is up over 125% from a year ago.

Some of items which contributed to why this happened:

- 1) Real estate taxes increased by \$5,000 (due to sale/purchase of homes);
- 2) There is a marginal increase in the refuse revenue (approximately \$22,000), however, the cost of refuse collection increased \$20,000; and
- 3) The sewer revenue is up from last year.

Additional items noted included the earned income tax decreased a small amount (possibly due to demographics of the community) and total income is down from last year but this is ok due to expenses are considerably lower this year when compared to last year. Payroll is down this year. Also, at the end of 2023, an insurance premium was paid which was not due until beginning of 2024 (which would have shown more income in 2023 and less in 2024). The Borough did relatively well considering the \$25,000 in repairs for the sewer pump. Ordinary income is up. Cash is up \$44,000 from a year ago; it is great to see the Borough can put some cash away. Karen stated it has always been a concern for her the Borough keeps enough money saved to ensure the PennVest payment is funded through 2030 (when the loan expires). The General Fund is up \$75,000, which is great. Karen encouraged the Borough (as she has in the past) to make the money work for the Borough; interest income was only \$108.00.

Karen commended the Borough for doing a great job this year.

Communications

A thank you acknowledgement was received from the Zula/Thomas Families in the recent passing of David Thomas, Boyle Street resident.

On 02/11/2025, Warrior Run Borough received a Municipal Notification, from Guzek Associates, Inc., Consulting Engineering, in reference to Wren Manufacturing, Inc. – Plant No 2., regarding an application submission, to the PA Department of Environmental Protection (PA-DEP), for a facility wide operating permit. The communication was sent to both the Borough and Luzerne County; there is a 30-day comment period for either entity to respond, if they choose to do so.

On 02/21/2025, Warrior Run Borough received a Notice of Payment Liquid Fuels March 2025, in the amount of \$16,303.02, to be paid on 03/03/2025. This amount is a \$334.02 increase from the original anticipated allocation of \$15,969.00 for calendar year 2025.

On 02/24/2025, Warrior Run Borough received a communication from the Pennsylvania Department of Transportation, regarding traffic data collection on municipality owned roads, will be starting March 3, 2025, through November 20, 2025. The location for Warrior Run Borough is listed as Front Street between SR 2010 State Route and Municipal Line.

Public Comment on Tonight's Agenda - None

Old Business - None

New Business

1. A motion to ratify payments, in the amount of \$1,767.00 and \$1,330.00, to the law firm Marshall Dennehey for services rendered through January 2025, in the civil action suit by resident Herbert Wootton against Warrior Run Borough, to be paid from the General Fund. (\$1767.00 for October/2019 matter; \$1330.00 for Selma Wootton estate matter)

1st motion made by: LC

2nd motion made by MP

| | Yes | No | Abstain |
|-----------------|----------|-------|---------|
| S. Wegrzynowicz | <u>X</u> | _____ | _____ |
| R. Kratz | <u>X</u> | _____ | _____ |
| M. Pilch | <u>X</u> | _____ | _____ |
| L. Carbohn | <u>X</u> | _____ | _____ |
| J. Quinn | <u>X</u> | _____ | _____ |

Motion passed X

Motion failed _____

2. A motion is needed to approve payment, in the amount of \$2,400.00 to Pumping Solutions of Wilkes-Barre, for repair work required for the spare pump (for the Hanover Street Pump Station), to be paid from the Sewer Fund.

1st motion made by: LC

2nd motion made by MP

| | Yes | No | Abstain |
|-----------------|----------|-------|---------|
| S. Wegrzynowicz | <u>X</u> | _____ | _____ |
| R. Kratz | <u>X</u> | _____ | _____ |
| M. Pilch | <u>X</u> | _____ | _____ |
| L. Carbohn | <u>X</u> | _____ | _____ |
| J. Quinn | <u>X</u> | _____ | _____ |

Motion passed X

Motion failed _____

Attorney Aregood Report – Not Present

Police Report - Month of February 2025 - Report on file

Mayor Report

Two magistrate hearings are scheduled for April 18, 2025. Both residents were cited for property maintenance issues. Code officer Greg Gulick and Attorney Pat Aregood were notified of the scheduled hearings.

Reminder the Refuse Payments are due and being accepted at the Municipal Building. Letters were mailed to all residents and a message is posted on the Borough's sign. Refuse fee amount is \$310 by check or money order; no cash payments. Payments can be placed in the locked mailbox during non-office hours. The penalty phase for nonpayment takes effect after March 31, 2025.

Hanover Township Police Chief Dave Lewis will be retiring this month; on behalf of Warrior Run Borough, I thanked him for his great leadership and cooperation with our Borough, after serving 30 years with the police department, and wished him a healthy and successful retirement. Assistant Police Chief Eric Richardson was appointed the new chief; I congratulated him and offered continued support with our borough.

A motion to accept the Police Report and Mayor's Report.

1st motion made by: SW

2nd motion made by MP

| | Yes | No | Abstain |
|-----------------|----------|-------|---------|
| S. Wegrzynowicz | <u>X</u> | _____ | _____ |
| R. Kratz | <u>X</u> | _____ | _____ |
| M. Pilch | <u>X</u> | _____ | _____ |
| L. Carbohn | <u>X</u> | _____ | _____ |
| J. Quinn | <u>X</u> | _____ | _____ |

Motion passed X

Motion failed _____

Final Comment

As of 03/08/2025, refuse fee payment collection total is \$39,680.00; the service is budgeted for \$80,777.00. Payment is due by March 31, 2025; the fee is \$310.00 and is payable by check or money order, to the Warrior Run Borough Refuse Fund. Cash payments ARE NOT accepted.

Warrior Run Borough was made aware of a discrepancy involving the Tax Collector's compensation status for calendar year 2024. The Tax Collector is an elected official of the Borough and is to be paid as an employee. Due to a miscommunication, the Tax Collector was paid as a subcontractor in 2024, resulting in specific payroll taxes not being paid on behalf of the employee. The issue only affected calendar year 2024; the issue was corrected for calendar year 2025. The Borough is waiting for the amount of taxes due to reimburse the employee, who paid taxes which were the Borough's responsibility, in addition to tax preparation fee(s) due to the discrepancy.

The Council President stated he will need to get coal patch. In addition, the Borough will need to look into hiring someone for the spring/summer season; this topic will be addressed at a future work session.

Public Comment

Mary Ann Brodgerski, Tax Collector, attended tonight's meeting and provided the following information regarding the money due for the compensation status error: Social Security and Medicare tax amount due is \$401.39. The employee was informed the reimbursement cannot be issued immediately (it is not on tonight's agenda) but it will be addressed by the next meeting. Discussion ensued regarding the fee for tax preparation (\$125.00); Mrs. Brodgerski indicated she normally prepares her own taxes; however, due to the error, it was necessary for her to have her taxes professional prepared this year. This issue will also be addressed by the next meeting.

A motion was made to amend tonight's agenda; a second motion was not made. This issue will be addressed by the next council meeting.

Motion to adjourn

1st motion made by: LC

2nd motion made by SW

| | Yes | No | Abstain |
|-----------------|----------|-------|---------|
| S. Wegrzynowicz | <u>X</u> | _____ | _____ |
| R. Kratz | <u>X</u> | _____ | _____ |
| M. Pilch | <u>X</u> | _____ | _____ |
| L. Carbohn | <u>X</u> | _____ | _____ |
| J. Quinn | <u>X</u> | _____ | _____ |

Motion passed X

Motion failed _____

Donna Tudgay
Secretary, Warrior Run Borough
Submitted: 03/10/2025