

The Factoryville Borough Council held their regular council meeting on November 12th, 2025 at the Borough Hall. Council Chair, Bill Edwards, called the meeting to order at 6:30 p.m.

PRESENT

Mayor Gary Evans
Bill Edwards
Elena O'Connor
Dan Engler
D. Charles Truitt
Colin Fricke
Gregg Yunko

ALSO ATTENDING

Shannon Cantner, Manager
Rebecca Nelson, Borough Assistant
Paul Litwin, Solicitor
Officer Ricky Stevens
Citizen Ceejay Halstead
DA Joe Peters

ABSENT

AGENDA: Discussion of parking on Maple Street needs to be added under New Business. The appointment of the Code Enforcement Officer needs to be removed from the agenda.

E. O'Connor made a motion to amend the agenda for the items noted above. G. Yunko seconded the motion. All yea.

MINUTES: No changes or corrections stated.

C. Fricke made a motion to accept the minutes from October 8, 2025. C. Truitt seconded the motion. All yea.

C. Fricke made a motion to accept the minutes from the October 28, 2025 Finance Meeting. E. O'Connor seconded the motion. All yea.

PUBLIC COMMENTS – None

CORRESPONDENCE – No correspondence brought forth.

MANAGER'S REPORT –

a. S. Cantner provided the manager's monthly recap with no deliberation or action needed.

1. The message board in front of the Borough Hall was finished by Mr. Herb Beck. It came in well under budget. The cement pad will be fixed in the Spring and should be under budget as well.

2. S. Cantner is working on the worker's compensation audit, which is due by 11/17/2025.

3. S. Cantner is working on completing the dirt and gravel grant report.

4. There were three Right-to-Know requests this month that have been completed.

5. Quarterly taxes have been finished.

6. S. Cantner is working on completing the profile for Municibid for the borough dump truck.

7. The new truck is insured and ready to be utilized.

8. S. Cantner and R. Nelson are preparing for reorganization meeting.

- b. EMS is looking for funding by utilizing a 0.5 mil from each assessed value/property of services. This is written in the budget but requires approval. A vote will take place when the budget is approved. The total is about \$3,800 for all properties. Each household would be about \$11 for emergency services. This is in addition to the subscriptions they hold each year.
- c. The 2025 budget proposal is completed and is ready for advertisement if there are no concerns, additions, corrections, or other. C. Fricke summarized the funding as well as capital projects including roads, which will be partially funded through the liquid fuel payments. No additional taxes are needed beyond the potential half mil for EMS. This will need to be an ordinance for tax levy changes when the budget is also voted on.

D. Engler made a motion to approve advertising of the budget for public inspection and for the tax levy Ordinance. C. Truitt seconded the motion. All yea.

- d. The reorganization meeting is set to take place on January 5, 2026. Due to scheduling issues, the meeting will need to be held at 4:00pm. Approval is needed to change the date and time and will be brought to the December meeting.
- e. The volunteer librarians are asking to have a flip sign that they can utilize so they do not need to walk up and put the "open" flag up each time. S. Cantner would like to have Mr. Beck make this sign. Approval is needed.

C. Fricke made a motion to approve a new library sign to indicate open and closed. E. O'Connor seconded the motion. All yea.

- f. Due to recent concerns with individuals not receiving benefits necessary to keep food on the table, S. Cantner is proposing that the old message center to the left of the front door of the Borough building be converted into a small food pantry. Solicitor Litwin will research this.
- g. Approval is needed to make payments to the volunteer fire relief fund, fire building, and Albert Olive. This is in bills to be paid.

G. Yunko made a motion to approve the Manager's Report. D. Engler seconded the motion. All yea.

BILLS – S. Cantner sought approval for the bills listed. Unusual expenses this month included \$54,374.11 to Bradco (\$52,778.61 was for the new dump truck), \$14,049.60 to Clinton Township for the trail engineering costs, \$7,006.00 to DGK for the start of the insurance payment installments, \$3,447.00 to Encova for Worker's Compensation payments for the 2025-2026 year, \$1,135.41 to PennDOT for the Riverside Dr. permit, and \$13,463.96 to the Fire Company for the 2 mil building fund payment. G. Evans will be meeting with the engineers to discuss the high cost.

G. Yunko made a motion to pay the bills. C. Truitt seconded the motion. All yea.

COMMITTEE REPORTS –

- a. **Finance**: C. Fricke provided a brief update on finances. Money in and out has made the budget appear to move up and down drastically but without much change overall. Funds are similar to last year with revenue up. The trail costs are unusual expenses.
- b. **Parks and Recreation**: C. Truitt reported that 2 new refrigerators and 6 new picnic tables were delivered to Creekside Park. New gutters are needed on the snack shack, so a quote will be provided. The Park Board is looking to raise the rental rates.
- c. **Building and Grounds**: S. Cantner provided a quote for the LED lights for the Borough building as quoted by electrician Chuck Schirg. This was for \$1,377.00

*E. O'Connor made a motion to approve the installation of LED lights for \$1,377.
D. Engler seconded the motion. All yea.*

- d. **Roads and Maintenance**: B. Edwards reported that J. Gesek thanked Officer Stevens and Ceejay for their brave acts in the Borough. The new dump truck has arrived, and Jim is working with it to get all the bugs out. The old truck is cleaned up and ready for bid. The pipe project on Riverside Drive is done, and Jim extends thanks to Tom Schofield and Corey Huff who assisted with traffic control. Several trees came down with the wind, and Jim was able to take care of all of those. He did get the tires for the skid steer, winterized Creekside park, and took care of the leaves in Christy Mathewson Park. A new flag is needed at Creekside. Jim is ready for snow with cinders and salt. All equipment is ready.
- e. **Mayor's Report**: Mayor Evans did not receive a police report for the month. Monies this month included \$14.01 from the Magistrate and Dalton Borough sent a check for September. Mayor Evans provided the Tunkhannock Ambulance update. They had 18 calls in Factoryville, which does not include Borough only. Mayor Evans will have Mike come in December to discuss details.
- f. **Enforcement Review**: T. Schofield has been issuing notices for garbage, junk yards, and additional concerns including Zoning and Building Code violations that he is also working on with the Zoning Officer and Bureau Veritas. He continues to take photos of problematic properties to show proof of concern.
- g. **Zoning**: Nothing new to report.
- h. **Solicitor's Report**: Solicitor Litwin stated that Ordinance 2025-4R is required to utilize Albert Olive as the Emergency Management Coordinator. Ordinance 2025-4R is *A joint resolution of Clinton Township, Factoryville Borough, and Nicholson Township authorizing a cooperative agreement under title 35 to share an emergency management coordinator.*

G. Yunko made a motion to approve the EMA Cooperative Resolution 2025-4R. C. Truitt seconded the motion. All yea.

- i. **Events:** E. O'Connor stated that the Christmas Market is coming up soon from December 5th through the 7th. They are currently looking for volunteers to help with set-up, decorating, and working booths. There is no more room for vendors and sponsors are still coming in.

OLD BUSINESS/NEW BUSINESS –

Old Business-

- a. We are currently working with No Nonsense Neutering to acquire time slots for bringing cats in as this has been an issue. We have also reached out to D. Mendelsohn about being a trapper for us.

New Business-

- a. Parking Lot Concern: S. Cantner stated that there are concerns with the parking lot across from Creekside Cafe. S. Cantner recommends a sign to specify motor vehicles that are permitted in the lot for each 24-hour period. This would indicate that boats, trailers, ATVs, etc. would not be permitted. B. Edwards will speak with the people parking in the lot, and Solicitor Litwin will investigate an Ordinance.
- b. J. Gesek is requesting that Thompson Road have posting for no parking along the road to avoid navigation or safety concerns when the trail becomes accessible.
- c. The Recycling Trailer is filling with garbage and other non-recyclables. It takes a lot of time for J. Gesek and D. Chamberlin to clean out the recycling trailer before it is taken. There are fines for having garbage in the trailer, so it is imperative that the trailer have ONLY recycling.
- d. Parking at Sidelines requesting two handicapped spots on Maple. This would need to change via Ordinance. Parking is currently 15-minute parking. This will be tabled for next meeting.

ORDINANCES AND RESOLUTIONS – Cooperative Resolution 2025-4R was discussed above in the Solicitor's report.

PROCLAMATIONS – Mayor Evans read and awarded proclamations to Officer Ricky Stevens and Citizen Ceejay Halstead following a domestic dispute in which Officer Stevens was stabbed on duty while protecting another citizen and Ceejay Halstead came to the aid of Officer Stevens. These proclamations were entered into official record by the Mayor and Council

DA Peters spoke publicly to provide a reward to and honor for Officer Stevens and Ceejay Halstead. DA Peters stated that he was able to come to the scene and determined that the police had handled the situation as trained. DA Peters discussed the training and reaction of Officer Stevens. Officer Stevens was awarded a token of honor for his actions. DA Peters then discussed the details of how Ceejay Halstead ran into the scene as a bystander to assist Officer Stevens. He selflessly assisted making a difference between a tragic incident and a controlled incident. Ceejay was also awarded a trophy to honor his actions.

G. Yunko made a motion to adjourn the Factoryville Borough Council Meeting. C. Truitt seconded the motion. All yea.

The regular meeting of the Factoryville Borough Council adjourned at 7:14 p.m. The next regular meeting will be held December 10th at 6:30pm in the Borough Hall.

Respectfully submitted,



Shannon L. Cantner
Borough Manager