

The Factoryville Borough Council held their regular council meeting on September 10th, 2025 at the Borough Hall. Council Chair, Bill Edwards, called the meeting to order at 6:30 p.m.

PRESENT

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

ALSO ATTENDING

Shannon Cantner, Manager
Rebecca Nelson, Borough Assistant
Paul Litwin, Solicitor

AGENDA: A motion is needed to add an authorization to allow Cody Stanco, Zoning Officer, to proceed with a Civil Complaint. Additionally, discussion regarding selling dump truck needs to be added to manager's report.

D. Engler made a motion to amend the agenda as stated above. G. Yunko seconded the motion. All yea.

MINUTES: No changes or corrections stated.

C. Fricke made a motion to accept the minutes from August 13, 2025. C. Truitt seconded the motion. All yea.

PUBLIC COMMENTS – Citizen Lori Travis expressed concern over the speeding on Highland Avenue. There is a speed limit sign missing at the top of Highland. Corey Huff stated that there appears to be more traffic at a higher rate of speed. There are motorcycles popping wheelies. Police can sit in B. Edwards driveway. College Ave speeding is bad as well. The Borough is hoping to get a grant for different signs for speeding.

Lori Travis asked about the pharmacy. Shawna, the pharmacist, was hoping to start soon but she is waiting for the construction to be completed according to regulations.

CORRESPONDENCE – No correspondence brought forth.

MANAGER'S REPORT –

- a. S. Cantner provided the managers' monthly recap with no deliberation or action needed.
 1. As everyone can see, tablets have arrived for meetings. This was a cost approved in this year's budget and will help decrease time as well as cost of paper and ink, and it is more environmentally friendly.
 2. We received the first part of the truck grant from DCED LSA. \$78,805.00 was placed in the general account. The chassis is getting upfitted now at Bradco. Once the invoice is received, we will submit it for reimbursement.

3. We received the \$5000 Marcellus Legacy Fund mini grant for trail work at Christy Mathewson Park. The mulch path along the backside of the ball field will be replaced with stone to make it more accessible.
- b. The audit is almost complete. S. Cantner is not pleased with how long this is taking and will require it to be done by due date next year.
- c. The Fall Convention will be September 18th at Triton Fire House in Tunkhannock. Dinner is at 6pm.
- d. Electric supplier contract rates were reviewed. We have been using Environ for our electrical supplier in the past. The Sewer voted to go with a 60-month contract with Environ.

G. Yunko made a motion to approve The Environ contract for 60 months. C. Truitt seconded the motion. All yea.

- e. Trick-or-treating will be October 31st from 6pm to 8pm. Approval is needed to pay helpers to patrol for safety on Halloween night and the night after. Halloween is on a Friday this year and it seems ineffective to have anyone the night prior, so this would be for Friday and Saturday evening. It is recommended for three helpers at \$12 for 4 hours each needs approval. Jim Gesek has reached out to previous helpers for their availability.

C. Truitt made a motion to approve the cost of three helpers at \$12 per hour for 4 hours each on Friday and Saturday evening. D. Engler seconded the motion. All yea.

- f. Because of the dry conditions, the Fire Chief recommends no burning until it rains. Authorization is needed to issue a burn ban for the next 30 days and we will revisit at next meeting.

G. Yunko made a motion to approve authorization for a burn ban for thirty days. C. Truitt seconded the motion. All yea.

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

BILLS – S. Cantner sought approval for the bills listed. Unusual expenses this month included a previously approved \$2,025.40 for Bradco for the pipe project, a 13-week invoice from Dalton Borough in the amount of \$8,160.00, \$2,623.92 for Keller Crushing, and \$2,275.06 on the Visa for office supplies, tablets, the truck lights, and a work clothing stipend. All items on the Visa were either pre-approved or allowed through the budget.

G. Yunko made a motion to pay the bills. D. Engler seconded the motion. All yea.

- a. There was a \$12,292.95 transfer to Factoryville Borough from the Davis Grant match fund for the reimbursement of 20% of the trail engineering costs. S. Cantner reminded Council

that this reimbursement occurs quarterly due to the bank account allows only one transaction per quarter without penalty fees. This amount covers the 20% of the engineering costs that was paid for under the general account.

COMMITTEE REPORTS –

- a. **Finance**: C. Fricke reported that cash is up as well as overall taxes. Property taxes will likely even out. Realty transfer taxes are up as well.
- b. **Parks and Recreation**: C. Truitt reported that the meeting was cancelled for the month so no new information.
- c. **Building and Grounds**: S. Cantner reported that the light is out in the ceiling of the Borough Hall. Two banners need to be repaired at the Finan Details.

C. Truitt made a motion to change out the light in the ceiling to LED. G. Yunko seconded the motion. All yea.

- d. **Roads and Maintenance**: B. Edwards reported that the project on Riverside was completed. Watkins paving work was completed as well as mowing throughout town. Traffic has been backing up on College Avenue due to the elementary school drop off, so assistance was provided there. The boom mower has been serviced for the season. The dump truck is ready at Bradco and should be finished in mid-October. The skid steer tires are not yet in.
- e. **Mayor's Report**: Mayor Evans summarized the police report from Dalton Borough. They answered 9 total calls, patrolled 845 miles, and logged 160 miles. Dalton Borough sent a check for June in the amount of \$236.16. The Magistrate's Office sent a check for August in the amount of \$11.26. Mayor Evans discussed parking tickets and allowing the Ordinance Enforcement officer to issue these. These will need to be three-ply sheets to allow the Borough, Police department, and violators to all receive a copy. This will allow us to have better record keeping and have the ability to follow up on parking tickets. The cost should be well-under \$200 to purchase these ticket sheets.

Research will need to be done to determine if there is a true ordinance for parking in the private Borough lots. Additionally, the language on parking tickets should be approved prior to going to the printer to be sure they are legal. Administration of tickets could be appointed as well as the Mayor and Borough Manager. This will include the Ordinance Enforcement Officer, Tom Schofield.

EMS update. Mayor Evans spoke with Mike from EMS. There are several volunteers working with the ambulance. A third ambulance will be going into commission. They believe they will have over 2000 calls this year. Funding through a grant is assisting with the labor and ambulance costs. The Dietrich theatre is showing a special on the concerns of the EMS crisis.

DEP and DCNR have contacted Atlas regarding the permitting, so the trail project can continue to move forward.

- f. **Enforcement Review**: R. Nelson issued several letters and had positive response to all including cleaning up junk, hanging signs on light poles, and others. R. Nelson has been working with Tom Schofield, and he has contacted a few individuals to take care of additional junk, dumpster, abandoned vehicles, and mowing issues. He has officially taken over but will work closely with R. Nelson.
- g. **Zoning**: Several applications have come in for permits. A motion is needed to authorize Cody Stanco to proceed with civil complaint.

C. Truitt made a motion to authorize Cody Stanco to proceed with a civil complaint. D. Engler seconded the motion. All yea.

- h. **Solicitor's Report**: Solicitor Litwin stated that there will be an executive session.

The Parking Ordinance Amendment relaxes requirements to allow for re-use of buildings. That will be advertised for public viewing and adoption at the next meeting.

- i. **Events**: E. O'Connor stated that there are only 4 spaces left but 7 applications are being looked at for best fit. Marketing is now being handled by Michelle, since Fleetville Fall Fair is over. Planning is well underway.

OLD BUSINESS/NEW BUSINESS –

Old Business-

- a. Trail Engineering Costs have exceeded what was initially approved. Approval is needed to increase the cost. Currently, costs are at \$84,739.89. Our cost was \$49,382 with Factoryville paying \$31,791.51 and the Davis Fund paying \$17590.49. Per Zack, they are only billing for engineering services of this trail project and not the parking lot project. They anticipated that this would be a simpler process, but the project has evolved. The engineering costs should be ending soon, but they are still working through the joint permit and NPDES Permit application process along with the services needed from PennDOT. Approval is needed for additional money to be paid for engineering. B. Edwards recommended waiting until a bill is received from Atlas. No vote has been taken.
- b. Minimum Municipal Obligation. S. Cantner discussed the MMO for retirement for J. Gesek and S. Cantner. Projected costs according to the worksheet is \$7087.64

C. Fricke made a motion to approve \$7087.64 for the Factoryville Borough Pension Plan MMO and \$20.00 for MMO for the Factoryville Borough Police Pension C. Truitt seconded the motion. All yea.

New Business-

- a. S. Cantner's children lost their insurance and will need to be added to the Borough insurance. There is extra money in the zoning budget, so monies could be transferred from that line item to the item providing for insurance. This would be a movement of about \$3,500 for the budget. Borough Code 1312 – Supplemental appropriations for line item

#402.15, Employee benefits & 402.14 Other benefits of the budget from line item #414.11 Planning and Zoning.

D. Engler made a motion to allow \$3,500 to be moved from line item #414.11 to #402.15 and #402.14 to allow insurance coverage for S. Cantner's dependents for the remainder of the 2025 budget. C. Truitt seconded the motion. All yea.

ORDINANCES AND RESOLUTIONS – Parking Ordinance 2025-1 was discussed above in the Solicitor's report.

Executive Session needs to be held for discussion on Public Safety. Adjournment for the executive session requires motion.

D. Engler made a motion to adjourn the Factoryville Borough Council Meeting for Executive Session. G. Yunko 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 October 8th, 2025 at 6:30pm in the Borough Hall.

Respectfully submitted,



Shannon L. Cantner
Borough Manager