

Monthly Meeting of
Summerhill Borough Council
Minutes
December 13, 2022

Call to order

The regular monthly meeting of Summerhill Borough Council was held at 7:00 PM on Tuesday, December 13, 2022. Council President Becky Templeton called the meeting to order at 7:00pm, and the Pledge of Allegiance was recited by all.

Council Members present

President, Becky Templeton, Vice-President, Russell Jones, Joni Trovato, Brad Bodenschatz, Matt Penatzer

Others present: Karmen Baumgardner, Tax Collector/Electric Secretary & Treasurer, Janice Anderson Borough Secretary

Council Members not in attendance

Danielle Ritchey, Mayor Eric Miller, Ray Penatzer

Visitors

Brianna of Mainline Newspaper

Approval of minutes

There were NO changes or corrections to the November 8, 2022 regular meeting minutes. Russ moved to approve the minutes and Matt seconded the motion. Motion was unanimously approved.

Approval of financial statements

Danielle was absent from meeting, so no financial reports were discussed.

Approval of payment of bills

Reviewed Karmen's payment of Bills. Brad made the motion to accept the payment of bills and Joni seconded the motion. All were in favor and the motion carried.

Fund Transfers

No fund transfers

Budgets

Not quite at 100%

Correspondence

- Forest Hills Municipal Authority – n/a. nothing discussed
- Laurel Municipal Inspection Agency - n/a. nothing discussed
- Croyle Township Police Report – n/a. nothing discussed

Old Business

- Delinquent Light Accounts – Per Karmen, 2850 applied for LIHEEP and everyone on the delinquent list will get a certified letter on the 20th (except those applying for LIHEEP)

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- Codification – Per Janice, all ordinances, resolutions, agreements, (contracts) are logged into the database and both hard copy and electric copies filed. The electronic version is linked to the database. Janice was confused about the role and responsibility of the “third party” company with regard to codification. (Janice and Becky spoke AFTER the meeting adjourned for clarification)
- Code Violations – Becky reported receiving a call about barking dogs. The breed and/or owners were briefly discussed, but all agreed that Becky will draft a letter and will deliver to residents around Madison & Aspen Streets.
- Ehrenfeld Boro Intergovernmental Agreement – Although Eric was absent from the meeting, council was informed that a DRAFT agreement was prepared and Ehrenfeld is reviewing and will comment once reviewed. – on a side note, Janice gave Karmen a check received in the mail from Ehrenfeld as a DONATION to thank Summerhill Boro for helping them install this year’s Christmas lights.
- Chicken ordinance – POSTPONED until found.
- Solicitor and Accountant – no update (yet) from Eric Miller. Janice reminded council she will need a copy of the “solicitation” letter Eric submitted to attorneys. Janice brought up the subject of “YEAR-END” Audit. Is/will Wessel to do it or should she contact Mark Bodenschatz (who performed audits for many, many years). Council members stated that for 2022 it will likely be M. Bodenschatz, but Wessel in future years. Janice should reach out to Mark Bodenschatz for more information.
- GBU Annuities- SKIPPED - Pin Till another meeting.
- AMP – Resolution 2022-03 was signed and EMAILED to Sam Wolfe on December 13th at 5:13pm. (Resolution was signed by council members at November meeting).
- Silt/53 Bridge – Per Russ, Chris Kerr went to the site to monitor while raining. (didn’t look at back side), but seems down when not raining. C. Kerr talked to property owner and gave them docs, forms and instructions for E & S permit (erosion & sediment control). C. Kerr will monitor.

New Business

- 2023 Millage Certification – Janice showed council members the form received from the county assessor’s office regarding Boro’s current millage rate. Group briefly discussed and informed Janice it was 3.75 and to answer “Y” to the question “do we Levy a Per-Capita” tax.
- Resolution 2022-12 Cambria County Hazard Mitigation Plan was discussed and adopted. Russ motioned to adopt, and Joni seconded the motion. Council all agreed, Motion carried.
- AMP Advanced Meter Project – Brad responded to Sam’s recent emails. At this time, the agreement is non-binding, but wants to have another meeting/discussion. Joni will set up a meeting with Sam Wolfe (via phone call) for some night soon.

Committee Head Updates

- **Electric Secretary (Karmen)** - Based on Karmen’s schedule, she requested permission to Estimate meter readings for January. All Council members agreed to estimate January, but briefly discussed estimating all winter months. Per Karmen, the price of stamps is going up (from .60 cents to .64 cents). Postcards are increasing too. Karmen to look into a possible “Billing Hybrid” (residents receiving bills on-line and in the mail).
- **Streets (Russ)** –Russ brought the needed paperwork to purchase the landscaping trailer (from Metzler Motors). Discussed the cost vs what is in budget. Metzler requires a “Letter of Authorization” Russ provided a draft – Janice will re-type on letter for Becky’s signature. Russ made the first motion to purchase the Trailer and Brad seconded the motion. All agreed – motion carried.
Brief discussion on Luke’s hours and work completions. Russ provided a copy of Luke’s timesheet – Becky reviewed. To complete the application for his insurance, Becky will need a check and a 3rd qtr snapshot of unemployment stats. It was reiterated that Luke will need to complete 32 hours of work (weekly) to be eligible for the insurance. Russ to discuss this with Luke.
- **Codification (Danielle)** – See above (old business)
- **Electric (Joni/Brad)** – Joni provided Karmen with a copy of the new electric rates.

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- **Parks & Recreation (Joni)** –monitoring w/ DCNR until notification that we can move forward. Also, we did get TWO (2) new pavilion reservations.
- **Budget (Becky)** –There was a lengthy discussion on all of the bank accounts (CDs, Money Markets, Checking, and Savings). Becky informed council members of the current rates each establishment offered for each kind of account. Group discussed accounts no longer needed and talked about accounts or funds that would be needed for the future and/or future endeavors.
 - o There are currently 4 CD's – not sure when any of them will mature – Becky will find out when they mature and their current rates. Amounts of each CD and what to do with them (where to move) will be discussed at the next meeting.
 - o Joni made a motion to MOVE 90% of 225k into a new Money Market with S & T bank. Matt seconded the motion – Motion Carried.
 - o Additionally, discussed moving \$50k out of 1st Summit General Checking and put into the NEW Money Market (w/ S & T) –(now total of \$275k in money market) Motion made by Matt and seconded by Russ. Motion carried.
 - o Joni made a motion to move \$20k from the OLD (unused) 125th anniversary account into this NEW Money Market as well. Joni made motion, Matt seconded the motion. Motion carried. – Money Market now at \$295k)

The budget established in November's meeting was NOT changed – no residents made any requests; therefore Becky made the motion the 2023 Budget FINALIZED, Joni seconded the motion. Motion carried.

Joni moved to adjourn the meeting and Russ seconded the motion. The December meeting was officially adjourned at 9:05 pm.

President

Mayor

Secretary/Treasurer

Date Assigned	Who	Task/Action Item	status
10/11/22	ALL	GBU Annuities- Will wait for new 2023 Budget to discuss and possibly recommend moving funds then	
10/11/22	Becky	Becky will put Dump Site information in the up-coming Newsletter - Becky to mention resident's responsibilities to the park and the curfew in the upcoming newsletter	
11/11/22	Becky	need to get a copy of Ehrenfeld's insurance (intergovernmental agree)	request sent to Judy
11/22/22	Karmen	Pay rate percentage "CAP" for tax collection ? Surpass?	
11/22/22	Becky	Set up a meeting w/ Insurance carrier and/or agent - review all accounts (over insured?)	2023
12/13/22	Karmen	Karmen to look into a possible "Billing Hybrid" - from committee updates: ELECTRIC Sec.	
12/13/22	Janice	Janice should reach out to Mark Bodenschatz for more information - from OLD Business - Auditing	DONE
12/13/22	Becky	Becky will draft a letter and POST in several places throughout the Borough - from OLD Business - code violations.	DONE