

Monthly Meeting of  
Summerhill Borough Council  
AGENDA  
October 11, 2022

## Visitors

Sam Wolfe - AMP  
Ed Dierling - Resident (possible)

## Regular Review

Minutes of Previous Meeting  
Financial Statements September and October  
Payment of Bills  
Fund Transfer  
Budgets

## Correspondence

Forest Hills Municipal Authority- Minutes  
Laurel Municipal Inspection Agency- Minutes & Permit Report  
Forest Hills Regional Alliance- Agenda  
Croyle Township Police Report  
Crack Sealer Resolution & Agreement  
Intermunicipal Agreement : Blank Resolution & Executed Crack Sealer Agreement  
Salary Survey Report (2022)  
AMP Reports: Capacity, Forecast & Rates

## Old Business

Delinquent Light Accounts  
Codification  
Code Violations  
Wessel and Company- Quickbooks  
September 11 National Memorial Trail Alliance  
Tax Reimbursement Firemen  
PennDot- Joel Galleger  
GBU Annuities  
Ehrenfeld Boro Intergovernmental Agreement  
Chicken Ordinance Revisit  
Solicitor and Accountant Assignments for 2022/2023  
Street Commissioner Responsibility List  
AMP/PMEA/Electric Ordinance Review & Resident's Letter Update  
Barclary's Services rates  
Documents destroy/shred process

## New Business

- Resident Ed Dierling - Garage cracks forming. Only way to repair the wall is to excavate between the two utility poles that have the fire siren mounted on top and his garage
- Intergovernmental Agreement and Resolution (Crack sealer)
- Salary Survey Report
- Act 57 of 2022 Ordinance from Mr. Stofko

Committee head Updates  
Streets (Russ)  
Codification (Danielle)

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AGENDA

Electric (Joni)- Electrical Service Rates & Protocols  
Parks & Recreation (Joni)  
Budget (Becky)

Monthly Meeting of  
Summerhill Borough Council  
September 13, 2022

**Call to order**

The regular monthly meeting of Summerhill Borough Council was held at 7:00 PM on Tuesday, September 13, 2022. Council President Becky Templeton called the meeting to order at 7:04pm.

**Council Members present**

President, Becky Templeton, Vice-President, Russell Jones, Joni Trovato, Danielle Ritchey, Brad Bodenschatz (via Zoom), Matt Penatzer, Ray Penatzer and Mayor Eric Miller

Others present: Karmen Baumgardner, Tax Collector/Electric Secretary/Interim Treasurer, Luke Fresch, Street Commissioner,

**Council Members not in attendance**

n/a

**Visitors**

Jeff McCauley, from the Sept 11<sup>th</sup> National Trail Project, presented a PowerPoint presentation regarding the proposed location of the trail through Summerhill. He pointed out the change in location of the trail based on resident' concerns. Asked Summerhill to send a letter to PennDOT stating Summerhill will maintain the trail (in perpetuity). It was questioned as to the exact length of area that will be Summerhill's maintenance responsibility and exactly what is expected of this maintenance. Jeff is to supply a list of supposed maintenance duties/tasks/requirements and the related costs Summerhill would incur performing this maintenance. It was also asked what the surface of the trail would be (stone, gravel, asphalt, etc.). Per Jeff, if (surface) meets EPA approval, there are options. However, due to easement issues, funding, permitting, engineering/design work it could be seven to ten years before work could start or the project up and running.

Payton McGough discussed her completion of the Gold Project. She has yet to install the basketball racks, but also wants to install a sign/plaque thanking all sponsors for their support. Council told her to get the pricing/costs and council would assist with the payment. Council members thanked her for all her hard work in the past 3 years.

**Approval of minutes**

The August 9, 2022, regular meeting minutes were approved by a motion from Matt Penatzer, seconded by Russ Jones. Motion was unanimously approved.

**Approval of financial statements**

The financial statements from the August meeting were NOT approved due to issues with Wessel and Company. Danielle is working with Wessel to correct the issues and a motion to approve the financial documents at next month's meeting was motioned by Russ Jones and seconded by Ray Penatzer. .

**Approval of payment of bills**

The payment of the bills (August 9,2022 – September 13, 2022) for General and Electric was reviewed and were approved by a motion from Joni Trovato, seconded by Matt Bodenschatz, motion was unanimously approved

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**Fund Transfers**

No fund transfers were needed. Motion to forgo by Ray Penatzer and seconded by Russell Jones

**Budgets**

No Budget to Review. Motion to forgo by Ray Penatzer and seconded by Russell Jones

**Correspondence**

- Forest Hills Municipal Authority – n/a.
- Laurel Municipal Inspection Agency – n/a
- Forest Hills Regional Alliance – nothing – n/a
- Croyle Township Police Report –Nothing new to report, but SHB did receive a “Thank You” letter describing how they utilized money
- Solicitor Section– Received an official resignation letter from Attorney Stofko. He recommended Mr. Messina, but we also received a letter from Attorney Pamela Wentz of the Spence Custer law firm. Attorney Tim Burns ,Spence Custer, John Messina and Persio in Ebensburg were other recommendations or options. Eric is to talk with Denny Stofko to see if we can/should request an attorney’s payment schedule
- DCNR Email – DCNR has a new window and pocket of money. Becky also talked about a flier received that offers 100% match on available funds for playgrounds. Joni will talk to EADs about the next round of funds.

**Old Business**

- Delinquent Light Accounts – there are 13 delinquent accounts as of September 11, 2022. 1 certified letter was sent last month. Two potential Shut off notices may need posted. All council members agreed that acct 1190 was likely going to be a LOSS and Karmen will zero out this account and show as “Inactive”.
- Codification – Two new companies were provided to help Danielle with Codification, but due to her new and/or other duties, there was little to report at this meeting.
- Code Violations – Becky made 5 calls to residents.
  - Eric will Call the “Down Spout” people regarding downspout on roof (potential hazard)
  - Becky will call the Avus Industries regarding weeds
- DCNR Grant: Freedom Park – Waiting on notification. Possibly talk more at the next meeting. – Do not anticipate work going out to bid until next year.
- Payton McGough Gold Award Project – SEE “Visitors” section above
- Secretary/Treasurer Position –complete – but Becky stated she feels the complete learning curve of everyone’s new position/role will take approximately one year.
- Wessel and Company – Danielle reported some issues, but she is working with them to get things worked out. .
- September 11 National memorial trail alliance - more discussion was held on Jeff’s presentation earlier in the meeting. Eric will reach out to Ehrenfeld to see if they were approached about the trail. Additionally, there were concerns and negative points shared by other/several council members. Want to see what Jeff provides in the way of maintenance duties and potential costs (as noted above).
- PMEA Meeting Recap – Brad, Joni and Eric attended the conference. There are 35 other municipalities with public power. Eric provided a chart Based on that chart, Summerhill Boro is at .13Cent per kilowatt hour, and the 7<sup>th</sup> lowest in the state for electricity. Summerhill falls in the “WEST” category. It was suggested that Summerhill utilize social media to better portray our prices/offers. Additionally, Eric suggested that the council review this chart and discuss further during budget time (discuss potential increase).

## Monthly Meeting of Summerhill Borough Council

- Sam Wolfe is coming next month to provide a class for group learning about electricity, so everyone is informed and on the same page. (We need to talk about solar at a later date (regarding residents installing panels on homes / size / ordinance / etc.). Per Brad, new transformers are 2 years out. Brad is looking at getting re-built transformers (but still hard to get 36 weeks out). Becky sent information to Sam about meters for his review and overview to suggest what we need to upgrade. Karmen needs to supply a list of active accounts.
- Tax Reimbursement Firemen –Discussed possible requirements of individual firemen and/or fire company versus the return. Group consensus seemed to be it was more work than it was worth, Karmen is going to talk to someone who has done this before and Matt will present to his men.
- 2022 PSAB Annual Conference - Is Oct 14-16 if anyone is interested in going.
- PennDot- Joel Gallagher/Rt 53 Bridge - Russ stated they presented 4 options but discussed only option 4 (presentation was on Sept 01, 2022). Becky reiterated some of the questions and answers (see notes in google drive) that were asked and offered at original meeting.
- GBU Annuities – PIN till next month
- Ehrenfeld Borough Intergovernmental Agreement – Neither Becky nor Eric has received any feedback/response from Ehrenfeld. Suggested PIN till next month
- Chicken Ordinance Revisit – Suggested to PIN till next month. Janice to look in 2018 thru 2020 boxes to see if she can find ordinance.
- Street Commissioner Position – Council discussed making Luke Fresch full time. (to assist w/ justifying full time position w/ benefits, as all agreed if the Borough were to lose Luke, they would be hurting!)
  - Employee Benefits – Health Insurance – Again, suggested finding more work for Luke to justify full time and benefits. Becky suggested that everyone review the documentation outlining the options, but she will look into the best offer for LUKE since he is new to health care (verbiage, options, etc.). Additionally, based on the low cost, council will likely add vision and dental. On a side note, it was mentioned that the council could benefit from creating and maintaining an Employee Handbook and that they needed to address how/if/when holidays would be paid. For this topic, all agreed to pay Luke F. for the 2022 Labor Day holiday.

### New Business

- Solicitor and Accountant Assignments – Attorney/solicitor discussed above. Danielle and Becky were hesitant to continue with the current accounting firm (Wessel). Feel council should find a new auditor for next year. Danielle will reach out to Cantanese Group for pricing discussion.

### Committee Head Updates

- **Electric Secretary (Karm)** Karm asked if we could paint the tennis court for Pickleball and get nets? Joni suggested that we could but should wait till next year due to the coming fall/winter.
- **Streets (Russ)** –
  - Russ stated they would be closing the restroom at the end of September. It was suggested that we wait until after “Trick or Treat”/End of Oct, but if a FREEZE is imminent, close. Additionally
  - Request to Push thru truck traffic (truck Map (scan & save) – Mia Rhoades from Trimble Maps requested information on the Boroughs truck route restrictions to update their highway database.
  - 2022-2023 Budget for Streets – Russ presented the Streets Budget to the committee head, Becky.
  - Russ is to supply a list of Street Commissioner Responsibilities.

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- Russ informed council he is purchasing 2 new stops signs, a “No Trucks – local delivery Only” sign & and ARROW sign. All are under \$200. (We already have poles).
- Then there was a discussion about the “stone curbing” and how bad it is in certain areas (especially near Becky’s & Neighbor Carol). Is there anything that can be done?
- **Codification (Danielle)** – no updates
- **Electric (Joni/Brad)** – Talked about rates and protocol. Then made a motion (Joni 1<sup>st</sup> and Danielle seconded the motion to accept the doc and rate to \$25.00. Changes will be implemented October 1<sup>st</sup>, 2022. Will there be changes to the Ordinance? I.e.:fee rates, etc. Electric Ordinance will need updated at next meeting. Becky will update the “Letter to Residents”. Due to recent outages, the Fee Schedule discussed as well as Protocol: “who and when to call for emergency. Brad to talk to Barclay about what we currently pay.
- **Parks & Recreation (Joni)** – Nothing
- **Budget (Becky)** – Becky wanted \$3,000 of Liquid Fuels encumbered. Motion made by Russ Jones with a second by Matt Penatzer. Becky mentions budget committee to look at their calendars and start planning the budget meeting (Becky, Joni and Danielle on that committee)
- **Old File Disposition** – All files currently identified (logged & reported) EXCEPT those to dispose in the year 2022 were APPROVED for destruction. Becky made the motion to destroy appropriate files and Danielle seconded. Discussed paper/doc shredding companies. Janice to inquire and move ahead accordingly.

It was NOTED that Halloween is coming. When to hold trick or treat for the kids was discussed. The 31<sup>st</sup> is a Monday. It was agreed to hold Trick or Treat on Monday Oct 31<sup>st</sup> from 6 to 8 p.m. Karmen will look at glow sticks or some other treat.

A motion was made to adjourn the meeting by Danielle Ritchey seconded by Russ Jones motion was unanimously approved. Meeting adjourned at 10:41 PM.

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**President**

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**Mayor**

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**Secretary/Treasurer**

| Who       | Task/Action Item   |
|-----------|--|
| 911Trails | Jeff is to supply a list of supposed maintenance duties/tasks/requirements and the related costs |
| Joni      | Joni will talk to EADs about next round of funds.  |
| Eric      | Eric is to talk with Denny Stofko to see if we can/should request an attorney’s payment schedule |
| Eric      | Eric will Call the “Down Spout” people regarding downspout on roof (potential hazard)            |

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|          |  |
|----------|--|
| Becky    | Becky will call the Avus Industries regarding weeds                      |
| Karmen   | Karmen needs to supply a list of active accounts                         |
| Janice   | Janice to look in 2018 thru 2020 boxes to see if she can find ordinance. |
| Danielle | Danielle will reach out to new potential accounting firms                |
| Russ     | Russ is to supply a list of Street Commissioner Responsibilities         |
| ?????    | Will need to draft a new ordinance and review at next meeting            |
| Becky    | Becky will update the "Letter to Residents (electric/rate/fees)          |
| Brad     | Brad to talk to Barclay about what we currently pay                      |
| Janice   | Janice to inquire into shredding companies and move ahead accordingly.   |
| Karmen   | Karmen will look at glow sticks or another treat                         |

**BOROUGH OF SUMMERHILL**  
**Balance Sheet**

As of September 13, 2022

|   | <u>Total</u>         |
|---|----------------------|
| <b>ASSETS</b>                             |                      |
| <b>Current Assets</b>                     |                      |
| <b>Bank Accounts</b>                      |                      |
| <b>1000 Cash and Investments</b>          |                      |
| 10000 S & T Bank; General Checking        | 175.56               |
| 11000 1st Summit Bank; Gen. Checking      | 159,581.84           |
| 11001 S&T Bank - Electric Dept            | 244,051.53           |
| 11002 1st Summit Bank - Liquid Fuels      | 18,150.71            |
| 11003 S&T General Checking - Liquid Fuels | -40,704.36           |
| 12004 S & T Bank; Money Market            | 0.00                 |
| 12005 S & T CD; Truck Fund #1             | 0.00                 |
| 12006 First Commonwealth Business Sav     | 0.00                 |
| 12007 S & T CD; Truck Fund #2             | 0.00                 |
| 12008 First Commonwealth; Sidewalk Act    | 0.00                 |
| 12010 1st Summit Bank; CD#1; 2836         | 407.25               |
| 12011 1st Summit Bank; CD#2; 2844         | 55,019.39            |
| 12012 1st Summit Bank; CD#1; 5991         | 108,282.47           |
| 12013 1st Summit Bank; CD#2; 6033         | 108,282.46           |
| 12100 1st Summit Bank; Money Market       | 48.70                |
| 12500 1st Summit Bank; 125th Anniv.       | 20,257.37            |
| 12600 Cares Funding; #3815                | 11.42                |
| <b>Total 1000 Cash and Investments</b>    | <b>\$ 673,564.34</b> |
| <b>Petty Cash</b>                         | 0.00                 |
| <b>Total Bank Accounts</b>                | <b>\$ 673,564.34</b> |
| <b>Total Current Assets</b>               | <b>\$ 673,564.34</b> |
| <b>TOTAL ASSETS</b>                       | <b>\$ 673,564.34</b> |

Tuesday, Oct 11, 2022 10:12:49 AM GMT-7 - Accrual Basis



**BOROUGH OF SUMMERHILL**  
**Balance Sheet**  
As of October 11, 2022

|   | <b>Total</b>         |
|---|----------------------|
| <b>ASSETS</b>                             |                      |
| <b>Current Assets</b>                     |                      |
| <b>Bank Accounts</b>                      |                      |
| <b>1000 Cash and Investments</b>          |                      |
| 10000 S & T Bank; General Checking        | 175.56               |
| 11000 1st Summit Bank; Gen. Checking      | 151,623.20           |
| 11001 S&T Bank - Electric Dept            | 256,271.19           |
| 11002 1st Summit Bank - Liquid Fuels      | 18,151.67            |
| 11003 S&T General Checking - Liquid Fuels | -40,704.36           |
| 12004 S & T Bank; Money Market            | 0.00                 |
| 12005 S & T CD; Truck Fund #1             | 0.00                 |
| 12006 First Commonwealth Business Sav     | 0.00                 |
| 12007 S & T CD; Truck Fund #2             | 0.00                 |
| 12008 First Commonwealth; Sidewalk Act    | 0.00                 |
| 12010 1st Summit Bank; CD#1; 2836         | 407.25               |
| 12011 1st Summit Bank; CD#2; 2844         | 55,077.63            |
| 12012 1st Summit Bank; CD#1; 5991         | 108,282.47           |
| 12013 1st Summit Bank; CD#2; 6033         | 108,282.46           |
| 12100 1st Summit Bank; Money Market       | 48.70                |
| 12500 1st Summit Bank; 125th Anniv.       | 20,258.44            |
| 12600 Cares Funding; #3815                | 11.42                |
| <b>Total 1000 Cash and Investments</b>    | <b>\$ 677,885.63</b> |
| <b>Petty Cash</b>                         | 0.00                 |
| <b>Total Bank Accounts</b>                | <b>\$ 677,885.63</b> |
| <b>Total Current Assets</b>               | <b>\$ 677,885.63</b> |
| <b>TOTAL ASSETS</b>                       | <b>\$ 677,885.63</b> |

BOROUGH OF SUMMERHILL

11001 S&T Bank - Electric Dept, Period Ending 09/29/2022

RECONCILIATION REPORT

Reconciled on: 10/10/2022

Reconciled by: Karmen Baumgardner

Any changes made to transactions after this date aren't included in this report.

Summary

USD

|   |                   |
|---|-------------------|
| Statement beginning balance.....            | 279,613.26        |
| Checks and payments cleared (7).....        | -35,561.73        |
| Deposits and other credits cleared (1)..... | 31,353.11         |
| Statement ending balance.....               | <u>275,404.64</u> |

|  |                   |
|--|-------------------|
| Register balance as of 09/29/2022.....       | 275,404.64        |
| Cleared transactions after 09/29/2022.....   | 0.00              |
| Uncleared transactions after 09/29/2022..... | -17,704.93        |
| Register balance as of 10/10/2022.....       | <u>257,699.71</u> |

Details

Checks and payments cleared (7)

| DATE       | TYPE         | REF NO. | PAYEE                            | AMOUNT (USD) |
|------------|--------------|---------|----------------------------------|--------------|
| 08/16/2022 | Bill Payment | 356     | Karmen Baumgardner               | -15.70       |
| 09/10/2022 | Bill Payment | 359     | Barclay Electric                 | -1,123.94    |
| 09/10/2022 | Bill Payment | 360     | Allegheny Electric Cooperativ... | -1,461.49    |
| 09/10/2022 | Bill Payment | 358     | American Municipal Power, Inc.   | -31,812.00   |
| 09/10/2022 | Bill Payment | 361     | Martin Oil Company               | -160.96      |
| 09/11/2022 | Bill Payment | 0362    | Allegheny Electric Cooperativ... | -983.84      |
| 09/11/2022 | Bill Payment | 0363    | Karmen Baumgardner               | -3.80        |
| Total      |              |         |                                  | -35,561.73   |

Deposits and other credits cleared (1)

| DATE       | TYPE    | REF NO. | PAYEE              | AMOUNT (USD) |
|------------|---------|---------|--------------------|--------------|
| 09/29/2022 | Deposit |         | Karmen Baumgardner | 31,353.11    |
| Total      |         |         |                    | 31,353.11    |

Additional Information

Uncleared checks and payments after 09/29/2022

| DATE       | TYPE         | REF NO. | PAYEE                          | AMOUNT (USD) |
|------------|--------------|---------|--------------------------------|--------------|
| 10/02/2022 | Bill Payment | 0364    | American Municipal Power, Inc. | -17,704.93   |
| Total      |              |         |                                | -17,704.93   |

# BOROUGH OF SUMMERHILL

## Bill Payment List

September 13 - October 11, 2022

| DATE  | NUM  | VENDOR                                 | AMOUNT               |
|---|------|--|----------------------|
| 1000 Cash and Investments                             |      |  |                      |
| 11000 1st Summit Bank; Gen. Checking                  |      |  |                      |
| 10/06/2022  | EFT  | Comcast                                | -138.60              |
| 09/20/2022  | EFT  | PA Department of Revenue               | -34.55               |
| 10/02/2022  | 2886 | Verizon                                | -41.15               |
| 09/13/2022  | 2877 | Martin Oil Company                     | -45.00               |
| 10/11/2022  | 2887 | Ray's Lawnmower Sales & Service, Inc.  | -31.22               |
| 10/11/2022  | 2888 | Pennsylvania State Mayors' Association | -70.00               |
| 10/11/2022  | 2889 | U.S. Municipal Supply, Inc.            | -180.40              |
| 10/11/2022  | 2890 | Cumberland Truck Equipment             | -51.93               |
| 10/11/2022  | 2891 | Martin Oil Company                     | -151.08              |
| 10/11/2022  | 2892 | Carrolltown Borough                    | -7,176.08            |
| 10/11/2022  | 2893 | Janice Anderson                        | -94.34               |
| 10/11/2022  | 2894 | The Long Barn, Inc. II                 | -28.98               |
| 10/11/2022  | 2895 | Forest Hills Municipal Authority       | -84.00               |
| 10/11/2022  | 2896 | Stager's Store                         | -204.31              |
| 10/11/2022  | 2897 | Visa                                   | -918.69              |
| 10/11/2022  | 2898 | The Sherwin Williams Company           | -23.07               |
| 10/11/2022  | 2899 | Highland Sewer & Water Authority       | -103.40              |
| <b>Total for 11000 1st Summit Bank; Gen. Checking</b> |      |  | <b>\$ -9,376.80</b>  |
| 11001 S&T Bank - Electric Dept                        |      |  |                      |
| 10/02/2022  | 0364 | American Municipal Power, Inc.         | -17,704.93           |
| 10/11/2022  | 0365 | ARM CAMCO LLC                          | -283.50              |
| 10/11/2022  | 0366 | Allegheny Electric Cooperative, Inc.   | -1,145.02            |
| <b>Total for 11001 S&amp;T Bank - Electric Dept</b>   |      |  | <b>\$ -19,133.45</b> |
| <b>Total for 1000 Cash and Investments</b>            |      |  | <b>\$ -28,510.25</b> |