

Monthly Meeting of
Summerhill Borough Council
October 11, 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 7:02pm.

Council Members present

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

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

Council Members not in attendance

Ray Penatzer, Joni Trovato

Visitors

Ed Dierling – Resident – See New Business for visit content
Vince Kitchick – Resident – See New Business for visit content (not on orig agenda)

Approval of minutes

There were a few corrections mentioned regarding the September 13, 2022, regular meeting minutes. Janice made corrections to the minutes. Russ Jones moved to approve the minutes and Matt Penatzer seconded the motion. Motion was unanimously approved.

Approval of financial statements

Per Danielle Ritchey, she is still working with Wessel to compartmentalize the three (3) accounts. She has a phone meeting with Wessel & Co. on 10/12/22. The accounts will be separated at the next meeting. Eric wants to remove a few line items that are closed out (no longer relevant). All bank accounts are reconciled. Danielle Ritchey will need to work on the “formatting” of the 3 separate accounts.

Danielle moved to approve the Financial Statements from last month (that couldn't be reviewed at the September Meeting) and Russ Jones seconded the motion. Then Matt Penatzer moved to approve the financials for October and Danielle Ritchey seconded the motion. Both motions carried.

Approval of payment of bills

Karmen finished her first month of bill paying. Checks were brought to the meeting for signatures (about 13). Total bills: General Account- \$ 9,376.80 and Electric Account- \$19,133.45 for total of \$28,510.25. Danielle Ritchey moved to approve the Payment of Bills and Russ Jones seconded. Motion unanimously approved.

Fund Transfers

No fund transfers - will wait till quick book transfer is done.

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Budgets

Per Eric, we need to make/keep a new line item for CARES to show the “In and Out” The 1st Annual Budget workshop will be at the end of October. Becky will schedule and let everyone know.

Correspondence

- Forest Hills Municipal Authority – n/a.
- Laurel Municipal Inspection Agency – held the annual dinner & meeting on the 21st. Nothing new to report – all going well.
- Forest Hills Regional Alliance – nothing – n/a
- Croyle Township Police Report –Eric mentioned a few incidents that were on the news.
- Crack Sealing Machine Resolution & Agreement – Agreement (with Carrolltown Borough and Croyle Township) fully executed (copies filed). Per Eric- Croyle needs 1st use of the crack sealing machine, so we'll have to work closely with them to utilize the crack sealing machine. Additionally, Russ Jones noted that we will need material, so Russ will talk to Rich and order what is needed to operate the crack sealing machine. As for the Intermunicipal Agreement – We need to have our OWN Resolution. Matt moved to approve the “Official resolution for Intermunicipal Resolution” and Danielle seconded the motion – JANICE needs to get this numbered (find what the next resolution numbering sequence is).
- Salary Survey Report (2022) – Mentioned that this was added to the meeting packet for everyone’s information and use. This can/will be used for Budgeting purposes (and general reference).
- AMP Reports – (Capacity, Forecast & Rates). Per Becky, these 3 reports are the annual re-cap. Per the report, Summerhill will be at an all-time low soon and these savings will be passed on to residents These documents will ALSO be used in the upcoming Budgeting workshops.

Old Business

- Delinquent Light Accounts – There was one “Certified” notice sent that has since been paid in full, and there are 5 more on the radar that need paid.
- Codification – Per Danielle, Janice has offered to help. Danielle has sent Janice some information to Janice to review. Janice and Danielle will get together to discuss further.
- Code Violations –
 - Eric will Call the “Down Spout” people regarding downspout on roof (potential hazard – n/a – no updated (per eric, spout back on/still on)
 - Becky sent letter to AVIS
- Wessel & Company – QuickBooks – Again, per Danielle, there is a meeting tomorrow, The Pa (PA UC & PaUC2 / SAB unemployment need separated. They are working on this.
- September 11 National Memorial Trail Alliance – No word on anything discussed at the last meeting (w/ Jeff McCauley) Becky received a “thank you” email and Eric received a tri-fold document about where the trail route will be.
- Firemen Tax Reimbursement – Discussed and all agreed it wasn’t worth it. It is only for municipal tax and not earned income. All felt this was more work and documentation that was worth the reimbursement. (Good in theory, but not practical).
- PennDOT – Joel Gallagher – Russ talked with Mr. Gallagher about weight limits on Manor Road and the excavation on the hillside. LTAP will do a study if requested by the Borough before an ordinance could be adopted by the Borough. Regarding the excavation on the hillside and potentially silt going into Laurel Run, we will need to talk to Cambria County Conservation to let them know so they can advise or investigate. Russ will contact Cambria Co. Conservation District to inform of mining. Discussion from PennDot- we may want to commission a study of watershed - but could be costly as it would involve multiple municipalities? Waiting to hear back from the Cambria County Conservation office.

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- GBU Annuities- Will wait for the new 2023 Budget to discuss and possibly recommend moving funds then.
- Ehrenfeld Borough Intergovernmental Agreement – Ehrenfeld did not have the needed quorum so no meeting was held (even though they reduced council size from 7 to 5) – PIN THIS TOPIC till NEXT MEETING
- Chicken Ordinance – PIN till next Meeting
- Solicitor and Accountant – Per Eric, Denny Stofko said we can solicit a solicitor. Eric to Draft a letter to attorneys and we will vote before the end of December 2022. Janice will get a “Retirement Card” for Attorney Stofko. Per Danielle, she spoke with Cantonese, and they will send a quote, but Danielle is comfortable with Wessel.
- Street Commissioner Responsibility List – Russ gave Luke the “Job Description” (gave copy to Janice to file). – Group re-visited Luke’s health insurance discussion: Becky review all of the options (companies, coverage packages, prices, etc.) Becky assumes the most likely choice would run approximately \$400 a month, but there are options that would put some of the costs back to employee (Luke). Also, how do he/we pay? 50/50? 80/20? 60/40? Need to decide before the end of year (so the new policy can start at start of 2023 year)
 - Need to consider Luke’s age (or new employee’s age – should something change).
 - Need to keep all this in mind for budgeting workshop.
 - Becky & Eric will sit down with Luke to help make the decision – (HMO, PPO, EPO)
 - Becky recommends a 10% buy-in at approx. \$39 a month.
- AMP/PMEA/Electric Ordinance Review & Resident Letter – NO UPDATE – PIN TILL NEXT MEETING.
- Document Review, File, or Destroy – Janice updated all on the 1st shredding help on 09/29/22. Briefly reviewed the documents that need to be approved for disposal ASAP – Questioned the documents that accommodate a particular year where the actual documents are past the retention period, but I have NOT YET found the approved, official Audit report -per Eric, look back in OLD meeting minutes for the audit reports – but we can destroy the backup documentation.

New Business

- Visitor – Ed Dierling – Garage wall has cracks forming. Only way to repair is to excavate between his wall and the 2 utility poles with the fire siren on top. He is afraid if he digs/ the 2 poles could fall over. Eric suggested he (Mr. Dierling) talk to Fire Company. Brad (via zoom) said he will get with Mr. Dierling to discuss in detail and will meet with him with the fire company. (Their next meeting is Nov. 3rd, 202 at 8 pm.)
- Visitor – Vince Kitchick– The dumping at the usual site will have to STOP because of being misused. Eric and Vince talked, and thought we are going to have to put up a chain and lock and then if you need to burn, residents will need to contact Luke. Becky will put this information in the up-coming Newsletter. Additionally, Vince talked about the BLOCKED Drainage/Storm sewer near his house that needs viewed via camera and/or cleaned.
- Intergovernmental Agreement & Resolution – Crack Sealer – See above comments in the “correspondence” section above)
- Salary Report - See above comments in the “correspondence” section above)
- Act 57 Ordinance from Mr. Stofko – Attorney Stofko sent documentation / instructions for Summerhill to advertise, adopt and vote on new Ordinance Act 57 regarding Tax Fees for Trailers that may move in or out of Summerhill. Janice will advertise and find the next number for the ordinance

Committee Head Updates

- **Electric Secretary (Karmen)** n/a
- **Streets (Russ)** –Russ will look into putting up chains or barriers at dumpsite – He will talk to Luke about taking calls/request to dump in the future. Russ also spoke about kids/people using the restroom at the park and leaving “LITTER” Maybe have neighbors watch, but for now, Russ is to Call Eric if/when people/kids in park after curfew/dark. Becky to mention resident’s responsibilities to the park and the curfew in the upcoming newsletter.
- **Codification (Danielle)** – See above (old business)

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- **Electric (Joni/Brad)** –n/a .
- **Parks & Recreation (Joni)** –Matt stated EADs reached out – said EADS wanted a motion on resolution for fall grant for bigger park project (playground & ball field), but it was agreed to continue with the smaller project (walling track & new playground equipment – NO GAZEBO. The motion to approve to move forward with the project / DCNR grant was motioned by Danielle and Russ seconded.
- **Budget (Becky)** –As stated above, Bekcy to set a date for the 1st budget preparation workshop
- A motion was made to adjourn the meeting by Danielle Ritchey seconded by Russ Jones motion was unanimously approved. Meeting adjourned at 8:31 PM.

President

Mayor

Secretary/Treasurer

Date Assigned	Who	Task/Action Item	
9/22	911 Trails	Jeff is to supply a list of supposed maintenance duties/tasks/requirements and the related costs	
9/22	Joni	Joni will talk to EADs about the next round of funds.	Done
9/22	Eric	Eric is to talk with Denny Stofko to see if we can/should request an attorney's payment schedule	Done
9/22	Eric	Eric will Call the "Down Spout" people regarding downspout on roof (potential hazard)	
9/22	Becky	Becky will call the Avus Industries regarding weeds	DONE
9/22	Karmen	Karmen needs to supply a list of active accounts	
9/22	Janice	Janice to look in 2018 thru 2020 boxes to see if she can find ordinance.	Done
9/22	Danielle	Danielle will reach out to new potential accounting firms	Done?
9/22	Russ	Russ is to supply a list of Street Commissioner Responsibilities	Done
9/22	????	Will need to draft a new ordinance and review at next meeting (electric???)	
9/22	Becky	Becky will update the "Letter to Residents (electric/rate/fees)	
9/22	Brad	Brad to talk to Barclay about what we currently pay	
9/22	Janice	Janice to inquire into shredding companies and move ahead accordingly.	Done
9/22	Karmen	Karmen will look at glow sticks or another treat	DONE
10/22	Becky	Becky will schedule 1 st Budget Workshop	
10/22	Russ	Russ will talk to Rich and order what is needed to operate the sealer. \$1,900.00 a pellet round numbers	Done
10/22	Janice	JANICE needs to get this numbered (find what the next resolution numbering sequence is)	
10/22	Russ	Talk to Cambria Co. Conservative / LTAP regarding silt / 53 /excavation	DONE – see email

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10/22	ALL	GBU Annuities- Will wait for new 2023 Budget to discuss and possibly recommend moving funds then	
10/22	Janice	Janice will get a "Retirement Card" for Attorney Stofko.	
10/22	Eric	Eric to Draft a letter to attorneys – solicit - solicitors	
10/22	Janice	Act 57 – Advertise, number, execute & file Ordinance for ACT57 (advertising – done)	
10/22	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	