

Summerhill Borough Council
Monthly Meeting Minutes
June 14, 2022

Call to order

The regular monthly meeting of Summerhill Borough Council was held at 7:00 PM on Tuesday, June 14, 2022. Council President Becky Templeton called the meeting to order at 7:03pm.

Council Members present

President, Becky Templeton, Vice-President, Russell Jones, Joni Trovato, Brad Bodenschatz, and Matt Penatzer. In attendance via Zoom: Mayor, Eric Miller, and Ray Penatzer

Others present: Karmen Baumgardner, Tax Collector/Electric Secretary

Council Members not in attendance

Danielle Ritchey

Visitors

Lauren Higgins, Mainline Newspaper

Approval of minutes

The previous meeting minutes were not provided, so could not be approved. We will have a special meeting once we receive them so they can be approved. We are unable to make changes at the banks (S&T and 1st Summit) until we can provide the bank with the approved meeting minutes that includes Laura's resignation, and a letter. Currently, Laura Penatzer, Terri Washko, and Daryl Bodenschatz are authorized signers. The bank stated the changeover process only takes 1-2 days to take effect.

Approval of financial statements

The financial statements from the previous meeting were approved by a motion from Russell Jones, seconded by Brad Bodenschatz, motion was unanimously approved.

Approval of payment of bills

A detail of bills paid was not provided, so could not be approved. Laura Penatzer emailed Becky Templeton stating she paid payroll and the bills received to date.

Fund Transfers

No fund transfer was needed for payment of bills.

Budgets

All budgets are at 42%. Header needs updated to 2022 as 2020 is reflected on the document.

Correspondence

- Forest Hills Municipal Authority – minutes provided - nothing that pertains to us at this meeting
- Laurel Municipal Inspection Agency – no meetings in two months due to staffing issues. There were two permits issued.
- Forest Hills Regional Alliance – nothing to report
- Croyle Township Police Report – emailed to everyone. 7 incidents reported in May.
- Cambria County to host Act 152 demolition seminar at Duman Lake, Ebensburg– if anyone is interested let Becky know.
- Letter from PennDOT regarding the proper location of the Pedestrian crossing signs – we are in compliance.
- 2022 PMEA Conference will be held September 7-9, 2022, Penn Stater Hotel & Conference Center, State College. The borough will pick up the cost of registration and accommodations for those interested. More information can be shared to those interested.
- AMP will be holding a regional power supply conference from 10 a.m. to 1:00 p.m., June 21, 2022, in Kutztown. (Virtual meeting – June 24, 10 a.m. to noon). On June 20th, Sam Wolfe, manager of marketing and member relations and our AMP representative, offered to stop on his way through town. Sam provided an AMP Advanced Metering Infrastructure (AMI) Update: Preliminary screening analysis \$176,228, \$12,450 annually (294 meters). (email from Sam) – energy packet for funding (electric cars, solar panels). AMP hired consultant in DC. He will discuss more during his visit on June 20th.
- Joni Trovato, electric committee chair, will serve as our contact for AMP.

Old business

- Delinquent Light Accounts – last month no certified letters were sent. 12 delinquent accounts on this month's report.
- Codification – Danielle Ritchey has made significant progress in reviewing the information that Laura provided. She thinks she is missing some things and is hoping to have more updates at the next meeting. Matt Penatzer will assist Danielle, as needed.
- Code Violations – Eric thinks everything got cleared up and we have no pending complaints.
- DCNR Grant: Freedom Park – no update.
- Lien on 764 Second Avenue – this property went up for sheriff sale on June 10 – no word at this time on a buyer. Karmen Baumgardner attempted to contact the attorney's office that is handling the case but got no response. Karmen was told that in the past, delinquent electric accounts have never been included in a sheriff sale. Laura Penatzer relayed to Becky that she believes she got a current address for the homeowner to file paperwork for lien. Homeowner owes \$1,245.23. By a motion from Russell Jones, seconded by Brad Bodenschatz, a lien will be filed on account number 01-01190-00, motion was unanimously approved. A reconnect fee will be imposed on this residence of \$60. Since the grass is overgrown, we will have our crew cut the grass. If the property was sold, the new homeowner is responsible for lawn

maintenance. If we are going to bill for this, we will wait until the constable can locate homeowner to serve paperwork on electric. A motion from Brad Bodenschatz, seconded by Matt Penatzer was made to have the borough crew cut the grass at 764 Second Avenue and bill later, motion was unanimously approved. Russell Jones will discuss with the crew.

- Secretary/Treasurer Position – Becky, Russell, and Danielle met as a committee on June 1, 2022. Discussion was had to potentially separate the Secretary and Treasurer positions. The current ordinance regarding these positions will need reviewed. The committee agreed to have Karen Baumgardner serve as interim Treasurer. Danielle will be meeting with Laura this week to be trained on QuickBooks. Until the secretary position is filled, council members will assume the various responsibilities.
 - A motion from Matt Penatzer, seconded by Russell Jones, was made to hire Karmen Baumgardner as interim treasurer, motion was unanimously approved.
 - Secretary position: Ad will run for two weeks in Mainline newspapers (Mountaineer-Journal, Star-Currier, Dispatch, Mainliner), starting this week. The price is \$7 for the 1st 10 words, then 50 cents per word thereafter. Will also post a flyer on Facebook and at the post office. Hope to review applicants by the end of the month.
- Payton McGough: Gold Award Project – the asphalt resurfacing is complete. Mr. McGough is looking for a company to draw the basketball court lines. Mr. McGough was thinking it would cost around \$1000. Ms. McGough dropped off a check to Becky for \$2,480 on top of what was already donated. Knopp and Klatt honored their quote from last year. Becky gave the bill to Laura for payment. Mayor, Eric Miller, will do a proclamation once the project is finalized.
- Wessel and Company Engagement Letter
 - QuickBooks Online Consultant fee \$130/hr.
 - Conversion from desktop to online would take approximately 4-6 hours.
 - Setting up users/modify chart would take approximately 2 hours
 - Month end closing would take approximately 2-3 hours.
 - Training could take a full day depending on access points and number of users.
 - Can help us get a lower price on QuickBooks Online. \$80/mo (retail price) less \$24 discount (Discount is 30% off for 12 months, then back to retail price).
 - A motion from Russell Jones, seconded by Matt Penatzer was made to sign the proposal and scope of services of QuickBooks Online training by Wessel and Company, motion was unanimously approved.
- Grasshopper Protocol – Matt Penatzer volunteered to monitor the general account. Danielle Ritchey will monitor the secretary/treasurer account.
- September 11 National memorial trail alliance letter – maintenance agreement for trail – Our solicitor urged us not to sign as written. Becky composed and will send an email to Randy Stager that expresses our concern with assuming all risk in maintaining Route 219 right-of-way.
- Summerhill Community Yard Sale – Laura will not be running this event anymore. Becky will lead the Summerhill community yard sale, which will be held July 16th.

New business

- Recognition for Laura – plaque (27 years) dinner at Vince's, gift card (Ray will reach out to Ashley) – Joni and Ray will take lead on this.

- Committee Head Updates
 - **Electric** – Karmen asked that a new doorknob be placed on the outside office door and have the key match the inside door. She is unable to access through the outside door. Karmen needs to shred taxes from both the electric and taxes from 8 years ago. Motion made by Matt Penatzer, seconded by Brad Bodenschatz for taxes from 8 years ago to be shredded, motion was unanimously approved. Brad and Matt confirmed that the Fireman tax credit reimbursement was never received. Karmen will work on this.
 - AMP First aid/AED quarterly training will be held in Summerhill on June 20 at 9:00am –for three municipalities.
 - Brad and Barclay replaced another transformer so Brad will need to order a few more to have on hand. He will get prices.
 - **Streets** – Eli Fresch needs added on insurance to drive borough truck. Russ will send a copy of his Driver’s License to Becky. Luke got a call from a resident on Dibert street regarding water ponding. Appears an inlet was covered by a resident who placed plywood over it. They are going to take care of the issue. There is an Issue at the brush/compost pile. Appears people are coming from out of town to dump and not disposing of brush/compost appropriately causing it to come out to the road. It has been pushed back 3 times. Luke put up signs to put brush/compost over the hill. Brush pile will need to be burned more often. Russ got paint for handicap sign in front of the catholic church. A handicapped marker will be painted on the road and the curbs will also be painted. A gentleman was doing something today in that area. Russ will contact Pam, the secretary at the church 814-495-5241 to discuss. Street crew will be painting curbing- 8 feet from the curb. PennDOT roads will be 20 feet. Flower ladies asked that flower stand be relocated along NG road, and it was completed. Crew will be patching potholes soon, also, taking care of the road issue at the end of Dibert Street. Will be looking to purchase the 6x12 trailer as it is needed to transport roller and zero turn mower.
 - If we have non-emergency issues, we can email Croyle Township.
 - **Parks & Recreation** – we have 7 upcoming rentals, through September.
 - We need to obtain keys from those no longer serving on council. Russ has a key log to determine from whom we need them.
 - FWF Insurance sent Becky copies of our policies – if anyone wants to assist in reviewing and getting quotes from other insurance companies, Becky would appreciate the assistance. Secretary/Treasurer must be bonded. Don’t offer a position until we can confirm they can be bonded.
 - Emergency equipment request emails – we don’t have anything of that size
 - 527 Main Street need trees cut on the corner. Becky will contact property owner.
 - Empty lot at the end of McArdles, Avus Industries, needs to take care of property – grass overgrown. Becky will contact property owner.
 - Karmen will provide a list of homes who have overgrown trees/shrubs near their meters and will give the property owner a courtesy call.

A motion was made to adjourn the meeting by Joni Trovato, seconded by Russell Jones, motion was unanimously approved. Meeting adjourned at 9:31 PM.

President

Mayor

Secretary/Treasurer