

Monthly Meeting of
Summerhill Borough Council
Meeting Minutes
October 10,2023

Call to Order

The regular monthly meeting of Summerhill Borough Council was held at 7:00 PM on Tuesday, October 10th, 2023. Council President Becky Templeton called the meeting to order at 7:00pm, and the Pledge of Allegiance was recited by all.

Attendance

Council Present: President, Becky Templeton, Vice-President, Russell Jones, Mayor Eric Miller, Joni Trovato, Brad Bodenschatz (VIA ZOOM), Ray Penatzer, Matt Penatzer, Danielle Ritchey. Others present: Karmen Baumgardner, Tax Collector/Electric Secretary & Treasurer, Janice Anderson Borough Secretary.
Absent: n/a

Visitors

Brianna of Mainline Newspaper,

Approval of minutes

Reviewed the September Minutes. Joni Made the motion to accept September's minutes and Russ seconded the motion – all in favor - PASSED.

Approval of financial statements

Brief discussion on a few account numbers in both the General and Electric Accounts. Karmen will review and correct.

Approval of payment of bills

Group reviewed. Discussed the Foreign Fire (Act 205 & form 706B). Per Becky, the UPMC health care plan has been canceled. Russ made the motion to Pay the Bills and Matt seconded – all in favor – PASSED.

Fund Transfers

n/a no transfers.

Budgets

Again, a brief discussion on a few account numbers in both the General and Electric Accounts. Karmen will review and correct.

Correspondence

- Forest Hills Municipal Authority - nothing of note
- Laurel Municipal Inspection Agency – Per Eric, Dave Balon is retiring, and Theresa from West Carroll will take his place on board.
- Croyle Township Police Report –nothing of note

Old Business

- Delinquent Light Accounts – per Karmen, several accounts have paid or will by End of Month. 8080 moved.
- Code Violations – Janice explained that the “log/report” is not included in this month's meeting packet, as there are not changes from the previous month.
- AMP Advanced Metering System – still waiting on Grant funds. But based on a recent report, future transmission rates were discussed, therefore we will need to consider budgeting for these higher costs between now and 2028.
- Electrician/lineman – no updated
- Ball Field Fence – Joni called the fence company Brad has been trying to speak with. Per Joni, they apologized, and someone is to call back.

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- Insurance Update – based on review of our insurance we are “OK” on insurance. Boro is looking good and consistent with other local municipalities. We are underinsured in some places, and a few things to consider:
 - Commercial – might want to increase especially if/when system updates.
 - Building – OK
 - Personal Prop – OK
 - Auto & Gen Lia – both OK and has extras money to cover the building at the park. We can “Scheduled the concession stand and pavilion to add sq. footage, but the re is \$100k blanket. The Route 53 storage may be covered on the marine policy.
 - Equipment (& power tools) over \$500 (like our new trailer) should be listed on the inland marine. (Russ provided Becky with a list he made of “equipment/assets, but it may not be a full or exact list. Janice has a list that may have more items, tools, equipment, etc. listed).
 - Linebacker – OK
 - Umbrella – OK
 - Worker’s Comp – FWF needs new numbers/info
- Sidewalk Condition (Curbing Project) – EADs is completing the LSA application for us. They will have a resolution completed and need the \$100 application fee. We need letters to Commissioners, Burns and Langerholc. Eric will get w/ Dan (at EADs) and will draw up letters.
- Park vandalism – Ray spoke with rep from Watkins. Ray would rather see the money spent on a good security door on the concession stand and he & Becky had concerns with the closed circuit and quality of video. All agreed a good security door and motion lights should be utilized instead.
- LV Tech/New Laptops – Matt made the motion to approve the purchase of TWO new laptops (1 for secretary/1 for treasurer) for \$3k and Ray seconded the motion. Motion passed. Also, Russ made the motion to purchase and maintain Microsoft office 365 for \$24 a month and Danielle seconded the motion. Motion passed.
- Codification Options – per Danielle, we should select options 8a and 8c. Then there was a brief discussion on the binders and content, but all agreed to discuss later in meeting (see below).
- ADDITIONAL “Old Business” discussed (not on agenda):
 - Halloween – Per Karmen, should we simply use what is left over from last year and NOT buy new. – Council agreed what we currently have should be enough.
 - Pickleball – Karmen will get an update on court painting.

New Business

- Outlook Email. Brief Discussion on new Outlook. The park pavilion rental portal / website will be updated and all were reminded to get with LV Tech for setup 9if needed).
- ADDITIONAL “New Business” discussed (not on agenda)
 - “O” turn mower – is approaching 10k hrs – buy new in 2023 or 2024? Current mower purchased in December 2010. Quote for new mower is \$14,410 with 2,882 discount and trade-in of 2,529 – for a total of \$8,999. This is NOT in the budget but IS BELOW the threshold for acquiring bids). PIN till next Meeting.
 - Open Jobs – Lukes last day was 9/25. We should advertise for the potion. Do we still want a 40 hr/wk summer and 32 hr/wk in winter? (advertise as parttime up to full with possible flex hours, but “flex will need defined). Position/Job Title needs re-named. (possibly: Highway and facility Maintenance??, Groundskeeper??). Janice will condense the new job description and come up with an ad.
 - Becky informed all that “electric Vehicle” ordinances will be written.

Committee head Updates

- Electric Secretary (Karmen) – no updated -
- Streets (Russ) –
 - Old Street Signs – Should we advertise to sell them for \$5 each? Do an inventory of old signs and put in newsletter.
 - Dump truck inspection in 2 weeks and then will be out of commission for 2 days.

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- Boy Scouts are in need of project(s). Possible project options: sandblast and paint flower Planters, or put them in charge of Park/Ball Field Fence
- Kristal Bodenschatz – would like to continue doing small jobs and stay “on call”/stay “part time”. Her ability to do a lot of work and pay scale were discussed. Danielle made the motion to increase her pay to \$15/hr and Ray seconded. Motion passed. (Get her on Insurance)
- Ehrenfeld Mowing & Plowing – without having Luke’s position filled, we’ll need help with upcoming grass and snow maintenance. Isaah is still able to work after school and weekends. Janice to have Ken (Ehrenfeld) call Russ about Ehrenfeld truck/plow/equipment and snow plowing routes. Per Becky: we should advertise for part time seasonal plowing as well. Janice to construct an ad.
- Codification (Danielle) – See above AND BELOW
- Electric (Joni) –
- Parks & Recreation (Joni) – Gazebo, bench, flagpole and light at \$39k with 85k install. (total \$140k)
- Budget (Becky) –
 - Job Descriptions – All on google drive.
 - Good Citizen award – we need to come up with a good name and a prize.
 - Budget workshop on 11/02/23.
 - Circuit issues in ladies’ room. – fan & light go out. Need to re-trip GFS to correct. Brad to look at this.
 - Bldg is dirty & needs a DEEP Cleaning. Kristal will do this work.
 - Winter Meter Reading – Since Luke is unavailable to read meters (for Karmen) in winter, should she do in EARLY morn or late day, or on weekend since she has “day job”? Per Joni, it will likely be ok to do an estimated “Billing” all winter. Becky will put a “Blurb” in the newsletter about how the weather and billing timeframes will dictate an actual reading or an estimate.
 - Ordinances: Reviewed all sections of binders where updates or corrections were needed (due to relevance or error). Danielle will submit all changes/corrections to Nils at American Eagle.

Meeting conclusion: Joni made the motion to adjourn and Russ seconded the motion. Meeting adjourned at 9:18 pm.

President

Mayor

Secretary/Treasurer