

Re-organizational meeting

Union Dale Borough Council

January 2, 2024

Pledge of Allegiance:

Swearing in- Oath of office: Teri Madrid, Mayor swears in Tom Yale (Re-elected) and newly elected, William (Bill) Wolfe and Joseph Mc Andrew. Also in attendance are Donna Tedesco and Diane Gomola & Ann Marie Saam as resident. Council votes to fill empty council seat. Motion to appoint Ann Marie Saam to council made by Donna Tedesco, 2nd by Bill Wolfe. All in favor, motion passes. Donna makes a motion to make Ann Marie president of council. 2nd by Bill, all in favor, motion passes.

Signed and dated oaths are collected by Secretary Diane to keep in borough files. In an attempt to pass out Statements of financial interest forms, those elected advised Diane that they already filled these out & returned them to election board with their acceptance packet. Handing out the forms is tabled till Diane can call Election board to get clarity.

Public comments: none

Minutes from previous meeting distributed prior to meeting for approval: Motion to approve previous minutes made by Donna, 2nd by Ann Marie, all in favor, motion passes.

Correspondence:

- Packet with Statement of financial Interest forms
- Secretary personal CC bill for purchase of QuickBooks software
- Midstream power pipeline safety pamphlet
- Path training notice
- Basic Training class for Secretaries \$125- Diane would like to attend.

Tom makes motion to pay to allow Diane to take the course, 2nd by Joe, all in favor, motion passes.

- Change of assessment notices (8)
- Emergency Response survey for Tom Yale
- JHA engineering- SEO services offering packet

Donna states that she spoke with the Kempa family. Kevin will be taking his SEO test in spring and is willing, upon completion, to take on Union Dale Borough as a client. This will then relieve Justin Ford of his duties.

- PA Boroughs Directory update & renew \$10 – past council has not paid to be in detailed PSAB directory. Disregard this invoice and only do the free update form of elected officials.
- SEO new fee schedule from temp SEO Justin Ford
- 2024 Borough Planner calendars

Receipts:

- Berkheimer (4) total \$1,749.40
- Susquehanna Cnty Nov Delinquent tax \$355.25
- Police fines PA Comm \$98.70

Bills:

- #1586 Diane Gomola-(reimburse for QB software purchase) \$687.94
- #1587 Forest City Branch library – donation \$50.00
- #1588 Diane Gomola wages \$445.14
- DEBIT \$98.00 USPS- PO Box annual renewal
- EFT Q4 2023 federal 941 payment \$410.44
- EFT Q4 2023 Berkheimer local income tax \$22.01
- EFT Q4 2023 PA State withholding tax \$67.55
- EFT Q4 2023 PA UE \$1.54

Motion to pay bills made by Ann Marie, 2nd by Joe, all in favor, motion passes.

Treasurer's report:

- Gen checking DDA \$59,827.02
- Gen fund MM \$154,294.39
- Liquid Fuels DDA \$106.99

Ck # 125 Carl Sinawa \$10,000 Norton Hill job- discussion low balance
 Open discussion by council. Motion made by Ann Marie to transfer
 \$15,000.00 from Liquid Fuel Money Market fund to the Liquid Fuel
 Checking account. Motion 2nd by Donna, all in favor, motion passes. This will
 allow payment in February of snow plow invoice that was not received in
 time prior to today's meeting agenda being posted. Diane read the invoice
 aloud . Ann Marie requested a copy of original estimate to review.

- Liquid Fuels MM \$20,863.65
- Sewer CD \$53,431.15
- Edward Jones 3 CD Funds \$118,897.78

Mayor- oath of office for elected officials was performed today.

Unfinished New business:

- PP&L - permission needed to set up bill payment so we can pay on time and avoid future late fees as PP& L can not change the billing cycle. Motion made by Donna to allow bill pay online for PP& L, 2nd by Joe, all in favor, motion passes.
- Diane was able to get late fees removed from the last PP&L billing cycle.
- Secretarial year end report/ Quickbooks update : Diane informs council all Boro accounts reconciled for 2022 & 2023 except one account because of a missing statement she is waiting on from HNB. 71 hours is what it took to properly attach a chart of accounts that matches the DCED for future annual financial audits, research, input & reconcile 2 years' worth of borough financial data. She states that this position did not come with outlined duties or how to manual on many tasks & muni reports, and this has been frustrating. Diane discusses that in future she will not use her personal CC for large purchases for the borough. Diane suggests council consider lifting the \$250 daily limit on the debit card (Bank limit is \$1,000 for business accounts) Diane further asks that in future secretary be reimbursed for unusual trips for various uncommon council business, using the current hourly rate of borough secretaries, mileage will be computed at current government reimbursement rate.
- The secretary ends by asking that the council approve payment to attend a PSAB class for secretaries & administrators in February.

(Council earlier motioned to approve the secretary's class request.)

Donna states her husband has a tractor and he is willing to fill pot holes on Mausoleum Road free of charge. Open discussion. Decision tabled until council can find out if there are any liability issues with this generous offer.

New business:

- Reorganization- Appointment of positions.
- Resolution 01-2024 written & signed - to appoint open 2-year council position.
- Updated council email & phone contact list

Donna makes a motion to reappoint Solicitor Marissa McAndrew, SEO Justin Ford as well as Bob Bates & Don Bennett enforcement & permit officers. Motion is 2nd by Bill, yay vote by Bill, Ann Marie, Donna & Tom. Joe abstained from vote on Solicitor as that is his wife; motion passes.

The council would like to take this opportunity to thank the outgoing council members for their dedicated service to Union Dale Borough.

Motion to adjourn made by Ann Marie, 2nd by Tom, all in favor, motion passes.

Meeting adjourned 7:46 PM

Next regular council meeting

Monday February 5, 2024 at 6:30 PM