

May 6,2024
Regular monthly council meeting
Union Dale Borough

Pledge of Allegiance

Attendance: Ann Marie Saam, Donna Tedesco, Bill Wolfe, Joe McAndrew, Diane Gomola, Carol Hale. Jessica Dombrowski owner Backwoods BBQ & a friend.

Public Comment: Each person will have 5 minutes to present their concerns. Only residents or those paying taxes to the borough may comment. Jessica has concerns about the poor condition of East Mountain Road. She also expressed that someone placed a sign stating trail travelers not to go to her establishment, Backwoods BBQ, which has been in business up East Mountain Road for several years. She states her business has seen a decline in attendance last weekend. Council advised Jessica that Union Dale council does not have any information about the sign, nor when it was placed.

Previous meeting minutes: Previous meeting minutes were reviewed and will be sealed and signed for permanent record. Donna makes a motion to “approve previous minutes,” 2nd by Joe, all in favor. Motion passes.

Correspondence:

- RTK form- Diane asked how to fill out if we have no documentation. Diane advised to complete RTK form with that statement.
- PA Dept UC- credit \$251.00 Donna motions to “request a refund of the credit from Dept of UC.” 2nd by Bill, all in favor. Motion passes.

GRM Excavating & Paving-estimates.

GRM Excavating & Paving- certificate of insurance.

- Map of Norton Hill drainage
- Street signs & contractors catalogs
- FC – jet sewer cleaning bill
- HNB pledged securities.
- Prince Excavating- Insurance certificate
- 2 Sus Co Realty transfer Tax distribution
- 4 change of assessment notices
- Website inquiry “grandfathered outhouse” on a for sale property.

This is a question for SEO Justin Ford, or the DEQ, but inquirer did not respond to the secretary’s email asking for the specific address of property. Tabled.

- SLFRF letter to report funds deadline July 31 2024-
Secretary to contact the US Treasury portal as she has no PW or user ID needed to complete required form.

- Don Bennet email is read- He has completed 3 hours of spring rounds in the boro and has asked a few residents to comply with ordinances. His invoice has been received and paid.

Receipts:

- Berkheimer 4/22/24 \$529.08
- Berkheimer 4/30/24 \$ 915.59
- SusCo Transfer tax: \$504.70
- Sus Cnty January delinquent tax: \$162.92
- Sus county February delinquent tax: \$48.48

Treasurer's Report:

- General Fund : \$ 67458.90
- General MM \$154,845.93
- Liquid Fuels Gen Fund \$18751.70
- Liquid Fuels MM \$5,876.25
- Sewer CD \$53,431.15-
Secretary asks council where did funds come from & what is this CD for? Council advised that a portion of real estate taxes received from tax collector is deposited into the sewer CD for future infrastructure needs. The secretary comments she has had no training information on this, needs an amount to deposit. The council believes the amount is on tax collection reconciliations from tax collector. Secretary to investigate- on going.
- Ed Jones CD's 3 = \$118,993.06 - Morgan Stanley CD Matures 5/9/24
During audit it was discovered a small cash account - \$31.91 exists. Per Donna we have a 10 day grace period upon maturity. Donna asks that Diane check the current rates for roll over of CD. Bill motions that we request a check from Edward Jones based upon, 5/9/24 maturity asking for the cash account amount to come out, with the interest earned, for deposit into the general fund. 2nd by Donna, all in favor. Motion passes.

BILLS:

- BILL PAY- PPL \$635.59
- BILL Pay- PPL \$ 29.21
- DEBIT CARD Amazon- Printer cartridges \$73.38
- DEBIT CARD Amazon- paper \$7.60
- #1607 Joe Svecz \$186.44
- #1608 VOID
- #1609 Forest City Borough \$300.00
- #1610 VOID- line up printer to print checks for A/P
- #1611 Sharkey Fuels \$30.40

- #1612 Diane Gomola pay \$445.14
- #1613 Don Bennett \$ 92.63 (3 hrs of rounds)
- EFT Fed 941- \$179.40
- ACH- PA WTH \$67.23
- ACH - Local Earned Income tax (Berkheimer): \$21.90
- PA UC- \$1.53

Carol Hale reports during the audit 2 checks from 2022 were found to never have been cashed. One was corrected with a later double payment to the vendor. The other check that we need to re-issue is to Vashti Conrad our auditor. And that in good faith council should pay her ASAP for the work on the 2023 audit also.

- #1614 Vashti Conrad- \$25.00 (to replace lost check from 2022)
- #1615 Vashti Conrad- \$25.00 for 2023 audit work.

Motion made by Joe to “Approve bills as read & pay any and all bills under \$1,000, in all funds, that become due before the next meeting.” 2nd by Ann Marie, all in favor. Motion passes.

Mayor report: A resident asked if they can hold a flea market on their property with paying vendors. Union Dale has no ordinance preventing this.

Committee Report- roads

- Councilman Wolfe to update on Norton Hill Rd-
Bill states we will need the ditches and drainage pipes cleaned before work can begin.
Joe will call Brian Prince for an estimate with a request to start ditch clearing and open drainage on this ASAP. Motion made by Ann Marie to “accept estimate from Prince if it is under \$5,000. “ 2nd by Donna, all in favor. Motion passes. Tom Yale not in attendance today, he will have to be contacted to see if our fire dept can clean the drainage pipes.
- GRM estimate dated 4-10-24 for \$4,500 (Base repair of Norton Hill Rd) Joe makes motion to “accept \$4,500 estimate,” 2nd by Bill, all in favor. Motion passes. Estimate signed by President Saam.
- GRM estimate dated 4-10-24 for \$10,000(skim coat, then top coat 1.5 thick, & hot tack) Motion made by Joe to “accept \$10,000 estimate” 2nd by Ann Marie, all in favor. Motion passes. Estimate signed by President Saam.
- Councilman McAndrew- East Mountain Rd.- Joe states he has been given the name of an additional company out of Scranton to check on for dust control.

Joe reports he has shared the report that the conservation district gave him on East Mountain Rd so Pleasant Mount can also apply thru Wayne County, for a grant for their half of East Mountain Rd. Hope is Union Dale Boro applies also for a grant to repair & pave, coordinating at the same time, we might have optimal chance of getting the

grant(s). Open window to begin application of grant (August). Union Dale would be responsible for 10% of the total grant monies awarded.

Ann Marie will contact Dougy Thorn to get estimate to grate, roll & crown East Mountain Rd

Joe received an estimate from Brian Prince for East Mountain Rd at the O&W Crossing. He would like to present this to the ATV Club because this is where they cross East Mountain Rd.

Joe invited the ATV club to attend tonight's meeting to join in open discussion of any repairs for the portion the ATV vehicles use in crossing over the trail. They were unable to send a representative to tonight's meeting.

- Carol Hale-Status of 2023 audit – Lead elected auditor, reports that the 2023 audit is now completed and e- filed with the state. She states it was an arduous task. Carol states to properly find answers needed to get 2023 right, it required asking Diane to dig up old records back to 2021. Between them at *the least* 25 hours of work, using detailed transaction reports from general fund & liquid fuels. Carol is confident that as far as she looked back all funds are accounted for, albeit years of varied secretaries own way of record keeping that was not GAAP standards. Carol passed out a finances chart & explained to council all finances within the boro's accounts & investments. Diane will check back in with our QuickBooks advisor to shore up any entries listed as uncategorized, that have now been figured out.
- Diane states that she will send a sealed signed copy of the audit to Susq County Prothonotary as well as send Forest City News the Notice of Audit.
- Council thanked Carol for her efforts and asked her to submit an invoice for her hours. Diane handed in a timesheet of her hours that are above and beyond her monthly salary.

New Business:

- Short term rental permits- tabled
- Diane's compensation for audit hours will be reviewed.
- Edward Jones CD matures 5/9/2024- see above motion.
- Council wonders if an Eagle Scout could do a project updating Boro hall & its grounds. Diane knows Pleasant Mount scout master & will ask if they can attend our next regular session to speak with council.

Unfinished Business:

- Solar Farms-Motion made by Ann Marie to "advertise a solar ordinance." 2nd by Joe.
- PPL- light pole – Diane explained we are not being charged for pole in question as opposed to in past boro was told its under contract.. PPI can provide us a map of our poles & remove utility pole in question. Diane told PPL she has no authority

to make decisions & would get back to PPL with councils' decision. Motion to "adjust pole position to prevent glare" made by Bill, 2nd by Ann Marie. All in favor, Motion passes. Please request a map also.

- Turnbacks email from Liquid Fuels Ed Sumski- back in 1966 Darrow Church & Norton Hill Rds were former state roads, but not turnbacks. Council asks Diane to further investigate as former council member remembers they were set as turnbacks.- ongoing.
- HNB needs motion to lift \$250/ day debit max-Motion made by Donna "to lift \$250 daily debit card limit", 2nd by Joe, all in favor. Motion passes.
- Fix outside information box at boro hall so can be opened safely.

Public comment: Public has 3 minutes to express concerns & comments to council. Only comments from taxpayers or residents are permitted.

A late arriving resident, Karen Wray arrives. Ms Wray asks council when road work will begin on Norton Hill because she has many perennials to dig up at her driveway edge. Council advised Ms Wray it will begin very soon within 30 days.

Meeting adjourned- Motion to adjourn at 9:04 PM made by Ann Marie, 2nd by Donna. All in favor. Motion to adjourn passes.

Next Meeting

Monday June 3,2024

6:30 PM