

ELKLAND BOROUGH COUNCIL
REGULAR MONTHLY MEETING
THURSDAY – September 12, 2024

Mayor: Bill Sherman - Absent

Council Members:

President: Matt Sherman - Present	Vice President- Glenda Marzo-Burton Present
Pete VanGorden - Present	Wendy Graham – Present
Tim Whitney - Present	Mark Goodrich - Absent
Troy Burrous - Absent	

The regular meeting was called to order at 6:00 p.m. by President Matt Sherman

Executive Session: An executive session for personnel and legal reasons was called at 6:01 p.m. by President Matt Sherman and exited at 6:31 p.m.

Public Comments:

Leon Skinner, Army Corp of Engineers – called into the meeting to give an update on the levee. The President of the United States signed for the Commonwealth of PA to have the ability to apply for PEMA.

They will help navigate permitting. He will keep our project on file and will provide support and help find funding to put in place. He suggested the Borough make sure they are talking to the PA Dept. of Environment Protection to ensure the project is 100% viable.

Discussion about the current gravel bars was made and Councilman Pete VanGorden stated he thinks the Borough should borrow the money and get the project done.

Austin Welch – made a presentation on behalf of the Authority. The Authority is a lease back Authority, and he sent Articles of Incorporation to their Attorney. The Authority would like to become an Operating Authority. He stated the main issue is funding. The benefit would be a better streamline of operations, which would allow for better ties with the residents and would increase transparency and trust.

Mr. Welch asked for Council to approve a resolution to allow the Authority to become an Operating Authority.

President Matt Sherman asked for a Special Meeting on the proposed Operating Authority so council had a chance to go over the handout material, the meeting will be advertised.

Paula Kohut- stated there are no benefits for an Operating Authority. Authority President June Woodard stated it would be quicker to handle situations, co-mingling of money would not happen, and a proper safety and maintenance program would be put into place.

Minutes: A motion was made by Wendy Graham to accept the regular council meeting minutes dated August 8, 2024 – seconded by Tim Whitney. All present were in favor – motion carried.

Sealed Bids- Green Light Go: The borough received (1) sealed bid for the Green Light Go Project. The envelope was opened and read aloud by President Matt Sherman.

The bid was from Kuharchik Construction, LLC in the amount of \$283,657.00

A motion was made by Glenda Marzo-Burton to accept the bid, seconded by Wendy Graham. Roll call vote: Pete VanGorden – yes, Wendy Graham – yes, Tim Whitney – yes, Glenda Marzo-Burton – yes, Matt Sherman – yes Motion unanimously carried.

Municipal Reports:

- **Authority** – A meeting with LaBella engineering was held to consult with them on the PennVest loan.
- **DPW** – A quote was presented to purchase lights from Ultra Birght Lightz, LLC for the new DPW truck in the amount of \$359.54. A motion was made by Wendy Graham to purchase the lights – seconded by Pete VanGorden. All present in favor – motion carried.

A quote from Bradco in the amount of \$436.60 to purchase signs stating no mowing and no motor vehicles to place on the dikes was presented. A motion was made by Glenda Marzo-Burton and seconded by Pete VanGorden. All present in favor – motion carried.

A motion was made by Pete VanGorden to put the one (1) ton gas truck and the six (6) ton diesel truck up for bid with a reserve of \$2,500.00 each – seconded by Glenda Marzo-Burton. All present in favor – motion carried.

Glenda Marzo-Burton asked that the Pittsburgh Tank Quote for the water reservoir be tabled to go to the next meeting.

- **Recreation** – Wendy Graham stated there is no recreation authority and that group is no longer together.

June Woodard stated Shelley from PSAB stated a 501-C needs to seek a tax accountant, but she does not recommend doing it.

- **Personnel Committee** – A motion was made by Glenda Marzo-Burton to terminate the employment of Joy Meyers, seconded by Tim Whitney. Roll call vote: Pete VanGorden – No, Tim Whitney – yes, Glenda Marzo-Burton – yes, Wendy Graham – No, Matt Sherman – yes. Motion carried.

A motion was made by Glenda Marzo-Burton to back pay Joy Meyers from her suspension date until September 12, 2024, which equated to 30 hours at \$18.00 per hour. Seconded by Wendy Graham. Roll call vote: Pete VanGorden – yes, Glenda Marzo-Burton – yes, Wendy Graham – yes, Tim Whitney – yes, Matt Sherman – yes. Motion carried.

A motion was made by Glenda Marzo-Burton to hire Rosalie Lehman-Bryan as a part-time office help at \$18.00 per hour, seconded by Wendy Graham. Roll call vote: Pete VanGorden – yes, Tim Whitney – yes, Glenda Marzo-Burton – yes, Wendy Graham – yes, Matt Sherman – yes. Motion carried.

President Matt Sherman read aloud Police Chief Ray Gausline's retirement letter effective August 31, 2024. President Sherman thanked the Chief for his service to the Elkland Borough.

- **Treasurer Reports** – A motion was made by Wendy Graham to accept the treasurer's expenses for the General Fund, seconded by Pete VanGorden. Roll call vote: Tim Whitney – yes, Glenda Marzo-Burton – yes, Pete VanGorden – yes, Wendy Graham – yes, Matt Sherman – yes. Motion carried.

A motion was made by Glenda Marzo-Burton to accept the Treasurer's expenses for the Sewer Fund, seconded by Wendy Graham. Roll call vote: Peter VanGorden – yes, Glenda Marzo-Burton – yes, Tim Whitney – yes, Wendy Graham – yes, Matt Sherman – yes. Motion carried.

A motion was made by Glenda Marzo-Burton to accept the Treasurer's expenses for the Water Fund, seconded by Wendy Graham. Roll call vote: Pete VanGorden – yes, Wendy Graham – yes, Tim Whitney – yes, Glenda Marzo-Burton – yes, Matt Sherman – yes. Motion carried.

- **Authority** – June Woodard, Elkland Borough Authority President stated the Authority is recommending a Borough wide "hard flush". She also stated there is an issue with residents' dogs and bees while the meters are being read.

The Authority is also recommending the Council treat the midge flies at the sewer plant, that could cost up to \$6,000.00. This issue goes back several years.

A motion was made by Glenda Marzo-Burton to purchase strike for the treatment of midge flies at the sewer treatment plant, seconded by Wendy Graham. Roll call vote: Pete VanGorden – yes, Tim Whitney – yes, Glenda Marzo-Burton – yes, Wendy Graham – yes, Matt Sherman – yes. Motion carried.

- **Finance** – Glenda Marzo-Burton started there are possible new budget options for the upcoming 2025 budget. The Finance Committee will meet to talk about and come up with the new proposed budget.

A motion was made by Wendy Graham to hire Gruver Tax & Accounting to work on the Borough's Quickbooks, seconded by Tim Whitney. Roll call vote: Pete VanGorden – yes, Wendy Graham – yes, Glenda Marzo-Burton – yes, Tim Whitney – yes, Matt Sherman – yes. Motion carried.

A motion was made by Pete VanGorden to unfreeze the Recreation Checking Account at Citizens and Northern Bank and to put the account back under the borough's control to go through Quickbooks with the borough's authorized signers, seconded by Wendy Graham. Roll call vote: Glenda Marzo-Burton – yes, Pete VanGorden – yes, Tim Whitney – yes, Wendy Graham – yes, Matt Sherman – yes. Motion carried.

A motion was made by Glenda Marzo-Burton for Council to approve a *Telecommunication Resolution* to allow participation and voting at council meetings via a telecommunication device when a quorum is present, seconded by Wendy Graham. Roll call vote: Pete VanGorden – yes, Tim Whitney – yes, Glenda Marzo-Burton – yes, Wendy Graham – yes, Matt Sherman – yes. Motion carried.

Glenda Marzo-Burton stated that ARPA fundings needs to be allocated and contractual by the deadline of December 31, 2024.

New Business:

Matt Sherman commented that Mayor – Bill Sherman stated the Borough should hold off on getting rid of the second police vehicle and the same with the sewer vehicle, in case one breaks down. There is one available for use.

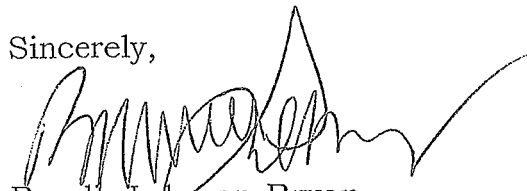
Matt Sherman stated DPW will be working on creek beds.

Adjournment:

A motion was made by Wendy Graham to adjourn, seconded by Pete VanGorden. All present in favor - motion carried.

Adjournment time 9:01 p.m.

Sincerely,



Rosalie Lehman-Bryan
Secretary/Treasurer
Elkland Borough

Thursday, October 10, 2024

ELKLAND BOROUGH COUNCIL MEETING

CALL TO ORDER 6PM

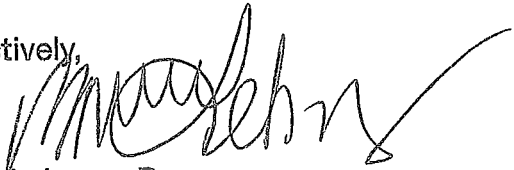
Matt Sherman, Wendy Graham, Tim Whitney, Mark Goodrich in attendance. Glenda Marzo-Burton Phoned in at 6:16pm

- Pledge of Allegiance
- Requests/Presentations/Recommendations
 - o Nelson notified of metal in the street after River St ground down.
 - o The two borough trucks on-line for bids, two sealed bids received.
- June Woodard resident reminded the council and the audience that Personnel and Legal issues can only be discussed in executive sessions.
- Minutes read and accepted with changes to be made from the name June Woodard to the correct name of Wendy Graham. Motion made by Wendy Graham, Seconded by Tim Whitney, all were in favor.
- Executive Session 6:05pm started, ended 6:16pm.
- Elkland Borough Trick or Treating Set for October 31, 2024 at 6 to 8pm.
- Labella report to the Authority for 4365lbs nitrates and 432lbs for phosphates
- Jeff Vandusen letter from Upper Pine Creek Council read to the public
- Healthy Communities Program to be held Oct 29, 2024 9-4:30 in Mansfield PA.
- DPW report recommendation to use a different water meter that would not clog, which would cost approximately \$10 more per water meter, tabled, Wendy Graham, would like more time to investigate. Motion to purchase cutting edges for backhoe. Later tabled due to not being on the agenda.
- Water/Sewer report leak E. Main at Patterson Trailer Court. Work force handled the work. Calls given to R&S property to repair their lines.
- Police report given.
- Fire Department given by Mark Goodrich. 135 call outs. 40 fire calls
- Zoning Mark Resue reported .

- Parks/Recreation Committee - bathroom lock at Jerome Park needs attention.
- Streets Committee - nothing.
- Dikes Committee - Oct 7th met with Army Corp of Engineers for the Annual Dike inspection. Gravel bars removed, toe of the dike repaired, clean entry point in Osceola, tree fallen. Cables and locks needed. Need wires raised to mow dike. Grass should not be cut lower than six inches. Safety issues. Oct 22, 2024 met with DEP Rep.
- Personnel/HR Committee - Job descriptions, hours worked, hire part-time DPW worker.
- Motion by Wendy Graham for workers hours to be 7am to 3:30pm with half hour lunch to be taken by the workers. Tim Whitney seconds. All in favor.
- Motion by Wendy Graham to advertise for two part-time workers. Second by Glenda Marzo-Burton. All in favor.
- Water / Sewer Authority report - not quorum at last meeting. Looking at a new alarm systems for the water and sewer plants
- Grant Committee Report - 4 LSA grants are being pursued at this time, flood mitigation, old pump station removal, water treatment/filter system and building including a chemical storage area, also trying for a park and swimming pool with a splash pad and sports areas. We would like to pursue several more but they are a 15% match grants and will need to be addressed at a later date.
- Emergency Planning Committee Report - Evacuation Plan for the Elkland Borough being work on. Where to house, feed and transport residents.
- Motion for 15% matching grants made but needed to be completed at another meeting due to not being on the agenda. Terri Card pointed out the Motion for the edge cutter for DPW and the 15% matching grants must be held at a later meeting.
- Office / Finance / Equipment Committee Report budget will be started next week and Jake is working on data entry.
- Treasurer's Report - Expenses to be paid.
- Old business- Cleaning of Creek - Coolidge Ave. DPW Workers
- New Business - Nothing. Special Meeting to be advertised and held Thursday October 17th, 2024 at 6pm. To be held at the Firehall.

- Mark Goodrich needs \$1000.00 for Concrete. Bids addressed for Truck sale. Emergency Coordinator to be addressed at Special Meeting along with 15% Grants and edger for backhoe.
- Public Comments on Agenda Items. Residents want to be involved in committees. Phone system and web page complaints.
- Motion to adjourn Wendy Graham. Second by Mark Goodrich. Meeting adjourned at 7:29pm

Respectively,

A handwritten signature in black ink, appearing to read "Rosalie Lehman-Bryan". The signature is stylized and cursive, with a long, sweeping underline that extends to the right.

Rosalie Lehman-Bryan

Elkland Borough Council
Special Meeting Minutes
October 24, 2024

MAYOR: Bill Sherman – Absent

Council Members:

President: Matt Sherman - Present	Vice President- Glenda Marzo-Burton - Present
Pete VanGorden - Present	Wendy Graham – Present - arrived at 6:10 p.m.
Tim Whitney - Present	Mark Goodrich - Present
Troy Burrous - Absent	

Temporary Secretary/Treasurer: Rosalie Lehman-Bryan

The Special Meeting was called to order by the President at: 6:01 p.m.

Executive Session - entered at 6:03 p.m. and exited at 6:11 p.m. for personnel reasons

Public Comments:

Lela Calvario – council should put personal issues aside, said a blessing for the good of our town better.

Jean Orchowski – would like Elkland Borough Website, Elkland Authority Facebook Page, and Elkland Authority Operation and Separation from the Borough added to the agenda for the next meeting.

Stephanie English: Elkland Library donation from the borough; Wendy Graham stated it was late, but she made sure they got it.

Council Business:

Motion was made by Glenda Marzo-Burton to accept the Resignation Letter (*read by the President*) from Amanda Mahnke effective October 14, 2024, Seconded by Wendy Graham. Roll called – Motion carried unanimously

Motion was made Glenda Marzo-Burton to appoint Rosalie Lehman-Bryan as temporary Secretary/Treasurer, seconded by Wendy Graham, Roll called – Motion carried unanimously

Motion was made by Mark Goodrich to delete Amanda Mahnke from all bank accounts, including Lockbox and internet banking and all charge cards held by the borough, seconded by Wendy Graham, Roll called – Motion carried unanimously

Motion was made by Glenda Marzo-Burton to temporarily add Rosalie Lehman-Bryan to all bank accounts, including Internet Banking and Lockbox, seconded by Wendy Graham, Roll called – Motion carried unanimously

Motion was made by Mark Goodrich to advertise for both a part-time secretary and a part-time treasurer, seconded by Glenda Marzo-Burton – Motion carried unanimously

Motion was made by Wendy Graham to purchase new blades for the backhoe at DPW's request for \$914.00, seconded by Pete VanGorden

Grants – 15% matching was tabled until the next regular meeting

Public Comments on the Agenda:

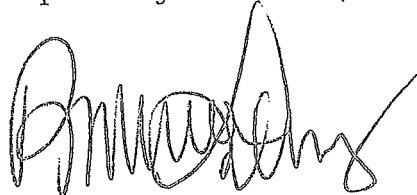
Jeremy Freeman – asked if secretary and treasurer will be separate - President replied yes
Stephanie English – offered her business services
Holly Schoonover – right to know request was not processed

Adjournment:

Motion was made by Wendy Graham to adjourn the meeting, seconded by Mark Goodrich – Motion carried unanimously

Meeting adjourned at 6:35 p.m.

Respectfully submitted,



Rosalie Lehman-Bryan
Temporary Secretary/Treasurer