

**SHAMOKIN DAM BOROUGH COUNCIL
COUNCIL MEETING
NOVEMBER 7, 2022**

The regular monthly meeting of the Shamokin Dam Borough Council was held on Monday, November 7, 2022, in the municipal building located at 42 West 8th Avenue, Shamokin Dam beginning at 7:00 P.M. President Musser presided.

MEMBERS PRESENT:

Dave Sauers, Shawn Bingaman, Mark Benner, Maria Brandt, Domenico Barillaro, and Donald Musser were present.

MEMBERS ABSENT:

Karen Roberts was absent.

OTHERS PRESENT:

Solicitor Robert Slivinski, Manager Edward Hovenstine, Secretary LaDawn Leitzel, Mayor Joseph McGranaghan, Police Chief Timothy Bremigen, June Stark, Paige Visneski, Brian Hollenbach, John Shirk, and Jake Kline and were present.

The meeting was opened with the “Pledge of Allegiance.”

PREVIOUS MEETING MINUTES:

A motion was made by Councilwoman Brandt to approve the Council minutes of October 3, 2022, and the Workshop minutes of October 20, 2022, as presented, seconded by Councilman Barillaro, and approved by all.

VISITORS:

Audit – Courtney Solomon with Herring Roll & Solomon presented the 2021 Financial Audit to Council. Inadequate segregation of duties over the bookkeeping function is an internal control deficiency. As the Borough is a small local government entity, a staff large enough to provide adequate segregation of duties over the financial reporting system is not practical or affordable. They have evaluated this issue as a significant deficiency that is not considered to be a material weakness. The auditor submitted for Council’s consideration recommendations designed to help improve internal accounting controls and achieve operational efficiencies. 1. Risk Assessment Policy – Currently, the Borough does not have a policy in place, which requires the performance of risk assessment procedures. Recommendation – The Borough implement a risk assessment policy. Some factors to consider would include identifying operating risks relevant to financial reporting, identifying a method for estimating the significance of risks, a method of assessing the likelihood that identified risks could occur and deciding what action the borough will take to manage the risks. 2. Form I-9, Employment Eligibility Verification – Prepared and have a Form I-9 on file for all employees. This procedure should be part of the hiring process. 3. Accounting Policy and Procedures Manual – The Borough does not have a formal accounting manual documenting the procedures for fiscal operations. Recommendation – A written accounting manual is necessary to ensure that transactions are treated in a standardized manner and that proper internal controls exist in the accounting system. Should employees have a question as to the proper handling of a transaction in accordance with management’s authorization, such information is not available in writing. Operating guidelines for fiscal activities are to be

prepared including a description of each fiscal procedure, such as invoice payment, water and sewer billings procedures, and payroll procedures. In addition, and expense allocation methodology should also be incorporated into the accounting manual. Secretary Leitzel has begun this process, which could take a few years to complete. The auditor issued an unmodified and/or clean opinion for the Shamokin Dam Borough's financial statement of 2021.

Courtney Solomon left at this time.

Fire Company – Fire Chief John Shirk reviewed the fire company 2022 call report to date and stated that the percentage of gambling has not been received from the social side of the fire company in 2022. It was suggested that Council request a meeting by letter with the President and Fire Chief of the fire company to discuss any issues.

Paige Visneski, Borough resident, announced interest in serving on Council if an opening would become available.

COMMUNICATIONS:

Landfill Vacancy – David Herbert resigned from the Landfill Commission as of November 1, 2022.

OTHER BUSINESS:

2023 Reappointments – 2023 Reappointments – The 2023 reappointments are as follows:
Appointees – June Stark, Zoning Hearing Board- Thomas McBryan, ESCRA- LaDawn Leitzel, County Tax Collection Commission- Ed Hovenstine and Vacancy, Landfill Commission- 1 Vacancy, Citizen, Emergency Services Task Force- 2 Vacancies, Citizen, East Snyder Park Board- 1 Vacancy, Civil Service Commission- 1 Vacancy, Vacancy Board. The Manager will contact the members and find out if they are interested in continued service.

Proposed 2023 Meeting Nights – Proposed 2023 Meeting Nights – President Musser discussed that two Council meeting nights in January and September would be held on Tuesday, due to holiday, instead of the first Monday of the month. A motion was made by Councilman Barillaro to approve and advertise the proposed meeting nights of 2023 as presented, seconded by Councilman Bingaman, and approved by all.

2022 Christmas Party – Manager Hovenstine reported that the Borough Christmas party would be on Thursday, December 15, 2022, at the Shamokin Dam Fire Company.

FEMA Data Request Letter – The proposed FEMA files information request correspondence from Councilman Benner was presented and approved for distribution.

2023 Budget – Tentative Adoption - Proposed 2023 Budget –The 2023 General Fund Budget and the Water/Sewer Fund Budget were presented for tentative adoption and advertising. The 2023 General Fund budget is proposed at \$1,234,255.00 with a proposed two mil tax increase. The 2023 Water/Sewer Fund Budget is proposed at \$1,361,809.00 with no increase to the water/sewer rates in 2023. A motion was made by Councilman Bingaman to tentatively adopt

and advertise the proposed 2023 Budgets as presented, seconded by Councilman Benner, and roll call vote called: Mark-Yes, Maria-Yes, Domenico-Yes, Shawn-Yes, David-Yes, Donald-Yes. 6-Yes 0-No

The Manager will advertise the 2023 Budgets for adoption on Monday, December 5, 2022.

Winter Newsletter – Secretary Leitzel presented the Winter Newsletter and will distribute to Borough residents.

MAYORS REPORT:

Vicar Mindy Bartholomew request – Mayor McGranaghan reported that Vicar Mindy Bartholomew requested a tree lighting ceremony to be held at the Shamokin Dam water tower area on Sunday, November 27th at 5:00 PM, if inclement weather, postponement date would be Sunday, December 4th at 5:00 PM. Vicar Mindy Bartholomew from St. Matthew Lutheran Church, Pastor Mike Gaugler from Calvary Fellowship Susquehanna Valley, and Pastor Jerry Helman from Brookside Ministries and their congregations have organized this Christmas Tree Project, the churches would provide refreshments (cookies, hot chocolate, coffee, and water) after the tree lighting ceremony. A motion was made by Vice President Sauers to approve request for the tree lighting ceremony, seconded by Councilman Benner, and approved by all. Secretary Leitzel will add the tree lighting ceremony to the Winter Newsletter.

Brian Hollenbach, John Shirk, and Jake Kline left at this time.

Property Updates – The Mayor mentioned that the Kyle Mirolli property was sold, the Shamokin Dam United Methodist Church was sold at public auction.

Econolodge meeting – Mayor McGranaghan, President Musser, and Manager Hovenstine met with management at the Econolodge to discuss the condition of the hotel.

Police Report – Police Chief Bremigen reviewed the October police report.

- Received an aggressive driving grant, which has been used in full and reimbursed
- Chief attended Defensive Tactics Training
- All officers attended training on bias and other related topics
- All officers qualified with handgun and rifle
- Chief met with Manager at the Econolodge and continues working relationship
- Chief spoke with Vicar from St Matthews church regarding the homeless issue

MANAGERS REPORT:

Fish Ladder Project – Department of General Services started the first stage of the Shikellamy Fish Passage Project, which could be twelve months.

Elevated Tank Project – The elevated tank project is being planned to be conducted in the Fall of year 2023.

Building Renovation Project – Manager Hovenstine will be meeting with the architect on Wednesday, November 16, 2022, to discuss the building renovation budget.

2022 Streets Review – Manager Hovenstine reported that the 2022 Street project (Jonathan Road completion and section of Eighth Avenue) has been completed at a cost of \$131,473.32.

Water Line Relocation – Manager Hovenstine mentioned that the main water distribution line will need to be relocated between Rome Court area and Chestnut Street in conjunction with the CSVT project. The contract has been awarded and construction is scheduled in early 2023. This project is funded by PENNDOT.

SOLICITOR REPORT:

Resolution 2022-8, Implement Act 57 of 2022, Taxes – Solicitor Slivinski will prepare Resolution for adoption at the December meeting.

Solicitor Slivinski will prepare Ordinance 2022-4, Fixing the Real Estate Tax Rates for the Fiscal Year 2023.

PLANNING COMMISSION:

A Planning Commission meeting was held on Wednesday, November 9, 2022, at 7:00 PM to discuss final subdivision plan approval of Howard Bowers lot consolidation at 47 Jonathan Road.

PAYMENT OF BILLS:

General Fund bills in the amount of \$68,640.02, Water and Sewer Fund bills in the amount of \$9,169.63, Fire Protection Tax Fund in the amount of \$3,710.38, Cares Act Fund in the amount of \$2,291.05, Local Service Fund in the amount of \$27,973.32, and Motor Fund in the amount of \$53,500.00 were presented for payment. A motion was made by Vice President Sauers to approve payment of the bills as presented, seconded by Councilman Bingaman, and approved by all.

ADJOURNMENT:

The meeting was adjourned at 7:25 PM.

Respectfully submitted,

LaDawn D. Leitzel
Borough Secretary