

Approved minutes – Regular Meeting 4/11/2023

Approved minutes – Special Meeting _____

Approved minutes – Special/Workshop Meeting _____

Regular Meeting
April 11, 2023
7:00 P.M.

The regular monthly meeting of the Meyersdale Borough Council was called to order by President Folk, April 11, 2023 at 7:00 P.M.

Mr. Ackerman, Mr. Baer, Mr. Baker, Mr. Folk, Mrs. Gnagey, Mrs. Knieriem, Mr. Parisi, and Mayor Smith were present. Brion Reiber, Street Foreman and Matt Wright, Police Chief were also present. Solicitor Valentine was absent, however his law partner, Andrew Snyder was present via telephone.

Mayor Smith administered the oath of office to Mrs. Knieriem.

MINUTES:

Mr. Baker made the motion to approve the minutes of the March 14, 2023 Regular Meeting and the April 4, 2023 Special Meeting as presented. Mr. Ackerman seconded. Motion passed.

FINANCIAL REPORT/ BILLS:

Mr. Ackerman made the motion to accept the financial report and pay the bills as presented. Mr. Baer seconded. Motion passed.

GUESTS:

A.) Mr. Jack Mosholder and Ms. Tara Holliday were present to review the insurance policy renewal. The experience modification is at 84.3% which is 15.7% less than the average municipality. The skid steer was added to the policy with a value of \$25,000.00. All renters in the community center should be required to provide a certificate of insurance that lists the Borough as an additional insured. After some discussion regarding the street sweeper, Mr. Reiber was given 60 days to decide to fix the equipment or get rid of it.

PUBLIC COMMENT:

- A.) Mrs. Deb Kolb was present and encouraged someone from Council to attend the meetings to plan the Sesquicentennial celebration to be held in 2024. She also congratulated Mrs. Gnagey and the Parks & Recreation Committee on the Easter Egg Hunt. She also commented that she was disturbed by the last meeting and that everyone should figure out a way to work together and get along with one another.
- B.) Ms. Deb Fisher was present to report a complaint about barking dogs and loud mufflers on Rt. 160. She also reported a pothole located under the stop sign on Meyers Ave. Mr. Reiber was asked to investigate the complaint regarding the pothole and Chief Wright was to investigate the noise complaint.
- C.) Mrs. Wendy Kelly voiced her opinion about ordinances and such not being posted on a website. Mr. Parisi indicated that he can post items on the police website. Mr. Snyder pointed out that copies of ordinances are available in the law library at the Somerset County Courthouse.

PRESIDENT'S REPORT:

No report was given.

MAYOR'S REPORT:

Mayor Smith reported fines totaled \$1,072.74 for the month of March and \$440.12 for the month of February.

EMERGENCY MANAGEMENT COORDINATOR:

Mr. Louis Martin was present to report that he worked with Karen and Patty to order an AED unit that is compatible with the ambulance equipment. The AED unit is on back order and it was Mr. Martin's recommendation to keep the order open and wait for it to arrive. He is willing to teach anyone who wants to learn how to operate the system, although the training would not be a certification. The unit will be in a locked box with signage attached.

ENGINEERS REPORT:

No report was given.

SOLICITOR'S REPORT:

Solicitor provided an e-mail to Council Members on issues at hand (See attached):

- Little League Research

Mr. Snyder reported that this issue is complicated and will require significant title work to be performed. Council decided to hold discussion regarding this matter until Solicitor Valentine could be present.

Mr. Brian Witherite, Meyersdale Municipal Authority Member was present to ask Borough Council to consider sharing the cost to survey the Little League property. Mr. Parisi made the motion to share the total cost of \$1,450.00. Mr. Ackerman seconded. Motion passed with Mrs. Gnagey abstaining. (See attached Conflict of Interest Abstention Memorandum).

CODE ENFORCEMENT:

No report was given.

COMMITTEE REPORTS:

Municipal Authority

Discussion regarding policy for appointment to the Meyersdale Municipal Authority Board was held over until Solicitor Valentine could be present.

Street Foreman

Mr. Brion Reiber, Street Foreman reported on the following:

- A tree was removed at the playground.
- Donegal Transport Corp. gave a quote to sweep borough streets at \$200.00 per hour for an 8 hour shift. After some discussion, Mrs. Gnagey made the motion to contract with Donegal Transport Corp. Mrs. Knieriem seconded. Motion passed. Mr. Reiber was given permission to schedule the street sweeping before the PA Maple Festival begins.
- It was reported that Brennan Campbell, Part-time Seasonal Worker will not be returning this year. Council granted permission to advertise for a replacement.

Meyersdale Area Merchants Association

Mrs. Denise Gehringer reported that a banner is being purchased for the billboard coming into Meyersdale along the bypass.

Mrs. Gehringer reported that the Farmers Market will be held the second Wednesday of each month from 4 PM – 7 PM beginning in June and ending in September and will be held in the Main Street Park Area. Mr. Parisi

Regular Meeting April 11, 2023

made the motion to close the roadway on Center Street from Main Street to Clay Street the days the Farmers Market will be held. Mrs. Gnagey seconded. Motion passed.

Public Library

Mrs. Terri Foster reported on the programs available at the library and the energy efficiency upgrade to the building. A request was made for the Borough to consider helping financially with the overages for the upgrade. Mr. Parisi made the motion to pay \$1,360.00 toward the overages to the upgrade project. Mrs. Gnagey seconded. Motion passed. (See attached Library report).

Parks & Recreation

Mrs. Gnagey reported on the following:

- Easter Egg Hunt was successful.
- A banner will be placed in the uptown park.
- Parks & Recreation is partnering with Relay for Life on Memorial Day for luminaries.
- Kettle Corn is being added to the events for the Independence Day Celebration.
- Wrestling Boosters will operate the pavilion kitchen for Independence Day Celebration.

Meyersdale Renaissance

Mr. Wendy Kelly reported that Meyersdale Renaissance is working on a grant to obtain security cameras for businesses.

COUNCIL MEMBERS – STANDING COMMITTEES

POLICE/PUBLIC SAFETY

Mayor Smith reported that a coyote was seen in the roadway at Second St. & High Street. Chief Wright was to speak to Mr. Brian Witherite, PA Game Commission after the meeting regarding the same. The 2023 Dodge Durango is ready to be put into service.

PERSONNEL

No report was given.

FINANCE

No report was given.

REFUSE

No report was given.

STREETS/BUILDINGS

No report was given.

FLOOD CONTROL

No report was given.

FARMERS MARKET

No further report was given.

UNFINISHED BUSINESS:

- A.) Patrolman police agreement/handbook
Mayor Smith reported that the document has not been signed.
- B.) Council Member to represent the Borough – Sesquicentennial Celebration
Tabled until the May 2023 meeting.
- C.) Update demolition of 618 Grant St.
Mr. Parisi reported that the Somerset County Commissioners has approved the request to raze this building with County demolition funds. The project will be managed by the County.
- D.) Meyers Avenue access road update
Mr. Parisi reported that a meeting was held with officials. CSX is willing to contribute up to \$100,000.00 toward a project. Section 130 funds and federal funds may also be available. The plan is to get a conditional agreement with CSX for the Borough to purchase the High Street Bridge for \$1. It was agreed that the agreement should be drafted by CSX. The Meyers Avenue access road would be the first project with the bridge project to follow.

NEW BUSINESS:

- A.) Announcements
Mrs. Knieriem made the motion to grant Mr. Michael Mishler permission to create a time capsule to be placed in the grass area at Monument Square for the Sesquicentennial celebration. Mr. Ackerman seconded. Motion passed.
- B.) Lease with Apostolic Academy
Mr. Ackerman made the motion to renew the lease with the Apostolic Academy for one year. Mr. Baker seconded. Motion passed with Mrs. Knieriem abstaining. (See attached Conflict of Interest Abstention Memorandum).
- C.) Request from Gary Romesberg – Change Per Capita and Occupation tax valuation.
This matter was tabled until Solicitor Valentine could be present.
- D.) Creating a hierarchy/chain of command system with regard to contact with Solicitor and instructions to employees.
Mr. Ackerman reported that phones call to the Solicitor have added up to a substantial amount of money and the auditors reported that the legal fees increased in 2022. Employees are receiving numerous e-mails, phone calls and texts on a daily basis with instructions. They are conflicted as to who they should be taking direction from. All phone calls, e-mails and texts to the employees or Solicitor should be directed to the President of Council and he will then decide how to follow through. President Folk asked that e-mails should be sent to all members of Council, the Mayor and Solicitor Valentine, rather than individually.

E.) Summary of Procedures Manual

Mr. Parisi made the motion to adopt the Summary of Procedures Manual for the Borough Office and to grant the Borough Secretary permission to change any and all passwords, combinations or codes that were included in the original draft copy of the document. Mr. Ackerman seconded. Motion passed.

A copy of the Summary of Procedures, passwords, combinations, codes and other pertinent information will be provided to Solicitor Valentine in order to maintain a two man system. (See attached copy of Summary of Procedures Manual).

The Summary of Procedures Manual is a living document and will be updated when necessary.

F.) Occupation/Per Capita Tax

Retirees have raised some concern as to why they need to pay this tax when they do not work. It was explained that this is a tax because an individual occupies space in the Borough.

G.) Maple Festival and Garden Club request use of gazebo

After some discussion, Mr. Ackerman made the motion to grant permission for the Maple Festival and the Garden Club to use the gazebo at no charge and any future non profit organization will be granted permission to use the facility at no charge. Mr. Parisi seconded. Motion passed.

H.) Parking in the business district (See e-mail from Solicitor Valentine)

Mrs. Gnagey reported that there is a concern with buildings being sold regarding parking and the need to revamp the ordinances as well as looking into the possibility that businesses could own the parking spots. This item was to remain on the Agenda for future discussion.

I.) Community Cleanup Day

There was some discussion regarding how to dispose of unwanted household items and a community cleanup day was mentioned. It was reported that Harbaugh Trucking will pick up such items on the last pickup day of the month, however the customer must contact Harbaugh Trucking to make arrangements and pay in advance. It was reported that the Library hosts an electronics recycling program every September. Mr. Bruce Clites reported that he can take scrap items.

J.) 345 Main Street property

President Folk reported that someone is interested in acquiring the property to tear down for a parking lot. Anthony Mostoller was present and reported that he was the interested party and if he were successful in acquiring the property he would consider allowing public parking when the lot was not in use by the Church, contingent upon research of liability issues.

K.) Special/Workshop Meeting – April 26, 2023

Mrs. Gnagey reported that the School District would like to meet with Council to discuss a five year plan for the Community Center building. President Folk indicated that there would need to be public meetings, as well as engineering studies as part of the process before a decision could be made with regard to the Community Center building. Mr. Parisi and President Folk were in favor of holding off with discussion until after the election. After some discussion, it was decided to hold the Special/Workshop Meeting on April 26, 2023 at 7 PM. School officials will be invited to attend.

There was no interest in purchasing a vest from Barry Yoder, because vests are to be custom fitted to each officer.

M.) E-bike charging station grant opportunity

It was reported that there are grant funds available to install E-bike charging stations. The grants are dollar for dollar matching. Mrs. Denise Gehringer and her husband would be willing to help with a fundraiser for the match. Mr. Louie Martin suggested that careful consideration be given to the placement of charging stations due to them being a fire hazard. There was also a concern as to where they would be located and who would be completing the grant application. After some discussion, Council was urged to consider taking advantage of the grant opportunity.

N.) Volunteer Coordination

Mrs. Gnagey reported that the Borough needs to tighten up volunteer coordination efforts. At the last volunteer event with the school students, necessary items were not readily available and there was a scramble to obtain hand equipment, which frustrated the volunteers.

GOALS FOR 2023

Ordinance Review

No report given.

Zoning Review

No report given.

New Building

No report given.

Emergency Access Road Meyers Ave.

No additional report given.

Complete demolition of 618 Grant St.

No additional report given.

Control Spending

No report given.

Flood Control rip rap

No report given.

Fundraising for Parks & Recreation

Mrs. Gnagey asked Mr. Ackerman when the Bingo fundraiser would be held for Parks & Recreation.

Mr. Ackerman reported that he gave suggestions on fundraisers and a bingo was one of the suggestions, but that he did not volunteer to spearhead the same. Council was reminded that the Small Games of Chance laws must be adhered to. Mrs. Knieriem reported that the Elks sponsors the bingo events for Relay for Life and that the Elks takes care of the Small Games of Chance rules by running the bingo, selling pull tabs and drinks. The Relay team just helps with the event. Each bingo usually brings in approximately \$3,000 - \$4,000.

ADDITIONAL ITEMS FOR DISCUSSION:

There were no additional items to discuss.

EXECUTIVE SESSION:

There was no executive session.

ADJOURNMENT:

Mr. Parisi made the motion to adjourn the meeting at 9:45 PM. Mr. Ackerman seconded. Motion passed.



Patricia C. Ackerman
Borough Secretary

Conflict of Interest
Abstention Memorandum

TO: Borough Secretary, Patricia C. Ackerman
Meyersdale Borough, Somerset County, Pennsylvania

FROM: Daren Gnagey, council member

DATE: 4/11/23

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I hereby declare that I am required to abstain regarding the following issue/ motion:

Little League Field

My conflict/reason for abstaining is as follows:

on MMA * Council

D. Gnagey
Signature

NOTE: Section 1103 (J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken...."

(Please note that State Ethics Commission requires a public official to complete a form every time he has a conflict of interest).

ABSTENTION MEMORANDUM (Saved on shortcut to Patty)

UPCOMING LIBRARY EVENTS:

Maple Memories program, Thursday April 20

Library History program, Thursday, May 11 (great photos of the construction & dedication of our building!)

Next Book Discussion, Thursday, May 18, 7 p.m. "Everything Here is Beautiful" by Mira T. Lee

25th Anniversary of 1998 Tornado Outbreak remembrance, June 1

littleBits Coders Camp for kids June 19-23

Summer Quest summer program Fridays, July 7-August 4

LEGO Club Mondays 4:30-5:30 p.m.

Story Hour, Fridays 10-11 a.m.

Next Sesquicentennial planning meeting Monday, May 8, 6 p.m. at the library



Dear Borough Council Members:

We are happy to report that our projects to upgrade our lights to LED panels was completed Friday. Our electric hot water heater has been replaced with a more efficient gas tankless water heater, and the boiler room pipes have been insulated.

This is all as stipulated in the Energy Efficiency Upgrade grant we received from the Penelec Sustainable Energy Fund of the Community Foundation for the Alleghenies. However, due to inflation, the grant project has cost more than initially anticipated. We would greatly appreciate any funding the borough might be willing to dedicate to helping us with the extra costs, especially the permit fees, which were not accounted for in the project budget.

Energy Efficiency Upgrade – major costs

Grant received	Item	Cost
\$9,500.00		
	Tankless Water Heater	\$4,599.00*
	LED lighting	\$5225.00
	PMCA Permit	\$609.50
	Borough Permit fee	\$35.00
	Insulating boiler pipes	\$1,750.00*
	TOTAL COST	\$12,218.50
	Cost overrun	2718.50

*Work is done. Awaiting invoice for the final payment, amount based on quotes.

There are other, smaller tasks and expenses associated with the grant project, but those can reasonably fit within our regular property budget.

Thank you for your consideration of this matter.

Terri Foster, MSLS
Library Director

**Conflict of Interest
Abstention Memorandum**

TO: Borough Secretary, Patricia C. Ackerman
Meyersdale Borough, Somerset County, Pennsylvania

FROM: Virginia Krieriem, council member

DATE: 4-11-2023

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I hereby declare that I am required to abstain regarding the following issue/ motion:

Apostolic Academy lease vote

My conflict/reason for abstaining is as follows:

Family

Virginia Krieriem
Signature

NOTE: Section 1103 (J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken...."

(Please note that State Ethics Commission requires a public official to complete a form every time he has a conflict of interest).

COPY

Meyersdale Borough Summary of Procedures

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COPY

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Passwords & Keys

- The password to unlock Patty's computer is on a sheet of paper in her desk drawer.
- The password to QuickBooks is on a sheet of paper in Patty's desk drawer.
- There are three separate keys labeled "1", "2", and "3". These keys are for the locking filing cabinets in the closet. These cabinets are tan and fireproof.
- Short key #1X20 is for the short, tan filing cabinet in the closet.
- There are separate keys to unlock the closet, office and community center. The keys are labeled as to what they are for and most keys can be found in the closet. No key is maintained for the municipal authority office. No key is maintained for the police department office.
- The records room upstairs can be opened by key or combination. The first door combination lock has a code of 1126. Once you put in the code, hit the lock button to open the door. The code to the actual records room inside of the initial door is 1903.
- Key NN156 MMF Industries key (small key) is for the money drawer hooked to Patty's desk.
- The small, silver key on the ring labeled "Rockford X104" is for the gray metal cabinet in the records room that contains very old documents.
- The key labeled "166E" opens the 1st filing cabinet from the left by the copier along the front, corner wall.
- The key labeled "HON379" opens the 2nd second filing cabinet from the left by the copier along the front, corner wall.
- The small key labeled "#1" on one side and "129" on the other side opens the filing cabinet labeled #1 on by the copier along the front, corner wall.
- The key labeled "#2" opens the filing cabinet labeled #2 by the copier along the front, corner wall.

Miscellaneous information

- The feeder on the copy machine does not work. All copies must be made on the glass under the lid.
- Billing paper and other supplies are kept in the metal cabinet built into the wall by the front door.
- Ordinances are kept in the closet.
- Patty has a maroon-colored binder by her computer that has notes/instructions for different things inside.
- Parks and recreation board, municipal authority board and zoning hearing board all have their own binders showing terms, etc. There are USB drives in these binders for blank forms that may be needed for each of these.

Computer/Backup

- QuickBooks and Eldorado are backed up several times a week to a USB drive.
 - How to perform a QuickBooks backup to a USB drive:
 - Click on “File” at the top, left of your screen.
 - Place your cursor over “Back Up Company” and then click on “Create Local Backup”.
 - Choose “Local backup” and then click “Next”.
 - A new window will open that asks you about where you want to save your backup copy. You may see a “Browse” button or you may see a button that has three dots. Click on whichever button appears in your box. This should take you to another new window that shows files saved on your computer such as downloads, documents, pictures, etc.
 - Scroll up or down until you see where your USB drive is listed. Click on your USB drive and then click “OK”.
 - Click “OK” again and then the saving of the backup should begin.
 - Once QuickBooks has completed the backup process, make sure that the backup has successfully been saved on the USB drive. You can do this by opening your file explorer where all your files are saved on your computer, select your USB drive and then you should see the QuickBooks backup you just completed.
 - How to perform an Eldorado backup to a USB drive:
 - In Eldorado click on “File”.
 - Select “Backup/Restore”.
 - Select “Manual Backup”.
 - Select “Browse”.
 - Select the (F:) location on the left side of the window.
 - Select “Save”.
 - Enter the date of the backup in the file description.
 - Select “Save”.
- The USB drive is taken home by Patty each night.
- An external drive is also used to back up Patty’s entire computer. This backup is completed every Friday at noon. This backup is maintained in the fireproof filing cabinet. Place the hard drive into the computer and it is already set to complete a backup automatically.

Petty Cash

- Petty cash is kept in the locking filing cabinet #3 in either the top drawer or second drawer down in the closet. The drawer under Patty’s desk also contains a small amount of cash. This cash is from people paying their garbage bills or people paying to rent the facility/pavilion.
- A ledger is maintained for all petty cash on hand and all receipts for expenses paid are maintained.
- Cash is replenished via a check that is made out to the Borough and cashed at the bank.

Bank Reconciliations

- All bank accounts are reconciled monthly in QuickBooks.
 - Go to the Banking menu at the top of the screen, then select Reconcile.
 - In the Account field, select the bank or credit card account you want to reconcile.
 - The Statement Date is automatically filled in. Usually, it's 30 or 31 days after the statement date of the previous reconciliation. Change it as needed to match your bank statement.
 - QuickBooks also automatically enters the Beginning Balance. It uses the ending balance from your last reconciliation to get this number.
 - Enter the Ending Balance based on your bank statement.
 - Enter the Service Charge and Interest Earned based on your bank statement. Don't enter charges you've already entered in QuickBooks.
 - Review the fields. If the info is correct, select Continue or OK.
 - When you're ready, start with the first transaction on your bank statement.
 - Find the same one in the Reconciliation window in QuickBooks.
 - Compare the two transactions. If the transactions match, select and put a checkmark in the checkmark column. This reconciles the transaction.
 - Compare each transaction on your statement with what's in QuickBooks. As you clear or add transactions to the reconciliation, the Cleared Balance amount decreases. The amount increases if you clear or add deposits and other credit amounts.
 - When you reach the end, the difference between your bank statement and QuickBooks should be \$0.00. If it is, select Reconcile now.
- All detail reconciliations are printed and maintained with each cash account file folder.
- All voided checks for each account are maintained in a file folder.
- All bank reconciliations should be reviewed by a council member.

Refuse Billing

- Eldorado is the computer software used for the refuse billing.
- In the far, right glass cabinet there are three small white binders on the lower shelf that have instructions for refuse billing. There is a red binder that has notes for billing as well. In these binders you will find the following information:
 - How to add/edit customers
 - Entering billing rates
 - How to generate bills
 - How to enter payments
 - How to print reports
 - How to process quarterly and monthly billings
 - How to assess penalties
- All refuse bills are prepared on a monthly or quarterly basis depending on the type of customer.
 - The monthly refuse bills are sent out at the end of each month around the last day of the month. See binder referenced above for further instructions. Bills are mailed out the day they are processed. Payment for monthly customers is due the end of the following month.
 - The quarterly refuse bills are sent out at the end of each quarter. See binder referenced above for further instructions. Payment is due as follows:
 - January, February, March - Billed the end of March due the end of April
 - April, May, June - Billed the end of June due the end of July
 - July, August, September - Billed the end of September due the end of Oct
 - October, November, December - Billed the end of Dec due the end of January
- The billing of the customers is not recorded in QuickBooks. Only the payments received from customers are recorded in QuickBooks (see 'Receiving Customer Payments').
- Past due accounts are investigated and liens are placed on customers after 6 months of no payment.
- All liens are kept in the black rolling filing cabinet. A book is maintained inside this cabinet with instructions on the lien process.
- Any unusual adjustments to customer accounts are approved by council and all adjustments are maintained in a binder. A council member must sign off on the adjustments.
- All customer refunds are issued by check.

Receiving Customer Payments

- Customers can pay their refuse bill via cash or check.
- All customer payment stubs should be marked “paid” and should also include the date, check number or noted “cash payment”.
- All customer payments must be recorded in Eldorado (see instruction binder referenced above).
- Payment information and deposits are filed in the glass, middle cabinet along with the monthly bank reconciliations.
- All customer payment stubs are maintained and kept in bins with reports that are routinely printed for each batch/deposit entered.
- Deposits are made routinely to ensure minimal amounts of cash/checks are kept on hand in the Borough office.
- All deposits are recorded in QuickBooks, being sure the appropriate class is applied.
 - On the Homepage of QuickBooks, select Record Deposits / Make Deposits.
 - Select the bank account you want to put the deposit into from the Deposit to dropdown.
 - In the From Account box, choose the appropriate refuse income account.
 - Use the Refuse class type in the Class column.
 - Enter the date you made the deposit at your bank.
 - Add a memo as needed.
 - When you're done, select Save & Close.

Other Miscellaneous Deposits

- When payments/deposits are received for other revenues, make copies of the supporting documentation such as printing/saving remittance information, reports received via email, etc.
- Record the deposit in QuickBooks and make sure the appropriate class is assigned (see instructions on how to record a deposit above).
- Print the QuickBooks deposit summary report and maintain the deposit ticket with this report and supporting documentation.

Vendor Bills and Payments

- All vendor/bill payments for the current year are kept in the short filing cabinet in the closet.
- The small, separate funds for the Borough are kept in the locking filing cabinets labeled "1", "2" and "3" in the closet. Numerous years of data are kept in each cabinet. There is one drawer for each fund. Some funds are also kept in bins in the closet. The physical checks for flood control, highway aid and the grant fund are kept in the safe. These checks are currently being handwritten until these checks are used up. Once these checks in the checkbooks are used up, checks ran through QuickBooks will be used.
- Two signatures are required for all checks. The signature cards at the bank are updated when there is a change of personnel within the eligible positions. The following positions are eligible signers:
 - President or Vice President
 - Secretary/Treasurer or Finance Chairman
- Blank checks for major accounts are kept in the final filing cabinet in the closet in the top drawer. A copy of each check that is written/printed from QuickBooks is maintained. Blank checks are never signed by anyone.
- The Borough currently has a loan with Somerset Trust for a truck that was recently purchased. The loan payments are paid via check like other normal bills.
- The Borough's Somerset Trust credit card information is kept in the final filing cabinet in the closet in the top drawer. The credit card is a Master Card with a \$26,000 limit. Patty is the only employee that has a Borough credit card. Patty uses the card at her discretion. If a large purchase needs to be made with the card, Patty will obtain the approval of council.
- All bill payment checks are recorded in QuickBooks prior to the upcoming council meeting. The council must approve the bills to be paid before checks signed are mailed.
- All bill payment checks must be entered in to QuickBooks, being sure the appropriate class is applied. Bill payment checks are entered into QuickBooks as follows:
 - On the Homepage of QuickBooks, select Write Checks.
 - Ensure that the bank account selected is the proper account for which the check is being written out of.
 - Select the appropriate payee in the "Pay to the Order of" field.
 - Enter the proper check number in the "No." field at the top right based off the physical check you plan to use.
 - Update the date as needed.
 - Update the amount as needed.
 - Address: The payee address is automatically populated from the payee name setup.
 - Memo: This is used as a note for additional details like the account information, the period, and what the payment is for.
 - In the bottom section of the check under "Expenses", choose the appropriate account for the payment (office expense, insurance expense, etc.).
 - In the "Class" field on the far right, choose the appropriate class.
- To print a check, follow these steps:
 - From the Write Checks window, select the Print icon then select check.
 - When you choose this option, you will be prompted to enter a Printed Check Number. Enter the number on the check you are using.
 - Select the printer name and printer type.
 - On the check style section, choose voucher.

- If your pre-printed checks already have your company name and address on it, uncheck the checkbox Print company name and address.
- Check and make sure all other settings are correct.
- Select Print.
- Select Save & Close.
- All vendor invoices are cancelled once paid to avoid duplicate payments.
- There are currently no payments that automatically get deducted from any bank account.

Payroll and Payroll Taxes

- Payroll is completed every two weeks. The pay period runs from Saturday to Friday (13 days later). Pay day is the Friday of the following week.
- Timesheets are to be turned in to Patty on the last day of the pay period. The police officers typically place their timesheets in the slot of Patty's door over the weekend due to hours worked Friday evenings after Patty has left for the day.
- The second filing cabinet labeled "2" in the closet is where the payroll tax information is filed. Inside each folder there are instructions on how to process payments and reports and when each payment needs to be made. All login information for the websites where taxes are filed are kept in these folders as well. Recent payroll information is also kept on the metal cart by Patty's desk.
- The pension binder is kept in the far, right glass cabinet on the bottom shelf for monthly payroll processing.
- The union dues are taken out on the second pay of every month. There is a black binder by Patty's computer/printer containing information on union dues.
- Health insurance is only deducted on the first pay of the month.
- Blank payroll form templates are kept in the middle drawer of small oak cabinets by the windows. Retroactive pay information is also kept in here.
- Blank vacation slips are kept in small drawer second from left in the glass filing cabinets along the wall.
- PTO time is kept manually and is tracked each pay. These reports are maintained in the second drawer down in the final filing cabinet in closet. Policemen and street crew PTO records that are updated each pay are kept here as well.
- Employee time sheets are kept in the final filing cabinet in the closet.
- Uniform allowance information and receipts are kept in the final filing cabinet in the closet in the top drawer. Police officers have to work 1,000 hours before they're eligible for uniform reimbursement. Patty keeps track of their hours and maintains this information in a binder on top of the filing cabinet in the closet.
- The council approves all new employees and will sometimes perform background checks.
- The council approves all pay rates which must be in accordance with the union contracts.
- Patty and a council member review all employee timesheets.
- Patty enters all timesheet information into QuickBooks and generates the payroll. There is a payroll/payroll direct deposit binder on Patty's desk explaining step by step instructions on how to do this.
- Employees either receive a physical check or they have direct deposit. Employees are set up with direct deposit as follows:
 - Complete a direct deposit of payroll payments form (kept in the payroll binder mentioned above). If the employee is married, both the employee and spouse must sign.
 - Employee must provide a voided check to Patty.
 - Employee information is added to FNB direct deposit website (see payroll binder mentioned above).
- Direct deposit is done online through FNB. All step-by-step instructions are in the payroll binder mentioned above.
- All payroll checks must be approved (signed) by council. Two signatures are required.

Agendas, Minutes, Reorganizational Meetings & Budget Information

- A monthly meeting packet is distributed to all council members, the mayor, the solicitor and the auditor prior to each council meeting. Each person has the option of having their packet delivered to their home or distributed via e-mail. It includes:
 - Agenda
 - If guests want to come to the meeting and get on the agenda, it has to be scheduled prior to the Wednesday before the meeting when the agenda is prepared.
 - The agenda has to be posted in the vestibule, outside the meeting room and on the Borough website 24 hours before the meeting. A printed copy is also kept in Borough office files.
 - If something is discussed during the meeting that isn't on the agenda, the agenda has to be reposted with the updated topics that were discussed within 24 hours after the meeting was held.
 - Prior meeting minutes
 - Transactions by account reports from QuickBooks showing all deposits/expenses
 - Monthly bills for approval report
 - Patty drives around the Friday before the meeting and distributes these to all council members. The solicitor and auditor copies are emailed to them.
- Blank minute books are kept in the closet.
- Reorganizational records are kept in the middle drawer of small oak cabinets by the windows. All step-by-step information is documented and contained with these records.
- There is a bin by the back wall filing cabinet that contains the budget information such as reports, supporting documentation, etc. Blank forms for the budget information are kept in bag on second shelf down under budget bin. Instructions on how to complete the budget are maintained with this information. The budget is prepared and voted on for approval in the last quarter of the year.
- When someone new comes on the council, Patty sends the Borough council members a letter and the municipal authority council members a letter outlining who is coming on/going off and what the new person's term is.

Newspaper Filings

- Advertisements are placed in the newspaper for the following situations:
 - Normal council meetings dates
 - Reorganizational meeting dates
 - Special council meeting dates
 - Committee meeting dates
 - When the Borough is taking bids for projects/purchases (contact George Spinelli for highway aid projects and he helps fill out all paperwork and tell you what you need to advertise for)
 - New ordinances/updates to the ordinances: there is a Borough code for how often and when these need to be advertised. This information is maintained in the maroon binder by Patty's computer.
 - Zoning hearings
 - Openings for council member vacancies/terms ending/etc.
 - Annual DCED Audit and Financial Info – provided by auditor

Right to Know Requests

- Right to know forms are kept in the glass cabinet.
- Patty has 5 days to respond with copies of ordinances, etc. If the copies are going to be numerous, then Patty has to estimate the cost at \$0.25 per page and the person requesting the information has to pay upfront. Patty will bill them the correct amount for the copies once they're all made/gathered.

Zoning Ordinances

- Zoning ordinances are kept in a bin on top of the filing cabinet along the front, corner wall. If people want copies of an ordinance, Patty uses this paperwork since it's not bound.
- There is a USB drive hooked to a file in the zoning filing cabinet in the closet that has all forms on it. (Reference previous forms/hearing information for what was done and how to do it. Patty has folders for all sorts of different situations.)

Uniform Construction Code Appeals Board (UCC Board)

- If someone gets denied in the zoning hearing process, they can appeal their case to this board. Follow guidance for this in teal colored binder on Patty's desk.

Renting the Community Center

- Blank, rental forms for the community center are kept in the front of a binder under Patty's computer in a drawer. There are other forms relating to the community center saved on Patty's computer in the "shortcut to Patty" folder on the desktop.
- After the renter fills out the blank form, a copy is made and is given to them. The original, completed form is maintained by the Borough in the binder.
- The fee for renting the community center is \$15/hour. If the center is not booked with back-to-back events, Patty won't bill for set up/tear down time. People are required to pay when they book the center. Refunds are given if their event is cancelled.
- The cash/checks received as payment are deposited into the community center fund.
- A calendar is kept on Patty's desk to show when the center is booked.
- Any group associated with the public school is not charged (sports teams, etc.).
- When the center is booked, Patty will contact Jeff Christner and let him know so he can make sure the tables/chairs are available, things are cleaned, etc. All the tables/chairs are available for people to use. Jeff will come back to the building and lock up when the event is over.

Renting the Pavilion

- Blank, rental forms for the pavilion are kept in a binder under Patty's computer in a drawer. (There are other forms relating to the pavilion saved on Patty's computer in the "shortcut to Patty" folder on the desktop.)
- During the summer, the public library books the pavilion on Fridays for their programs from 8am-1pm so Patty doesn't book anyone then. The library is not charged for their use of the pavilion.
- Only one person/group rents the pavilion per day.
- After the renter fills out the blank form, the Borough keeps the white copy and gives them the yellow copy. The white form is kept in the binder.
- The fee for renting the pavilion is \$70 per day. People are required to pay when they book the pavilion. Refunds are given if their event is cancelled.
- The cash/checks received as payment are deposited into the pavilion fund.
- A calendar is kept on Patty's desk to show when the center is booked.
- When the pavilion is booked, Patty will contact Jeff Christner and let him know so he can make sure everything is cleaned, etc. Jeff will come back to the pavilion and make sure things are in order when the event is over.

Renting the Borough Building Spaces

- Rent receipts from tenants of the building are maintained in a binder under Patty's computer in a drawer. As of 2023, the Municipal Authority is the only tenant (the school upstairs is not charged for their space that they use). The Municipal Authority blank rental form is kept in this binder as well as forms for anyone else who wants to rent.

Filing Cabinets Along the Front, Corner Wall

- First filing cabinet from the left (key labeled “166E”):
 - The drawer labeled “2022” contains miscellaneous correspondence and miscellaneous tax information. The drawer labeled “2021” contains miscellaneous correspondence and miscellaneous tax information. The bottom two drawers contain other miscellaneous documents that have been kept on hand throughout the years.
- Second filing cabinet from the left (key labeled “HON379”):
 - The top drawer contains current employee files. The second drawer down contains overflow of current employee files as well as all pension documents. The third drawer down also contains pension documents as well as yearly filing reports. The bottom drawer contains fire relief payments, forms for fire relief funding, police pension reporting, handbooks, audits, etc.
- Third filing cabinet from the left labeled #1 (key labeled “#1” on one side and “129” on the other side):
 - The top drawer contains all highway aid records. When these drawers get full, Patty takes these files upstairs to the “do not destroy” bins in the record room. The second drawer down contains contracts and bids for various projects as well as Act 511 forms. These Act 511 forms are marked 2022 but they’re for the prior year reporting, usually. For highway aid, all awards, bids, etc. are all kept on file. Don’t destroy anything. The third drawer down contains salt contracts. In August the state contacts the Borough to estimate how much salt they will use for next year to determine how much funding they will need. The bottom drawer contains invoices/bills for highway aid funding over multiple years.
- Fourth filing cabinet from the left labeled #2 (key labeled “#2”):
 - The top drawer contains police pension documents. The top drawer contains the MMO (Minimum Municipal Obligation) yearly filings. The second drawer contains financial information/reports for the police pension as well as settled grievances. The third and fourth drawers contain noncurrent employee files that have not been taken up to the records room yet.
- Fifth filing cabinet from the left labeled #3 (no key):
 - These drawers contain rental licenses. People that have rental properties pay \$25 per unit annually. Karen Gnagey has her own bin of records on the floor. The forms for rental licenses are on top of this filing cabinet in a white basket. Patty sends out notices to rental property owners in November/December about paying their fees for the upcoming year. Patty keeps a spreadsheet on who owns what. She tries to update this as new people come and old people go.
- Sixth filing cabinet from the left (no key):
 - The top drawer contains workman’s comp claims. The second drawer down has union contracts, police contracts, handbooks, and Borough nonuniform union contracts back to 1987. Building permits/occupancy permits are also kept in here.

Information Contained in the Glass Cabinet Wall:

- tax collector commission forms
- burned out street light information (Patty reports these to Penelec)
- no lien requests
- refuse rates
- council terms
- old sewer billing statistics
- manuals/warranties information for equipment
- junior council member information
- right to know requests
- temporary use permits for the maple festival

Municipality Forms/Reports Filed Annually

- Towards the end of the year, a “municipality and county notice to file” letter is received in the mail from DCED.
- The four forms listed under “Municipality Forms” are what the Borough is required to file. The deadlines for these report filings are listed beside each report.
- Prior year copies of these filings are kept in the highway aid file in the third cabinet from the left on the front, corner wall. Log in information to file these reports online is kept with the report files.
- The websites and files maintained in the folders contain all instructions on how to complete each form.
- The last report listed “Municipal Annual Audit and Financial Report” is completed by the auditors (Beer Ream Co.).
- All reports are submitted online. Patty prints completed forms and files them away for Borough records.
- The flood plain management report is filed at the beginning of January each year. An email is received from the governing agency to alert the Borough that the report needs filed. This report is filed with the other municipality reports listed above.
- The AG385 foreign fire tax distribution report is due by March 31st. An email is received from the governing agency to alert the Borough that the report needs filed. This report is filed with the other municipality reports listed above.
- In order to be eligible to receive federal grants, the Borough’s SAM account needs updated on a yearly basis prior to March. This information is completed online. Instructions for this are maintained in a blue blinder by Patty’s computer.
- Each year the insurance company emails the Borough a form to complete to make sure their information is up to date and correct. Further information on this is maintained in a blue binder by Patty’s computer.
- Each year in January, the Borough is required to log on to the department of emergency services website and update the council member listing, physical address of the office, etc. Further information on this is maintained in a green folder by Patty’s computer.
- Around September/October each year, the Borough pays, in full, the workman’s compensation insurance policy. A bill is then created and mailed to each municipality to reimburse the Borough for their share. The bill is based off of population size. Further information on this is maintained in the maroon binder by Patty’s computer.
- In April of each year through 2026, the Borough is required to file the “SLFRF Compliance Report-PA 7867-P&E” report due to the ARPA funds received. This filing reports what the Borough has spent of their ARPA funds. This report is due April 30th and is for April 1st of the prior year through March 31st of current year activity. An email is received by the Borough from the governing agency reminding the Borough of the filing and instructions on where to go to file the report electronically online. ARPA funding documentation is maintained in a plastic tote marked “ARPA Funds”.

Restrictions on Special Revenue Funds

- Active special revenue funds for the Borough are as follows:
 - Main Street Park: Somerset Trust Account #2003415046
 - Funds in this account are a result of money raised in the past for completion of the uptown park. These funds are to be used for park expenses.
 - Building Renovation Fundraising: Somerset Trust Account #2003584619
 - This is a fundraising account for the replacement of the gym floor.
 - Fire Loss Escrow Account: First National Account #95044175
 - Borough Ordinance #409 was enacted pursuant to Act 98 of 1992 as amended by Act 93 of 1994, providing that in certain fire losses the insurer having a policy with respect to such loss shall transfer insurance proceeds to the Borough to be used to pay delinquent taxes and other municipal claims or be held as security and used to pay the total cost of removing, repairing or securing the damaged building and providing for fees: setting forth related procedures to implement said act and provide penalties for violation. This fund remains at \$3 until there is a fire loss.
 - Flood Control Escrow: First National Account #47100666
 - The borough sets aside a yearly allotment from the General Fund to be deposited to this account. These funds are to be used for expenses associated with the flood control maintenance.
 - Farmer's Market Account: First National Account #95038885
 - This account is used for advertising and donations to kitchen volunteer groups.
 - Fireworks Account: First National Account #95000360
 - The donations solicited each year for the annual Independence Day fireworks display are held in this account. The goal is to raise enough funds for a \$10,000 display.
 - Leckemby Trust: First National Account #47101124
 - This account was formed from funds received from Mr. Harry E. Leckemby Trust Under Will dating back to 1994. Distributions are made twice per year to the Borough. Mr. Leckemby's will states that the distributions are "to be used primarily for beautification of the Borough and maintenance of parks, playgrounds and recreational facilities in said Borough". Somerset Trust Company handles the distributions, which vary as to the amount given each time per the will.
 - Lucente Fund: First National Account #47102901
 - This account was formed from funds received from Mr. Frank Lucente Under Will dating back to 1998. There are no restrictions on how the funds can be used. Somerset Trust Company handles the yearly distribution (the amount varies each time).
 - Gas Well Impact: First National Account #95038897
 - Revenues in this account are mandated by the PUC. The funds in this account are restricted by the Impact Fee Act. Act 13 2012. The yearly revenue ranges from \$200-\$500. The funds may be used for the following:
 - Construction, reconstruction, maintenance and repair of roadways, bridges and public infrastructure.

- Water, storm water and sewer systems, including construction, reconstruction, maintenance and repair.
- Emergency preparedness and public safety, including law enforcement and fire services, hazardous material response, 911, equipment acquisition and other services.
- Environmental programs, including trails, parks, and recreation, open space flood plain management, conservation districts and agricultural preservation.
- Pavilion Fund: First National Account #47101183
 - Proceeds from renting the pavilion are held in this account. These funds are used to offset the cost of water, sewer and maintenance to the pavilion.
- Community Center: First National Account #95038891
 - Proceeds from renting the community center are held in this account. These funds are used to offset the costs associated with the center.
- Highway Aid: First National Account #47-100631
 - Revenue from the state is held in this account. These funds are used for paving projects, patching streets and to purchase road salt.

Other Borough Funds

- Other funds held by the borough include the following:
 - General Fund: First National Account #47100615
 - Monies deposited into this account are received from real estate taxes, per capita tax, occupation tax, earned income tax, fine revenue, delinquent taxes collected by Somerset County and miscellaneous revenues such as copies sold, not lien requests as well as other miscellaneous revenues. Funds in this account are used to pay monthly bills, pay employees, pay benefits and to run the day-to-day operation of the Borough. The funds in this account must be monitored closely to ensure the funds last for the entire year and at least three months into the next year.
 - Refuse Fund: Somerset Trust Account #3077955
 - Revenues in this account are from customer billing for refuse services. Funds in this account are used to pay the monthly refuse hauling contract to Harbaugh Trucking. A portion of the cost of insurances are also paid from this account. Funds in this account should be monitored and used primarily for expenditures associated with refuse services.
 - General Contingency: First National Account #95019537
 - The funds in this account are transfers from the General Fund after taxes are received each year. At budget preparation time, Council decides to allocate funds to be transferred from the General Fund into the General Contingency. Originally the fund was set up to try to save monies for a "Rainy Day" or a cushion of sorts.

- Local Services Tax: First National Account #95038890
 - The funds in this account are from the collection of local services tax. These funds are restricted by State Legislation and local ordinance #415. No less than 25% of the funds derived from the local services tax must be used for emergency services. These funds may be used for the following purposes:
 - Emergency services which shall include medical services, police services and/or fire services.
 - Road construction and/or maintenance
 - Reduction of property taxes
 - Property tax relief through implementation of a homestead and farmstead exclusion.
 - Currently, the funds are used to offset the wages for the police chief. The borough usually budgets around \$27,000 for this purpose.
- Grant Funds: First National Account #733213029
 - This account is used for holding grant monies received. Most grants require that funds be kept in separate checking account and some, but not all grants, are permitted to have interest gained on the funds. Currently, the borough is using this fund to hold the ARPA allocation received through COVID relief monies.
- General FD CD #1-2015 60 mo. Somerset Trust Account #2003114713, General FD CD #2-2015 60 mo. Somerset Trust Account #2003114664, General FD CD #3-2015, 60 mo. Somerset Trust Account #2003114755, General FD CD #4-2015, 60 mo. Somerset Trust Account #2003114739
 - These four CDs were opened in 2015. The CDs were set up to be used for emergency purposes. Interest is paid two times per year on these accounts. The CDs were renewed on September 18, 2021 and the maturity date is January 14, 2026.

Listing of Active Borough Bank Accounts

- The following bank accounts are active at Somerset Trust Company:
 - Refuse Checking: Account #3077955
 - Community Park: Account #2003415046
 - Building Renovation Fundraising: Account #2003584619
 - General FD CD #1-2015 60 mo. Account #2003114713
 - General FD CD #2-2015 60 mo. Account #2003114664
 - General FD CD #3-2015, 60 mo. Account #2003114755
 - General FD CD #4-2015, 60 mo. Account #2003114739
- The following bank accounts are active at First National Bank:
 - General Checking: Account #47100615
 - Local Service Tax Fund: Account #95038890
 - Grant Funds Account: Account #733213029
 - Fire Loss Escrow Account: Account #95044175
 - Payroll Checking: Account #47100623
 - General Fund Contingency Reserve: Account #95019537
 - Highway Aid Checking: Account #47100631
 - Flood Control Escrow: Account #47100666
 - Farmer's Market Account: Account #95038885
 - Fireworks Account: Account #95000360
 - Leckemby Trust: Account #47101124
 - Lucente Fund: Account #47102901
 - Gas Well Impact: Account #95038897
 - Pavilion Fund: Account #47101183
 - Community Center: Account #95038891
 - Highway Aid: #47-100631

Marc T Valentine <attorneymarcvalentine@snydervalentinepc.com>

Tue 4/11/2023 10:38 AM

To: Brooke Folk <brookefolk@gmail.com>; Ron Ackerman <rcackerman21@gmail.com>; Clarence Baer <clarence.baer@yahoo.com>; KAREN GNAGEY <ksgnagey@bellsouth.net>; Dan Parisi <parisidan@gmail.com>; Shane Smith <smith353520@yahoo.com>; Terry Baker <baker206@verizon.net>; Patricia Ackerman <meyersdaleborough@hotmail.com>; Ginny Knieriem <knieriem106@comcast.net>; Andrew Snyder <attorneyandrewsnyder@snydervalentinepc.com>

2 attachments (9 MB)

Zoning Ordinance.pdf, CCF_000011.pdf;

With respect to the building permit that had been emailed out inadvertently yesterday. It's very important to note and all persons on Council and the mayor need to be aware that all Building permits, information collected by the borough to perform any task the borough was ordained to do and most of the communications unless with an attorney about either litigation or pending litigation are susceptible to right to know request. For example every building permit is open to a right to their request and the persons could have requested the email communications or other communications between the landowner and the agent. Although all of us would enjoy and hope to have utmost privacy, the law does not afford privacy when it comes to many of these items.

This includes personal text messages, emails and any other written forms of communication.

Under the sunshine law people can ask about meetings that they believe occurred between any council member or the mayor with any other council member or mayor. If any of the meetings or discussions in any way involve the possibility of a vote or the outcome of vote this could be not only requested under the right to know law but a violation of the sunshine.

The only reason that I asked for this information to be withdrawn is that normally Borough Council members nor the mayor see any building permits are applied for. Because there is an agent in place that handles code enforcement and there is a zoning hearing board, Borough Council members are not supposed to be a part of zoning issues with particular properties unless the councilmember is the owner of that property.

Further with respect to the property to little league field, this is a fairly complicated issue in regards to not only the roadway but the several right ways that run through that property. I will have a better answer for the borough at the May meeting. But this is not a simple issue.

In regards to questions concerning parking and a zoning ordinance ordinance number 377 and its amended counterparts:

Understand zoning you need to go to article 2 section 200 and start down through reading with the purpose and why this is applicable.

First buildings are grandfathered in have to be buildings that existed with respect to that use prior to the enactment of that portion of the code which for a lot of this code is 2001. If ownership changes at any time or the use changes at any time then this zoning ordinance comes in the play. You are not grandfathered in. It is considered a nonconforming use and requires a zoning decision by the zoning hearing board.

So unless the use and ownership haven't changed since the initial enactment of that portion of this ordinance then you need to look at each zoning district to figure out how much off street parking is required. I had been asked about some of the landlords putting apartments in existing buildings. Even if the building used to have apartments, if that use did not occur for over one year meaning the active rental of units than that property is no longer Grandfathered into the ordinance. Further if they use it all has changed or the ownership is changed since the enactment of the ordinance the property and use are no longer grandfathered in.

If we are talking about more than one residential dwelling in the same structure it will not be R2, a single household residential district.

A residential 2 means that there are two household buildings allowed in the same building. The residential three section allows for residential multi family and multi house will hold and will light commercial as defined. Most of your apartment units will be in this area. Do not confuse the building code with the zoning ordinance. Any structure that is used as a rental falls under the building code as a commercial use even though it is under the residential building code for said use.

For most apartments that fall under the residential three classification parking can be found on page 31 of section 225 under section B the second numbered paragraph each land use in this section has to have offstreet parking spaces as required by article 2 section 265.

Article 2 section 265 begins on page 37. As you'll see there is a table that lists the land-use and relates it to the different zones.

Contrary to popular belief, the bed-and-breakfast including the air bed-and-breakfast fall underneath the parking requirement under page 49 for hotel motel and in unless you're truly a bed-and-breakfast which means the owner of the establishment resides at that facility.

Starting on page 53 the residential listings begin at the bottom of the page.

You will see that for residential dwellings of the commercial building is two spaces per dwelling plus one space for every two bedrooms + 100% on top of that whenever the commercial use requires. On the next page you will see how it breaks down the number of dwellings. Most of your multi family units are covered under the more than two dwelling portion which requires Two spaces per dwelling plus one space for every two bedrooms. For example a four apartment unit each having two bedrooms would require 12 parking spaces.

The Meyersdale Borough has a code enforcement agent that handles these issues. Borough Council members and or the mayor are not supposed to be involved with any issues involving zoning on

KAREN GNAGEY <ksgnagey@bellsouth.net>

Mon 4/3/2023 11:49 AM

To: Clarence Baer <clarence.baer@yahoo.com>; Dan Parisi <parisidan@gmail.com>; Terry Baker <baker206@verizon.net>; Ron Ackerman <rcackerman21@gmail.com>; Brooke Folk <brookefolk@gmail.com>; Shane Smith <smith353520@yahoo.com>

Cc: Marc Valentine <valentine.northcenterlegalassoc@gmail.com>; Patricia Ackerman <meyersdaleborough@hotmail.com>

Hi

We're struggling with volunteers coming into the community. A couple of weeks ago, I was contacted on the weekend about the football team coming in to help on a Saturday. They can't get out of school during the day. They offered to stain the picnic tables or benches, mulch the playground, paint, whatever was helpful to the borough.

I immediately emailed the office and asked that they reach out to Heidi asap. After not hearing back for three days, they moved fwd with helping elsewhere. So, we lost those volunteer hours.

Patti Shaulis had gotten on the borough calendar a month or so ago. Last year, we had a fire drill and I had to have 6 or 8 brooms delivered with little notice. (The kids don't take the brooms, as some have said. We shouldn't be making those statements without proof.) Brion said at our meeting he was going to come behind the kids and use the street sweeping attachment on the skid steer to clean up after them.

Patti said she reminded Brion about them coming today, but once again there were no supplies when they got there. So I received several calls and texts. We once again had to scramble and get brooms delivered.

The school coordinators are a bit frustrated and it's embarrassing to the borough.

I've asked for Patti Shaulis to prepare a spring and fall list and email it to Patti A. after this event today. It will indicate requested supplies and quantity, and what they're willing to do for biz owners. (I was asked to get businesses to allow them to do work and arranged with 16.)

Patti A.: The week prior to volunteers coming, would you please set up a call between Patti at the school and Brion to make sure everything is organized for all future community service events? Can you secure this list from Patti S?

I bought a couple of cases of water and snacks for the 60 kids and advisors today and apologized to them on behalf of council.

Please add to April agenda.

Ty.

[Sent from AT&T Yahoo Mail for iPhone](#)

MEYERSDALE BOROUGH COUNCIL
 Regular Meeting 4/11/2023 Special Meeting _____

GUEST SIGN IN

PLEASE PRINT

	NAME	ADDRESS	TOPIC
1	Jeff Anstetter	North St	
2	Tom Deetz	3340 Inger St Meyersdale	
3	Tara Holliday	Masholder Insurance	
4	Jack Masholder	Masholder Insurance	
5	Louise Mann	200 2nd Ave	
6	T. Smith	Mall e	
7	Melissa Frampton	613 North St.	
8	Kim Brown	307 Penn St.	
9	Femi Miller	231 Broadway	
10	Wendy Kelly	2	
11	Tina White	230 Sherman	
12	Dennis Schriener	106 Meyersdale PA 15532	
13	Deborah Fisha		
14	Tara Foster	218 Olinger	Library
15	Ruth + Eugene Mishler		
16	Rachel Kimmel		
17			
18			
19			
20			
21			
22			
23			
24			

GUESTS MUST STAND WHILE SPEAKING

GUEST SIGN IN ON EXCEL