

# Alba Borough Minutes

## March 8, 2021

### Regular Monthly Meeting

The Alba Borough Council held the regular monthly meeting at 6 pm at the Alba Christian Church. The meeting was opened by Vice President Carol Bastion.

The minutes from the last meeting were read. Lorelei Colton made the motion to approve the minutes, Broc Forbes seconded the motion. The minutes were approved.

Treasurer's report was read. Tom Hojnowski made a motion to pay the bills and Steve Bastion seconded the motion. The motion passed and the bills will be paid.

Old Business:

There will be a letter explaining locations and reasons why electronic speed signs are needed in the borough. Some locations will be included in the letter such as on Minnequa Main Road near the railroad coming from Canton Township, on Windfall Road near the park coming into Alba, and on Route 14 near the Alba Borough Sign coming from Canton Township. Some of the reasons for justifying the need of electronic speed signs include analyzing and collecting data of times of high traffic volume versus low traffic volume, amount of average traffic traveling through the borough on a given day. The signs will also serve as aiding in slowing traffic for the safety of pedestrians walking and children at play within the borough. The data collected will help justify borough improvements such as implementing cross walks, sidewalks, or traffic lights within the borough. The letter will be sent to PennDOT for permission to use electronic speed signs within the borough on said roads.

Once there is approval from PennDOT Steve Bastion and Tom Hojnowski will investigate pricing and sources of electronic signs allowable in accordance with PennDOT requirements.

Gannon Associates provided the following information about the options for the bond amount for the secretary/treasurer position; Bond limit of \$15,000 - \$125,000 would have a premium of \$250, bond limit of \$150,000 the premium increases to \$275, and the bond limit of \$175,000 the premium increases to \$300.

Lorelei Colton made the motion to increase the bond amount for the secretary/treasurer position to \$100,000. Danielle May seconded the motion. The request to increase the bond amount will be sent to Gannon Associates along with changing the secretary/treasurer's last name.

The Borough Audit was completed on February 20<sup>th</sup> with a few minor changes to the codes of a couple expenses and incomes for the transactions to be reported to the state accurately. The Annual Financial Report was approved on February 26<sup>th</sup>.

The secretary/treasurer will write a summary of the minutes to be sent to the Canton Sentinel to be placed in the following weeks newspaper.

The Borough garage will be fixed up to be utilized by the borough for storage and possible meeting occasions. Dale Palmer will ask JB for quotes for replacing the garage supports in the next month.

Broc Forbes provided quotes for the garage door as follows; non-insulated door as \$700 and insulated door as \$1,100. There was discussion favoring the option of putting in 1 insulated garage door. Weather pending the board will meet at the garage to discuss what needs addressed in the future.

New Business:

The liquid fuels report and Ag-385 report are due by the end of the next month. The secretary will complete and submit these forms accordingly.

There was a recent vehicle accident that damaged a couple head stones in the cemetery. There was a discussion on what happened in the borough that evening and what damage was in result of the out-of-control vehicle.

There was another illegal dumping in the park dumpster. Mayor Dale Palmer found some papers with the address and name of the individual's garbage that was illegally discarded in the dumpster. Danielle May made the motion to report the information found in the dumpster. Carol Bastion seconded the motion. The state police will be notified of the individual who completed the illegal dumping as there is proper signage at the park that this is not the use of the dumpster. The magistrate's fine was completed for the illegal dumping that occurred last month.

Carol Bastion made a motion to donate \$75 to the Alba Christian Church for the community Easter Egg hunt. Tom Hojnowski seconded the motion. The Alba Christian Church will be paid \$75 as a donation for the Community Easter Egg Hunt.

Two more streetlights have been reported as burned out. Carol Bastion will contact Penelec to come and fix the two lights.

Present were: Tricia Hojnowski (Sec./Treas.), Vice President Carol Bastion, Mayor Dale Palmer; Councilmembers: Danielle May, Broc Forbes, Lorelei Colton, Tom Hojnowski, Steve Bastion

Danielle May made a motion to adjourn the meeting. Steve Bastion seconded the motion.

Respectively submitted by,



Tricia Jackson  
Alba Borough Secretary/Treasurer



**Alba Borough**  
**Unpaid Bills Detail**  
**As of April 12, 2021**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Berkheimer Quarterly</b>					
Bill	04/12/2021		04/30/2021		5.60
Total Berkheimer Quarterly					5.60
<b>Bradford County Assessment</b>					
Bill	04/12/2021		04/22/2021		19.10
Total Bradford County Assessment					19.10
<b>Casella Waste Service</b>					
Bill	04/12/2021		05/01/2021		31.78
Total Casella Waste Service					31.78
<b>Dept. of Labor &amp; Industry</b>					
Bill	04/12/2021		04/30/2021		7.54
Total Dept. of Labor & Industry					7.54
<b>Mcafee Security</b>					
Bill	04/12/2021		04/22/2021		499.99
Total Mcafee Security					499.99
<b>Penelec</b>					
Bill	04/12/2021		04/23/2021		240.16
Bill	04/12/2021		04/23/2021		18.47
Total Penelec					258.63
<b>Pennsylvania Dept. Revenue</b>					
Bill	04/12/2021		04/30/2021		17.17
Total Pennsylvania Dept. Revenue					17.17
<b>Tricia Jackson - pay</b>					
Bill	04/12/2021		04/22/2021		138.41
Total Tricia Jackson - pay					138.41
<b>TOTAL</b>					<b>978.22</b>

**Alba Borough**  
**Profit & Loss by Class**  
 March 8 through April 12, 2021

	General	Highway	Unclassified	TOTAL
<b>Income</b>				
310 · Local Tax (Act 511)				
310.20 · Earned Income Tax	586.03	0.00	0.00	586.03
<b>Total 310 · Local Tax (Act 511)</b>	586.03	0.00	0.00	586.03
341 · Interest Earnings	0.00	0.00	2.71	2.71
355.02 · Liquid Fuel Tax	0.00	5,182.13	0.00	5,182.13
<b>Total Income</b>	586.03	5,182.13	2.71	5,770.87
<b>Expense</b>				
402 · General - Auditing Service	80.00	0.00	0.00	80.00
403 · Tax Collection				
403.15 · Part Time Staff Salary & Wages	1.52	0.00	0.00	1.52
403.42 · Dues, Subscriptions and Member	60.26	0.00	0.00	60.26
<b>Total 403 · Tax Collection</b>	61.78	0.00	0.00	61.78
405 · Secretary/Clerk				
405.15 · Salary and Wages	231.86	0.00	0.00	231.86
405.22 · Computer Supplies	12.71	0.00	0.00	12.71
<b>Total 405 · Secretary/Clerk</b>	244.57	0.00	0.00	244.57
411 · Public Safety - Fire	811.38	0.00	0.00	811.38
415 · Emergency Management and Commun	359.88	0.00	0.00	359.88
434 · Street Lighting	0.00	238.21	0.00	238.21
454 · Culture - Parks				
454.36 · Utility Services	17.32	0.00	0.00	17.32
454.44 · Laundry and other Sanitation	502.62	0.00	0.00	502.62
<b>Total 454 · Culture - Parks</b>	519.94	0.00	0.00	519.94
<b>Total Expense</b>	2,077.55	238.21	0.00	2,315.76
<b>Net Income</b>	<b>-1,491.52</b>	<b>4,943.92</b>	<b>2.71</b>	<b>3,455.11</b>

Alba Borough  
Balance Sheet  
As of April 11, 2021

	<u>Apr 11, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Act 13 Checking Fund	237.67
Act 13 Savings Fund	16,290.36
General Fund	43,644.56
Highway Checking Fund	5,268.86
Highway Savings Fund	3,773.01
Total Checking/Savings	<u>69,214.46</u>
Total Current Assets	<u>69,214.46</u>
<b>TOTAL ASSETS</b>	<u><u>69,214.46</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
211 · Social Security Contributions	36.80
212 · Earned Income Tax Withheld	2.97
213 · Medicare Tax	8.60
217 · State Income Tax Withheld	9.10
221 · PA UC Tax Withheld	0.18
Total Other Current Liabilities	<u>57.65</u>
Total Current Liabilities	<u>57.65</u>
Total Liabilities	57.65
Equity	
30000 · Opening Balance Equity	45,955.04
32000 · Retained Earnings	19,397.26
Net Income	3,804.51
Total Equity	<u>69,156.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>69,214.46</u></u>