

**Stewartstown Borough Council
Meeting Minutes
Monday, May 6th, 2019**

Members

Roy Burkins
Polly Kreiss
Mike Ellinger
Bill Gemmill
Gordon Wisnom, Sr.

Others

Craig Sharnetzka, Solicitor
Jason Brenneman, Engineer
Ira Walker, Jr., Sewer/Water
Mayor Robert Herzberger
Stacy Myers, Recording Sec'y

Visitors

Robert Holmes
Ferd Dorn
Valerie Dorn

Mark & Peggy Raulie
Sam Gemmill

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. **GENERAL BUSINESS**
 - Approval of Meeting Minutes—Mr. Ellinger made a motion to approve the April 1st, 2019 Meeting Minutes; Mr. Burkins seconded. All were in favor; motion carried.
 - Approval of Financial Statements
 - **General Funds**—Mr. Burkins made a motion to approve General Fund bills dated March 30th thru May 3rd, totaling \$106,724; Ms. Kreiss seconded. All were in favor; motion carried.
 - **Sewer Funds**—Ms. Kreiss made a motion to approve Sewer Fund bills dated March 30th thru May 3rd, totaling \$49,195.83; Mr. Burkins seconded. All were in favor; motion carried.
 - **Water Funds**—Mr. Burkins made a motion to approve Water Fund bills dated March 30th thru May 3rd, totaling \$53,875.01; Ms. Kreiss seconded. All were in favor; motion carried with Mr. Gemmill abstaining.
3. **PUBLIC COMMENT/VISITORS**—Mr. Burkins made a motion to appoint Robert Holmes to serve on Hopewell Area Recreation & Parks (HARP) Board. Mr. Gemmill seconded. All were in favor; motion carried.
4. **SOLICITOR'S REPORT**—Craig Sharnetzka reported the following:
 - **Movie theater, 3 North Main St**—at Council's April 1st meeting, it was unsure whether Bill Neal had listed the theater with a realtor, per his bankruptcy stipulations. Craig reported that the property is now listed for sale at an asking price of \$250,000. If the theater is not sold by 9/1/2019, it will go to Public Auction.
 - **Refuse bid specifications**—draft of the bid specs was presented for Council's review. There aren't many differences from the previous trash contract other than the bid terms being yearly such as year 1, year 2, year 3, year 4 & year 5. The previous contract had terms of one year, 3 years & 5 years. Another difference is a larger 64-gallon recycling cart will be offered to residents unless they opt for the smaller bin.
 - **May 31st**—Municipal Night at the Ballpark—Council members & Borough staff interested in attending, let Craig or his office know.
 - **June 12th**—a seminar on Municipal Law regarding Subdivision & Land Development will be held at the offices of CGA Law from 3-5p.m. Interested Council people or staff should contact CGA.
5. **ENGINEER'S REPORT**—Jason Brenneman reported the following:
 - **Ecker Avenue**—Manifold Excavating got the culvert installed; no invoice has been received from them yet. All that is remaining on this project is repaving; bids were opened 5/3/19.

Six contractors picked up bid packets, but only one bid the project which was Stewart & Tate. Their quote for repaving (materials & labor) was \$83,041.45 which Jason thought was reasonable but on the higher side; however, his estimate for the project was \$90,000. Jason believes we only received one bid because many other contractors are so busy & backed up on their work due to rain delays. York Materials Group, LLC gave a quote on the materials of \$21,525, making the whole project cost \$104,566.45. Josh Kopp (PennDOT rep) said the base repair costs may be able to be cut to \$40-45,000 if fabric installation is not needed in all areas. Jason will meet with Stewart & Tate to discuss this. Mr. Ellinger made a motion to award the Ecker Avenue repaving project to Stewart & Tate at a cost of \$83,041.45 & York Materials for the bid of \$21,525 for materials; Mr. Burkins seconded. All were in favor; motion carried. Since the cost of the labor is under the \$100,000 threshold, prevailing wage does not need to be used.

Regarding the large trees that were cut down in the area of the culvert, Mayor Herzberger asked if the logs & the area can be cleared better. Borough staff will take care of this.

- **West Pennsylvania Storm Sewer**—three contractors picked up bid packets & a bid opening was held on 5/3/19. The 3 bids received ranged from \$57,595 (Clear View Excavation) to \$97,975.30 (H & H General Excavating). Jason's estimate was \$45-50,000 for this project. He concurs with Clear View Excavation's bid and believes they are a responsible, competent contractor. They are currently finishing up the Church Street Sanitary Sewer relocation project. Mr. Ellinger made a motion to award the project to Clear View Excavation at a bid of \$57,595; Ms. Kreiss seconded. All were in favor; motion carried.
- **Handicap ramp at Borough Office**—since last meeting, Jason spoke to the York County Solicitor's office & the Borough's Zoning Officer, Wade Portner. The County stated one issue with the ramp is the distance between the two handrails, which are to be 36" apart. The current railings are 34 ½-35" apart. The other issue was the aisle way from the handicap parking spot to the bottom of the ramp. That is to be at a 5% slope longitudinally & 2% slope widthwise. The way the parking lot & ramp are positioned currently, the required slope cannot be met unless Free Street would be rebuilt and repaved to add the required slopes to the bottom of the handicap ramp. Jason submitted an estimate of the required work, which is approx. \$33,000.

The current handicap parking space is a closer distance to the front door of the Borough Office; however, the front handrail does not meet width requirements either.

A 5' x 5' landing area would also be required at the top of the front ramp.

Mr. Gemmill stated he has a problem with the County sending notice & requiring these improvements now, as the Borough's ramp was inspected & approved by Zoning Officer Michael Lee when it was built (1990's). ADA requirements are Federal Law & Mr. Sharnetzka said this will need to be reviewed. The County is amenable to the Borough Meeting Room being used as a polling place temporarily, but a permanent fix to bring the handicap ramp into ADA compliance is necessary.

No survey of the parking lot, Free Street and the front & side entrances has been done, so further research will need to be done. As a polling place, we're only required one ADA-compliant entrance/exit, but neither the front door nor side door of the Borough Office meets requirements. The front door may be an easier and cheaper "fix", but this needs to be researched.

Mr. Ellinger made a motion authorizing Jason Brenneman to research the use of the front office entrance as an ADA-compliant entrance and to consult Wade Portner about interior access to the meeting room. Mr. Burkins seconded. All were in favor; motion carried. Mr. Gemmill made a motion authorizing Craig Sharnetzka to research the paperwork & permitting for the current handicap ramp; Mr. Burkins seconded. All were in favor; motion carried.

6. **SEWER AND WATER SUPERVISOR**—Ira Walker, Jr., submitted his report, which will be on file with these Meeting Minutes. The following were before Council for action:
 - 37 loads of biosolids were hauled to Manifold Farms on 4/22 & 4/23 at a cost of \$25/ton. Total cost was \$7,725. Mr. Burkins made a motion to approve this expense; Ms. Kreiss seconded. All were in favor; motion carried.
 - Lab supplies were purchased from Hach Company at a cost of \$260.44. Ms. Kreiss made a motion to approve this expense; Mr. Burkins seconded. All were in favor; motion carried.
 - SCADA software upgrade at a cost of \$634.01. Ms. Kreiss made a motion to approve this expense; Mr. Burkins seconded. All were in favor; motion carried.
 - Eight float switches were purchased from Control Systems 21 at a cost of \$568.62. Ms. Kreiss made a motion to approve this expense; Mr. Gemmill seconded. All were in favor; motion carried.
 - Two repairs were done by W.W. Gemmill at the Wastewater Treatment Plant for a cost of \$892.96. Mr. Burkins made a motion to approve this expense; Ms. Kreiss seconded. All were in favor; motion carried with Mr. Gemmill abstaining.
 - Ms. Kreiss reported a new hire for the Sewer Plant. Logan Wise is scheduled to begin June 3rd, 2019. He is currently a student at Thaddeus Stevens, where he will earn a degree in sewer & water department work. Mr. Burkins made a motion to approve Mr. Wise's hiring at the terms agreed upon between him & the Personnel Committee; Ms. Kreiss seconded. All were in favor; motion carried.
7. **MAYOR'S REPORT**—Mayor Herzberger reported the following:
 - There's been one significant recent crime solved—8-10 home & vehicle break-ins were reported. The car that was stolen & used in the crime spree was found abandoned on HARP grounds. Southern Regional Police arrested the suspect(s) involved & found a lot of stolen property.
 - Richman's (Mill Street) reported a breaking & entering incident—video recorded two female juveniles, which were recognized & apprehended by Southern Regional Police.
 - Drug takeback program—to date, Southern Regional has collected over 300# of prescription medication.
 - A planning committee is being formed to concentrate on finding additional partners to join Southern Regional Police, which would further decrease the cost for existing members.
 - May 7th—an IGA meeting is scheduled (Intergovernmental Agreement)
 - Good feedback is being received regarding the school district's School Resource Officers.
8. **PRESIDENT'S REPORT**—Mr. Wisnom stated Fire Police requests were received for the following events:
 - Delta Borough's 2019 events
 - Dallastown Borough—June 14th Flag Day event
 - Springfield Township—June 23rd Annual Sprint Triathlon
 - Stewartstown Lions Club—October 12th Fall Fest & November 23rd Christmas light installation in town.
 - Glen Rock Borough's 2019 events
 - Mr. Ellinger made a motion to approve all the above events for Fire Police: Mr. Burkins seconded. All were in favor; motion carried.
9. **TREASURER'S REPORT**—Stacy Myers reported:
 - Office phones received an upgrade through Verizon. Monthly savings for the new landlines will be \$100-200, in addition to a yearly savings of \$1,800 by cancelling the maintenance contract with the current telephone contractor (McEnroe Voice & Data).
 - FYI, Apartment D (above Borough Office) has been advertised for rent. Rent is \$675/month + utilities.

- Quote for a new office copier has been received from Quality Copy Products. The current Kyocera has been experiencing issues, jamming, etc., and a technician stated replacement parts for the unit are becoming obsolete. Pricing on a new Kyocera, similar to the old unit was \$3,304 (purchase price) or \$109.96/month (36-month lease with \$1 buyout). There will be savings on the service contract of the new machine too being \$360/year; service contract on the current unit is \$880/year. Mr. Wisnom made a motion authorizing Borough staff to move forward with purchasing the new copier after finding the best option, buying outright or leasing. Mr. Ellinger seconded. All were in favor; motion carried.
10. **Other business**—Ferd & Valerie Dorn were present to discuss LED lighting & the possibility of the Borough replacing their current streetlights with LED. The current streetlights are 250-watt; Ferd said LED's range up to 1,000-watt. LED's are 75% more efficient & save money; many municipalities are in the process of converting their streetlights to LED. All the Borough's streetlights do not need to be replaced at once, but Mr. Wisnom said the Streets & Roads Committee can review the information & quotes for further discussion.
 11. **ADJOURNMENT**—With no further business before Council, Mr. Ellinger made a motion to adjourn the meeting @ 8:27p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary