

Stewartstown Borough Council
Meeting Minutes
Monday, November 2nd, 2020

Members present

Brittany Barnette
Polly Kreiss
Donna Bloom
Roy Burkins
Gordon Wisnom, Sr.
Bill Gemmill

Others present

Mayor Kenton Kurtz
Jason Brenneman, Engineer
Ira Walker, Jr., Sewer/Water
Stacy Myers, Recording Sec'y
Atty. Sharnetzka (via phone)

Visitors

Pam Almony
Maureen Fromm
Sam Gemmill

Dave Elwell
Michael Sharkey

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Engineer's Report**—Jason Brenneman reported:
 - **J.A. Myers (Nadine's Overlook, LLC) Agreement**—contractor is installing a new sewer line (for the Mayberry development) on George Street from West Pennsylvania Avenue to Shawnee Drive. After the sewer line is installed, they're required to pave, but because that section of George Street is in poor shape, Jason, Ira & Gordon met with J.A. Myers contractors on site to discuss an overlay/paving of the street. J.A. Myers would pay a fee in lieu of completing the final overlay of their half and the Borough would be able to use Liquid Fuels to complete the other half of the street in the spring. The cost in the agreement that J.A. Myers will pay to the Borough is \$16,400. The paving deadline was October 31st, 2020, so it will be completed in spring 2021.

Mr. Gemmill made a motion to approve the agreement with Nadine's Overlook, LLC for the section of George Street from W. Pennsylvania to Shawnee Drive & to authorize Gordon & Stacy to sign it on behalf of the Borough; Mrs. Bloom seconded.

Mr. Burkins stated the contractor had only 1/3 of George Street complete with the 3" of blacktop, then the rest of the street (to W. PA) is currently stone. Jason said, per the agreement, the area between W. Pennsylvania & Mill Street will get a full overlay from the 1st lateral to the last lateral & also 1/2 of the street everywhere else (at least where the new sewer line was installed). Trench repairs are being done now, then 3" of base course & 1 1/2" of topcoat will follow.

A vote was taken on the above motion. Motion carried, 5-1 with Mr. Burkins opposing. Ira stated the quote for the base repair & full pavement restoration at the intersection is not included in the above quote. Another contractor had quoted approx. \$3,600-\$3,800 for the intersection work, but that has since fallen through & a new contractor is onsite. Ira is obtaining a new quote for base repair only of that section, which should be cheaper than the original quote since it's only for base repair.
 - **Street Cut Ordinance/Sidewalk Ordinance**—the Borough's Street Cut Ordinance is dated 1972 and the language in it is very vague as to what the permittee is responsible for. Craig stated he recently updated Delta Borough's Street Cut Ordinance as well as their Sidewalk Ordinance.

Mr. Gemmill made a motion authorizing Mr. Sharnetzka to update Stewartstown's Street Cut Ordinance & Sidewalk Ordinance; Mr. Burkins seconded. All were in favor; motion carried. Mr. Sharnetzka will supply drafts to Council members via email for their review.

- **Storm drain at George & Shawnee**—this is in bad shape & should be replaced prior to the George Street paving in spring 2021. Ira & Jason will gather quotes & report back to Council. An estimation is that it will come in below bidding requirements. Mr. Burkins made a motion authorizing Jason to obtain costs for the catch basin repair & curbing replacement on the west side of George Street (north of Shawnee Drive). Mrs. Bloom seconded. All were in favor; motion carried.
3. **Solicitor's Report**—Craig Sharnetzka was present via speaker phone tonight & reported the following:
- **Old movie theater/dangerous structure**—the high bidder at the September auction was unable to secure insurance by the title company, due to Mr. Neal's appeal of every bankruptcy order. Since 14 days has passed, per requirement on the sale order, the Trustee has tried to go to the next bidder. Craig will keep Council updated as things progress.
 - **43 Church Street/Curtis & Janet Wiggins**—On October 23rd, Mr. Wisnom & Craig served the notice of violation letter (citing Nuisance Ordinance 2010-4) and met Mrs. Wiggins & her son onsite. The deadline to correct the violations is November 9th, 2020; some cleanup has already started.
 - **Resolution 2020-03, Authorizing & Accepting an Agreement with the York County Treasurer's office**—for the County Treasurer to provide tax collection services effective January 1st, 2021 thru December 31st, 2021 as the Borough's Tax Collector, Sandra Mitchell submitted her resignation, effective December 31st, 2020. Mrs. Bloom made a motion to adopt Resolution 2020-03; Mrs. Barnette seconded. All were in favor; motion carried.
 - **Agreement with the York County Treasurer's Office for Tax Collection Services.** Craig stated the Treasurer's Office will perform the basic tax collection for \$1/tax bill collected. Stewartstown Borough is responsible for ½ the cost of tax bill preparation & ½ the postage for mailing the bills. The County pays the other ½. The Agreement includes all this language as well as what's included in the \$1 fee/tax bill, i.e. mailing of bills, maintenance of the duplicate bills, the monthly DCED bills, transmittal of funds to Stewartstown Borough, preparation of delinquent bills, etc. The County will also conduct one sitting at the Borough Office for tax collection; that is a \$25 charge.
This Agreement has a term of one year for the 2021 period and the position of Borough Tax Collector will be on the ballot in November 2021 for the next term. If no one runs & the position remains open, we can complete a similar agreement for another 2-year term with the Treasurer's Office.
Mrs. Bloom made a motion to approve the Agreement & authorize Mr. Wisnom & Stacy Myers to sign it; Mr. Gemmill seconded. All were in favor; motion carried.
 - **Nadine's Overlook**—already discussed above.
 - **General Tax/Real Estate Tax Ordinance or Resolution**—Council will need to adopt either an Ordinance or Resolution at their December 7th meeting. If there is no tax rate change, it can be enacted by Resolution. Council is not proposing any tax rate change for 2021.
 - **Independent Auditor**—the Resolution, appointing an independent auditor to examine the records for the fiscal year, will be adopted at the December 7th meeting.
4. **Visitors/Public Comment**—the following were present to address Council:
- Maureen Fromm, from the Stewartstown Legion Auxiliary proposed the idea of hanging banners along Main Street (on the utility poles) to honor local veterans or those still serving. The auxiliary wanted to get Council's permission before moving forward, but Maureen is planning to call Middletown or other towns who have done the same for input. Cost for the banners & hanging bracket is \$100. The veteran's families would purchase the banners, the auxiliary will obtain someone to hang them, then the families would keep the banners when they're taken down.

Council members thought this was a great idea, as long as permission is granted (in writing) from the owners of the utility poles. Those on Main Street are owned by Met-Ed. The Lions Club hangs the Borough's Christmas lights, so they already have permission from Met-Ed to do so. They may be amenable to hanging the banners, once purchased. Ira Walker, Jr. gave Mrs. Fromm a name/phone number from the Lions Club to contact.

Mr. Gemmill made a motion to allow Stewartstown Legion Auxiliary to move forward with the project; Mr. Burkins seconded. All were in favor; motion carried.

Depending on how many people are interested & how many banners are purchased, there may be enough banners to hang for a few years to come. The idea is to possibly hang them around Memorial Day & leave them up through Veterans Day.

5. **General Business**

- **Approval of October 5th, 2020 Meeting Minutes**—Mr. Burkins made a motion to approve the October 5th Minutes; Ms. Kreiss seconded. All were in favor; motion carried.
- **Approval of Financial Statements**
 - **General Funds**—Mr. Gemmill made a motion to approve the General Fund bills dated October 2nd thru October 30th, totaling \$153,427; Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Ms. Kreiss made a motion to approve the Sewer Fund bills dated October 2nd thru October 30th, totaling \$54,322; Mr. Burkins seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve the Water Fund bills dated October 2nd thru October 30th, totaling \$39,677; Mr. Gemmill seconded. All were in favor; motion carried.

6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. presented his report & the expenses which had been approved by the Authority.

Employee Dean Phillips has started his first class (Sewage Collections) towards obtaining his license. It's an online class, but he is signed up to take his exam on December 10th. Prior to that, he'll attend a test review session in Reading on December 5th which will help him prepare for his license exam. Ira asked for Council approval to pay Dean for travel time & his hourly wage while attending the December 5th test session.

Ms. Kreiss made a motion to pay Dean Phillips travel time to Reading & his hourly wage for the test session on Saturday, December 5th; Mr. Gemmill seconded. All were in favor; motion carried.

7. **Mayor's/Police Report**—Mayor Kurtz said Police expenses will most likely increase in 2021, but more will be known after Wednesday's (November 4th) Police Commission Meeting.

8. **President/Vice-President's Report**—the Borough Office will be closed on Election Day, Tuesday, November 3rd. Office staff will take their vacation time.

9. **Treasurer's Report**—Stacy Myers reported the following:

- Tax Collector Sandra Mitchell's resignation—Mrs. Bloom made a motion to accept Mrs. Mitchell's resignation, effective December 31st, 2020; Ms. Kreiss seconded. All were in favor; motion carried.
- Fire Police request—Mr. Burkins made a motion to approve the Fire Police request for assistance with the Glen Rock Carolers on December 24th & 25th; Ms. Kreiss seconded. All were in favor; motion carried.
- Year-to-date budget numbers are in Council packets for review. The 2021 Budget will need to be accepted/approved at the December 7th meeting. Council can call or email office staff with questions.
- Of note, the three people interested in filling the Council seat vacated by Mike Ellinger will be voted on at the December 7th meeting. The interested persons are David Elwell. Pam

Almony & Jerry Writer. Mr. Ellinger's resignation will also be accepted at the December meeting.

10. **Adjournment**—With no further business before Council, the meeting adjourned at 8:02p.m.

Respectfully submitted by:

Stacy Myers. Recording Secretary