

Stewartstown Borough Council Meeting Minutes
Monday, April 1st, 2024

Members present

Donna Bloom
Kim Carl
Roy Burkins
Dave Elwell
Jason Roberts
Joshua Butler

Others present

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

Visitors

Felicia Markline
Linda Miller
Erica Rearich

1. The meeting was called to order @ 7:00pm. followed by the pledge to the flag.
2. **Oath of Office to new Council member**—Mayor Barnette swore in Joshua Butler as the newest member of Borough Council, who will complete the vacant term of Bill Gemmill, ending 12/31/2025.
3. **General Business**
 - **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the March 4th, 2024 Meeting Minutes; Mr. Elwell seconded. All were in favor; motion carried.
 - **Approval of Financial Statements**
 - **General Funds**—Mrs. Bloom made a motion to approve the General Fund bills dated March 1st thru March 28th, 2024, totaling \$15,283.16; Mr. Elwell seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mrs. Bloom made a motion to approve the Sewer Fund bills dated March 1st thru March 28th, 2024, totaling \$90,335.59; Mr. Elwell seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve the Water Fund bills dated March 1st thru March 28th, 2024, totaling \$72,918.05; Mrs. Carl seconded. All were in favor; motion carried.
4. **Engineer's Report**—Jason Brenneman reported:
 - **Street Work**
 - **Free Street**—survey work has been completed & a lot of nails (denoting the ROW line) from the last survey were found. Jason mentioned the construction of a building at 10 Mill Street that did not exist during the last survey but must have been erected some time between 2003 & 2009. Although not a large building, it sits within the Borough's ROW of Free Street. Was a permit ever pulled for this building? If not, how does Council wish to handle this? If the building was constructed with a permit, the Borough can't make them move it, tear it down, etc. If done w/o a permit, the Borough may have more ground to do something. The current issue is that Caliber Collision parks vehicles diagonally along their building (on Free Street), making it impossible (or nearly) for trash trucks and other larger vehicles to pass through. Discussion was held. What's the process of making Free Street a one-way street? In order to make it enforceable, a traffic study would need to be completed & an Ordinance adopted. More discussion was held on making Winters Avenue a one-way street also, being that it's difficult to see oncoming traffic. Jason can gather costs for a traffic study until the May meeting & Borough staff will research old records to try to find a permit for the building on Free Street (over the ROW line).

- D.E. Gemmill submitted a quote of \$975 to paint the 375' line. Other quotes can be gathered if Council wishes.
 - **High Street inlets**—the replacement of two inlets (near Highland Manor to Cloverfield) was approved last month. While in one inlet, Fitz & Smith found the piping to be in very poor condition. They, as well as Jason, recommended replacing that while the inlets are being replaced. The additional material (34' of 24" pipe) resulted in a Change Order in the amount of \$4,280. Mrs. Bloom made a motion to approve the Change Order for \$4,280; Mr. Roberts seconded. All were in favor; motion carried.
 - **George Street Paving/Reconstruction**—the bid opening was held March 28th; four bidders responded. This project involves two contracts: #1 for the installation of the paving materials & #2 for the material itself. Bids ranged in cost from \$55,667.50 (E.J. Breneman) to \$64,225 (Stewart & Tate). Jason's office worked with E.J. Breneman last year with no problems arising. Three handicapped ramps were erroneously left out of the bid paperwork, but E.J. Breneman agreed to submit a Change Order for \$30,332.50 for those ramps which involved two on George & one on Shawnee. Upgrading handicapped ramps to current specifications is required during any paving project. Including the installation of the three handicapped ramps, the project amount would be \$86,000.
 - Mrs. Bloom made a motion to approve all bids received for the George Street paving/reconstruction project; Mr. Butler seconded. All were in favor; motion carried.
 - Mrs. Bloom made a motion to award Contract #2 to York Materials Group (the only bid received for the materials) in the amount of \$30,423.50; Mr. Elwell seconded. All were in favor; motion carried.
 - Mrs. Bloom made a motion to award Contract #1 to E.J. Breneman in the amount of \$86,000; Mr. Roberts seconded. All were in favor; motion carried.
 - **Christmas Light Policy/Met-Ed Update**—Jason & Stacy had a meeting with Met-Ed regarding their Christmas Light Policy which does not allow for private lines to be on their poles for security/safety reasons. There was an agreement from 1987 between the Borough & Met-Ed regarding the Christmas lights, but that is no longer valid being that Met-Ed is now a First Energy company & no longer allows private lines on their poles. Any updates must now be performed by Met-Ed (First Energy) themselves.
As advised by Met-Ed, Borough staff gathered pole numbers on streetlights along North & South Main Street & submitted them to Joe Schrupp at Met-Ed, so they could be verified. We'll await a response from them to know associated costs for upgrades.
 - **LSA Grant for E. Pennsylvania Avenue improvements** was not awarded. The CDBG Grant decision should be made known shortly, so hopefully we get funds from that. It may be helpful to contact our State Representatives for possible assistance of upcoming/existing grant funds.
- 5. **Solicitor's Report**—Craig Sharnetzka reported:
 - **LERTA Ordinance Draft**—discussed last month, this offers an incentive to rehabilitate old, deteriorating properties in both the Commercial Village & Industrial Zones. It gives the developer a tax break over a 10-year period (on Borough taxes only), after improvements. The developer's taxes would gradually increase over the 10-year period. These ordinances are generally written to incentivize the 10-year window to conduct improvements, and would expire after 10 years, although Atty. Sharnetzka said the ordinance includes a provision for someone to seek an extension past those 10 years if Council granted it.

Mrs. Carl made a motion to advertise the LERTA Ordinance for proposed adoption at the May meeting; Mrs. Bloom seconded. All were in favor; motion carried.

- **ARPA Follow-Up**—annual reporting deadline for the ARPA report is April 30th. Reports are required up through 2027. As mentioned last month, by the end of 2024, the Borough is required to commit their ARPA funds, which currently total \$230,555.39. After committing funds, which can be done by motion at a meeting, changing the obligations of those funds may be done by resolution or by motion. The allowed uses for the funds have been broadened quite a bit to include infrastructure, roads, municipal vehicles, etc. Council needs to discuss & determine what to commit their funds to by the 12/31/2024 deadline.
 - **Municipal Night at Wellspan Park** will be Friday, May 10th, 2024. Atty. Sharnetzka will distribute invitations to Council & Borough staff for the game between York Revolution vs. Gastonia.
6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. distributed his report. The Sewer & Water Authority will approve the expenses. Ira did mention that Councilman Butler had a recent tour of the Wastewater Treatment Plant, and stated any Council member is welcome to do so. To date, Ira stated only 100 or less meters are left to be replaced in the “old” part of town. In addition to replacing the meters, staff are conducting the inventory of piping material in homes, especially older homes, in an effort to complete the PADEP requirement, due October 2024. While staff are in the homes, they also check for any illegal connections to the system & gather phone numbers for updating the billing software & automatic dialing systems.
7. **President/Vice-President Report**—Mr. Burkins opened up discussion about the IGA Committee. Mrs. Bloom said the most recent draft of the IGA Agreement will be discussed at the committee meeting tomorrow night, 4/2, so if Council has any comments/suggestions on the draft, please let her know before then. The agreement will go from the IGA Committee to each involved municipality for their action.
Mr. Elwell made a motion to accept and advertise the draft Ordinance as presented; Mrs. Bloom seconded. All were in favor; motion carried.
8. **Treasurer’s Report**—Stacy Myers reported:
- **Fire Police requests were received for the following events.** Mrs. Bloom made a motion to approve Fire Police attending events listed below; Mr. Elwell seconded. All were in favor; motion carried.
 - **Mason Dixon Ride for Life** (hosted by Families Renewed, Inc)—Sat, May 11th.
 - **Red Lion Borough events**—Memorial Day Parade (May 27th), Street Fair (August 10th), Halloween Parade (Oct. 28th), NYE celebration (Dec. 31st).
 - **Dallastown Borough events**—National Day of Prayer (May 1st), Memorial Day Parade (May 27th), Safer Gun Raffle (June 15th), Building Bridges for Brianna (June 22nd), National Night Out (Aug. 6th), York Co. Fireman’s Convention Parade (Aug. 10th), Carnival (Aug. 13th-17th), football games/traffic control (Aug. thru Oct.), Halloween Parade (Oct 19th), Witch Watch (Oct. 31st).
 - **Case Construction** submitted a quote of \$1,751.50 to replace the kitchen sink & counter (from termite damage). Mrs. Bloom made a motion to approve the repair for \$1,751.50; Mr. Butler seconded. All were in favor; motion carried.
9. **Mayor/Police Report**—Mayor Barnette reported:
- **Solar Eclipse on April 8th**—be cognizant of pets also, as it could be harmful to them as well as humans, but also because animals rely on daytime/nighttime rotations.
 - **Police Commission was held on March 6th**—the IGA draft agreement was discussed. Another discussion was held on safe disposal of lithium batteries, as they may catch fire and they cannot be extinguished with regular fire extinguishers. Lithium batteries are in many devices such as vape tools, power tools, some children’s devices, hoverboards, etc. Tools & those devices should be kept unplugged until ready for use.

- **National Night Out will be held Tuesday, August 6th**—SRPD will participate in this community-building event. A sign sale/fundraiser to support Southern Regional Police Department is going on now; signs are \$15/each and orders are due by April 12th. This event improves communication between the police & the community and offers a more casual setting in which to do so.

10. **Committee Discussion/Other business**—

- Mrs. Bloom mentioned, during a recent visit to the Philadelphia flower show, there were beautiful display ideas for vacant lots & she wondered if something like that could be created on the vacant theater lot. She talked to one of the Scoutmasters about the idea & whether it could be an Eagle Scout project. The Scoutmaster agreed. Mrs. Bloom also considered involving the local garden club(s) for ideas, or the Lions Club. Previous discussion was held on what could be put on the theater lot, but ongoing maintenance was a concern. Mayor Barnette said maybe annual sponsorship could be rotated between a few/several organizations. Mrs. Bloom will send pictures from the flower show to get Council's thoughts. Mayor Barnette said there have been some vehicles parking on the theater lot, and a chain & posts were supposed to be installed to deter that. That should be discussed, in addition to possibly using ARPA funds to improve the beautification of the Borough property. Mrs. Carl mentioned grant funds that may be available for this as well. This is something the Economic Development Committee can research & bring ideas to Council.
- Council should consider using the ARPA funds for stormwater repairs & replacements, as there are many areas of the Borough where the system is aging. Jason Brenneman's office had created a type of priority list of what needs to be addressed over the next 5 years. There may not be any drastic repairs needed over the next 5 years, but over the next 20 years, there may be a lot needed. Council is amenable to Jason's office conducting a stormwater review by sections of town to gather necessary information of what's needed, along with an estimate. And ARPA funds would cover his engineering fees as well. Ira said Borough staff can help but for some of the inlets, the Authority equipment may be necessary (backhoe, trailer) & their approval should be sought for that.
- Mr. Roberts gave an update on the equipment needed to hold the Council meetings via Zoom. The projector in the meeting room can be used & there's a wireless connection available. A camera, microphone & possibly speakers would be the only things necessary to purchase, as the Sewer & Water staff has an available laptop to use.

11. **Executive Session**—Mr. Roberts made a motion to recess @ 8:30pm to hold an Executive Session to discuss personnel issues. Mr. Elwell seconded. All were in favor. Council reconvened @ 9:42p.m. No motions were made; no action was taken.

12. **Adjournment**—With no further business before Council, Mr. Elwell made a motion to adjourn @ 9:42pm. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary