

Stewartstown Borough Council Meeting Minutes
Monday, December 5th, 2022

Members present

Pamela Almony
Donna Bloom
Kimberly Carl
Roy Burkins
Bill Gemmill
David Elwell

Others present

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

Visitors

Linda Miller
Dawn Gillispie
Robert Hersey

Nate McCloskey
Erica Rearich
Ken Anderson

Jason Roberts
Bill Amberman

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **President Almony** requested a motion to amend tonight's agenda to add:
 - An Executive Session later tonight
 - To add dollar amounts to Resolution 2022-11 & 2022-12Mr. Burkins made the requested motion to amend the agenda to include the above business; Mrs. Bloom seconded. All were in favor; motion carried.
3. **Public Comment/Visitors**—no one was present to address Council
4. **Engineer's Report**—Jason Brenneman reported:
 - **COVID-19 ARPA (American Rescue Plan Act) H2O Water/Sanitary Sewer/Storm Water Grant**—Jason & his office are working on preparing a submission for grant funds for a 3rd water tank for the Authority. The Resolution will be before Council later tonight for adoption, as it must be submitted with the grant app, due 12/21/2022. DCED expects to fund this grant around July 2023 and if awarded, Jason & staff would begin coordinating the engineering & construction work related to the new tank at that time.
 - **2023 Street Work**
 - High Street Inlet replacement—does Council wish to move forward with this? This work can wait, as Jason doesn't think Cloverfield will be finished with construction in 2023 & Council previously wanted to wait to pave High Street until all the homes were constructed. Jason received a price from Aaron Manifold which includes two inlets & attached pipes for approx. \$10,000-\$12,000 for materials & labor, so if we wait, the price will likely change, but this is TBD. If the inlets are installed now, they could be backfilled & Cold Patch installed so it could settle prior to a base coat in the spring. It could then sit as is until Council wants to pave High Street (2024? 2025?), but Jason suggests waiting for spring to complete the inlet work.
 - 26 W. Pennsylvania Avenue storm sewer work—Jason & Ira are meeting with Clearview Excavating tomorrow, 12/6 to discuss the involved work, in addition to a small project on Bronson Avenue & Chantlear Court's settlement problem which the Authority has agreed to take full financial responsibility to repair.
 - **Stoltzfus Plan Review**—builder awaiting their NPDES permit from YCCD
 - **Hotel Land Development Plan**—they will finalize their bond (with Borough staff) & any outstanding paperwork/developer's agreement (with Atty. Sharnetzka)
5. **General Business**
 - **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the November 7th, 2022 Meeting Minutes; Mr. Elwell seconded. All were in favor; motion carried.

- **Approval of Financial Statements**
 - **General Funds**—Mrs. Bloom made a motion to approve General Fund bills dated Nov 4th thru Dec 1st, 2022, totaling \$24,358.14; Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer Fund bills dated Nov 4th thru Dec 1st, 2022, totaling \$144,216.21; Mr. Elwell seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated Nov 4th thru Dec 1st, 2022, totaling \$80,098.23; Mr. Burkins seconded. All were in favor; motion carried.
6. **Solicitor’s Report**—Craig Sharnetzka reported:
- **15 Springwood Ave, Cantwell’s**—as discussed last month, Craig sent a letter to the Cantwell’s stating the Borough will have no further responsibility for the storm pipe they (Borough) installed on the property in response to Cantwell’s complaint about stormwater runoff.
 - **Ordinance 2022-01**—to amend and restate the Volunteer Service Credit Program. This Ordinance adds the ability to exempt those volunteer firefighters & EMS volunteers of both earned income tax (up to \$500) & real estate taxes (Borough portion only). It also states the volunteers can serve another Pennsylvania volunteer fire company or non-profit emergency medical provider.
Mrs. Bloom made a motion to adopt Ordinance 2022-01; Mrs. Carl seconded. All were in favor; motion carried.
 - **Ordinance 2022-02**—Implementing Act 57 & to reimpose the Real Estate Tax Rate which is remaining at 2.85 mils.
Mr. Burkins made a motion to adopt Ordinance 2022-02; Mrs. Bloom seconded. All were in favor; motion carried.
 - **Resolution 2022-13**—as authorized by Council last month, Craig drafted this resolution authorizing the transfer of the Borough accounts currently at Santander Bank to M & T Bank. The resolution also authorizes Stacy Myers, as Borough Treasurer & Pamela Almony, as Council President to execute any other documents necessary for the transfer. Mr. Burkins made a motion to adopt Resolution 2022-13; Mrs. Bloom seconded. All were in favor; motion carried.
 - **Craig had CGA Christmas gifts** (umbrellas) to distribute to Council at the end of the meeting.
7. **President/Vice President Report**
- **Glen Rock’s letter to Southern Regional Police Commission**—the next Commission meeting will be held Wednesday, December 7th, when this will be discussed further. Mr. Burkins will give Council an update at the January 3rd meeting.
 - **IGA Meeting**—Mrs. Bloom stated the next IGA meeting is tomorrow, 12/6 & she asked for Council consensus on Glen Rock’s letter proposing to withdraw from the IGA. Does Stewartstown Council feel Glen Rock should be left out of the contract, or make them continue with the rest of their term? Their term runs through the end of 2024; however, should GR try to withdraw sooner, there could be a lawsuit, but all parties want to avoid that, if possible.
Mrs. Carl believes it makes sense to supplement from another jurisdiction to help ease the financial burden should Glen Rock pull out of the agreement; however, the closest jurisdiction may be Hopewell Township and they have no plan to pay for police services, but to remain with State Police.
Mr. Burkins said per the IGA Agreement, Glen Rock is committed to remain in the contract through 2023 (until 12/31/2024) because they did not submit their proposal of

withdraw before the October 1st, 2022 deadline. GR is aware of the commitment; however, they say they can only afford to pay \$250,000/year for police services. That leaves approx. \$95,000 remaining (of GR's portion) that would need to be split between Stewartstown Borough, New Freedom Borough & Shrewsbury Borough, which would mean more patrol hours for the other 3 municipalities too.

If GR decides to withdraw completely, two officers would need to be let go, and we would no longer have 24/7 coverage. Mr. Elwell would like Stewartstown to maintain the level of coverage we currently have, at the very least.

January 2023 begins new contract negotiations. Glen Rock's letter stated they would agree to a 5-year contract for \$250,000 and annual increases of 3%; however, the last 5-year contract for SRPD Officers saw increases of 4½% the first 3 years & 3½% the last 2 years.

Whatever the contract negotiation number works out to be, Mr. Burkins believes that's what all members should pay. Mrs. Bloom agrees; however, those negotiations are what the Police Commission will need to do. Council agreed that Mrs. Bloom should report to the IGA Committee that Stewartstown would rather have Glen Rock pay something in order to keep all the officers. The Police Commission will need to negotiate with GR & bring the deal to all other members.

- **Christmas gift cards for employees**—Mr. Elwell made a motion to approve \$100 gift cards for each employee; Mrs. Bloom seconded. All were in favor; motion carried.
- **Discussion to pursue a grant writer**—Ms. Almony suggested contracting with someone who would help the Borough apply for grant funding for various projects such as infrastructure, roads, stormwater, storm sewer projects, etc. She spoke to John at C.S. Davidson who suggested the Borough first create a Capital Improvement Plan which is basically a “wish list” of things they want to accomplish. CSD has offered to help create the list & the approx. cost to do so would be \$5,000.

The details of grants & what funding the Borough wants to pursue would be determined after this Plan is created.

Mrs. Bloom made a motion to request a proposal & a scope of services associated with the Capital Improvement Plan from C.S. Davidson; Mr. Burkins seconded. Mr. Elwell recommended the Economic Development Committee assist in the prep of the CIP, as projects & budgeting for those projects may become clearer in the process. And obviously, all of Borough Council would need to be involved in the process also. All were in favor; motion carried.

- **Resolution 2022-05**—to appoint Stacy Myers as Borough Treasurer. Mr. Gemmill made a motion to adopt Resolution 2022-05; Mr. Burkins seconded. All were in favor; motion carried.
- **Resolution 2022-06**—to appoint Melissa Matthews as Borough Secretary. Mr. Burkins made a motion to adopt Resolution 2022-06; Mr. Gemmill seconded. All were in favor; motion carried.
- **Resolution 2022-07**—to appoint Baker Tilly as independent auditors for the 2022 Borough Audit. Mr. Burkins made a motion to adopt Resolution 2022-07; Mrs. Bloom seconded. All were in favor; motion carried.
- **Resolution 2022-08**—to provide a municipal pension plan through Pennsylvania Municipal Retirement System. Mrs. Bloom made a motion to adopt Resolution 2022-08; Mr. Burkins seconded. All were in favor; motion carried.

8. **Treasurer's Report**—Stacy Myers reported:

- **Letter of Resignation**—Mrs. Bloom made a motion to accept Pamela Almony's letter of resignation from the Borough Planning Commission, effective immediately. Mr. Burkins seconded. All were in favor; motion carried.

- **Letter of Resignation**—Mr. Burkins made a motion to accept Gordon Wisnom, Sr.'s letter of resignation as liaison of Eureka Consolidated & as EMS Representative for Stewartstown Borough, effective 12/31/2022. Mrs. Bloom seconded. All were in favor; motion carried.

Council will need to appoint a new person to these offices. Mr. Burkins said he will serve in both positions for a year, until 12/31/2023.
- **Appointment of Dawn Gillispie to the vacancy on Planning Commission**—Mr. Elwell made a motion to appoint Dawn Gillispie to the Borough Planning Commission; Mrs. Bloom seconded. All were in favor; motion carried.
- **Approval of Opening Day Baseball Parade**—Mr. Burkins made a motion to approve the HARP Opening Day Baseball Parade for Saturday, April 22nd, 2023 (rain date Sunday, April 23rd) which will travel down Main Street & also for HARP's Fire Police request for the event. Mr. Elwell seconded. All were in favor; motion carried.
- **Resolution 2022-10**—to authorize the application for PENNVEST funds in the amount of \$2,527,000 for the upgrades & improvements to the Wastewater Treatment Plant. Mr. Burkins made a motion to adopt Resolution 2022-10; Mr. Elwell seconded. All were in favor; motion carried.
- **Resolution 2022-11**—to authorize the application for DCED grant funds in the amount of \$986,310 for the construction of a new water tank. Mr. Burkins made a motion to adopt Resolution 2022-11; Mrs. Bloom seconded. All were in favor; motion carried.
- **Resolution 2022-12**—to authorize the application for DCED grant funds in the amount of \$3,026,400 for the upgrades & improvements to the WWTP. Mr. Elwell made a motion to adopt Resolution 2022-12; Mrs. Carl seconded. All were in favor; motion carried.
- **Letter of Responsibility**—Mr. Burkins made a motion to authorize Council President Almony to sign this letter as part of the application submission for PENNVEST loan funds; Mr. Elwell seconded. All were in favor; motion carried.
- **Invoice Cloud/Statement of Work**—Mr. Elwell made a motion authorizing Stacy Myers to sign the Statement of Work, entering into the agreement with Invoice Cloud (bill pay software). Mrs. Bloom seconded. All were in favor; motion carried.
- **Reappointment of Authority members**—Mrs. Bloom made a motion to reappoint the following members to Stewartstown Borough's Sewer & Water Authority for 5-year terms—Kenton Kurtz, Nathan Cook & Thomas Casteel. Mr. Burkins seconded. All were in favor; motion carried.
- **Approval of the 2023 Borough Budget**—discussion was held. Mrs. Carl suggested a decrease of \$95,000 out of the Revenue line item of Real Estate Taxes (Current) & \$95,000 of the Expenses line item of Streets & Roads. Council agreed. This would make the Real Estate Tax (Current) Revenue line amount \$410,000 (from \$505,000) and the Streets & Roads Expense line amount \$135,600 (from \$230,600). This adjustment brings the total **Revenue** amount to \$1,144,885 & the total **Expenses** amount to \$1,144,885.

Discussion was held on the Borough streetlights also. All the Borough's streetlights have been upgraded to LED, and Mr. Burkins stated Met-Ed will upgrade theirs to LED and will do so in lots of 12 (lights at a time). Does Council wish to allow for some of that cost in the 2023 Budget? Mr. Elwell thought this would be a good project for the Capital Improvement Plan, discussed earlier tonight. That way, grant funds could possibly be sought for the cost.

Mrs. Carl made a motion to adopt the 2023 Borough Budget with the \$95,000 decrease noted above; Mr. Elwell seconded. All were in favor; motion carried.

9. **Sewer/Water Supervisor Report**—Ira Walker, Jr. submitted his report. All expenses will go before the Authority for approval.
10. **Mayor's/Police Report**—Mayor Barnette reported:
- Tree Lighting—it was a good turnout & a nice evening! Thanks to the Lions Club, Mason Dixon Library, Dorn Electric & everyone else who made it a success!
 - Santa will be traveling on the Fire Truck—
 - In the Borough on Saturday, December 17th @ 10am
 - In the Township on Sunday, December 18th @ 10am
 - Next Police Commission Meeting will be held this Wednesday, December 7th
 - A SRPD Officer spoke to Mayor Barnette about the possibility for Council to adopt an Ordinance regarding renters which would reference disruptive conduct. Glen Rock Borough has a similar Ordinance & it gives the Borough the option to request the eviction of a renter who is being problematic. It's something for Council to think about.
11. **Executive Session**—Mr. Burkins made a motion to recess to Executive Session at this time, 8:51p.m. to discuss a personnel issue. Mr. Gemmill seconded. All were in favor; motion carried.
12. **Council reconvened**—Mrs. Bloom made a motion to reconvene @ 9:00p.m. Mr. Burkins seconded. All were in favor; motion carried.
- Per the end of Nathan McCloskey's 6-month probation period, Mr. Gemmill made a motion to approve a pay increase to \$19/hr. Mrs. Bloom seconded. All were in favor; motion carried. In addition, Nathan McCloskey obtained his Wastewater License in November. Mr. Gemmill made a motion to approve an additional \$2/hr. pay increase per the Employee Handbook. Mrs. Bloom seconded. All were in favor; motion carried.
13. **Committee Discussion**
- **Streets & Roads**—Mrs. Bloom talked to PennDOT & received permission to rehab crosswalks in town as long as they're just painted crosswalks. She will contact Seth Henschen, as he was who raised concern about them last month.
Also, Dorn Electric advised to wait on electrical upgrades for the Christmas lights/wires because his supplier said prices may come down in Spring.
14. **Adjournment**—With no further business before Council, Mr. Burkins made a motion to adjourn the meeting @ 9:03p.m. Motion carried, meeting adjourned.

****Reminder**—January's Council Meeting will be held **Tuesday, January 3rd, 2023 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary