

**Stewartstown Borough Council**  
**Meeting Minutes**  
**Monday, February 7<sup>th</sup>, 2022**

**Members present**

Pam Almony  
Donna Bloom  
Polly Kreiss  
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**

Joel Washok	Felicia Markline	Ferd Dorn
Kenton Kurtz	Gordon Wisnom, Sr.	Jason Roberts
Taras Vizzi & Maryann Styne-Penn	Ken Anderson	

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.

2. **Public Comment/Visitors**

- **Joel Washok, Marketing Development Rep for Penn Waste**, was present to discuss the most recent trash collection issues & staffing shortages. Unfortunately, personnel shortages are not only being felt at Penn Waste, but the affect of CDL driver shortages is also being seen countrywide. During the month of January, Penn Waste had several employees out sick (or quarantining, per CDC guidelines) that included 20 drivers within one week. Personnel made every attempt to collect missed recycling & trash, including double the normal limit on the next collection day. In an effort to ramp up communications between their staff & residents, Penn Waste has added notifications to their website, as well as a “call blast” to notify residents when collection issues arise. On top of personnel shortages, Penn Waste had to deal with winter weather & icy conditions that added to troubled collections. Joel said thankfully, Penn Waste staffing has returned to normal, and he thanked Borough Council & residents for their patience over the past couple months. Council thanked Joel for attending tonight’s meeting.
- **Ferd Dorn, Dorn Electric** was present to discuss the aging wiring of the town’s Christmas lights. Mayor Barnette attended a recent Lions Club meeting to discuss the lights, which the Lions’ purchase & maintain. The wiring, cable & its maintenance for the lights; however, is a Borough cost.  
The Mayor reported the lights have been in place since 1970 with updates and some replacements done in 2008. Ferd stated that Dorn Electric, who has conducted business in the Borough for approx. 10 years, donates the family business’ time to hang the Christmas lights each year. Over the past few years, there have been many “band-aid repairs” done to keep the lights operating. There is approx. 6,100 feet of electric cable & 41 poles involved in the Borough’s Christmas lights, much of that cable with the insulation gone & wires exposed. Tall trees have damaged the lines over the years, as well as vehicles or trucks who have hit poles, after which, utility companies make temporary repairs just to get the power restored. Dorn Electric has created 3 options for addressing the aging wiring. There had previously been a 4<sup>th</sup> option involving solar which the Lions’ stated can no longer be done.
  - **Option 1**—this is the most expensive option because it involves more maintenance but would offer the most life for the cost. The current outlets aren’t up to code & are not weather rated. This option involves removing all existing cables & receptacles on each pole to be replaced with new at the same time. These receptacles stay up year-

round & could be used for other things, if desired. Dorn's cost for materials & labor for this option total \$20,000. Ferd estimates this work to take approx. two weeks.

- **Option 2**—this is less expensive because it requires less maintenance. Dorn Electric can supply & install the receptacles & leave the cable connection to Met-Ed. Dorn's cost for materials & labor would total \$8,000. Ferd estimates this work to take approx. 60 hours.
- **Option 3**—this may be the best plan as far as maintenance & cost. Met-Ed would supply & install the receptacles, but the Borough would be charged for that work & that cost is currently unknown. Mayor Barnette reported Crossroads Borough was quoted \$15,000 for Met-Ed to install 19 lights, so the cost for Stewartstown's 41 poles would be much higher.  
Dorn Electric would remove all the existing cables & receptacles. Their cost for this labor is \$2,500. Ferd estimates this work to take approx. 24 hours.

Ferd said there are pros & cons to each option. Council needs time to review the paperwork distributed tonight listing the details & costs associated with each option. More discussion can be held at the March Council meeting. Mayor Barnette has been researching grant opportunities to possibly help defray the cost of this project. She will keep Council updated.

Ken Anderson, a Lions Club member in attendance tonight, thanked Ferd & his family for what he does for the club & the Borough. Mr. Anderson said the Lions are making plans to replace some of the Christmas light decorations, but they cost \$350-\$600 each, so this is being reviewed.

Mr. Sharnetzka said Council should be mindful of the cost of the electric replacement, as any project over \$11,800 requires 3 phone quotes to be collected. Any work over \$21,900 must be publicly bid.

### 3. General Business

- **Approval of Meeting Minutes**—Mr. Burkins made a motion to approve the January 3<sup>rd</sup> 2022 Reorganization Meeting Minutes; Mr. Elwell seconded. All were in favor; motion carried.
- **Approval of Financial Statements**
  - **General Funds**—Ms. Kreiss made a motion to approve General bills dated Jan 1<sup>st</sup> thru Feb 4<sup>th</sup>, 2022, totaling \$116,691.56; Mrs. Bloom seconded. All were in favor; motion carried.
  - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer bills dated Jan 1<sup>st</sup> thru Feb 4<sup>th</sup>, 2022, totaling \$67,965.30; Mr. Burkins seconded. All were in favor; motion carried.
  - **Water Funds**—Mrs. Bloom made a motion to approve Water bills dated Jan 1<sup>st</sup> thru Feb 4<sup>th</sup>, 2022, totaling \$75,462.64; Ms. Kreiss seconded. All were in favor; motion carried.

### 4. Solicitor's Report—Craig Sharnetzka reported:

- **Wierman's Ovelton Avenue property**—the Borough had filed a District Magistrate suit for Nuisance Ordinance violations. The hearing was scheduled for today; however, since the Wierman's were making a lot of progress getting the property cleaned up, it's been decided to give them a continuance. The new hearing date is in March, after the Council's March 7<sup>th</sup> meeting. More discussion will take place closer to that time to ensure the property is in compliance.
- **Sidewalk Ordinance**—Craig had nothing new to report at this time; however, Mayor Barnette reported she found a Multimodal Transportation Fund that will open March 1<sup>st</sup>. Sidewalk enhancement is included in the scope of the grant funds, those projects at least \$100,000 or more but not to exceed \$3million.

- **American Rescue Plan Act/Final Rule**—last year, the Borough received a disbursement of \$118,590 that came from these COVID-relief funds. Previously, the use of these funds was fairly restrictive; however, the Final Rule has recently been published which has greatly lessened the restrictions on the use of these funds. If under \$10million, as long as a municipality is using the money for what is a “use for the provision of government services” there are really no restrictions.

Craig said another round of funds is expected this year. Mrs. Carl stated the original intent of these funds was to aid, not only the municipality, but also its citizens through the restrictions & mandates put on them during the pandemic. She believes the funds should be used in a way that helps the community such as seniors who have no help or other residents in isolation who have no help. Once the Borough receives their 2<sup>nd</sup> round of funding, Mrs. Carl said she will oppose using it in a way not beneficial to Borough residents.

5. **Engineer’s Report**—Jason Brenneman reported:

- **Proposed 2022 Street Work**—as reported last month, the Liquid Fuels balance is currently \$30,628 with the March 2022 allocation expected to be around \$58,000-\$59,000. Along with the General Fund budget for Streets & Roads at \$100,000, Jason had distributed the list he put together last year, showing a rough estimate of proposed street work & costs. He’s estimating this year’s costs to be higher than last, but the earlier the work is bid, the better.

The list included:

- **Springwood Avenue**
- **High Street**—Jason’s current estimate for this work is \$110,000
- **Icehouse/Katie**
- **George Street**—this is a higher priority as the contractor had torn up the road during development of townhomes. One building of 6 townhomes is complete; another building of 6 is proposed; however, no building permits have been obtained for it yet. The developer gave a \$16,000 contribution towards the repair of George Street. Jason’s last year estimate for George is \$53,000.
- **E. Pennsylvania Avenue**

Mr. Burkins made a motion to authorize Jason to move forward with bid paperwork for George & High Street paving work. Mrs. Bloom seconded. All were in favor; motion carried.

6. **Sewer/Water Supervisor Report**—Ira Walker, Jr. submitted his report. All expenses have been or will be presented to the Authority for approval.

7. **Mayor’s/Police Report**—Mayor Barnette reported:

- **Police Report items:**

- Glen Rock rescinded their 30-day freeze on the 2022 Police Budget, so the budget has now been approved.
- She has been appointed to the Finance Committee. The next meeting is February 15<sup>th</sup> @ 7pm at Southern Regional Police Department. It is a public meeting, open to anyone wishing to attend.
- Officer Teague is healthy & back to full duty, which is great news!
- An arrest was made in a New Freedom arson case that was ongoing the past year.
- A very nice letter was received from the parents of an 8<sup>th</sup> grade male student who was headed for some trouble. The parents commended Officer Hanson (Southern School District’s SRO) who had spoken to the student & gave him some guidance. The student’s behavior & grades have improved & the parents are very grateful!
- She emailed proposed changes to the IGA (Intergovernmental Agreement) which mainly deals with the unit of measure going from incidents to hours. She spoke with Chief Boddington who was amenable to this change if this is what the Commission chooses. He stated measuring patrolling as well as all incidents is rather restrictive. If one municipality has more incidents, it reduces patrol time in another “quieter” municipality. The Chief then delegates patrol time to even things out.

Patrolling in municipalities can aid the officers in noting differences in town, what may be suspicious, etc. One simple traffic stop can provide additional services such as causing vehicles to slow down & pay attention.

- Fundraiser is being planned for K-9 Ransom with t-shirts, sweatshirts, etc. available for purchase.

- **Mayor's Report items:**

- Met with the Lions Club to discuss Christmas lights—discussed previously. The Club is also looking for volunteer work, so if Council has suggestions, keep them in mind.
- Robert's Rules of Conduct—the Borough currently does not have an adopted Resolution to follow Robert's Rules. PSAB (Pennsylvania State Association of Boroughs) offered a sample Resolution, as they recommend all municipalities adopt a Resolution stating that the Rules will be followed at public meetings. The Rules outline how a public meeting should be conducted, giving everyone a chance to speak, etc.  
Consensus of Council is that a Resolution is not necessary for Stewartstown Council to adopt.
- Mayor reported earlier on a Municipal Funding Workshop available through Kristin Phillips-Hill's office. It will be a free webinar held via Zoom on February 24<sup>th</sup> @ 7pm for anyone interested in attending.
- Other Zoom training is offered through PSAB, should anyone want to participate, let Borough staff know.

8. **President/Vice-President's Report**—Ms. Almony reported:

- **Committee assignments have been distributed.** Committees can meet any time of the month, as long as there is not a quorum of Council members. There can be discussion within those committees, but formal decisions or action must come back to a Council meeting for decision of the whole Board. Ms. Almony was unsure how much community involvement or input Council committees would see, but the representation of the committees should stay with Council members, not residents. A couple questions/comments were made:
  - Mr. Elwell asked if some Council members are “stretched too thin” by being on more than 1 committee or being too busy, can Mayor Barnette serve on a Committee? *The Mayor isn't a voting member of Council nor a Committee but she's welcome to attend any committee meeting & offer input as, technically, the Mayor is an official member of all the Committees.*  
*The Solicitor can be asked if a citizen of the community can step into a committee position should a member find themselves too busy to continue to serve.*
  - Mrs. Carl said it was stated in previous PSAB training, as well as by Atty. Sharnetzka, that committees can be opened to the community for input. Committee meetings could be advertised as public meetings in order to gain residents' input. *Most Council members didn't have a problem with citizens from the community serving on committees; however, Ms. Almony said in the past, most committees only met when they had an issue to discuss, not on a regular monthly basis. Ms. Almony doesn't feel it's necessary to advertise monthly committee meetings for the sake of holding another public meeting.*
  - If Council members feel the need to form another Committee to address some other issue, Ms. Almony suggested information be emailed to Council members weeks prior to the meeting to allow time for review.
  - Confirmation can be sought next month from Atty. Sharnetzka about inviting residents or other interested parties to serve on committees. This will be on the March meeting agenda for discussion.

- With no further comment on the presented Committee List, Mrs. Bloom made a motion to accept President Almony's list of committees as presented; Mr. Elwell seconded. All were in favor; motion carried.
  - **Winters Avenue**—suggestion to make this a one-way street? Jason said the Borough could make the street one-way by posting signs, but in order to make it enforceable, a traffic study would need to be done. The area beyond Winters was purchased by Hopewell Township for recreational purposes, but nothing additional has been done with it to date. The Borough could wait to see what's being proposed for that area & then decide whether to make the street one-way.
  - **Sinking sidewalk at 1 N. Main Street**—there is a large sinkhole forming in the sidewalk that is potentially dangerous to pedestrians.  
Mr. Burkins made a motion authorizing CGA Law Firm to send a letter to the property management company of 1 N. Main Street regarding sidewalk repair/replacement; Ms. Kreiss seconded. All were in favor; motion carried.
  - **Sidewalk problem at 40 S. Main Street**—Mrs. Bloom made a motion for Borough staff to send a letter to the property owner regarding sidewalk repair/replacement; Mr. Burkins seconded. After discussion, it was decided to hold off on mailing sidewalk repair letters to residents until the Sidewalk Ordinance revisions are complete.  
Mrs. Bloom withdrew her motion; Mr. Burkins withdrew his second.  
A complaint regarding any issues (sidewalk condition, etc.) should be presented to the Borough Office in writing accompanied by pictures, if available.
  - **Oil tank at movie theater**—after it was brought to Council's attention in November about what happened to the old oil tank at the theater during demolition, Ms. Almony emailed the demolition contractor, Ben Washington. Mr. Washington stated there was an oil tank in the basement of the theater which was removed during demolition & scrapped. This email verification from Mr. Washington is on record at the Borough Office.
  - **Road salt discussion**—the previous snow removal contractor (Kunkle) stored salt at Gordon's Service Center in the salt bins. Kunkle didn't charge the Borough for salt because the Borough paid for all of it & had it delivered to Gordon's. When Kunkle passed away, Gordon Wisnom said he would pay for the remaining salt for his own use. On 12/28/2021, Gordon's paid for two loads of salt totaling \$2,430.07.  
The new snow removal contractor plans to store salt at their New Freedom location; however, if they need to have a location in town to have salt more readily available, Gordon Wisnom, Sr. stated he would be willing to store it at his Mill Street location again. He also offered to help the contractor load the salt, as a skid loader would be necessary to do so.  
This will be on the meeting agenda for March for discussion with the Solicitor, as a contract is already in place with the new contractor.
9. **Treasurer's Report**—Stacy Myers reported:
- **Action is needed on Jonny Perry's \$2/hr. pay increase** after passing his Wastewater Exam on 12/2/2021. Mr. Burkins made a motion authorizing the \$2/hr. pay increase for Jonny Perry; Mr. Elwell seconded. All were in favor; motion carried.
  - **Appointing Mayor Barnette as delegate to PSAB Annual Conference**—this year's conference is in Hershey on May 22<sup>nd</sup> thru May 25<sup>th</sup>. Cost, if paid before April 15<sup>th</sup> is \$250. Per Borough Code, the municipality is to pay the lodging for a delegate to attend conferences. Mayor stated she will pay her own meals & mileage, but she plans to stay in a hotel near the conference to save travel time.  
Mrs. Bloom made a motion to appoint Mayor Barnette at the Borough's delegate to attend the PSAB Annual Conference; Mrs. Carl seconded. All were in favor; motion carried.  
As for approval of the lodging, Council requested Mayor Barnette obtain hotel costs, so a more accurate cost is known. This will be on March's meeting agenda for more discussion.

- **Email address set-up for Council members, Mayor & Authority members**—as the idea of setting up secure email addresses for Board members was discussed, pricing was gathered from the Borough’s IT representative. Basic package offering backup + security is as follows:
  - 8 Council seats (7 Council + Mayor)=\$100/month
  - 7 Authority seats=\$87.50/month
  - **Total additional costs of \$187.50/month**

This upgrade will require additional computer services & labor, some of which may be required anyway for necessary Borough staff computer system upgrades.

Council would like to discuss the necessity of this further with Atty. Sharnetzka. This will be on March’s meeting agenda for discussion.

10. **Adjournment**—With no further business before Council, Mr. Burkins made a motion to adjourn the meeting @ 8:48p.m. Ms. Kreiss seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary