

**Stewartstown Borough Council
Reorganization Meeting Minutes
Monday, January 3rd, 2022**

Members present

Polly Kreiss
Donna Bloom
Pam Almony
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
Gordon Wisnom, Sr.
Ken Anderson
Keith Trahan

Jason Roberts
Kenton Kurtz
Stephanie Thompson
Nathan McCloskey

Lona Full
Felicia Markline
Jonny Perry
Donna Hanke

1. Mayor Barnette called the Reorganization Meeting to order @ 7:00p.m., followed by the pledge to the flag.
2. **Reorganization of Council**
 - Mayor Barnette swore in the following new Council members who stated their Oaths of Office:
 - Bill Gemmill
 - Pamela Almony
 - Kimberly Carl
 - David Elwell
 - Appointing a new Council President & Vice-President
 - **Council President**
 - Ms. Kreiss nominated Bill Gemmill—vote was 3 in favor-4 opposed
 - Mrs. Bloom nominated Pam Almony—vote was 4 in favor-3 opposed
Ms. Almony is the new Council President.
 - **Council Vice-President**
 - Mrs. Bloom nominated Roy Burkins—vote was 6 in favor-1 opposed
 - Ms. Kreiss nominated Bill Gemmill—no vote was noted since the vote for Mr. Burkins was majority. Mr. Burkins is the new Council Vice-President.
 - Police Commission nomination—Mrs. Carl made a motion to appoint Mayor Brittany Barnette to Southern Regional Police Commission; Mrs. Bloom seconded. All were in favor; motion carried.
 - Eureka Consolidation/Liaison nomination—Mrs. Bloom made a motion to appoint Gordon Wisnom, Sr. to Eureka Consolidated & as Liaison to Eureka Fire Company; Ms. Kreiss seconded. All were in favor; motion carried.
3. **Public Comment/Visitors**—Rick Kerns was present to introduce himself as the new Park & Recreation Director at HARP. He started in November coming from south Lancaster where he ran the Recreation Department for 3 years & prior to that, ran the Recreation Department at Hotel Hershey. He lives in East Hopewell Township with his wife & 4 children.
Rick looks forward to working with the community and reported there are Mommy & Me play dates, after school sports programs & preschool sports programs planned for early this year.
Rick is in the HARP office Monday-Friday, 10am-4pm, if anyone wants to contact him.

4. **General Business**

- **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the December 6th, 2021 Meeting Minutes; Ms. Kreiss seconded. All were in favor; motion carried.
- **Approval of Financial Statements**
 - **General Funds**—Mrs. Bloom made a motion to approve General Fund bills dated Dec 3rd thru Dec 31st, 2021, totaling \$38,519.09; Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer Fund bills dated Dec 3rd thru Dec 31st, 2021, totaling \$119,472.24; Ms. Kreiss seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated Dec 3rd thru Dec 31st, 2021, totaling \$40,410.19; Mr. Burkins seconded. All were in favor; motion carried.

5. **Solicitor's Report**—Craig Sharnetzka reported the following:

- **Borough Tax Collection**—at the November election, there was a write-in for Tax Collector; however, that person was not interested in retaining the office. According to the Election Office, the position is open. The past two years, York County Treasurer's Office has collected Stewartstown Borough's taxes, as well as those of other municipalities. Council would need to appoint them & approve an agreement & adopt a Resolution. Mr. Sharnetzka said the agreement is the same as the last term with the exception of the sit-in fee that the Treasurer's Office charges. If the Borough wishes to have them collect taxes in person, that fee is now \$25/hr. where it used to be \$25 each time. Office staff typically has 2 sit-in collections for April & 2 in August, for 2 hours each time.
 - **Resolution 2022-01**—to adopt & approve the Tax Agreement between York County Treasurer's Office & Stewartstown Borough for a term from January 1st, 2022 through December 31st, 2023. (only for a 2-year term until the next General Election) Mr. Burkins made a motion to adopt Resolution 2022-01 & to accept the agreement. Mrs. Bloom seconded. All were in favor; motion carried.
- **Ovelton Avenue/Wierman Ordinance violation**—this complaint has been sent to filing with the District Justice's office. No word has been received yet, but Craig suspects the hearing may be in January.
- **Sidewalk Ordinance**—discussion was held in December & there were some concerns about the revised Ordinance. The Sidewalk Committee currently contains 3 people, but Mr. Gemmill no longer wishes to serve on the committee. Mrs. Carl would like to now serve in his place. As long as there are no more than 3 Council members serving/meeting at an unadvertised meeting and no decisions are made, that's fine. Residents of the community can also serve on committees. Years ago, Committees had an advertised night in which to meet once/month. It can be Council's decision & a separate meeting night can be advertised if they wish.

Ms. Almony suggested current Council members review the current committees to see where they wish to serve and send their suggestions to both Pam Almony & Stacy Myers. Mrs. Carl suggested reviewing them to determine which are "committee" functions & which are "Council" functions. The list could possibly be revised to be more effective & to include the community. She also proposed creating an Economic Development Committee. If Council wishes to gain community involvement, it can be advertised in the quarterly newsletter and on the Borough's Facebook page and/or website. This will be on the February meeting agenda for discussion.
- **Bidding Limit Thresholds**—they are as follows for 2022:
 - Purchases/contracts below \$11,800 require no formal bidding
 - Purchases/contract between \$11,800-\$21,900 require 3 phone quotes

- Purchases/contracts over \$21,900 require formal bidding
6. **Engineer's Report**—Jason Brenneman had no formal report, but suggested Council discuss & create a Street Work list as early as possible so bid paperwork can be created. He suggested a bid award of April or May as contractors are planning their yearly projects. The Borough will have approx. \$90,000 in Liquid Fuels available for road work. The street list he prepared at the beginning of 2021 had included:
- Springwood Avenue patching—estimate of \$28,000
 - High Street repair work—estimate of up to \$150,000
 - Icehouse/Katie surface cracking—estimate of \$60,000 each
 - George Street repair/paving—in coordination with the townhome development, the contractor contributed money towards that paving. Jason's estimate was \$50,000 to complete.
 - East Pennsylvania Ave repair—depending on what Council wants to do, repairs could range from \$70,000-\$250,000

Council could choose to wait until 2023 for another year's worth of Liquid Fuels. There is still \$100,000 budgeted in Road Repair that can also be added to LF for road work.

Jason will forward the list of projects he created with his estimated costs for Council's review.

7. **Sewer/Water Supervisor Report**—Ira Walker, Jr. submitted his report. All expenses have been or will be presented to the Authority for approval. In addition, he introduced Sewer & Water staff to new Council. Kudos to the great job everyone is doing!!
- Daniel (Keith) Trahan—started on 1/20/2021 and has obtained his Water, Sewer & CDL licenses.
 - Felicia Markline—started on 5/3/2021 and has obtained her Water & CDL licenses.
 - Jonny Perry—started on 5/19/2021 and has obtained his Water & CDL licenses and is waiting for the results of his Sewer license exam.
 - Nathan McCloskey started on 12/7/2021 and is working part-time as part of an internship program thru York County School of Technology.
8. **Mayor's Report**—Mayor Barnette reported the Police Commission has not yet met for January but last month New Freedom had concerns about approving Southern Regional's budget because of some confusion on the language in the agreement. That seems to be resolved. Glen Rock Borough had sent notice that they were freezing their approval of the budget for 30 days. Mayor Barnette will know more at the January Commission meeting.
9. **President/Vice-President's Report**—15 Springwood Road (Cantwell) stormwater issue—the material & pipe has finally been received and is being stored for nicer weather. Office staff & Mr. Gemmill agreed that winter is not an ideal time to dig up the Cantwell's yard & install pipe. This work will be planned for March (at the earliest) or April.
10. **Treasurer's Report**—Stacy Myers stated, per the Employee Handbook, employees who obtain their water or wastewater licenses are eligible for a \$2/hr. pay increase. Felicia Markline obtained her Water Operator License on 11/23/2021. Ms. Kreiss made a motion to approve a \$2/hr. pay increase for Felicia Markline; Mr. Burkins seconded. All were in favor; motion carried.
11. **Other Borough business**—As Borough Council wished to discuss the movie theater site, but it was not on tonight's agenda, Mrs. Bloom made a motion to amend tonight's agenda; Ms. Kreiss seconded. All were in favor; motion carried. Ms. Kreiss suggested moving forward with selling the lot to help recoup some of the money spent to demolish the theater. From talking to a neighbor of the theater, Mr. Gemmill found out there is an underground oil tank on the property. The contractor had the hole open after demolition & could have removed the tank; however, it was not on the bid specs to do so. Office staff nor Borough Council were aware of the oil tank. The Borough can't go back to the contractor about the tank removal because it was not listed in the bid specifications. The tank is now covered with stone, laid by the contractor.

In order to remove the oil tank, it may require permitting through DEP and/or EPA. If Council wishes to sell the lot, an Environmental Study may need to be conducted and soil samples may need to be collected. The size of the tank should be known too. Mr. Gemmill doubts there is any oil in it anymore, although it's unknown. Jason's office can research how to proceed & report back at February's meeting.

12. **Adjournment**—With no further business before Council, Mr. Gemmill made a motion to adjourn the meeting @ 8:15p.m. Mr. Burkins seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary