

Stewartstown Borough Council Meeting Minutes
Monday, May 5th, 2025

Members present

Pamela Almony
Roy Burkins
Donna Bloom
Kimberly Carl
Joshua Butler
David Elwell
Jason Roberts

Others present

Mayor Brittany Barnette
Ira Walker, Jr., Water/Sewer
Stacy Myers, Recording Sec'y

Visitors

Linda Miller	Ray Manifold
Louise Roscosky	Erica Rearich
Kevin Brunicke	Mark & Peggy Raulie
Randy Babcock	

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **General Business**
 - **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the April 7th, 2025 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 April 4th thru May 2nd, 2025, totaling \$126,435.20; Mr. Burkins seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated April 4th thru May 2nd, 2025, totaling \$48,786.83; Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer Fund bills dated April 4th thru May 2nd, 2025, totaling \$58,075.63; Mr. Roberts seconded. All were in favor; motion carried.
3. **Visitors/Public Comment**—Randy Babcock, Chair of Building Committee & Ray Manifold, Chair of Trustees of Stewartstown United Methodist Church presented architectural renderings of the proposed project/addition the church has been working on for a few years. Having settled on a final design & floor plan, the church has begun a capital campaign to raise funds for the project that was awarded to Heck Construction in April. Randy explained the project consists of a 2,000sq. ft. addition, built in between the sanctuary & Heritage Hall. It will be two levels: upstairs & downstairs and features a larger elevator which is desperately needed with the aging congregation. A new hospitality/welcome center will be built upstairs outside of the sanctuary, and a multi-purpose room downstairs. Handicap-accessible restrooms both upstairs and downstairs will also be added. All of these features will greatly improve the accessibility of the church and will aid the Stewartstown Senior Center. Outside steps will also be removed & replaced with a very gradual ramp.
Randy & Ray wanted to bring the design to Council to make them aware of the project as it's moving forward in the permitting process. Randy assured Council the contractor's work times will adhere to the Borough's Ordinance, as they will only work Monday thru Friday, between the hours of 7am & 3:30pm.
During construction, the Senior Center will meet at the Stewartstown Presbyterian Church. SEYCO Preschool (currently in Stewartstown UMC) has signed a 5-year lease with the Presbyterian Church and will operate out of there. This will allow the preschool children to use the nearby community playground, as outdoor space was limited at Stewartstown UMC and didn't allow for a playground.
4. **Engineer's Report**—Jason Brenneman wasn't present tonight, but submitted the following:
 - **2025 Streets**—no action is needed at this time.
 - **Storm Inlet/Pipe Inspection Proposal**—no action is needed at this time.
 - **Salt Storage Shed**—Hopewell Township approved a waiver of a Land Development Plan for the salt storage shed; however, they stated we will need to show the shed on the LDP for the Headworks Building at the Wastewater Treatment Plant. Jason & staff said this will be no problem and Jason Lytle (engineer for the WWTP upgrade) is working with Ira and Jason Roberts on the size & type of shed that's necessary. Joe Zahn (snow removal contractor) has also weighed in on the shed type. Jason B. will defer to Jason L. to handle the building permit & associated items.
Mr. Burkins made a motion to move forward with the LDP and the necessary work to create the area for the salt storage shed. Mr. Roberts seconded. All were in favor; motion carried.

- **Stewartstown UMC**—as discussed earlier, the Land Development Plan has been submitted & reviewed by Jason Brenneman & also York County Planning Commission. The plan will go before the Borough Planning Commission on Tues, May 20th for a recommendation to Borough Council. A 950AA form needs to be approved by Council in order for the church to apply for a Highway Occupancy Permit with PennDOT. Mrs. Carl made a motion to approve signing form 950AA with the condition of agreement that the Church will maintain the pipe and inlet prior to the Land Development Plan being created. Mrs. Bloom seconded. All were in favor; motion carried.
5. **Solicitor's Report**—Atty. Sharnetzka wasn't present tonight & submitted no report.
 6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. presented his report. All expenses will go to the Sewer & Water Authority for action. In addition to the report, Ira reported:
 - The Meter Replacement Program continues.
 - PADEP recently conducted an inspection at the WWTP and gave the plant an A- which is great!
 - “Bring Your Kid to Work Day” was, once again, an enjoyable day and the kids loved it! Ira thanked Council & the Authority for allowing them to participate.
 - Kerry Baum, Jr. was hired as a Water & Sewer Laborer on April 22nd and is working out very well!
 7. **President/Vice-President Report**—Ms. Almony reported:
 - **Committee guidelines/requirements** will be created for Council committees with some possible member changes assigned to each committee.
 - **Approval of employee appreciation events/reimbursement for expenditures**—the Personnel Committee wants to hold a few events throughout the year in order for staff to recap, rest and enjoy themselves. A Spring event is planned at Aviator Brew Hub (on the lawn). Another is planned for the HARP grounds and a couple others are planned for the 2025 holiday season. Mrs. Carl offered Genesis Golf as a location also, possibly for 2026. Discussion was held on proposed costs. Mrs. Bloom made a motion to approve the employee appreciation events with a budget not to exceed \$1,000 for all. Mrs. Carl seconded. All were in favor; motion carried.
 - **Resolution 2025-03 “America 250PA”**—to celebrate America's 250th birthday next year. The County is planning certain activities for the celebration and have asked County municipalities to adopt a resolution honoring it. Municipalities are encouraged to participate in events to commemorate the anniversary, such as planting a tree, sending in their municipal emblem/seal to be part of a quilt that will be sewn together. A parade is also being planned. Mrs. Bloom made a motion to adopt Resolution 2025-03; Mrs. Carl seconded. All were in favor; motion carried.
 8. **Treasurer's Report**—Stacy Myers reported:
 - **Fire Police requests**—Ms. Almony made a motion to approve the following requests. Mr. Burkins seconded. All were in favor; motion carried.
 - Shrewsbury Borough's Annual Firemen's Carnival—June 23rd-28th
 - Springfield Township—Jacobus Lions Club July 4th BLAST—July 4th (rain date of July 5th)
 - **FYI items--**
 - The SLFRF Report (COVID relief funds reporting) was submitted April 28th, as our deadline to obligate the funds was April 30th. The remaining amount of \$230,930.34 was obligated to “revenue replacement” to go towards our contractual EMS/Fire expenses, 50% in 2025, 50% in 2026.
 - Of note, Stacy will be on vacation May 8th & 9th (Jason R. & Pam have agreed to open the office certain hours those days).
 9. **Mayor's/Police Report**—Mayor Barnette reported:
 - **Confirmation of current Fire Police** (list in Council packets)—Ms. Almony made a motion to confirm all the current Fire Police for Eureka. Mr. Roberts seconded. All were in favor; motion carried.
 - **Appointing Kevin Brunicke to the Civil Service Committee**—Mrs. Bloom made a motion to appoint Kevin Brunicke to the Civil Service Committee. Mr. Burkins seconded. All were in favor; motion carried. With several retirements approaching in Southern Regional Police Department, the Civil Service Committee meets to discuss promotions & related business.
 - **Rain date for the Borough's free yard sale**—The Borough's Yard Sale is set for Saturday, May 17th. Council set a rain date of Saturday, May 24th.
 - **The next Police Commission Meeting** will be held this Wednesday, May 7th.

- **Recent break-ins in town**—Original Pizza (a window was left unlocked, but nothing was reported stolen), but Bonkey's had a broken window & \$500 was stolen. Council & Mayor noted there has been a heavier police presence in town recently.
 - **Solicitation in town**—solicitation permits are required for anyone soliciting business in town. They must first stop at the Borough Office to pay the \$25 fee to obtain the permit & submit a copy of their driver's license. Stacy can forward the Solicitation Ordinance to the Mayor & Council for their review.
10. **Committee Discussion/Other Business**—With our Penn Waste trash contract expiring 10/31/2024, the Refuse Committee has put a lot of time into reviewing the bid specifications & past contracts. Their hope is to put together a favorable bid package to entice many bidders in an effort to keep costs low for residents and the borough as well, while maintaining good service. The committee has held discussions with neighboring municipalities regarding their contracts & service, in addition to meeting with haulers to compare 1day/week pickup vs. 2day/week pickup, splitting the Borough into two different pickup zones, bulk item collection, etc. A draft of revisions was distributed to Council & discussion was held. Mrs. Carl read the statistics given to the committee by Penn Waste, who stated their biggest cost factors are disposal of trash & labor. At this time, the plan is for the committee to have a bid-ready document for the June 2nd Council meeting, and a planned bid opening/award at the August 4th meeting. The potential to possibly enter into a multi-municipal agreement for trash collection is also being discussed; however, Shrewsbury Borough is currently in their contract with Penn Waste until end of 2027. A joint contract could hopefully offer lower cost options from haulers. . The committee continues to research & discuss all options to bring quality trash service to its residents.
11. **Adjournment**—With no further business before Council, Mr. Roberts made a motion to adjourn the meeting @ 8:37pm. Mr. Burkins seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary