

**Stewartstown Borough Council Meeting Minutes**  
**Monday, December 4<sup>th</sup>, 2023**

**Members**

Pam Almony  
Polly Kreiss  
Donna Bloom  
Roy Burkins  
Bill Gemmill  
Dave Elwell

**Others**

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

**Visitors**

Linda Miller  
Jason Roberts  
Jordan Ilyes  
Erica Rearich

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Public Comment/Visitors**—no one to address Council at this time.
3. **General Business**
  - **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the November 6<sup>th</sup>, 2023 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 Nov. 4<sup>th</sup> thru Nov. 29<sup>th</sup>, 2023, totaling \$42,274.86. Ms. Kreiss seconded. All were in favor; motion carried.
    - **Sewer Funds**—Ms. Kreiss made a motion to approve Sewer Fund bills dated Nov. 4<sup>th</sup> thru Nov. 29<sup>th</sup>, 2023, totaling \$85,818.63. Mr. Burkins seconded. All were in favor; motion carried.
    - **Water Funds**—Ms. Kreiss made a motion to approve Water Fund bills dated Nov. 4<sup>th</sup> thru Nov. 29<sup>th</sup>, 2023, totaling \$45,204.88. Mrs. Bloom seconded. All were in favor; motion carried.
4. **Engineer's Report**—Jason Brenneman reported:
  - **Bailey Hotel Suites** submitted their 1<sup>st</sup> surety reduction request in the amount of \$260,769.73, as mostly all outside work has been completed. The original surety amount was \$269,881.92, so the reduction would leave \$9,122.19 outstanding. Remaining items left on the surety include some seeding/mulching, partial finish grading, lighting, erosion, and sediment control maintenance & as-built plans. All of these items are to be completed in Spring.  
Mr. Burkins made a motion to approve the surety reduction in the amount of \$260,769.73; Mrs. Bloom seconded. All were in favor; motion carried.
  - **Street work**—State LSA grant application was submitted last week. The County grant application (submitted in September) should be awarded in May 2024; the State grant in July 2024.
  - **2024-2026 CDBG Grant application**—these are due mid-January and, if awarded, will be used for E. Pennsylvania improvements. Curb & sidewalk work (estimated around \$225,000) was included in the LSA grants. The CDBG Grant requires income surveys to be completed with 50% or more of those residents meeting low-to-moderate income to qualify for grant funds. York County Planning told Jason there's no maximum for the CDBG Grant, so the Borough can apply for as much grant money as desired. Jason recommended submitting this work as one project rather than separate projects.

Mrs. Bloom made a motion to authorize Jason Brenneman to submit the CDBG Grant application; Ms. Kreiss seconded. All were in favor; motion carried.

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

- **Proposed Text Amendment to Zoning Ordinance for 13 Mill Street**—the proposed amendments are to allow the conversion of the facility at 13 Mill Street (Industrial Zone) to be converted to apartments (residential use). Comments were received from York County Planning Commission & have been reviewed by the Borough Engineer & Solicitor. They will also be reviewed by the Borough Planning Commission at their December 19<sup>th</sup> meeting, who will give their recommendation to Borough Council. Council will then act on them at their January 2<sup>nd</sup>, 2024 meeting.

Developer Jordan Ilyes (prospective buyer of 13 Mill) was present tonight. He stated he has had many discussions with Stewartstown Railroad regarding the ties & tracks in that property, as well as what possible excavation & labor he & his staff will offer during this project. Much of the area will be Jordan's parking, so he will work towards a solution & agreement with the Railroad as well as Gordon's Service Center. He has a proposed settlement date on the property in January 2024.

Jordan asked about the possibility of obtaining a permit to replace the collapsed roof structure in an effort to salvage the building. Typically, a building permit is secured when a Land Development Plan is submitted, but Atty. Sharnetzka & Council are agreeable to Jordan obtaining a permit (through Commonwealth Code) for a limited scope of work. In order for Jordan to secure financing, sometimes he's working within the shell of a building because the bank needs to see work moving forward. Jason said the building permit to work inside the shell of the building may be sought, should Commonwealth Code agree, but the Borough cannot give any assurances right now, because that approval comes with the LDP. Anything done inside the building would be at Jordan's risk.

Jordan also requested Council consider passing the LERTA Ordinance which would offer him some tax relief. Local Economic Revitalization Tax Assistance (LERTA) was created by the Commonwealth of PA as an incentive for the redevelopment of aging or deteriorating properties and allows taxing authorities to provide tax exemptions for up to 10 years on construction improvements. Atty. Sharnetzka suggested Jordan check with the School District and/or the County first, as the Borough's tax probably wouldn't make a significant difference.

- **Amended and Restated Nuisance Ordinance**—Borough Planning Commission submitted revisions for Council's review & more discussion in January.
- **Disruptive Conduct Ordinance**—at Council's request, Craig put together a draft using just the conduct portion of Glen Rock's Ordinance to streamline it for Stewartstown's use. Council can review it for more discussion in January.
- **Comcast Cable Franchise Agreement**—Craig's office reviewed the Agreement & responded back with comments. We'll await their response & Craig will update, as necessary.
- **Resolution 2023-08**—as Borough Council is not proposing a tax increase for 2024, this Resolution reenacts & reimposes the tax milage rate of 2.85 mils for 2024 (on the assessed value of real estate in Stewartstown).

Mr. Burkins made a motion to adopt Resolution 2023-08; Mrs. Bloom seconded. All were in favor; motion carried.

- **CGA's Christmas gifts** for Council & Borough staff will be distributed after the meeting.

6. **President/Vice-President Report**—Ms. Almony reported:

- We recognized Polly Kreiss tonight as this is her last meeting on Borough Council. Thank you to Polly for her 12 years of service to the Borough!

- Horse & Buggy road signs—two prices were gathered as Council suggested installing these at each end of town since the Amish community now live around the Borough.
    - U.S. Municipal--\$44 (30 x 30 sign)
    - Road Traffic Signs--\$61.45 (30 x 30 sign), \$24 (18 x 18 sign)
 Mrs. Bloom made a motion to purchase two of the 30 x 30 signs from U.S. Municipal. Ms. Almony seconded. All were in favor; motion carried.
7. **Treasurer's Report**—Stacy Myers reported:
- **Resolution 2023-2**—to appoint Stacy Myers as Borough Treasurer for 2024. Mrs. Bloom made a motion to adopt Resolution 2023-2; Mr. Burkins seconded. All were in favor; motion carried.
  - **Resolution 2023-3**—to appoint Melissa Matthews as Borough Secretary for 2024. Ms. Almony made a motion to adopt Resolution 2023-3; Mr. Elwell seconded. All were in favor; motion carried.
  - **Resolution 2023-4**—to appoint Hamilton & Musser as independent auditors for the Borough for 2024. Ms. Kreiss made a motion to adopt Resolution 2023-4; Mrs. Bloom seconded. All were in favor; motion carried.
  - **Resolution 2023-5**—to provide a Municipal Pension Plan for 2024. Mrs. Bloom made a motion to adopt Resolution 2023-5; Ms. Kreiss seconded. All were in favor; motion carried.
  - **Approval of the 2024 Budget**—Mrs. Bloom made a motion to approve the 2024 Budget; Ms. Kreiss seconded. All were in favor; motion carried.
  - **Requests for Fire Police**
    - Red Lion Borough's New Year's Eve celebration—12/31/23 thru 1/1/24 (from 10pm-1am)
    - New Freedom Borough's Christmas Parade, which was held on December 2<sup>nd</sup>.
 Mr. Burkins made a motion to approve the Fire Police requests; Mrs. Bloom seconded. All were in favor; motion carried.
8. **Sewer/Water Supervisor Report**—Ira Walker, Jr. submitted his report & all expenses will be submitted to the Sewer & Water Authority for action. He noted 3 items:
- Tyler Robinson & Nate McCloskey both passed their CDL exams today, 12/4/23.
  - South Eastern's Intermediate Building (5<sup>th</sup>/6<sup>th</sup> grade) held a Career Day recently and invited Felicia Markline & Keith Trahan to do a presentation on the Water Operator & Sewer Operator position.
  - Sewer & Water staff wish to thank Polly Kreiss for all of her support over the years!
9. **Mayor/Police Report**—Mayor Barnette reported:
- Tree Lighting on Saturday, December 2<sup>nd</sup> was a great time and well attended.
  - Southern Regional Police Commission plans to approve their 2024 Budget this Wednesday, December 6<sup>th</sup>. Of note, the IGA Committee will begin meeting again soon.
10. **Adjournment**—With no further business before the Council, Mr. Burkins made a motion to adjourn the meeting @ 7:45p.m. Mrs. Bloom seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary