

Stewartstown Borough Council Meeting Minutes
Monday, August 4th, 2025

Members present

Pamela Almony
Roy Burkins
Donna Bloom
Kimberly Carl
Jason Roberts
David Elwell
Kenton Kurtz

Others present

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

Visitors

Paul & Louise Roscosky
Kevin Brunicke
Erin Faw
Erin Dell
Erica Rearich

Casey Saylor
Jordan Ilyes
Janet McElwain
Jon Yinger
Josef Stike

Rudy Kocman
Erich & Lydia Schlitzkus (& Colton)
Jonas Kreitzer
Polly Kreiss

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **Mayor Barnette's Proclamation**—Several nearby counties & municipalities are recognizing September as Service Dog Appreciation Month. Because we have a Borough resident who trains service dogs, Mayor Barnette passed a Proclamation recognizing it as well. The mayor also awarded a Citation to Lydia Schlitzkus & Colton, certified therapy team, recognizing their exemplary service to the community. Before Colton, Lydia trained Walter who has been successfully matched with a disabled veteran, and Bayley who currently works as a therapy dog supporting individuals recovering from traumatic brain injuries. Lydia thanked the mayor & council for the Citation. She obtains & trains the dogs through the Canine Companions program, and stated the program is free to those who have a need for one. Dogs enrich our lives in so many ways, and through Lydia's dedication and hard work, those in need are able to be blessed by those trained through Canine Companions. Congratulations Lydia & Colton!
3. **General Business**
 - **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the July 2nd, 2025 Meeting Minutes; Mrs. Carl seconded. All were in favor; motion carried.
 - **Approval of Financial Statements**
 - **General Fund**—Mrs. Bloom made a motion to approve General Fund bills dated July 3rd thru August 1st, 2025 totaling \$402,152.41, Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Fund**—Mr. Burkins made a motion to approve Sewer Fund bills dated July 3rd thru August 1st, 2025, totaling \$44,834.06, Mrs. Bloom seconded. All were in favor; motion carried.
 - **Water Fund**—Mrs. Bloom made a motion to approve Water Fund bills dated July 3rd thru August 1st, 2025, totaling \$65,719.24, Mr. Burkins seconded. All were in favor; motion carried.
4. **Public Comment/Visitors**
 - **Rudy Kocman, Kocman Insurance** presented the Borough's 2025-2026 renewal information for property, automobile, personal liability, workers compensation, etc., and noted this year's premiums saw a 2.2% increase over last year. The Borough has a longstanding relationship with EMC Insurance and as a member of the program recognized by PSAB (PA State Association of Boroughs), has received a dividend on their premiums for 15 years in a row. The dividend is based on claims for a 3-year rolling average, and this year's check is in the amount of \$3,673.06. Council thanked Rudy for attending tonight. Mr. Kurtz made a motion to approve the 2025-2026 policy; Mr. Burkins seconded. All were in favor; motion carried.

- **Erin Faw, Director of the Stewartstown Senior Center**, was present to discuss the importance of having a center for seniors here in town. The Center which operates Mon-Friday, 9am-3pm, offers seniors, 60 years & older, the chance to participate in activities that are both educational & entertaining. The Center also provides daily meals for free, although donations are encouraged. Erin said there is no fee to join but you must be a York County resident, aged 60 years or older. Currently, the Stewartstown Senior Center has 302 members. Erin said 25% of their annual budget comes from York County Area on Aging's Meal Program, so while they do quite well on the Center's fundraisers, they appreciate the past & continued support from Borough Council when planning their annual budget. With the Methodist Church currently being under construction, the Center members are meeting at the Presbyterian Church, 14 College Avenue. That will probably continue until end of 2025 (or possibly thru January 2026).

- **Janet McElwain was present to give an update on Mason Dixon Library.** (Of note, MDL Board members Casey Saylor and Brittany Barnette were present tonight also). Janet said after 13 months & 2 meetings with York County Library Systems about their desire to make MDL a branch library, YCLS sent an email to MDL's Board President notifying them they were terminating their member library agreement. In June, YCLS had listed their plan for the 13 county libraries on their website, and MDL suspected YCLS' wish to make them a branch library, rather than a member, was coming. As a member library, MDL's open hours are approx. 45 hours/week. As a branch library, those hours would be cut to 15-25 hours/week, reducing access for many people, including children. In the email, YCLS gave 45 days in which MDL can express their interest in becoming a branch and are invited to (during the 45-day window) schedule a meeting with YCLS' President & his leadership team to discuss the potential of this branch status. MDL has met with County Commissioners & Senator Kristin Phillips-Hill about this situation and learned they will no longer be awarded State & County funding as a branch library. At the current member library status, MDL receives 2.1% of the State money received by YCLS. YCLS receives \$2.7 million from the County and \$1.68 million from the State.

As a branch library, MDL would also lose access to the inter-library borrowing system, where books, materials, etc. are shared between all county libraries. MDL can keep their building & endowment, as they do own their building outright with no mortgage.

Janet also distributed audited statements from the past 10 years for YCLS. The MDL Board will meet Thursday, August 14th to discuss what they will do in response to the email. They have not yet but may go to the press, making the public aware of YCLS' tactics. Their original survey stated they would close Glen Rock, Collinsville & Mason Dixon libraries; however, they wanted Paul Smith Library (Shrewsbury) to stay a member.

RKL Financial Consultants provided models/scenarios to MDL & Paul Smith Library to show what each would look like as a member (although both of these are already member libraries).

Janet asked Borough Council if they would continue to support Mason Dixon Library if they would become a branch library, stating it would be very difficult for them to continue to function without the State & County funding. Mr. Elwell said it would be helpful to see what the model would look like, to understand what the realistic circumstance is, and then see that as a financially viable model in order to understand what/how our contributions count. MDL had a good 2024, as well as to date this year. They have no debt and do well with their fundraisers, but the future is unsure. Council thanked Janet for the update and said they will support MDL, wherever possible as 2026 budget discussions are being planned.

- **Jordan Ilyes, Ilyes Holding 8, LLC** brought a rendering of the proposed rehabilitation of 13 Mill Street. "The Mill on Mill Street" is being proposed as the name, at least until details are determined. Jordan reported he is close to signing a lease with a deli owner (rather than a coffee shop) for one of the commercial spaces. He has hired a grant consultant to go after whatever additional funding he could possibly obtain, one of which involves creating a covered railroad museum/parking area on his property. He asked for Borough support, wherever possible, i.e. writing letters of support to legislators, etc.

Jordan is whittling away at the list of contingencies in order to obtain his building permits. He's concerned about the requirement of paying recreation fees. The Borough's Rec Fees are currently \$3,200/unit which Jordan has not budgeted for. In all his 40 redevelopment projects, he's never paid rec fees and is asking Council for a possible reprieve or some type of relief on paying \$3,200/unit for his proposed 117-unit apartment building. He believes his development (bringing commercial uses) will bring tax revenue, beautification, as well as connectivity to the Borough, as he's already agreed to install sidewalks along Mill Street. He has increased his financing for this project as much as possible, but he wasn't expecting to pay recreation fees.

Atty. Sharnetzka explained, per the Borough's SALDO (Subdivision & Land Development Ordinance) and the Intergovernmental Agreement between Hopewell Area Rec & Parks and its contributing municipalities, rec fees are to be paid directly to HARP for every new dwelling created, based on the idea that every new dwelling will bring families, children, etc. who may want to use the playground and its facilities. At the time Westminster Place was built, the Borough had waived the rec fees based on the fact that it was a senior-only community, and by waiving those, Hopewell Township & HARP's Recreation Commission threatened to sue them. Being in our SALDO, Atty. Sharnetzka believes its Council's prerogative to waive them, but he wants everyone to be prepared if they choose to do that.

More discussion was held. Council does not want to deter Jordan's project. Jordan asked if he could offer something "in lieu of", such as installing a playground rather than a patio on his property, contribute to a HARP project, etc. These ideas can be taken to the Rec Board for consideration. Maybe an agreement can be created in which, rather than paying for all of his units upfront, Jordan would pay the rec fees only as his apartments become available, since all 100+ of them will not be ready at once.

Mr. Kurtz made a motion to waive the payment of the Recreation Fees while Jordan gets this project started; Mrs. Bloom seconded. All were in favor; motion carried.

Atty. Sharnetzka suggested engaging the Rec Board & Hopewell Township in order to explain the reason behind tonight's motion, so they're not blindsided. Mr. Roberts & Mr. Kurtz volunteered to attend the township meeting, Thursday, August 7th @7pm. Jordan can also attend. Rec Board meets Wednesday, August 13th @7pm.

Although the building permits are put on hold until all contingencies are wrapped up, Jordan has his insurance bonding in place and would like to begin putting the structure in place as pre-April 2024 fire. But he can wait 30 more days until September's meeting in order to get approval on his plan.

Mr. Burkins made a motion to table the decision on the plan until the September 2nd meeting. Mrs. Carl seconded. All were in favor; motion carried.

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

- **Bids for the Trash Contract** were opened by the Public Property/Refuse Committee at the Borough Office on July 29th. Three bids were received, along with a "No Bid" letter being received by Republic Services. The committee distributed a bid summary to Council from which Atty. Sharnetzka read:

- ESC Waste Services bid the option of one trash and recycling pickup/week along with a Bulk Trash pickup option. They did not bid on the two trash and recycling pickups/week option.
- Both Penn Waste and Casella bid both the one pickup/week option and the two pickups/week option. Both haulers bid the Bulk Item pickup option as well.
- The received bids were discussed. Mr. Elwell gave a brief explanation and description of the contract specifications which were for a 26-month + 3-year option or a 5-year option. The first option allows flexibility to potentially enter into an intergovernmental agreement with municipalities for future trash services at the end of 2027, if Council sees that as a benefit. Costs and the different bid options were reviewed by the committee and staff thoroughly. Mr. Elwell noted, there will be a cost increase to the current price of \$102.50/quarter even if we "downgrade" to one collection/week.

To stay at the current twice/week collection, cost will increase approx. \$18.53/household per quarter (or \$6.18/month) in the initial year. To go to one collection/week, the price will

increase \$9.05/household per quarter (or \$3.02/month) in the initial year. In the current 5-year contract with Penn Waste, the Borough saw a 5% increase per year. Mr. Elwell said Casella offered the lowest price for all bidding options, at only a 2.7% increase over 5 years.

- Erin Dell, from Penn Waste distributed a letter requesting that Council consider rebidding the contract. She stated she read the bid as “the hauler would provide a trash receptacle to any resident wanting one”; however, the Refuse Committee stated the trash receptacles/carts could be rented through Penn Waste directly, should a resident wish to do that. A mandatory trash cart does not work for all residents and all properties in the Borough.

The bid specs stated the hauler would provide **a recycle cart to each resident**. Penn Waste’s letter stated Stewartstown has one of the highest contract prices in York County. The letter also listed Shrewsbury Borough’s collection cost at \$36.12/month; however, that is for 1 pickup/week. Stewartstown’s current contract is \$34.16/month for 2 pickups/week. Council urged Erin to possibly compile language and bidding ideas that may offer clarification for future bids.

- After further discussion, Ms. Almony made a motion to award the Trash & Recycling contract to Casella for a 26-month + 3-year option and two collections per/week; Mr. Roberts seconded. All were in favor; motion carried.
- Jonas Kreitzer from Casella was present tonight. Originally a New England company, Jonas said they’re moving South, recently purchasing a few companies in York County. They would most likely service Stewartstown from their Manchester, PA location.
- **Nuisance Ordinance violation**—the Borough Zoning Officer sent a letter of violation to 4 N. Main Street, and some progress and cleanup was done prior to the letter’s deadline; however, some items still remain on the property. Does Council wish to file this at the District Magistrate’s office and begin to issue fines? Or send someone to clean up the property and file a lien for the costs incurred? Council tabled further action and discussion on this until the September meeting.

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

- **2025 Streets**—East Pennsylvania Avenue update:
 - Jason’s office is working on vertical design of the project and also handicap requirements. He hoped to have storm sewer & sanitary sewer out for bid by this Fall, but there’s still some work to be done first.
 - Meeting with E. PA Avenue residents is planned for August 7th @ 7pm to answer any questions & address concerns they may have about this project.
- **Salt Storage Shed**—WWTP Engineer, Jason Lytle was working with Johnston Construction to obtain a Costars proposal for this salt barn, but Costars doesn’t support new buildings, so it would need to go out for bid. A temporary structure (on a concrete pad with concrete walls & tarped) to get through this winter season was discussed and thought to be around \$100,000. A final structure is estimated around \$250,000 and would be built on top of the concrete pad when the temporary building came down. At either cost, this would need to be bid so options need to be discussed. Ira & Jason will reach out to Joe Zahn (current snow removal) to see if he has salt storage options for this season.
- **PennDOT approval for the truck traffic signs** was received today. Jason will get a list of the signs needed to Ira.

7. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted his report. The expenses will be acted upon by the Sewer & Water Authority. In addition, Ira reported:

- Staff has completed exercising/mapping 200 out of 550 the water main valves on our system.
- PA DEP did an inspection of the water system, found no major issues nor violations, and the inspector gave us an “A”.
- Last week, the contractor who’s conducting the water improvement project on Scarborough Fare, Cedar Lane & Harmony Ct. experienced an issue that caused staff to shut down water service to customers on Cedar Lane. A boil water notice was issued and after two satisfactory samples were received, the boil water advisory was rescinded.

- Our new employee, Kerry Baum, Jr., took his first PA DEP license exams last week & will find out his results within a few weeks.
8. **President/Vice President Report**—Ms. Almony reported:
- **Homebase Payroll/HR Software Proposal**—the Personnel Committee had researched software packages that could act as an all-in-one system to house personnel information, act as a timeclock, log employee vacation, sick & personal time and conduct payroll, pay payroll taxes, W-2's, etc. The Homebase proposal was reviewed by Stacy Myers and Ira Walker, Jr. Homebase will save staff time, save money paid to the borough's accountant, and be a much more efficient method of logging employee time.
Mr. Elwell reported 2024 costs paid for this type of work totaled \$2,320/year. Homebase's All-in-One Plan is \$2,196/year, and everything will be in one place, on one system.
Mr. Kurtz made a motion to move forward with the Homebase proposal for the All-in-One Plan at a cost of \$2,196/year. Mr. Burkins seconded. All were in favor; motion carried.
9. **Secretary/Treasurer's Report**—Stacy Myers reported:
- **Resignation of Zoning Hearing Board Alternate**—Ms. Almony made a motion to approve Jack Cunning's resignation as ZHB Alternate. Mrs. Bloom seconded. All were in favor; motion carried.
 - **Appointment to Sewer & Water Authority**—Ms. Almony made a motion to appoint Jack Cuning to the vacancy on the Sewer & Water Authority, term ending 12/31/2027. Mrs. Bloom seconded. All were in favor; motion carried.
10. **Mayor/Police Report**—Mayor Barnette reported the next Police Commission Meeting will be held this Wednesday, August 6th. As part of a discussion about our recently adopted Disorderly Conduct Ordinance, three Violation Reports had been submitted to the Borough about a tenant at 1 South Main Street; however, SRPD stated they have compiled five pages of incidents from this one address. The eviction process has been started.
11. **Executive Session**—Ms. Almony made a motion to recess to Executive Session @ 9:04pm to discuss personnel issues. Mr. Burkins seconded. Motion carried, meeting recessed.
Ms. Almony made a motion to reconvene the meeting @ 9:24pm. Mrs. Bloom seconded. Motion carried, meeting reconvened. No decisions were made in Executive Session. No action necessary.
12. **Adjournment**—With no further business before Council, Ms. Almony made a motion to adjourn the meeting @ 9:24pm. Motion carried, meeting adjourned.

Respectfully submitted by

Stacy Myers, Recording Secretary