**Stewartstown Borough Council**

**Meeting Minutes**

**Monday, February 5th, 2018**

**Members Others**

Gordon Wisnom, Sr. Jeff Rehmeyer, Solicitor

Kenton Kurtz Jason Brenneman, Engineer

Roy Burkins Ira Walker, Jr., Water/Sewer

Donna Bloom Stacy Myers, Treasurer

Mayor Robert Herzberger

**Visitors**

Mark Raulie

Earl Long

Aaron Manifold

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. **GENERAL BUSINESS**

* Mr. Kurtz made a motion to approve the January 2nd, 2018 Meeting Minutes; Mrs. Bloom seconded. All were in favor; motion carried.
* Financial Statements
  + Mr. Burkins made a motion to approve General Fund bills paid December 29th, 2017 through February 5th, 2018 totaling $22,633.76. Mr. Ellinger seconded. All were in favor; motion carried.
  + Mr. Kurtz made a motion to approve Sewer Fund bills paid December 29th, 2017 through February 5th, 2018 totaling $135,616.73. Mr. Burkins seconded. All were in favor; motion carried.
  + Mrs. Bloom made a motion to approve Water Fund bills paid December 29th, 2017 through February 5th, 2018 totaling $107.384.57. Mr. Burkins seconded. All were in favor; motion carried.

1. **PUBLIC COMMENTS**—none
2. **SOLICITOR’S REPORT**—Mr. Rehmeyer reported the following:

* The Rutter’s liquor license transfer case has been assigned to Judge Menges. He will make the final decision on this issue.
* Construction material specifications that Jason will discuss tonight; CGA will assist in any capacity needed.
* Southern Regional Police—Jeff is aware of the situation as he represents Shrewsbury Borough and he and Craig will assist, where necessary through that issue.
* Bid limits have increased in 2018—purchases or contracts exceeding $20,100 need to be advertised for bids. Purchases or contracts in the range of $10,900 to $20,100 require telephone or written quotes. Below $10,900 do not need bid at all.
* Right-to-Know seminar to be held at CGA Law Firm on Tuesday, February 13th, 2018—anyone interested in attending, let Craig or Jeff know.

1. **ENGINEER’S REPORT**—Jason reported the following:

* Construction Material Specifications—Jason talked to some contractors & other municipalities. Select backfill in sewer, water & storm trench areas (in proposed paved areas) add costs to a job. Jason believes it’s a good thing, but not necessary if there is a geo-technical firm onsite doing compaction testing. To dig up an already-filled trench is costly and doesn’t make sense; the Borough **could** get a better street, but if you’re digging through select backfill (stone), stone may end up in the trench, creating a problem. Jason feels select backfill makes complete sense in existing roads where it’s much easier to compact in a trench. Suitable material (dirt) can be used; however, many contractors have not been using proper compacting of the dirt and you don’t get a good finished street.

Per Jason’s email to Council, he believes an option can be given to the Cloverfield contractors to either use select backfill or have a 3rd-party geotechnical firm to be onsite for any Borough streets. The developers that Jason spoke to said they would rather have a geotechnical firm onsite rather than pay for select backfill because the stone can be costlier. Jason thinks that it’s not the cost of the stone, but the re-excavation (having to dig up what is already there) that the contractor wants to avoid, in addition to the amount of stone that would be needed to refill. Of note, whenever piping is laid in a trench, Jason said the specs require 6” of bedding under the pipe, so there is always cushion under the pipe.

Aaron Manifold agreed that stone (select backfill) would be best in existing streets, to avoid trench lines eventually causing potholes, etc. in the streets. He also agrees with Jason that having a geotechnical firm onsite for projects is a good idea. They wouldn’t sign off on a job unless the trench is stabilized.

Mr. Wisnom suggested giving the Engineer the authority to decide what is best (long-term) for the Borough on these projects. This can be put in the Construction Manual Spec book, in addition to the material used being up to the developer, but the use of a geotechnical firm (just during compaction of the streets) will be required if using suitable material (dirt), at the developer’s expense. If the developer chooses to use select backfill (stone), a geotechnical firm would not be required. Council gave their consensus to add these specifications to the Construction Manual as standard throughout the Borough. If there are any ramifications that this must be agreeable to all parties, CGA can coordinate on this.

* DCED grant—a new furnace at the Treatment Plant is being proposed for the grant money. Mr. Gemmill was to review pricing & options for this; however, this hasn’t been received yet. Ira will discuss this with Mr. Gemmill. Jason needs the information by February 19th for the grant application deadline.

1. **SEWER/WATER SUPERVISOR REPORT**—Mr. Walker distributed his report which will be on file with the Meeting Minutes. The following items needed Council action:

* Cost for repairs to sludge pump for Tank #1B—Mr. Kurtz made a motion to approve the cost in the amount of $1,580; Mrs. Bloom seconded. All were in favor; motion carried.
* Battery replacement for the generator at the Sewer Plant. Mrs. Bloom made a motion to approve this cost of $480; Mr. Burkins seconded. All were in favor; motion carried.
* The next maintenance visit from Powerhouse Generator will be in March (they visit twice/year). This cost is $1,571.65; however, Council would like Ira to check if the Maintenance Agreement covers these visits.
* Manifold Excavating assisted with the water leak on January 17th & 18th. This bill was $1,530. L/B Water for supplies related to this leak, at a cost of $1,091.75. Stone was then purchased from York Building Products at a cost of $502.01. Mr. Burkins made a motion to approve these invoices; Mr. Kurtz seconded. All were in favor; motion carried. Restoration of the curb, sidewalk & street is still needed at an approx. cost of $2,000-$2,500.
* L/B Water—miscellaneous line maintenance items purchased at a cost of $442.88. Mrs. Bloom made a motion to approve this cost; Mr. Kurtz seconded. All were in favor; motion carried.
* L/B Water—a touch gun purchase to replace the old equipment. The cost for a new unit is $475. Mr. Kurtz made a motion to approve this purchase/cost; Mrs. Bloom seconded. All were in favor; motion carried.
* Hydro-Dyne Engineering to do a site visit to 1) discuss upgrading the current system with the Borough Engineer and 2) to conduct a review/maintenance on the bar screen. This replacement is on the list for DCED Grant funds. Total cost of Hydro-Dyne’s visit was $2,900. Mrs. Bloom made a motion to approve this cost; Mr. Burkins seconded. All were in favor; motion carried.
* Hach Company—annual preventative maintenance on the spectrophotometer at a cost of $440. Mr. Burkins made a motion to approve this cost; Mrs. Bloom seconded. All were in favor; motion carried.

1. **MAYOR’S REPORT**—Mayor Herzberger reported on the Southern Regional Police situation. New Freedom Borough and all members of Southern Regional have tendered their letters to drop out of the contact, as of 12/31/2018. New Freedom is not hinting that they will have a change of heart. Mayor Herzberger met with some Glen Rock & Shrewsbury reps and they will ask Chief Boddington to provide the three existing municipalities with revised expenses after the $600,000 reduction, which was New Freedom’s portion. To make that feasible, the Mayor’s rough calculations proposed eliminating 1 Sergeant, 1 Detective and 2-3 Patrol Officers. The Chief stated it would be difficult to manage the department without 2 Sergeants & without at least 1 Detective (there is currently 1 ½ Detectives). The following are Stewartstown’s options:

* Option 1, to negotiate with the two remaining members to keep Southern Regional Police Department operating. When reviewing the formula used for PPU’s, the Mayor found there was a significant decrease in the “calls/incidents” for all municipalities. Using SRPD’s numbers, the needed manpower WITH New Freedom is 5 ½ Patrol Officers and 4 Patrol Officers without. Mayor Herzberger doesn’t believe these numbers are accurate and believes SRPD is possibly overstaffed. If the department is run with the three existing municipalities, they would need to move quickly, as New Freedom wants the department out of their building as soon as possible. Currently, New Freedom gets paid $37,000/year in rent from SRPD. Glen Rock made the statement that they may be apt to stay in as a member under a 3-year lock-in, although a 5-year lock-in was suggested.
* Option 2, being that we (and the other two members) withdrawal. If we proceed with Option 2, we need to discuss obtaining other police services.
  + Option 2A—obtain State Police coverage. Mayor Herzberger spoke with Mayor Hughes of Red Lion who stated their Borough is very satisfied with State Police coverage. State Police do not enforce local Ordinances; typically, that’s done by a Codes Enforcement or Zoning Officer within the municipality. Lt. Palmer from the State Police has offered to come & speak to Council, if they wish.
  + Option 2B is purchasing police services from one of the existing regional departments (Northern Regional, Southwestern). When Chief Bentzel from Northern Regional offered a merger, he recommended a staff size of 8 Patrol Officers, 1 Sergeant, 1 Detective and a new position of Lieutenant (replacing the Chief).

The Police Commission needs to take another look at staffing size needs.

* + Option 2C would be to join New Freedom and merge Southern Regional with another existing regional department and continue to be an owner of whatever entity that would be, but this would probably involve another buy-in cost and allow Stewartstown Borough less control. Mayor Herzberger recommended weighing the long-term liabilities of buying into a regional police force before doing so.
* A decision must be made by July 1, 2018. That’s the deadline for Southern Regional to move out from New Freedom Borough. Roy Burkins reported he had looked at a couple possibilities as a new location for SRPD in Shrewsbury; i.e. the old bank, library, Penn-Mar building. Shrewsbury Borough was letting Penn-Mar use their current building for $1/year lease. Penn-Mar had put a lot of money into the building; however, a lot more work would need to be done to make it feasible as a police station.
* Aaron Manifold, a taxpayer of the Borough, asked Council to look at the crime rate of Hopewell Township (patrolled by State Police) as opposed to Stewartstown Borough. At the cost the Borough paid SRPD he believes they can save their money and get better police coverage through State. He suggested putting that money towards paying a Zoning Officer that can enforce the local Ordinances more often than is currently being done and even enacting a Property Maintenance Code to clean up rundown properties.

1. **PRESIDENT’S REPORT**—Mr. Wisnom reported:

* Red Lion Borough Fire Police request for their 2018 events was submitted. Mr. Ellinger made a motion to approve Red Lion’s request; Mr. Kurtz seconded. All were in favor; motion carried.
* Resolution 2018-1—to enable the Borough to obtain funds from PEMA in the event of a disaster, such as Snowstorm Jonas in 2016. Mr. Kurtz made a motion to adopt Resolution 2018-1; Mrs. Bloom seconded. All were in favor; motion carried.
* Resolution 2018-2—to authorize the disposition of bank statements, payroll, paid invoices and general correspondence from 2002 through 2008. Mr. Kurtz made a motion to adopt Resolution 2018-2; Mr. Burkins seconded. All were in favor; motion carried.

1. **VICE-PRESIDENT’S REPORT**—Mr. Kurtz had no report; however, the missing signage at Bailey Springs’ roundabout was discussed. Officer Carey had submitted pictures and asked for more signage with arrows be installed so motorists know to stay to the right of the roundabout. Mr. Wisnom made a motion for the Borough employees to discuss what signs are needed & to install them. Mr. Burkins seconded. All were in favor; motion carried.
2. **Adjournment**—With no further business before Council, Mr. Kurtz made a motion to adjourn the meeting @ 8:10p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary