

**Stewartstown Borough Council
Meeting Minutes
Monday, November 1st, 2021**

Members present

Brittany Barnette
Pam Almony
Donna Bloom
Roy Burkins
Bill Gemmill
Gordon Wisnom, Sr.

Others present

Mayor Kenton Kurtz
Craig Sharnetzka, Solicitor
Ira Walker, Jr. Sewer/Water
Stacy Myers, Recording Sec'y

Visitors

Linda Miller
Cecilia Carter
Jason Roberts
David Elwell
Aaron Manifold

Felicia Markline
Jason Armacost
Sam Gemmill
Taras Vizzi

Kevin Ross
Lee Irwin
Kim Carl
Tim Parker

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
3. **General Business**
 - **Approval of Meeting Minutes**—Ms. Almony made a motion to approve the October 4th, 2021 Meeting Minutes; Mrs. Bloom seconded. All were in favor; motion carried.
 - **Approval of Financial Statements**
 - **General Funds**—Mrs. Bloom made a motion to approve General Fund bills dated Oct 1st thru Oct 28th, totaling \$204,047.74; Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer Fund bills dated Oct 1st thru Oct 28th, totaling \$80,458.32; Ms. Almony seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated Oct 1st thru Oct 28th, totaling \$71,674.91; Mr. Burkins seconded. All were in favor; motion carried.
4. **Solicitor's Report**—Mr. Sharnetzka reported the following:
 - **Snowplow Bid Opening/Award**—3 bids were received for the Borough's next snowplow contract for 2021-2024. Each bidder submitted their equipment list, references & other required paperwork per the bid specs.
 - Ross Contracting, LLC (Stewartstown, PA)—Labor costs-\$75/hr.; equipment costs ranged from \$140/hr. to \$190/hr. with a 4-hour minimum on all equipment/labor used.
They have a crew of 21 people available & separate their crew for the different areas they plow.
 - Aquatic Resource Restoration Company (New Freedom, PA)—Labor costs-\$50/hr.; equipment costs ranged from \$16/hr. (pick-up trucks) to \$160/hr.
They have a crew of 46 people available to plow.
 - JT's Lawn & Hauling Services (Parkton, MD)—Equipment costs ranged from \$50/hr. to \$225/hr. & included driver/labor costs. Salt spreader rental fee of \$1,500/month. They have a crew of 9 people available to plow.
 - Hopewell Township Supervisor Aaron Manifold was present per Mr. Gemmill's request as previous discussion was held regarding the township plowing Borough roads. No paperwork was available to review; however, Aaron offered to email it so

Stacy could print it out for Council review. Should the township be used, an Intermunicipal Bid is used between the two entities & no formal bid needs to be submitted. At the October Council meeting, no other bids were received for the Borough's snowplow contract & it was stated the Township wasn't interested either, so the contract was re-bid.

Mayor Kurtz & Mrs. Bloom stated they didn't feel it was fair for the township to expect to get the contract now that 3 contractors have submitted bids. Although Aaron Manifold stated he was only present tonight in the event Council had any questions should they want Hopewell Township to plow, he said the offer is no longer on the table. He withdrew the bid.

All 3 above bidders have their own salt storage area. The Borough purchases salt through a CoStars contract and can have it delivered to whichever contractor is awarded the contract. Council reviewed all 3 snowplow bid proposals before making their decision.

After much deliberation, Mrs. Bloom made a motion to award the snowplow contract to Aquatic Resource Recovery Company; Mrs. Barnette seconded. All were in favor; motion carried. Council thanked all the contractors who submitted bids & expressed interest.

- **Nuisance Ordinance Violation Updates**
 - Charles & Linda Wierman (Ovelton Avenue)—no response has been received to date from Wierman's.
 - Patricia Shaeffer (28 N. Main)—violations have not been filed with the District Justice yet as official notice must be given for all property violations first.
 - Mary Ann Sheffer (41 N. Main)—violations have not been filed with the District Justice yet as official notice must be given for all property violations first.
- **Sidewalk Ordinance**—a draft including the proposed revisions was distributed to Council for their review & will be on the December meeting agenda for discussion/action.
- **Real Estate Tax rate**—currently 2.85mils—it was the consensus of Borough Council to keep the tax rate the same for 2022.
- **Agreement with York County Treasurer's Office for collection of Borough taxes**—Mrs. Bloom made a motion to approve entering into a 2-year agreement with the County Treasurer should the office remain open after tomorrow's (11/2) election; Ms. Almony seconded. All were in favor; motion carried.
- 5. **Engineer's Report**—Jason Brenneman wasn't present tonight, but submitted the following:
 - **Street work**—Charles Avenue & Free Street have been completed; however, the contractor is still working on punchlist items. Dissatisfaction in some areas of roadwork were brought to the contractor's attention. It's the consensus of Council to hold payment until all punchlist items are resolved.
 - Once this year's road projects are resolved & paid, Jason recommended starting to plan 2022 road work. High Street is on the road list, but it will depend on the Liquid Fuels Fund balance.
- 6. **Sewer/Water Supervisor Report**—Ira Walker, Jr. submitted his report. All expenses have or will be presented to the Authority for approval.
- 7. **Mayor's/Police Report**—Mayor Kurtz reported Police expenses will most likely increase by 5% in 2022. The Borough budget already has a 6-9% increase built into it for Police expenses which is more than adequate.
- 8. **President/Vice-President's Report**—Mr. Wisnom had submitted revisions to the Personnel Policy last month. The revisions included:
 - Changing the probationary period for new employees from 1 year to 6 months.
 - Voluntary termination—should an employee resign, they must have worked a minimum of 1 year before being eligible to receive accrued vacation time. This was changed from a 2-year minimum.

- Compensation—wages are now under the recommendation of the Personnel Committee & Supervisor.
- Leave—changed personal days from 3 to 5 days.
- Vacations/Sick time—revisions to language
- Bereavement—added “Stepparents” for allowed bereavement time
- Leave of Absence—revisions to language, added “Supervisor”
- Special Fees Paid—added “\$1/hr. increase for obtaining CDL license”. Added “loss of CDL license may result in reduction in pay”.
- Insurance—changed 90 days waiting period to 60 days.

Mrs. Bloom made a motion to approve the revisions to the Personnel Policy as listed above; Ms. Almony seconded. All were in favor; motion carried.

9. **Treasurer’s Report**—Stacy Myers reported:

- York County Boroughs Association Dinner—Saturday, November 20th at Great American Saloon—Council interested in attending should let Stacy or Missy know by Nov. 8th.
- Request for Recording Secretary pay increase—Mr. Burkins made a motion to approve the request made by Stacy Myers; Mr. Gemmill seconded. All were in favor; motion carried.
- Fire Police request for the Red Lion Lighted Tractor Parade on Saturday, November 27th—Mr. Burkins made a motion to approve the request; Ms. Almony seconded. All were in favor; motion carried.
- David O’Neill’s term on the Sewer & Water Authority expires December 31st, 2021. He has agreed to serve another 5-year term. Ms. Almony made a motion to appoint Mr. O’Neill to another 5-year term on the Authority; Mrs. Bloom seconded. All were in favor; motion carried.
- Year-to-date budget numbers are provided for Council’s review. Any questions? Let Stacy or Missy know. The 2022 Borough Budget will need to be adopted at the December 6th Council meeting.

Ms. Almony made a motion to advertise the 2022 Borough Budget; Mrs. Bloom seconded. All were in favor; motion carried.

10. **Adjournment**—With no further business before Council, Ms. Almony made a motion to adjourn at 8:07p.m. Meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary