

Stewartstown Borough Council
Meeting Minutes
Monday, August 6th, 2018

Members

Gordon Wisnom, Sr.
Kenton Kurtz
Roy Burkins
Mike Ellinger
Donna Bloom
Polly Kreiss

Others

Craig Sharnetzka, Solicitor
Jason Brenneman, Engineer
Ira Walker, Jr. Sewer & Water
Stacy Myers, Recording Sec'y

Visitors

Ben Heisey, R.J. Fisher	Rudy Kocman	Lisa Keil
Frank Poetzold	Earl Long	Janet McElwain
Bill Amberman	Joe Cunningham	
William Briegel, Keystone Custom Homes		

1. The meeting was called to order @ 7:00p.m. Everyone participated in the pledge to the flag.
2. **GENERAL BUSINESS**
 - Mr. Burkins made a motion to approve the July 2nd, 2018 Meeting Minutes; Mrs. Bloom seconded. All were in favor; motion carried.
 - Financial Statements
 - Mrs. Bloom made a motion to approve the General Fund bills paid June 30th through August 2nd, totaling \$134,380.15; Ms. Kreiss seconded. All were in favor; motion carried.
 - Mrs. Bloom made a motion to approve the Sewer Fund bills paid June 30th through August 2nd, totaling \$33,670.80; Mr. Burkins seconded. All were in favor; motion carried.
 - Mrs. Bloom made a motion to approve the Water Fund bills paid June 30th through August 2nd, totaling \$34,916.09; Mr. Burkins seconded. All were in favor; motion carried.
3. **PUBLIC COMMENT**—the following issues were brought before Council:
 - Mike Ellinger submitted pictures for discussion on 38 West Pennsylvania Avenue. The property has been vacant for approx. 15-16 years and is in terrible disrepair, along with overgrown grass, weeds, falling/dead tree limbs, etc. A few neighbors of the property (Poetzold & Amberman) attended tonight's meeting to express their concern too, that the state of 38 West Pennsylvania may lower their property values. Mr. Ellinger stated he met the Zoning Officer at the property years ago, but he was told there were no violations that could be enforced beyond the Nuisance Ordinance. Mrs. Halleran, who owns the property, lives in Hazleton & continues to keep her Borough bills paid up to date. She had said, years ago, someone was to be keeping up with the care of her Stewartstown home. If necessary, the Borough Office can contact her. Mr. Ellinger would like to meet the Zoning Officer there again because he believes this is now a safety issue for the neighbors, as all the overgrowth can be a breeding ground for vermin. In the meantime, Mr. Sharnetzka will review a Dangerous Tree Ordinance to see if Stewartstown is interested in adopting that. The Borough can enforce their Nuisance Ordinance in the case of the weeds & overgrowth, being that the condition of the property is a health, safety & welfare nuisance.
 - Lisa Keil from 39 West Pennsylvania was present to discuss her neighbor's property at 37 West Pennsylvania. Arlene Roseberry (owner of 37 W. Penna) has not been at the

home for several months and the condition of the home is in disrepair. Weeds & vegetation are overgrown, in addition to the garage roof sagging/rotting, the shed is falling apart, and an upstairs window is broken. Mrs. Keil and her husband have a key to the Roseberry home and have offered to get prices for someone to clean up the property (weeds, grass, tree limbs, etc) and they also plan to repair/replace the broken window. Once prices are gathered, Mrs. Keil will contact Mrs. Roseberry to see if she is willing to pay for the cleanup. If not, violations of the Nuisance Ordinance may be issued.

- Mr. Sharnetzka said that, should Borough Council want to create a Property Maintenance Ordinance for homes in disrepair, they can move forward with it; however, enforcing it is a slippery slope. When the Borough starts to tell people how to maintain their properties (windows, outdoor appearance, paint, etc.) it gets very involved. Council agreed that with the aging properties in the Borough, 50% of the homes would probably have violations. A lot of time and money can be involved in a Property Maintenance Ordinance, but Council can let Mr. Sharnetzka know if they wish to pursue this.
- Rudy Kocman from Kocman Insurance presented a dividend check to Borough Council. This year marks the 20th year relationship between Stewartstown Borough & Kocman/EMC Insurance. Mr. Kocman reviewed the Borough's coverage which has increased slightly due to property values going up. The Borough has a total of 9-10 coverages, some of which are listed below.
 - Total value of the Borough's 20+ locations is approx. \$17,500,000 and Mr. Kocman reviewed terms of the policy & replacement coverage. This has unchanged from last year.
 - Auto coverage has increased slightly since last year with a total of six units on the policy.
 - The Inland Marine policy covers special property that is insured such as contractor's equipment, leased equipment & computer equipment.
 - Workers Compensation protects the Borough's employees while at work & loss of wages, if injured & out of work for a length of time.
 - Cyber liability—added last year to protect against hacking & damage to info & our systems.
 - Linebacker policy—for public officials which protects the decisions they are supposed to make or fail to make.
 - Umbrella policy—was increased last year from \$3million to \$5million—goes over auto, general liability & linebacker coverage

Annual premiums increased slightly this year due to a Workers Compensation claim and a property claim; however, there were some savings in other areas.

Stewartstown Borough is part of Kocman's "Municipal Safety Group" as a member of Pennsylvania State Association of Boroughs which offers savings. If the group collectively has a profit, it results in a dividend check which Mr. Kocman presented to Borough Council tonight, in the amount of \$1,949.87. The Borough has received a dividend check for the past eight (8) years.

Mr. Wisnom suggested increasing the umbrella policy to \$7million, which would be an increase of \$1500-1600 per year in premium costs.

Mr. Burkins made a motion to increase the umbrella policy from \$5million to \$7million; Mr. Kurtz seconded. All were in favor; motion carried.

Mrs. Bloom made a motion to accept the insurance policy as presented by Mr. Kocman; Mr. Burkins seconded. All were in favor; motion carried.

- Janet McElwain, Treasurer of Mason Dixon Library was present to give the yearly report of the library's expenses & revenue. She thanked Borough Council for their past support and asked to keep the library in mind at 2019 budget time.

She reported the library saw a 5% increase in active card holders & revenue was up at the end of 2017 also. The library offers over \$1million of collection materials on site between books, CD's, etc. Mason Dixon Library currently has no debt, as they recently paid off their mortgage. Their last big fundraiser (Reds, Whites & Brews) earned them a profit of \$11,813, so \$10,000 has been invested for capital projects/expenses. Designer Bag Bingo will be held September 14th at Kennard Dale High School and Mrs. McElwain said the library is willing to accept suggestions for other fundraisers and activities. Mrs. Bloom suggested a larger library sign near Rt. 851 as some people don't know where the library is located, and a larger sign would offer more visibility.

4. **SOLICITOR'S REPORT**—Mr. Sharnetzka reported the following:

- The Lease Agreement with Olson Accounting has been signed for three more years.
- Bailey Springs traffic circle's vegetation has been cleared.
- 2004 Intermunicipal Government Agreement concerning Eureka—some pertinent items related to EMS have been amended. If Eureka hires a full-time manager, they wanted to offer full-time benefits. This Agreement protects the municipalities for EMT insurance and the liability falls on Eureka as the employer. East Hopewell & Hopewell Townships have already accepted the amended agreement and Mr. Sharnetzka stated, with Council's authorization, he will advertise the Ordinance for the Agreement to be adopted next month. Mr. Kurtz made a motion authorizing the advertisement of the Ordinance to adopt the Agreement; Mrs. Bloom seconded. All were in favor; motion carried.
- Countywide Stormwater Authority—information has been sent to municipal engineers & solicitors regarding the County's plan concerning this fee-generated authority. This would operate under the Municipalities Authorities Act and the County would charge a fee to every property owner in the County. The fee would be based on the amount of impervious surface that a property owner has. There would be different formulas for tillable ground (i.e. farmers). A preliminary number that Mr. Sharnetzka heard was \$45/ERU (Equivalent Residential Unit) and based on 1,500 sq. ft. of impervious surface. This could generate an approx. \$13million/year from the County's 187,000 residents. The County wishes to work with people on property preservation & stormwater as well as working on creeks & streams so they don't get to the impaired stage. The Chesapeake Bay initiatives are the driving force behind this as they want to get a head start before EPA & DEP steps in with rules. Mr. Kurtz & Mrs. Bloom will attend upcoming meetings regarding this.

5. **ENGINEER'S REPORT**—Jason Brenneman reported the following:

- Bailey Springs Pumpstation—Keystone Custom Homes was given a Draft Agreement stating they would take care of any improvements at the Pumpstation necessary for Phase II of the Cloverfield Development. Keystone reviewed it & made a couple small revisions. The Agreement was then sent to Attorney Rausch for his review before the Authority signs off on the Plan at their next meeting. Jason stated the 8 outstanding comments are standard items & he concurs with Council approving the Plan tonight conditionally. The outstanding items were:
 - Subdivision & Land Development Comments:
 - Owner's signature
 - Public improvement cost estimate necessary to determine an approved financial security amount.
 - Sewer & Water Comment:
 - Having Authority Agreement in place for Pumpstation upgrade
 - General Comments:
 - Street name approval by York County 911 & United State Postal Service
 - Additional guarantees for the raingardens in Phase II

- Verify all fees are paid (Sewer & water tapping & Rec fees)
- York County Planning Comments:
 - All deed restrictions & protective covenants should be noted on the plan, including NPDES protective covenants.
 - York County Conservation District approval.

Mr. Ellinger made a motion to approve Phase II of Cloverfield with the conditions listed above being met per the Engineer's satisfaction. Mrs. Bloom seconded. All were in favor; motion carried.

- Ecker Avenue Street Work—Bid opening on 8/3/18; no proposals were received for labor, one received for materials (from York Materials). Many contractors are so busy because of rain delays. Ira suggested another contractor too that may be interested in bidding. If Council wishes, the project could be postponed for a bid opening in September; however, paving deadline is October 15th (with a possible extension to October 30th), so we'd be cutting it close, if we postpone.
Council could also reconvene till later in August to see if other contractors come forward to bid. Or the whole Ecker Avenue project could be postponed till next year. Included in the Ecker Avenue project was a maintenance issue on the 30" culvert & pipe needing replaced. Jason had estimated this at \$6,800 which won't need to be bid. Office staff will check with their PennDOT contact to ensure Liquid Fuels monies can be saved till next year for the Ecker Avenue project. Council will recess tonight's meeting till Thursday, August 23rd @ 6pm till further information is gathered.
- PennDOT will install 35mph speed limit signs at Township line on Mill Street. If Borough wants additional signs in the 25mph speed zone (within the Borough) the Borough can install them.
- Burkins' parking lot/stormsewer—survey information was gathered on the piping. There are two large boxes down from West Pennsylvania. Once the 1st box was cleared from vegetation, it was evident it needs replaced. The concrete pipe coming from West Penna TO this box is in good shape and won't need replaced. The metal pipe from the 1st box TO the 2nd box needs replaced. This 2nd box is the larger of the two and Jason does not believe the entire box needs replaced. The top portion could be replaced and the bottom (underground) portion could remain as is, with some maintenance at this time. From the 2nd box down to where the pipe outlets, there are two pipes in need of replacement. This project cost has already been budgeted and had been voted on last month. Since the inspection of both boxes, last month's motion needed to be revised. Mr. Ellinger made a motion to bid for replacement of the top section of the larger box, rebuild the smaller box and any necessary pipes that need replaced. Mrs. Bloom seconded. All were in favor; motion carried.
- 13 Chantlear Court sump pump discharging—The property owner picked up their certified letter on July 13th and they have 30 days to contact the Borough (or Engineer) to let them know their plans to remedy the situation. August 13th is the deadline.

6. **SEWER/WATER SUPERVISOR REPORT**—Ira Walker, Jr. submitted his report, which will be on file with these Meeting Minutes. Borough Council approved the following items:

- Two air compressors from Grainger for a total cost of \$664. Ms. Kreiss made a motion to approve this expense; Mrs. Bloom seconded. All were in favor; motion carried.
- Air regulator from Control Systems 21 for a cost of \$494. Mr. Ellinger made a motion to approve this expense; Ms. Kreiss seconded. All were in favor; motion carried.
- Pneumatic fittings/couplings from Kimball Midwest at a cost of \$124.46. Mrs. Bloom made a motion to approve this expense; Ms. Kreiss seconded. All were in favor; motion carried.

- Wierman's Plumbing work for the current bar screen for a cost of \$300.89. Mrs. Bloom made a motion to approve this expense; Ms. Kreiss seconded. All were in favor; motion carried.
 - Annual preventative maintenance by CH Reed on two air compressor units at a cost of \$1,167.26. Mrs. Bloom made a motion to approve this expense; Mr. Burkins seconded. All were in favor; motion carried.
 - Electrical issue at Sewer Station #2—bad contactor, overload & some wiring replaced by Control Systems 21 at a cost of \$1,929.17. Mr. Kurtz made a motion to approve this expense; Ms. Kreiss seconded. All were in favor; motion carried.
 - Rubber disposable gloves at a cost of \$172. Mrs. Bloom made a motion to approve this expense; Mr. Kurtz seconded. All were in favor; motion carried.
 - Mr. Walker reported that Anthony Lewis (Sewer Operator) submitted his resignation recently stating his last day will be 8/10/18. Mr. Kurtz was notified immediately. Mr. Walker & Office Staff will advertise for a replacement for Mr. Lewis.
7. **MAYOR'S REPORT**—Mayor Herzberger was absent tonight, but Mr. Burkins reported on the recent Police Commission Meeting. All members had agreed on signing a 5-year Intermunicipal Agreement with Southern Regional. New Freedom Borough asked for renewal of a 5-year lease for their building for SRPD, at \$37,000/year for the next 5 years. Three of the other members are looking for other buildings for the Police Department and four of the members are interested in moving the Department to Shrewsbury. More on this later.
8. **PRESIDENT'S REPORT**—Mr. Wisnom reported:
- Fire Police request—Sons of the American Legion—Mr. Ellinger made a motion to approve this request; Mr. Kurtz seconded. All were in favor; motion carried.
 - FYI--2018 Cost of Living Increase is 2.1%
9. **VICE-PRESIDENT'S REPORT**—Mr. Kurtz/Ira Walker reported on a complaint received about a low-hanging electrical wire at 16 South Main Street. Met-Ed stated it was a private Borough line (used for Christmas decorations). Trees at 14 South Main are hanging into the wires & Ira believes they are the reason the wire snapped. Mr. Kurtz stated the tree limbs should be trimmed, which Borough staff did. Ira contacted electrician to repair the wire, will cost approx. \$300 (possibly less). Mr. Kurtz made a motion to spend up to \$300 to repair the wire; Mrs. Bloom seconded. All were in favor; motion carried.
10. **TREASURER'S REPORT**—Stacy Myers reported:
- Free Street/High Street and other potholes around town—many complaints have been received. Ira is working with local paving contractor and will handle this.
 - Auditors—Stacy wanted to mail Request for Proposals to a few Auditing firms to get prices for the Borough & Authority's 2018 (& future) Financial Audits. Our current firm (Baker, Tiller, Virchow & Krause) has gotten so big and is very costly. The 2016 Audit cost approx. \$30,000 and wasn't received until August 2017. The 2017 Audit invoices currently total approx. \$18,000 and the draft has not yet been received. Mrs. Bloom made a motion authorizing Mrs. Myers to mail RFP's to several auditing/accounting firms for pricing. Ms. Kreiss seconded. All were in favor; motion carried.
11. **Council recessed** to Executive Session @ 9:02p.m. to discuss personnel issues.
12. **Council reconvened** @ 9:15p.m. No decisions were made. Mr. Kurtz made a motion to give all employees a pay increase of 5%, effective 9/1/2018. Mrs. Bloom seconded. All were in favor; motion carried.
13. **Council recessed** this meeting @ 9:16p.m. and will reconvene on Thursday, August 23rd @ 6p.m. to make a decision on the Ecker Avenue Street Project.

Respectfully submitted by:

Stacy Myers, Recording Secretary