

Stewartstown Borough Council Meeting Minutes
Monday, August 3rd, 2026

Members present

Pamela Almony
Roy Burkins
Kimberly Carl
Kenton Kurtz

Others present

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

Visitors

Rudy Kocman
Randy Babcock

Christy Freese
Joyce Ryer

Janet McElwain
Erica Rearich

1. The meeting was called to order @ 6:30pm followed by the pledge to the flag. Tonight's meeting is also being held via Microsoft Teams.
2. **General Business**
 - **Approval of Meeting Minutes**—Mr. Burkins made a motion to approve the July 6th, 2026 Meeting Minutes. Mr. Kurtz seconded. All were in favor; motion carried.
 - **Approval of Financial Statements**
 - **General Funds**—Mr. Kurtz made a motion to approve General Fund bills & payroll (\$3,177.07) dated June 30th thru July 30th, 2026, totaling \$152,370.92. Mrs. Carl seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mr. Burkins made a motion to approve Sewer Fund bills & payroll (\$17,673.29) dated June 30th thru July 30th, 2026, totaling \$77,433.86. Mr. Kurtz seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Carl made a motion to approve Water Fund bills & payroll (\$23,327.69) dated June 30th thru July 30th, 2026, totaling \$108,286.60. Mr. Kurtz seconded. All were in favor; motion carried.
3. **Public Comment/Visitors**—The following were present to address Council:
 - **Rudy Kocman, Kocman Insurance** presented the 2026-2027 insurance renewal. Kocman Insurance has been the Borough's insurance agent for approx. 25 years now and has been part of the PSAB (Pennsylvania State Association of Boroughs) for approx. 17 years. EMC Insurance is an endorsed carrier of the PSAB program, in which Kocman participates. As part of the PSAB program, municipalities are awarded yearly dividends based on workers compensation claims and some other factors. Prior to around 2009, Kocman Insurance had a similar program that Stewartstown participated in and was also awarded dividends. Rudy reported last year's dividend check was \$3,673. This year's is \$6,858.10 which he presented to Council. He stated that in the last 16 years, Stewartstown Borough received over \$82,000 in dividends. Rudy discussed the 2026-2027 policy coverage which includes the Borough's property, vehicles, general liability, cyber liability, and Workers Compensation coverage, to name a few. He was pleased to announce that this year's premiums saw only a 1% increase over last years. After a bit more discussion, Mrs. Carl made a motion to approve the 2026-2027 insurance renewal from Kocman & EMC Insurance; Mr. Kurtz seconded. All were in favor; motion carried.
 - **Discussion about speed bumps on High Street was held.** A High Street resident called the office about this but was not in attendance tonight. Jason Brenneman said if the Borough wanted to install any type of speed control at the time High Street is paved, he would suggest speed humps/speed tables as opposed to speed "bumps". That makes the most sense to curb speeding on that street, and he doesn't believe a traffic study is necessary for speed humps. They would just require additional paving material. Signage would be necessary to make motorists aware of the humps, and they would need to be striped (for visibility) and maintained. They can be cumbersome during snowplowing, but Jason believes they would hold up fine during winter weather. More discussion was held regarding other Borough streets and where speed humps may be beneficial. With High Street being paved this summer, it may be worth researching. Jason is unsure if Liquid Fuels money can be used to pay for speed humps, but he will look into that, along with gathering some prices on 2-4 humps/tables for the September meeting.
 - **Janet McElwain, Mason Dixon Library** was present to update Council on the library happenings. Christy Freese, fellow Board member, was also present tonight. Janet thanked Council for their past support, as she's been visiting Stewartstown meetings for the past 20 years and asks that they continue to keep MDL in budget

discussions for financial support. The support helps MDL continue to serve the Stewartstown community (& beyond). Janet also presented MDL's annual agreement, along with the Memorandum of Understanding (MOU) between Mason Dixon and the York County Library System that they will be adopting at their August Board meeting. Paul Smith Library and Mason Dixon had both created & submitted MOUs to YCL; however, they were returned by YCL, resulting in both Paul Smith & MDL enlisting assistance from their attorneys to communicate with YCL. Janet said Mason Dixon asked for a lot during negotiations, but they ended up getting some things they were adamant about, one being the ability to keep their corporate status/entity. MDL is at a place where they can operate satisfactorily and continue to serve the community & its residents. Mason Dixon operates on a 33-hour/week schedule which is working out well. They've kept their current staff and may be slightly overstaffed right now, but that will be addressed at the end of the year. Janet also presented the past 10 years of Mason Dixon's operating expenses & revenue, pointing out 2025's events and fundraisers.

The next fundraiser will be Designer Bag Bingo on Friday, August 21st which will be held at Eureka Fire Hall.

Council thanked Janet & Christy for coming tonight and keeping them updated on Mason Dixon happenings.

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

- **Lease, 6 N. Main Street, Apt. C**—Craig assisted Borough staff to get necessary notices to the tenants of Apt. C regarding their lease.
- **Maintenance responsibility for State roads**—Craig provided a memo regarding the responsibilities of boroughs and townships to maintain State roads and how they differ between each entity. Under Section 8.5 of Publication 23, the requirements of the boroughs are that they maintain underground stormwater facilities and pipes.

5. **Engineer's Report**—Jason Brenneman reported:

- **2026 Street Projects**
 - **East Pennsylvania Avenue**—Preliminary work has started which includes saw cutting, setting up manholes and crews will begin laying sanitary sewer pipe shortly. Jason stated he recently made an incorrect decision to not bypass pump from manhole to manhole. Ira & Jonny visited the site and Ira corrected the situation, having the contractor set up the bypass pumps. Contractor also found a crossover gas service encased in 8" pipe that wasn't expected, but that workaround was resolved. Jason set up an email chain & flyers to keep residents updated on the work progress each Friday. It's going to be quite the process until it's completed. Shiloh Paving asked if they could begin their work earlier than 7am (per Ordinance). Council was agreeable to 6:30am *as long as no equipment is running until 7am*. Mr. Kurtz made a motion to allow Shiloh Paving to get onsite @ 6:30am to begin setting up as long as no resident complaints are received. Mr. Burkins seconded. All were in favor; motion carried.
 - **High Street**—Shiloh Paving will arrange this work within the next couple of months.
- **Cloverfield development**—Ira & Jason met with the developer on open items. They will not have everything completed in 2026 in order for the Borough to adopt the streets (or the Authority to adopt the water/sewer).
- **Storm Inlet/Pipe Inspection Proposal**—Shiloh Paving provided COSTARS proposals for storm sewer projects on several different streets including Springwood Avenue (\$20,804), Mill Street (\$10,873), S. Sycamore (\$22,324), Ecker Avenue (\$55,756), and E. College. Costs include both labor and materials as labor is now approved through COSTARS as well.
 - **E. College Avenue in the area of existing sinkhole** involves replacing both inlets, replacing pipe, paving restoration, mobilization & traffic control at a cost of \$30,902. Cost did not account for PennDOT changes, but PennDOT said they would provide signage & street closure, so that would save the Borough some money. Of all streets, Jason (& PennDOT) suggested completing College Avenue sooner rather than later. If we just did the pipe replacement right now, it would cut the cost in half but would not be a "complete" repair. More discussion was held. The paving deadline is October 31st, so the project would need to be completed by that date. Ms. Almony made a motion to move forward with the E. College Avenue repair with Shiloh Paving's COSTARS cost of \$30,902. Mrs. Carl seconded. All were in favor; motion carried.
 - **Other streets**—As mentioned many times before, stormwater repair needs to be addressed, so the other streets listed above will be discussed further at budget time.
- **Stewartstown United Methodist Church** has requested their final surety be released as the line striping at Broadway & Church driveways has been completed. That was the last of the outstanding work that needed to

be done. Randy Babcock had emailed pictures of the driveways & parking lot for review/approval, so Jason concurs with the final surety being released.

Mr. Burkins made a motion to approve the final surety release for Stewartstown United Methodist Church in the amount of \$19,099.70. Ms. Almony seconded. All were in favor; motion carried.

Stacy will write the letter to the church's financial institution.

- **Church Street Traffic Management**—Jason distributed information he obtained on possible signage and traffic calming devices for the area on Church Street that was discussed last month. Since several Council members weren't present tonight, Ms. Almony tabled this discussion until the September meeting.
6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted his report. Of note, staff has started painting curbs in the Borough to deter illegal parking. All sewer/water expenses on his report will go before the Sewer & Water Authority for approval.
 7. **President/Vice-President's Report**—Ms. Almony/Mr. Burkins reported:
 - **Drafting/Adopting an Ordinance to put procedures in place regarding False Alarms**—Information from a neighboring municipality was distributed regarding the ability to issue fines for false alarms (fire, First Responders, etc.) Ms. Almony tabled action on this until the September meeting when more Council members are present.
 - **Employee pay increases**—The Personnel Committee held staff reviews this past week and is proposing the following pay increases. The Budget Committee has reviewed & concurs with the following proposals:
 - **Daniel (Keith) Trahan, 3% increase** (from \$32.56 to \$33.54/hr.)
 - **Jonathan Perry, 3% increase** (from \$32.56 to \$33.54/hr.)
 - **Felicia Markline, 3% increase** (from \$31.45 to \$32.45/hr.)
 - **Tyler Robinson, 3% increase** (from \$31.00 to \$31.93/hr.)
 - **Kerry Baum, Jr, 5% increase** (from \$24.00 to \$25.20/hr.)
 - **Jillian Murphy, 10% increase** (from \$20.00 to \$22.00/hr.)
 - **Stacy Myers, 3% increase** (from \$37.50 to \$38.63/hr.)
 - **Ira Walker, Jr., 5% increase** (from \$40.03 to \$42.03/hr.)

Ms. Almony made a motion to approve the above employee pay increases, effective August 3rd, 2026. Mr. Burkins seconded. All were in favor; motion carried.

 - **Apt. C discussion**—One of the tenants moved out early-July. The electric was in her name, so she had that turned off when she left. The remaining tenant was offered an agreement to pay \$200 & have the electricity reinstated so she could live there until the lease expiration date of 9/1/2026. The money was never paid & the agreement never signed, so food that was left behind was spoiled. The 2nd tenant turned in her keys on 7/30/26 and said she was all moved out. Ms. Almony went into the apartment to find trash bags left behind, trash & food wrappers on the floor, food in the refrigerator, and a full cat litter box. Ms. Almony and her husband cleaned out the refrigerator and took out the trash the next day. Mr. Burkins, Ms. Almony & her husband moved the refrigerator outside to the trash as there were maggots inside, along with a lot of spilled food residue. Pictures were taken of all areas inside the apartment. It needs a lot of cleaning & renovation (flooring, painting, new refrigerator) before it gets rented again.
The security deposit of \$675 that was paid in June 2024 won't begin to cover the expenses & cleanup. Atty. Sharnetzka stated notice must be given to the tenant(s) if the security deposit is not returned. Staff will work on that & forward to the tenants. Stacy will call Met-Ed to have the power turned back on & put back in the Borough's name.
Ms. Almony recommends, after cleaning & renovations are done, a better lease be created for future tenants.
8. **Treasurer's Report**—Stacy Myers had no report other than the letter to York County Commissioners regarding addressing homelessness, as discussed last month.
Ms. Almony made a motion to send the letter from Stewartstown Borough to the Commissioners in support of agencies and actions taken to address homelessness in our community. Mr. Burkins seconded. All were in favor; motion carried.
 9. **Mayor/Police Report**—Mayor Barnette was not present tonight, no report.
 10. **Adjournment**—With no further business before Council, Mr. Kurtz made a motion to adjourn the meeting @ 7:52pm. Ms. Almony seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary