

Stewartstown Borough Council Meeting Minutes
Monday, April 7th, 2025

Members present

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

Others present

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

Visitors

Josiah Zahn
Stephanie Bryson
Linda Miller
Jeff & Joyce Ryer
Erica Rearich
Kevin Brunicke

1. The meeting was called to order @ 7:00pm. followed by the pledge to the flag.
2. **Visitors & Public Comment**—Joe Zahn was present to thank Council for awarding him the snow removal contract this winter. He feels everything went very well & hoped to extend the contract into the 2025-2026 season. Council & Borough staff were very pleased with the services that Joe & his team provided, and they were very amenable to extending the contract into the next season. There were a couple minor complaints from residents which were resolved very quickly. Council thought the pre-treatment applied to the roads was a great idea, and everyone will look forward to working with Joe again.
3. **General Business**
 - **Approval of Meeting Minutes**
 - Mrs. Bloom made a motion to approve the March 3rd, 2025 Meeting Minutes; Mr. Roberts seconded. All were in favor; motion carried.
 - Mrs. Bloom made a motion to approve the February 11th, 2025 Special Council Meeting Minutes; Mr. Elwell seconded. All were in favor; motion carried.
 - **Approval of Financial Statements**
 - **General Funds**—Mrs. Bloom made a motion to approve General Fund bills dated Feb. 28th thru April 3rd, 2025, totaling \$41,296.98. Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer Fund bills dated Feb. 28th thru April 3rd, 2025, totaling \$262,591.75. Mr. Burkins seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated Feb. 28th thru April 3rd, 2025, totaling \$66,722.36. Mr. Burkins seconded. All were in favor; motion carried.
4. **Engineer's Report**—Jason Brenneman reported the following:
 - **2025 Street Work**
 - LSA Grant design work has started on E. Pennsylvania Avenue. Additional survey work has been completed, as well as other odds/ends of the existing conditions plan.
 - Currently, E.PA is 21' wide in front of the existing houses & approx. 16' wide closer to Main Street. PennDOT does allow for one-way streets to be 10-20' in width, and Jason requested Council feedback for the best layout for the street, i.e., narrowing it near Main Street, narrowing it overall to provide more room for curb/sidewalks (potentially on both sides?). Currently, no parking is allowed on the south side of E.PA (per Ordinance), and if we narrow it further, parking would not be allowed on either side. Is on-street parking needed? From the aerial view, Jason said most people have driveways, parking areas or garages, but that's another thing to think about. Currently there's a lot of concern with truck traffic on E. PA, so would we want to narrow it to prohibit that? Through much research for the legal ROW width of E. PA, there was no record found of the Borough formally adopting E. Pennsylvania. There were some subdivision plans found showing ROW's which would show whether or not additional easements would be necessary for curb & sidewalk, but these would be construction easements, not permanent easements. If Council has no interest in narrowing the street, the feasibility to do so doesn't need to be discussed, and Jason doesn't want to spend the additional grant funds on that. After more discussion, it was decided that the Streets & Roads Committee can meet with Jason for further consideration of the E. Pennsylvania work.

- CDBG grant—of the 9 income surveys (out of 45) received by YCPC, only 1% qualified as low/moderate income. 50% is needed to qualify for this grant. If Council wants to go door-to-door in order to gather the income information, we will need to request new packets from YCPC to apply again.
 - **Borough's theater property (3 S. Main)** was considered as a site for the Borough's road salt storage, but after considering and discussing it with Joe Zahn (snow contractor) it was decided it's not an ideal location for big trucks to access during salt delivery. Noise from those trucks could also be a problem for the surrounding residents. Joe said he could access the site with his pickup truck and/or skid loader but with the other factors in mind, another location would need to be sought for salt storage.
 - **Floodplain Administrator**—Jason has been the current FPA & recently learned that audits are no longer necessary; however, since we have a Floodplain Ordinance (in order for residents to obtain flood insurance), we must have a someone named FPA. Rather than having his office named FPA, Jason thought it best to keep it within the Borough staff.
Ms. Almony made a motion to name Stacy Myers as the Borough's Floodplain Administrator; Mrs. Bloom seconded. All were in favor; motion carried.
 - **Grant discussion**—Revisiting this discussion from last month, Jason researched the Multi-modal & TASA grant requirements. (TASA stands for Transportation Set Aside and is a grant through PennDOT.) Per proposals made for other municipalities, Jason said \$7,000 was spent on applying for the multi-modal grant & \$6,000 was spent applying for the TASA grant; however, much of the work was already completed from previous grants. For a new grant application, he would estimate costs between \$10,000-\$14,000 to prepare for submission.
5. **Solicitor's Report**—Atty. Sharnetzka reported:
- **Agreement between the Borough & SLC Excavating, LLC**—SLC Excavating was awarded the contract for the HARP Playground Improvements. Craig reviewed the agreement and does not have any concerns with it.
Ms. Almony made a motion to approve and enter into the agreement with SLC Excavating, LLC; Mrs. Bloom seconded. All were in favor; motion carried.
 - **York County Construction Code Board of Appeals/Agreement & Resolution 2025-02**—When the Uniform Construction Code was created, municipalities could opt in. Stewartstown Borough opted in & that's why we have a Codes Enforcement Officer. If someone is turned down for a permit or if the Codes Enforcement Officer makes a decision that the homeowner doesn't agree with, there must be a Board of Appeals where the homeowner can go. The County has created this Board for municipalities to use. They're asking for an amendment to the agreement & for municipalities to adopt Resolution 2025-02, which would loosen the requirement for membership.
Mr. Burkins made a motion to approve the amendment to the Intergovernmental Agreement and to adopt Resolution 2025-02; Mr. Elwell seconded. All were in favor; motion carried.
 - **13 Mill Street/First Amendment to Developer Agreement**—this amendment adds "Ilyes Holdings 8, LLC" to the agreement since they had not been owners of the property at the time the agreement was first created. JJ Properties LLC is the developer now named in the agreement also. Everything else in the agreement had remained the same except for the width of Bronson Avenue being widened to 18' rather than 24'.
Mr. Elwell made a motion to approve the First Amendment to the Development Agreement with Ilyes Holdings 8, LLC in regard to the width of Bronson Avenue; Ms. Almony seconded. All were in favor; motion carried.
 - **Municipal Night at the Ballpark**—CGA will host Borough staff & Borough Council interested in attending on Friday, May 16th.
6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted his report. Expenses will go to the Sewer & Water Authority for action. A couple items to note:
- To date this year, 112 water meters have been replaced in Round #2 of the water meter replacement program. Round #2 includes 648 meters.
 - This year marks the 15th consecutive year that the Wastewater Treatment Plant has been awarded the Plant Excellence Award from Aqua Aerobics. Kudos to the staff, and thanks to the Authority Board & Borough Council who support the staff!
7. **President/Vice President Report**—Ms. Almony/Mr. Burkins reported:
- **Discussion was held on traffic signs** & those prohibiting truck traffic on borough streets. The need for traffic counts, traffic studies, etc. was also discussed. There is a course that is offered to train someone to conduct these studies. Brian Sweitzer (Shrewsbury Borough) has offered to conduct them for Stewartstown, if they

wish. As a follow-up concern from the Postmaster regarding a large truck hitting a pole on Main Street, other requirements were reviewed about truck restrictions. Mr. Elwell reported the cost of a truck restriction study (to look at the geometries) at an intersection is approx. \$2,500. A study to look at load capabilities is approx. \$5,000/street (possibly less). These studies are necessary; however, to establish enforcement by police. Mrs. Bloom spoke to SRPD, who said they have two scales in order to weigh trucks; however, Chief Boddington said four scales are necessary to weigh accurately. As far as the length of the trailers & weight requirements, specs must be written according to PennDOT code, and an updated Ordinance would need to be passed. Several borough streets were mentioned where large truck traffic has been a concern. SRPD is aware of the problem & will cite tractor trailer drivers, where enforceable. Another problem is that GPS takes these truck drivers ON borough roads. They're not familiar with the area, so they're just following GPS. Although small, there are signs restricting truck traffic on certain state roads (Rt.851 & Rt.24), and if they can't be on state roads, it should be enforceable to prohibit them on borough roads. Reflective signs would be easier to read, so some signs can be replaced, where necessary. Although not budgeted, there is money in the General Fund that could be used towards signage and to create an Ordinance that allows enforcement. Some of those funds may be recouped by the issuance of fines. Once fines are consistently issued, word should spread & truck drivers will eventually learn where they're prohibited.

Obviously, Council wants to do what is economical, but also what will keep residents safe and our roads in better condition. Farm truck traffic was also discussed, as certain farmers use E. Pennsylvania a lot.

Mr. Elwell made a motion to authorize Ira to purchase the required road signs (No Parking, Speed Limit maintenance), not to exceed \$1,500. Mr. Burkins seconded. All were in favor; motion carried.

Streets & Roads Committee will review & discuss streets that will be applicable to traffic studies before the May meeting.

Mrs. Bloom made a motion authorizing Atty. Sharnetzka to draft an Ordinance for sign enforcement. Mr. Elwell seconded. All were in favor; motion carried.

8. **Treasurer's Report**—Stacy Myers reported:

- **Fire Police requests**—Ms. Almony made a motion to approve the following requests. Mrs. Bloom seconded. All were in favor; motion carried.
 - Glen Rock Borough events—Susquehannock HS graduation (May 30), Arts & Brew Fest (June 7th), Tree Lighting (Nov 30th), Glen Rock Carolers (Dec 24/25)
 - Shrewsbury Borough's 1st Annual Parade (June 28th).
- **Current bank balances for General accounts**—in Council packets.
- **FYI**—2025 Liquid Fuels allocation is \$60,939 (to be distributed April 10th)

9. **Mayor/Police Report**—Mayor Barnette reported:

- Reminder that State Ethics forms are due by May 1st, 2025.
- Our EMC Coordinator position is currently vacant. This is an essential role to help prepare & coordinate a municipality before and during disasters. This person must be approved & appointed by the Governor of PA. York County EMA offered assistance to find someone to fill this position, if necessary. NIMS (National Incident Management System) training should be taken by all Council members & can be coordinated through the EMC Coordinator, as this helps eligibility of disaster relief funds should a disaster occur.
- Janet McElwain sent an update on Mason Dixon/York County Library Systems, as a letter was recently sent to YCLS from MDL & Paul Smith Library requesting a meeting with the Board. A response hasn't been received yet. Of note in Janet's letter, YCLS entered into an agreement with the York Redevelopment Authority that will pay off \$5million of their outstanding mortgages for improvements to Martin Library & building of the new Kreutz Creek Library. While this reduces their urgent need to lower operating expenses, it doesn't reduce their desire to force Paul Smith & Mason Dixon Libraries to become branches. More will be reported as it's learned.
- Mayor Barnette recently met with Girl Scout Troop #20841 which is a mix of Stewartstown & surrounding area-residents. They wanted to meet as part of a badge requirement.
- Two Southern Regional Police Commission meetings were held since March's Council meeting. Discussion had been held on the UPMC incident & the need to put certain safety measures in place. Five new shields for our officers will be purchased. New Freedom Lions Club plans to donate toward the purchase, and SRPD welcomes other donations! Jason Roberts will discuss it with the Stewartstown Lions Club.
- Retail thefts occurred at Turf & Tractor. These are under investigation; however, the suspect had a Maryland license plate, and the recently installed license plate readers were able to partially identify the plate. The suspect is no longer in the area.
- Officer Grove received a letter of thanks and gratitude from a driver he stopped recently.

- Two new officers are doing great and cracking down on drug abuse and drug sales.
 - Hit & Run incident in Glen Rock where a box truck hit 3 parked cars—the offender is known & this is being handled.
 - Sex crime offender from York City was tracked to Shrewsbury—SRPD was able to assist in catching the offender.
10. **Executive Session**—Ms. Almony made a motion to recess the meeting @ 8:25pm to discuss personnel matters. Mr. Roberts seconded. All were in favor, meeting recessed.
Ms. Almony made a motion to reconvene the meeting @ 8:41pm. Mr. Burkins seconded. All were in favor, meeting reconvened. No action was taken in Executive Session.
Mr. Roberts made a motion to hire Kerry Baum as a Water & Wastewater Laborer at the rate of \$21/hr. with insurance benefits to begin based on the new Employee Handbook. Mr. Elwell seconded. All were in favor; motion carried.
11. **Adjournment**—With no further business before Council, Mr. Burkins made a motion to adjourn the meeting @ 8:43pm. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary