

Stewartstown Borough Council Meeting Minutes
Monday, June 2nd, 2025

Members present

Pamela Almony
Roy Burkins
Donna Bloom
David Elwell
Jason Roberts

Others present

Craig Sharnetzka, Solicitor
Ira Walker, Jr., Water/Sewer
Stacy Myers, Recording Secretary

Visitors

Linda Miller
Randy Babcock
Ray Manifold
Jake Hebel, Gordon L. Brown & Associates
Dylan Prugar, Gordon L. Brown & Associates
Kenton Kurtz

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **General Business**
 - **Approval of Meeting Minutes**—Mr. Elwell made a motion to approve the May 5th, 2025 Meeting Minutes; Mr. Burkins seconded. All were in favor; motion carried.
 - **Approval of Financial Statements**
 - **General Funds**—Mrs. Bloom made a motion to approve General Fund bills dated May 3rd thru May 29th, 2025, totaling \$15,586.48. Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer Fund bills dated May 3rd thru May 29th, 2025, totaling \$83,783.62. Mr. Burkins seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated May 3rd thru May 29th, 2025, totaling \$36,076.52. Mr. Burkins seconded. All were in favor; motion carried.
3. **Public Comment/Visitors**—no one to address Council at this time.
4. **Solicitor's Report**—Atty. Sharnetzka stated he had reviewed the Refuse Bid & Contract Specifications, as well as some revisions that had been made. All his previous comments & suggestions were addressed and he's agreeable with how the bid proposal and contract specs are worded. Council can authorize advertising the Refuse Contract for bids, if they wish. Discussion was held & some questions answered. Mr. Elwell explained the bid specs are written so that haulers can bid either one pickup/week or two pickups/week, both including recycling collection. There is also a provision in the bid specs for large (bulk) item collection, whether once/week or twice/month. This is a change from the current contract which allows for one bulk item collection every week.
Collection days of the week were discussed. If a hauler bids only one pickup/week, that day must be Tuesdays. If two pickups/week are bid, those days are Tuesdays & Fridays. If a hauler is bidding one pickup/week, recycling & bulk item collection must be the same day (Tuesdays).
Trash receptacles were discussed. In the current contract, a weight limit of 70# was specified, but that weight limit has been revised to state "more than one person can reasonably lift". There is a provision that the hauler can provide a weight limit to the Borough, if necessary. That limit may vary if the hauler bids automated collection versus manual collection.
Quantities of trash were revised to include six (6) containers (or one 96-gallon toter) for once/week pickup and four (4) containers for twice/week pickup (or one 96-gallon toter). A resident can use 6 trash cans with several trash bags inside, but that container itself cannot exceed what one person can reasonably lift by themselves.

Mr. Elwell explained the bid proposal will include two contract timeframe options; a 26-month base + option for 36-month extension pricing, and a 5-year contract pricing option. Since the Borough's current contract ends 10/31/2025, the 26-month contract option includes November & December 2025 + 24 months extending it until 12/31/2027 (with the option of extending up to 3 additional years). Some neighboring municipalities are discussing the possibility of creating a multi-municipal refuse contract in an effort to obtain more attractive contract prices. This is only in the discussion phase, but the 26-month contract option would allow Stewartstown to exit a contract by end of 2027, if they wish.

The timeline for the bid process will be:

- Tues, July 29th @ 9am—bids due to the Stewartstown Borough Office, 6 N. Main St., Stewartstown.
- Tues, July 29th @ 10am—bids will be opened by the Public Property/Refuse/Economic Development Committee. Trash haulers & bidders are welcome to attend the bid opening.
- Mon, August 4th @ 7pm—Trash contract will be awarded at the regularly scheduled Borough Council Meeting.

Mrs. Bloom made a motion to authorize advertising the bid contract with the following revisions:

- Item 3b of the "Refuse and Recyclables Bid Specifications"—*to include "96-gallon toter" with the six (6) containers allowed for collection.*
- Paragraph #23 to indicate *the contract will be awarded at the August 4th Council meeting.*

Mr. Burkins seconded. All were in favor; motion carried.

Atty. Sharnetzka said, once revised, the bid proposal & specifications can be emailed to any haulers that have expressed interest in bidding. Borough staff & the Refuse Committee have spoken to a few other trash companies, so it may not be just Penn Waste & Republic Services bidding this time.

5. **Engineer's Report**—Jason Brenneman wasn't present tonight but submitted the following items:

- **2025 Streets**

- Jason & the Streets & Roads Committee met on E. Pennsylvania Avenue to discuss the proposed work and whether or not to narrow the road at Main Street. If narrowed to 12', the Borough would lose approx. \$3,000/year in liquid fuels money. But, if narrowed, it's the hope of Borough Council that that would hinder large trucks from traveling E. Pennsylvania, which has been a complaint of residents for years, not only in regard to noise, but also that large trucks can cause disrepair to the street.

Ms. Almony made a motion to narrow E. Pennsylvania Avenue to 12' (at Main Street) and then widen it to its existing width (approx. 21') at the bottom, near the Stop sign/Heather Drive. Mrs. Bloom seconded. All were in favor; motion carried.

- **LTAP Truck Study**--Mr. Elwell stated a truck restriction study was performed by LTAP on several Borough streets, and they had no specific recommendations regarding E. Pennsylvania Avenue, other than to not hinder emergency vehicles; however, a 12' road width can still accommodate them.

The truck study was the first step to creating ordinances restricting large truck traffic on certain Borough roads. The study noted turning radius, sight triangles & weight-bearing capacity for each street. Ordinances must first be created in order for signage to be installed which enables the Police to enforce the restrictions.

Ms. Almony reported that Title 71 Section 4902 provides truck restrictions based on length (no longer on weight). In summary, trucks in excess of 25' would be restricted on the streets studied. Those streets included Mill, S. Hill, Broadway, E. Pennsylvania, & Charles.

Mr. Elwell made a motion authorizing CGA Law Firm to prepare & advertise ordinances restricting truck traffic on the streets listed above, as recommended in the LTAP survey. Mrs. Bloom seconded. All were in favor; motion carried. These ordinances will be on the July Council agenda for action.

- **9 College Avenue pipe/storm inlet**—Property owner contacted the Borough about a broken stormwater pipe on their property, as well as an inlet (along College Avenue) that is in need of repair. They weren't sure if the Borough or they are responsible for the repairs. Jason B. couldn't find any recorded easements on 9 College's deed, so the Borough didn't have permission to do work on the

property. Regarding the inlet, it is in PennDOT's right-of-way (College Avenue/Rt. 851 is a state road) so that would be PennDOT's responsibility. It was the consensus of Council that the stormwater pipe would be the property owner's responsibility to clean out, repair, replace. Staff will notify the property owner.

- **Stewartstown UMC Land Development Plan/Building Addition**—Jake Hebel & Dylan Prugar from Gordon L. Brown & Associates presented the plan to Borough Council. As discussed last month, the church is proposing a 2,000sq. ft. addition (upstairs & downstairs) that would include a hospitality/welcome center, ADA-compliant restrooms, and an elevator. This plan had gone before the Borough's Planning Commission on May 20th, 2025. The committee reviewed & discussed the plan prior to recommending conditional approval of it. Jake discussed the outstanding conditions and those that have been addressed. Per James R. Holley & Associates (Jason Brenneman's) letter dated May 21st, 2025, items still outstanding are **highlighted** below.

Zoning Ordinance comments:

- Section 612.e—Parking areas adjacent to public streets shall be protected by pipe railing, post/chain barricade, raised curbs, or equally effective devices. **Planning Commission requested the ends of each parking bay be striped to serve as a visual barrier and to better delineate the access aisle.**

Subdivision and Land Development Ordinance comments:

- **Section 215**—Public surety shall be provided prior to plan approval
- **Section 304.a**—Owner, engineer and surveyor signature is required on plan
- Section 704—The required right of way for adjacent streets shall be dedicated to the Borough & shown on the plan. Building setbacks shall be adjusted which will then also create non-conforming structures. The non-conforming note shall be added to the plan (Broadway & Church are required to be 50' ROW, and Main Street is required to be 60' ROW). In addition, the subsurface infiltration basin shall be located outside the dedicated right-of-way. **Applicant has requested a modification to dedicated ROW to the curbline on Broadway and then provide a pedestrian easement behind the dedicated right-of-way line to encompass the sidewalks for all streets.**

General comments:

- Borough officials should determine if exterior sidewalk should meet current ADA specifications—specifically, the ADA ramps at the street intersections, the driveway aprons, and the mailbox east of the driveway on Broadway. **Planning Commission requested clearance be provided around the mailbox on Broadway & the sidewalk/paving transition be fixed (to be flatter).**
- Project is located within Wellhead Protection Zone 3 & is subject to the requirements noted in the Ordinance. **The Zoning Officer, Borough Engineer & Planning Commission reviewed the ordinance & did confirm all applicable sections must be met.**
- **As discussed at the PC meeting, all plan revisions shall be made prior to the Borough Council meeting (revising the wall).**
- **All outstanding fees must be paid.**

Stormwater comments:

- **Stormwater report shall be signed & sealed by registered professional.**
- PennDOT permit shall be approved for the connection of the stormwater overflow pipe from the subsurface infiltration basin prior to plan approval. The permit needs to be in the Borough's name since the Borough is responsible for all underground stormwater pipes within the PennDOT right-of-way. **Stacy Myers confirmed this has been received.** At minimum, a note shall be provided on the plan stating the Church owns/maintains the stormwater pipe & new inlet located in Main Street. Borough Solicitor shall determine if additional agreements are needed. PennDOT will, most likely, require no increase to the state highway for storms up to & including the 100-year event. The stormwater report (provided) only controls the first 2" of runoff which is acceptable to Borough but may not be acceptable to PennDOT. It's recommended to provide an alternate method of overflow, if possible.

PennDOT approval remains outstanding, along with necessary agreements.

Motions related to this were as follows:

- Mr. Burkins made a motion to approve the Waiver of Section 303.1 for Plan Scale; Mr. Elwell seconded. All were in favor; motion carried.
 - Mr. Elwell made a motion to approve Section 704, Dedication of the right-of-way modification as discussed & recommended by the Borough Planning Commission. Mr. Roberts seconded. All were in favor; motion carried.
 - Ms. Almony made a motion to conditionally approve the Land Development Plan with all the conditions noted by the Borough Planning Commission and outstanding items highlighted above being addressed. Mrs. Bloom seconded. All were in favor; motion carried.
- **Bridgeview Lot 3 Preliminary/Final Subdivision Plan**—Hopewell Township received a plan submission for this lot which is an extension of the Bridgeview development to include 41 townhouse units. Developer knows the plan must be reviewed by the Borough and Authority but requested the review by the Borough be waived because no development is proposed within the Borough & no direct impacts will result in the Borough. The wetlands is in the Borough, that's all. Council consensus was to let the plan go through the review process & to not waive their right to review it.
6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted his report. All the expenses will go before the Sewer & Water Authority for action. The following items were noted:
- Since the beginning of 2025, 200 water meters have been replaced. We have approx. 450 yet to be replaced and hope to be done by end of this year.
 - On May 9th, we hosted CPWQA (Central PA Water Quality Association) tour/business meeting at the WWTP. Despite the rainy weather, there were 60 attendees & several vendors present. We received several compliments about our facility & operations.
7. **President/Vice-President Report**—Ms. Almony/Mr. Burkins reported:
- **Resignation of Joshua Butler**—Ms. Almony made a motion to accept Joshua Butler's resignation from Borough Council due to him no longer living in the Borough; Mr. Burkins seconded. All were in favor; motion carried.
 - **Appointment to complete Joshua Butler's term until 12/31/25**—Ms. Almony made a motion to appoint Kenton Kurtz to complete Mr. Butler's term, expiring 12/31/2025. Mr. Burkins seconded. All were in favor; motion carried.
8. **Mayor/Police Report**—Mr. Burkins reported the following in Mayor Barnette's absence:
- Southern Regional is averaging 4-6 hits/week from the License Plate Reader camera system. The system is high-tech with incredible accuracy for reading license plates, even when criminals try to alter the letters/numbers.
 - Next Police Commission Meeting is this Wednesday, June 4th
9. **Treasurer's Report**—Stacy Myers reported:
- **Fire Police request**—Ms. Almony made a motion to approve the Fire Police request for HARP FEST on July 5th. Mr. Burkins seconded. All were in favor; motion carried. Rain date for this event is Sunday, July 6th.
 - **Stewartstown Borough will be 175 years old in 2026!** Don Scarborough is mentioning it to area clubs, Mason Dixon Library & others to gauge interest for planning events in which to celebrate.
 - **York County Boroughs Association quarterly meeting**—Picnic in the Park Dinner Meeting will be held Thursday, June 26th @ 6:30pm at Rocky Ridge County Park.
RSVP to Stacy by Thursday, June 19th if you wish to attend.
 - **Street sweeping**—Does Council wish to do this again? Borough Office is receiving many calls about cinders & debris in the streets. New Freedom Borough did this for us a couple of years ago; cost can be researched. Council agreed this is a good idea.
Mrs. Bloom made a motion to plan street sweeping for 2025, not to exceed \$1,000; Ms. Almony seconded. All were in favor; motion carried.

- **No Parking signs for theater lot**—Years ago, discussion was held on adding signs and/or barricades to prohibit parking. Mr. Elwell believes No Parking signs could be covered by the sign budget that was approved a few months ago. Staff will research this & see what signs can be ordered.
10. **Executive Session**—Ms. Almony made a motion to recess to Executive Session @ 8:37pm to discuss personnel matters; Mr. Roberts seconded. All were in favor; motion carried.
Mrs. Bloom made a motion to reconvene @ 9:12pm. Mr. Roberts seconded. All were in favor; motion carried.
Ms. Almony made a motion to increase Ira Walker, Jr.'s pay by 2%, retroactive to March 19th, 2025; Mr. Burkins seconded. All were in favor; motion carried.
Ms. Almony made a motion to offer the part-time Assistant Secretary position to Jillian Murphy at a rate of \$20/hr. for approx. 25 hrs./week. Mr. Burkins seconded. All were in favor; motion carried.
11. **Other Council/Committee discussion**—
- Charters for Council Committees have been created by the Personnel Committee and were distributed tonight for review. Council will discuss/take action on the Charters at their July 7th meeting. These will be helpful for new Council members to know what the responsibilities are for each committee.
 - A vacancy on the Sewer & Water Authority is expected soon, as one member will be moving from the Borough.
12. **Adjournment**—With no further business before Council, Mr. Roberts made a motion to adjourn @ 9:16pm. Mr. Burkins seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary