

**Stewartstown Borough Council Meeting Minutes**  
**Monday, October 7<sup>th</sup>, 2024**

**Members present**

Pam Almony  
Roy Burkins  
Donna Bloom  
Dave Elwell  
Jason Roberts  
Joshua Butler

**Others present**

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

**Visitors**

Jordan Ilyes  
Denise Hersey  
Barbara Spurlock  
Paul & Louise Roscosky  
Mark & Carla Chambers

1. The meeting was called to order @ 7:00pm. followed by the pledge to the flag.
2. **General Business**
  - **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the September 3<sup>rd</sup>, 2024 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 Aug 30<sup>th</sup> thru Oct 3<sup>rd</sup>, 2024, totaling \$47,382.37; Mr. Burkins seconded. All were in favor; motion carried.
    - **Sewer Funds**—Mrs. Bloom made a motion to approve Sewer Fund bills dated Aug 30<sup>th</sup> thru Oct 3<sup>rd</sup>, 2024, totaling \$291,041.67; Mr. Elwell seconded. All were in favor; motion carried.
    - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated Aug 30<sup>th</sup> thru Oct 3<sup>rd</sup>, 2024, totaling \$221,579.53; Mr. Roberts seconded. All were in favor; motion carried.
3. **Visitors & Public Comment**—the following were present to address Council:
  - Denise Hersey, President of Stewartstown Senior Center Board distributed the Center's 2024 Annual Report & although she didn't have the financial report available, she said they're always available to view. The Center's mission statement is to strive to create a rich environment for the members consisting of social, educational & recreational activities that promote healthy aging. Anyone over 60 years of age is welcome to join in any of the activities, and of note, one of the Center's members will celebrate turning 100 this year! The Center has 3 financial accounts, one of which is the main "working" account which is audited annually by York County Area on Aging. Another account is only used for payroll. And the 3<sup>rd</sup> account is an investment account with Edward Jones which, Denise stated, was built by former/older members who worked very hard to build, so the Center is very careful to protect that. A lot of Stewartstown seniors visit the Center. They're asking surrounding municipalities for financial support, although they do their best to raise money through fundraisers (sandwich sales, Basket Bingo) Stewartstown Borough has a donation of \$2,200 going in the mail for 2024. Denise thanked Council for their time & support.
  - Jordan Ilyes was present to give Council an update on 13 Mill Street since the April fire. Jordan said his intention is to stick with the project & try to build the factory back as originally planned, but that will prove more difficult now. At the time of the fire, Jordan said he was way underinsured. Although some of the exterior walls are intact, he must now rebuild a lot of walls, floors & roofing, where typically he uses the original, giving his projects character. He plans to use what he can, but there is a \$3-4million difference in pricing that was lost, which makes financing with banks more difficult. Jordan is asking for Council support as he moves forward. At this time, he doesn't have a lot of detail on the retail spaces for the building, but typically, once he begins, a lot of those fall into place as vendors/businesses reach out, interested in renting a space. The Land Development Plan that was recently submitted is in review. Although he said he has a good relationship with Gordon's Service & the Railroad, Jordan has never received a contract or anything in writing that urges him to continue with the project, so he's hoping the LDP will continue & they will all sign off on it. He has backup plans, if those two entities no longer want to be involved with it, but he's hoping that's not the case.  
Jordan's banking approval is contingent on the LDP moving forward, but the approval window is only 60 days, so he would like to pull building permits soon to secure that financing. Another hardship he's facing is electrical upgrades with Met-Ed, as they are currently low on load for most areas. His estimation is \$200,000-

\$300,000 for line upgrades. Borough staff, Jason & Craig will remain in contact with Jordan & keep him updated on details & discussions going forward.

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

- **Snow/Ice Removal Bid Contract**—no bids were received for the contract, and since it has already been bid twice, the Borough can now enter into an agreement with a contractor of their choice with no more bidding necessary. Mr. Roberts stated he has a potential person who may be interested & who would like to meet to discuss the responsibilities & deficiencies in his equipment. Mr. Roberts suggested possibly utilizing the Authority's equipment to supplement where this interested party may be deficient. Streets & Roads can arrange a meeting with him.
- **Authority Industrial Wastewater Regulations/Proposed Ordinance**—Ordinance 2024-07 has been drafted as the Sewer & Water Authority plan to revise their Rules & Regulations and can do so by adopting a Resolution. The revisions are regarding modifications to the Industrial Wastewater Ordinance, Section 702.b, 6 & 8. This is not a particular issue/problem with the system at this time but will protect it for the future where industrial/commercial uses are concerned.  
Mr. Butler made a motion to authorize advertisement of Ordinance 2024-07 for adoption next month. Mrs. Bloom seconded. All were in favor; motion carried.
- **Met-Ed Pole Status**—Craig's office continues to check on the status of the Met-Ed poles that were hit in town & those that were replaced.
- **Ilyes Holdings, LLC/13 Mill Street**—review of the Borough's Zoning Ordinance is being held. Craig said the value of appraisal must be done before & after the April fire. As Jordan stated earlier, the value has increased from his time of purchase until now (after the incident). The Borough's Zoning Ordinance allows the tax assessment value to establish the baseline for appraisal; however, the tax assessment is not available at this time. Jason Brenneman, Wade Portner (ZO) & Craig plan to meet this week. Wade will review the Ordinance in an effort to substantiate the interpretation of the Ordinance & support that interpretation as far as the restoration provision. That interpretation is critical for Jordan to move forward with the project as the building was prior to the fire. Wade has received both appraisals that Jordan has obtained.  
Jason Brenneman reviewed the Variance application that Ilyes Holdings, LLC submitted. Those were submitted in the event that the interpretation doesn't go in Jordan's favor & the variances are necessary. Those Variances will go before the Borough Planning Commission for recommendation & then to the Zoning Hearing Board for action. More will be reported as known.
- **Right to Know Law Policy Determination**—in light of a recent decision of the Office of Open Records, Craig urged the Borough to update their RTK policy & add a provision that all requests made anonymously will be denied. Borough staff will forward their policy to Craig for this review/proposed updates.

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

- **13 Mill Street**—a time extension request for the Land Development Plan was received by Johnston and Associates, Inc. (Jordan Ilyes' Engineer) until December 31<sup>st</sup>, 2024, to allow more review of the zoning issues. That request was approved & Jason will stay updated on this.
- **2025 Street Projects**—Jason provided a list of streets, along with potential costs that have been discussed for repair. The Borough held a Budget Workshop on Friday, 10/4, where these were discussed, but since Jason sees no major repairs necessary, no street work was added to the 2025 Budget.
  - Icehouse & Katie—not in dire need right now, but we'll continue to watch.
  - Springwood Ave.--some patching may be necessary.
  - Mill Street—from the Railroad up to Main Street—we'll continue to watch.
  - Winters Ave—due to the park & pending work, Hopewell Township may complete this.
  - E. Pennsylvania Ave.—work is contingent on grant money. Jason stated approx. \$104,000 of CDBG grant money was approved for curb & sidewalk, although his estimate for those items is closer to \$200,000. Although YCPC hasn't released this money yet, after it's released, the Borough will need to conduct the income surveys for E. PA Ave. residents. The PA Gaming grant application was denied. State grant application outcome should be known in November. Jason's total estimated repair cost for E. PA Avenue is \$541,000.
  - Poplar Springs & Kennard Dale—we'll continue to watch as more surface cracking is seen.
  - W. Pennsylvania Ave.—we'll continue to watch as more surface cracking is seen.
- **Storm Inlet/Pipe Inspection Proposal**—this is an ongoing process. Jason recently received notification of a COSTARS-approved contractor with stormwater experience. He will contact them prior to the November Council meeting, as the current camera being used isn't conducive for the 350 inlets in the Borough.

6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted his report. All expenses will be presented to the Authority for approval. Of note, Ira reported the lead & copper inventory, due to DEP by 10/16/2024 is now complete, thanks to Water staff. He’s happy to report there is no lead (that was discovered) in our system. The majority of the service lines in our system are plastic, followed by copper in some older homes. There were 8 galvanized water service lines found. Although galvanized is NOT lead (next step down from it), these are in the process of being replaced.
7. **President/Vice-President Report**—Mr. Burkins & Ms. Almony reported:
- **Eureka Consolidated/EMS/ALS budget update**—at a recent meeting, Eureka Consolidated increased the milage rate, based on the call volume of the 4 municipalities served by Eureka. Stewartstown’s call volume went from 21% of the calls to 32% over the past couple of years. Mr. Burkins explained this milage increase is used as a funding mechanism that helps fund ever-increasing expenses of providing EMS & ALS services, and the last time the rate was increased was 2017. Thankfully, back in the 1950’s, this capital fund was set up for large expenses such as equipment, vehicles, etc. A 10-year plan has been created on both the Fire & EMS side of expenses. The increased milage doesn’t mean taxes have to be increased; however, if municipalities find a tax increase is necessary to fund these services, then that needs to be determined within the municipalities. In addition to services, Eureka’s building is 40 years old, so things begin to break down, needing repair or replacement. Donation drives are very important to volunteer fire companies.
  - **Budget Workshop was held 10/4/24**—another workshop may be necessary to determine:
    - 2025 contribution for Mason Dixon Library
    - 2025 contribution for Hopewell Area Rec & Parks
    - ARPA fund designation—this is the money awarded to Stewartstown Borough as COVID-relief. The funds need to be allocated (not spent) by December 31<sup>st</sup>, 2024.
8. **Treasurer’s Report**—Stacy Myers reported:
- **Kindness Week Worldwide Proclamation**—recognizing Kindness Week, November 9<sup>th</sup>-16<sup>th</sup>, 2024. Mr. Roberts made a motion to accept the proclamation; Mr. Elwell seconded. All were in favor; motion carried.
  - **ONSOLVE contract renewal**—Mr. Elwell made a motion to renew the contract for a 1-year term at a cost of \$2,769; Mr. Burkins seconded. All were in favor; motion carried.
  - **Met-Ed’s repair bill to prepare 11 poles (on North & South Main Streets) for Christmas lights** is \$8,000. This bill must be paid before Met-Ed will give a timeframe of when the work will be started. Ms. Almony made a motion to approve payment of the \$8,000 to Met-Ed; Mr. Roberts seconded. All were in favor; motion carried.
  - **FYI**—2025 Liquid Fuels allocation will be \$59,654
9. **Mayor/Police Report**—Mayor Barnette reported:
- Reminder--Daylight Savings Time is Sunday, November 3<sup>rd</sup>
  - Fire Prevention Week is the week of October 14<sup>th</sup>, 2024
  - Christmas Tree Lighting Ceremony--Saturday, December 7<sup>th</sup> @ 6pm at Mason Dixon Library
  - Police Commission Meeting discussions included:
    - Recent retail thefts in Shrewsbury—Giant Food stores in York County were being robbed of cartloads of items. After obtaining tag numbers from security cameras, Police were able to solve the Shrewsbury. Pauline Drive, Manchester Township & Springettsbury Township thefts.
    - Officer Saylor has submitted his resignation due to the ongoing necessary care for his daughter. A conditional offer has been extended to an officer transferring from York City, where he’s had 6 years of experience.
  - Donations of supplies to be collected for Hurricane Helene victims:
    - Sat, October 19<sup>th</sup> from 8am-3pm at Eureka Fire Department, 82 N. Main St., Stewartstown
    - Sun, October 20<sup>th</sup> from 8am-3pm at Grace Fellowship Church, 74 E. Forrest Ave., Shrewsbury
10. **Executive Session**—At 8:37pm, Ms. Almony made a motion to recess to Executive Session to discuss personnel matters; Mrs. Bloom seconded. Motion carried.
- At 9:10pm, Ms. Almony made a motion to reconvene the Council meeting; Mr. Burkins seconded. Motion carried. No decisions were made in Executive Session.
- Mr. Roberts made a motion to approve the following pay increases which are based on a combination of Cost of Living & merit. Ms. Almony seconded. All were in favor; motion carried.
- Keith Trahan--\$4.25/hr. increase
  - Jonathan Perry--\$5.32/hr. increase
  - Felicia Markline--\$5.32/hr. increase
  - Tyler Robinson--\$4.53/hr. increase

11. **Committee Discussion**—Mr. Roberts gave an update on the capabilities to hold Zoom meetings. The Borough's IT guy, Nerd911 has a unit in mind that he believes will work. It is a camera/microphone/speaker unit that costs approx. \$481. We could use the existing projector in the meeting room, but its stability & longevity is unknown, being that it was installed years ago.  
Mrs. Bloom made a motion to move forward with the research to conduct Borough meetings via Zoom, at a cost not to exceed \$1,500. Mr. Butler seconded. All were in favor; motion carried.
12. **Adjournment**—With no further business before Council, Mr. Roberts made a motion to adjourn @ 9:15pm. Ms. Almony seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary