

Stewartstown Borough Council Meeting Minutes
Monday, March 4th, 2024

Members present

Pam Almony
Donna Bloom
Kim Carl
Roy Burkins
Dave Elwell
Jason Roberts

Others present

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

Visitors

Linda Miller
Eric Wilden
Kevin Brunicke
Linda McCoy
Karen Snyder

Ken Anderson
Ginger Babcock
Patricia Cosden
Joseph Darcy
Lisa Crudup

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **General Business**
 - **Approval of Meeting Minutes**—Mrs. Bloom made a motion to approve the February 5th, 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 Jan. 27th thru March 1st, 2024, totaling \$208,064.71. Mr. Burkins seconded. All were in favor; motion carried.
 - **Sewer Funds**—Mr. Burkins made a motion to approve Sewer Fund bills dated Jan. 27th thru March 1st, 2024, totaling \$69,558.74. Mrs. Bloom seconded. All were in favor; motion carried.
 - **Water Funds**—Mrs. Bloom made a motion to approve Water Fund bills dated Jan. 27th thru March 1st, 2024, totaling \$150,542.17. Mr. Burkins seconded. All were in favor; motion carried.
3. **Public Comment/Visitors**—no one on the agenda to address Council.
4. **Engineer's Report**—Jason Brenneman reported:
 - **Street Work**
 - **Lining Free Street**—staff & Jason agreed that lining along the side (rather than the middle) of the street makes the most sense. Jason's office had surveyed that street in 2003, but since it had been repaved a few years ago, it would need to be surveyed again to reestablish control. Surveyor estimated \$1,500 if it takes a whole day to complete. Jason doesn't think it would take an entire day, so the cost may be \$1,000-\$1,200. Stacy & Ira have ideas of who could complete the line painting, but a contractor has not been obtained yet.
Mrs. Bloom made a motion to move forward with the survey and painting the line on one side of Free Street. Mr. Burkins seconded. Staff will try to obtain a cost for the line painting. It involves approximately 375', but Mr. Elwell suggested the motion include a "not to exceed" cost.
Mrs. Bloom amended her motion to move forward with the Free Street project not to exceed \$3,000; Mr. Burkins amended his second. All were in favor; motion carried.
 - **High Street inlets**—as previously discussed, these 2 inlets (just past Cloverfield development, heading north on High) are in disrepair. Jason obtained prices:
 - **Fitz & Smith**--\$17,900
 - **Springfield Contractors**--\$18,745

- **Manifold Excavating--\$17,990**

We're not planning to pave High Street until the Cloverfield development construction is complete, but the inlet replacement can be done now. The work can be paid from Liquid Fuels funds too.

Mr. Elwell made a motion to accept Fitz & Smith's bid of \$17,900 for this project.

Mrs. Carl seconded. All were in favor; motion carried.

- **George Street paving**—bid documents have been finalized & advertised. Jason estimates this project around \$80,000-\$90,000 and has had 1 contractor pick up bid documents to date. Hopefully, we'll have bids to review/award at the April meeting.
- **Christmas Light Wiring Replacement**—Jason obtained 3 phone quotes for this project, which involves replacing cable on 55 poles, new outlet boxes, etc.
 - **Dorn Electric--\$22,500**
 - **Grace Electric--\$32,000**
 - **Engles & Fahs--\$45,000**

Grace Electric told Jason that Met-Ed will not allow private lines on their poles, for safety reasons. Met-Ed has verified this & spoke of their Holiday Light Policy that's now in place. Stacy reached out to Joe at Met-Ed, who was going to research the policy, Stewartstown's current Christmas lights and report back, but did not respond before tonight's meeting. Jason spoke to Shawn at Met-Ed, who said they would provide the connections for all the Christmas lights, at no cost, as long as power is available at the right location. If power needs to be ran to the correct location, there would be additional costs involved. None of the Christmas lights would be metered then, so costs would be gathered based off one light, how long it would be on, etc. & that's what Met-Ed would bill the Borough (that cost times however many lights we have). Jason & Stacy should have more information next month.

- **Stewartstown United Methodist Church/Laura Schaech Subdivision Plan**—this is a minor subdivision of a piece of the Schaech property (40 S. Main) that will become part of the Church (26 S. Main) property for future use. The church has nothing planned for the property yet, but they're currently landlocked. So, in the event they want to create/build something in the future, this additional piece of property would allow them to do so. York County Planning Commission, the Borough Planning Commission & Jason have all reviewed the plan. It's recommended for conditional approval, as Jason stated there are outstanding conditions that need to be met before the plan can be recorded. Those conditions are outlined in his February 5th, 2024 letter and are as follows:
 - Section 607.d--The existing driveway area as noted on the plan for the Schaech property to be removed needs to be removed. If it's not removed, a non-conforming structure is created. To confirm this work has been completed, we request that the plan preparer provide a letter documenting the work that has been completed and that the driveway is a minimum of 3' from the property line.
 - The owner's signatures need notarized, and the Add-On Lot Note needs signed.
 - The non-building waiver needs to be signed by Borough PC and Municipal Secretary. Once signed, Jason will forward it to DEP.

There are also 4 Waivers being requested, as follows:

- Waiver from Section 303—Preliminary Plan (to go right to a Final Plan)
- Waiver from Section 721—Sidewalks along Church Street (none currently on that side of Church)
- Waiver from Section 303.a—Plan scale
- Waiver from Section 722—Street trees (none needed)

Mr. Burkins made a motion to approve the four (4) Waivers above and to conditionally approve the plan with the three (3) conditions listed above as noted in James R. Holley's February 5th, 2024 letter. Mr. Roberts seconded. All were in favor; motion carried.

A letter will be sent to both parties on the plan, noting that the plan was conditionally approved and with the outstanding conditions noted.

5. **Solicitor's Report**—Atty. Sharnetzka reported:
 - **Ordinance 2024-04**—Executing a Franchise Agreement with Comcast Cable, allowing Comcast to bring cable & internet services into the Borough.
Mr. Elwell questioned Section 4.1 of the agreement regarding a possible typographical error on density. Eric Wilden from Comcast was present tonight & stated Comcast wanted their agreement to mirror the Borough's agreement with Armstrong Cable. He will have the agreement revised.
Mrs. Bloom made a motion to adopt Ordinance 2024-04; Mr. Elwell seconded. All were in favor; motion carried.
 - **LERTA Ordinance**—has been drafted but not submitted for Council's review. This will be on Council's April agenda.
 - **American Rescue Plan Act reminder**—the ARPA funds must be obligated by 12/31/2024. We don't have to USE them by 12/31/24, but they need to be obligated for a specific use, project, etc. Craig will forward the list of eligible uses to Council.
6. **Sewer/Water Supervisor Report**—Ira Walker, Jr. submitted his report. All expenses will go to the Sewer & Water Authority for action. Ira explained the water service line inventory, required by PADEP and due by October 31, 2024. He also reported on the water meter replacement program.
7. **President/Vice-President's Report**—Ms. Almony/Mr. Burkins reported:
 - **Appointment to the vacancy on the Sewer & Water Authority**—interested candidates included Kevin Brunicke, Wendy Rohrbaugh & Ken Anderson.
Mrs. Bloom made a motion to appoint Kevin Brunicke (5 Ecker Ave.) to the Authority to complete the term ending 12/31/2027. Ms. Almony seconded. All were in favor; motion carried.
 - **Appointment to the vacancy on Borough Council**—interested candidates included Joshua Butler, Ken Anderson & Stephanie Thompson.
Mrs. Bloom made a motion to appoint Joshua Butler (37 High St.) to Council to complete the term ending 12/31/2025. Mr. Burkins seconded. A vote was taken; motion carried with no "nays" heard. Mrs. Carl stated she didn't vote. She was going to nominate Ken Anderson for the vacancy; however, she would've needed to recuse herself from voting, as she is Mr. Anderson's employer.
 - **Council Committee designation**—as follows:
 - **Personnel**—Almony, Roberts, Elwell
 - **Police/Public Safety**—Burkins, Bloom, Almony
 - **Public Property/Refuse/Economic Development**—Carl, Elwell (if his schedule permits), Butler
 - **Streets & Roads**—Elwell, Bloom, Almony
 - **Sewer & Water**—Roberts, Burkins, Butler
 - **Consolidated Meeting**—Mr. Burkins reported the next meeting will be held in May.
8. **Treasurer's Report**—Stacy Myers reported:
 - Termites were discovered in the kitchen of the Borough Office. On 2/28/24, Orkin inspected the basement & found damage & evidence of an infestation, but assured staff they could remedy it. They will drill holes in the building around the outside & treat the whole area. Quote was \$3,456 for that work + a quote of \$399/year was suggested for annual treatments. Ms. Almony made a motion to move forward with the Orkin treatment for termites. Mr. Burkins seconded. All were in favor; motion carried.

In addition to the treatment, Ms. Almony suggested getting some quotes for the kitchen sink/counter replacement (& possibly drywall) where there is a good bit of damage from the termites. Staff will research that for the April meeting.

- Fire Police requests—Ms. Almony made a motion to approve the following requests. Mrs. Bloom seconded. All were in favor; motion carried.
 - Fawn Grove Borough events—Kennard Dale graduation (date TBD), Olde Tyme Days Parade (Sat, June 29th).
 - Shrewsbury Borough events—Firemen’s Carnival (June 24th-June 29th), Fireworks (June 28th), Parade (June 29th)
9. **Mayor’s/Police Report**—Mayor Barnette reported:
- SRPD purchased a new vehicle—funds were budgeted for this.
 - Two recent Police calls for service involved elderly residents (1 in New Freedom, 1 in Shrewsbury). The calls came during the snowstorm:
 - Officer Grove responded & found nothing was shoveled or plowed. He shoveled the area so the ambulance could attend to the resident.
 - Officer Lawrence responded to the New Freedom call where the resident was snowed in for 2 days. He got the resident’s mail & cleared her sidewalk & driveway so she could get to a doctor’s appointment.
 - Kudos to these & all SRPD officers who go above and beyond!
 - Recently, an 84 y/o Stewartstown man who suffers from dementia went missing. He was found safe in New Jersey.
 - Mrs. Bloom suggested the idea of helping the elderly with shoveling & other household chores be mentioned at Scout Troop meetings. Mayor will pass this along.
10. **Committee Discussion/Other Council Business**
- **IGA Committee (Bloom)**--A redlined draft version of the IGA (Intergovernmental Agreement) between the SRPD members was distributed to Council for their review & comment. Mrs. Bloom said one of the members/municipalities are not currently onboard with the agreement. Any questions regarding this can be directed to Mrs. Bloom, Mr. Burkins or Mayor Barnette. The IGA Committee meets again tomorrow night, 3/5/24.
 - **Streets & Roads**—Borough staff conducted an inventory of all types of street signs needing to be replaced. U.S. Municipal provided a quote of \$2,299.24 for posts, signs, hardware, etc. Of note, \$10,000 is in the 2024 Budget for Street Signage. Mr. Burkins made a motion to move forward with this purchase. Mrs. Bloom seconded. All were in favor; motion carried.
11. **Adjournment**—With no further business before Council, Mrs. Bloom made a motion to adjourn @ 8:05p.m. Mr. Roberts seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary