

McSherrystown Borough Council
Meeting Minutes
Wednesday, July 28, 2021

The regular meeting of the McSherrystown Borough Council was called to order in Borough chambers at 7:00pm on Wednesday, July 28, 2021 following an executive session regarding personnel matters beginning at 6:00pm. President Smith opened the meeting with prayer and pledge with the following Council members in attendance.

William Smith	Daniel Colgan	Lisa Koontz (via phone)	Mark Lookenbill
Stephen Pascoe	Joyce Murren	Joseph VonSas	

Staff Present: Mayor Todt, Solicitor George, Katherine Molina and Anna Lescalleet

Approval of Minutes: A motion was made by Joseph VonSas to approve the minutes of 6/23/21 and seconded by Stephen Pascoe.

Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

Public Participation: Solicitor George reminded all present of the three minute time limit on public commenting.

Rob Niedererr, 319 North Street spoke regarding the \$3.00 increase in the garbage bills. He advised this may have been avoided since COVID stimulus monies were paid to residents which could have absorbed this cost. Niedererr also questioned the delay in the garbage contract costing the Borough \$1000 per month for a 3 month period. President Smith explained the delay was a result of staffing and the Board is working on better streamlining office procedures.

Announcements: President Smith outlined new regulations under the Sunshine Act which are effective August 30, 2021. He noted the need to post meeting agenda's twenty-four hours prior to the meeting. Items needing to be voted on must be placed on the agenda along with a description. These items must be noted separately for a specific time during the meeting and not discussed under new business.

In other announcements, President Smith noted Adams County currently has a high COVID rate at present. No mandates are in place at this time and Solicitor George will keep the Council abreast of any changes.

COMMITTEE REPORTS

Planning & Zoning: Dan Colgan read aloud an overview of the Borough's ordinance outlining zoning/code enforcement with regard to weeds and signs. He noted conditional use of signs and parking/loading rules in particular. Also discussed was the confirmation per the County Planning Commission and Adams County Tax Bureau that Hillside Drive in the Borough is a private driveway. Colgan's text singled out two Borough Councilmen, Pascoe and VonSas.

Colgan noted concerns have been addressed with and by Code/Zoning officer TJ Murren, but Colgan would not reveal the names of the complainants aired with him due to their fearing retaliation. Councilman Lookenbill advised the Whistleblower law is in place for legal recourse should anyone feel threatened.

Councilman Colgan discussed a plan received by Mr. Hickman, Mummert's Auto Sales located in the first block of Main Street requesting to subdivide the property into two lots. Solicitor George advised this would fall under the Borough's SALDO, Subdivision and Land Development Ordinance. Item tabled pending further review.

Highway: Dan Colgan spoke of the McKinsley Heights development and the need for verification of repairs so the roads can be adopted. Borough Engineer will be contacted.

Colgan also noted 1 bid was received for the North 3rd Street Paving Project. Solicitor George advised the engineer should review pricing to make sure the bid cost is in line with the project. He noted bid pricing is good for 60 days.

Colgan advised council a meeting was held to discuss highway safety and policing of Main Street in the Borough. Committee recently met with Mr. Bob Miller and county representatives to establish 2 town hall meetings with the opportunity for residents to give ideas and address concerns. Upon approval for use of hall, the meetings will be held at the KofC on Tuesday, August 24 at 6:30pm and again on Tuesday, September 21 at 6:30pm. President Smith will secure the KofC.

Building & Grounds: No report

Civil Service: Mark Lookenbill advised council the full time officer hiring process is complete. Nine (9) candidates applied and four (4) candidates tested. Two (2) candidates passed. Mark Lookenbill made a motion to extend a conditional offer of hire to the two candidates, Jeffrey Carey and Charles Stuart. Motion was seconded by Joy Murren.

Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

Safety: Councilmembers received letters from concerned residents outlining some issues they are seeing at the dog park as far as rules not being followed. The public safety committee and parks and rec committee will meet to discuss the concerns and update rules where necessary.

Security Door Project/Police – Grant to cover the cost of the project was submitted. Grant awards announced September/October timeframe.

Solid Waste: Solicitor George advised the new Garbage Bid packet is complete and ready to advertise. Council is to review and get back to him (this Friday deadline) with any and all

changes/corrections. Bid will be ready to advertise midweek. Mark Lookenbill made a motion to advertise the Garbage Bid packet with any corrections made, seconded by Dan Colgan.

Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

Finance: Mark Lookenbill advised council he recently attended a webinar outlining the American Rescue Plan Act through Saltzman-Hughes Law Firm. He encouraged all council members and residents to view same and bring forth any ideas. Secretary/Treasurer, Kate Molina advised hard copies of the guidelines are available on line and at the Borough Office to view. Lookenbill noted the possibility of replenishing reserve funds used to cover pandemic related revenue losses. He also noted the many other areas in which the funds can be utilized.

Recreation: Joy Murren reported the lease agreement with Annunciation Church and the Diocese of Harrisburg has been signed regarding the Borough use/maintenance of the Fairview Avenue Recreation area. The lease agreement outlines a fee for the first five (5) years of \$10.00/year with the following five (5) years the fee of \$20.00/year will apply.

Sewer: Sam Miller from Hanover Borough was not present for the meeting and will be invited to the August 11th meeting to discuss sewer matters and answer any questions or concerns. Lisa Koontz advised there was a prior meeting with Sam Miller. Koontz outlined some costs with regard to continuing sewer billing services with Hanover Borough as follows:

- *Approx \$6100.00 to convert accounts to our software provided
- *Approx \$2500.00/yr. fee for services to transfer data

Updated quotes from Utility Billing Service providers are still being collected. Kate Molina advised council to be mindful that if McSherrystown takes over full sewer service, a third employee may be required to handle the additional tasks. Councilman Colgan reminded everyone the Utility Billing Service would handle the workload if a completely outsourced billing option was chosen by the borough.

Personnel: No Report

Mayor: No Report

Solicitor: Solicitor George advised council he is continuing to work closely with Borough Staff on sewer and garbage collection issues.

Public Comment: Rob Niedererr of 319 North Street requested to know why Councilman VonSas and Councilman Pascoe do not sit on any boards for the council. It was noted both men were seated on boards previously but do not currently. He also questioned the process of purchasing vehicles and the need to obtain bids. He noted a recent Right-to-know he

requested showed there were no bids sought or authority to purchase a new police vehicle in 2020. President Smith advised this matter will be looked into further.

UNFINISHED BUSINESS

It was noted all items of unfinished business were discussed in Committee Reports – Nothing further to report.

NEW BUSINESS

It was noted meeting action items were discussed in executive session – Nothing further to report.

Approval of Expenditures: A motion was made by Mark Lookenbill and seconded by Daniel Colgan to pay bills.

Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

Mark Lookenbill made a motion to adjourn the meeting at 7:50pm.

Respectfully submitted,
Anna Lescalleet
Admin. Asst.