

McSherrystown Borough Council
Meeting Minutes
Wednesday, November 10, 2021

The regular meeting of the McSherrystown Borough Council was called to order in Borough chambers at 6:00pm on Wednesday, November 10, 2021. President Smith opened the meeting with prayer and pledge with the following Council members in attendance.

William Smith	Daniel Colgan	Lisa Koontz	Mark Lookenbill
Joyce Murren	Stephen Pascoe	Joseph VonSas	

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

Approval of Minutes: A motion was made by Joseph VonSas to approve the minutes of 10/27/21 and 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.

Announcements: President Smith noted an executive session took place at 5:00pm, prior to the start of the regular meeting to address matters relating to personnel issues and pending contracts.

COMMITTEE REPORTS

Planning & Zoning: Dan Colgan advised council that a number of requests were forwarded to Borough Engineer Barry Isett Associates for review and handling. Colgan also addressed an issue with Mr. Fred Hickman regarding a demolition permit for the property 40 Main Street. Colgan will follow up with Hickman, as no permit is required.

Building & Grounds: No Report

Civil Service: No Report

Public Safety: Joy Murren advised council that she attended a workshop – Hazardous Mitigation Program sponsored by FEMA and PEMA which she gave an overview of. Covered items dealt with flood management and flood plains. Council asked Joy to pass along information to Mary, the grant writer from the Barry Isett Engineering Firm.

Solid Waste: President Smith announced that the Borough will match the bill fee with regard to the new garbage rates which will cause an increase to resident's garbage bills.

Highway: Councilman Colgan met with Borough Engineers to review the McKinsley Heights Development. Several unfinished items were noted that need addressed before they will recommend dedication. The list of concerns include the following:

- *No Development Sign
- *No Painted Crosswalks
- *Sidewalk Install/Handicap Ramps
- *Retention Basin

Colgan also requested the N. 3rd Street paving project be placed on the next agenda for discussion of unfinished work regarding the installation of handicap ramps on the corners of Fairview/3rd and Ridge/3rd.

It was also suggested to have Dave from Barry Isett firm cc'd on all emails relating to zone/coding.

Finance: No Report

Recreation: No Report

Sewer: Diversified billing continues to work on account set up for the Borough.

Personnel: Several resumes were received for the positions of Secretary/Treasurer and Zoning/Code Enforcement and interviews are being scheduled. Personnel committee hopes to have recommendations by next meeting.

Mayor: No Report

Solicitor: Solicitor George reported that Barry Isett firm reached out to him requesting a point of contact for the Borough. Dan Colgan will be the contact going forward.

Public Comment: No Public Comment

UNFINISHED BUSINESS

Dog Park Repairs: Joy Murren advised council she met with Andy Levine, Engineer who advised since the dog park is in a flood plain, the Borough may want to consider starting a fund specifically for flood repairs. Dan Colgan made motion, since cost estimate was approved, to have the maintenance crew begin work on the dog park repairs at their earliest convenience. Joseph VonSas seconded the motion.

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

NEW BUSINESS

Suspend Engagement with Mr. Branco: Lisa Koontz motioned to suspend the engagement of Mr. Anthony Branco as interim Borough Manager. Motion was 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.

Temporary Secretary/Treasurer Help: Dan Colgan motioned to approve the hiring of Courtney Conrad from Littlestown Borough as temporary/interim secretary/treasurer working at \$65.00/hr. on Budget, bill paying and general office duties that have suffered due to the resignation of office staff. It was noted that Littlestown Borough is aware of this arrangement and Ms. Conrad will be working after hours. Joyce Murren seconded the motion.
Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

SEK Budget Assistance: Mark Lookenbill motioned to allow SEK to obtain a current back-up of the Quickbooks file to create a 2022 budget template working no more than 8 hours at a rate of \$150-\$155/hr. Joyce Murren seconded the motion.
Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

2nd Meeting in November: President Smith asked council to consider moving the 2nd monthly meeting from Wednesday, November 24th to Tuesday, November 23rd due to the Thanksgiving holiday. Dan Colgan made motion to accept the meeting change from Wednesday, Nov 24th to Tuesday, November 23rd at 6:00pm. Joe VonSas seconded the motion.
Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

Rental Ordinance: This item was tabled for an upcoming meeting after discussion broke out regarding whether or not McSherrystown Borough should develop and adopt an International Property Maintenance Code whereas yearly inspections would be required of Landlords.

Approval of Expenditures: Dan Colgan motioned to pay the bills and Joyce Murren seconded.

Mark Lookenbill made a motion to adjourn the meeting at 6:30pm.

Respectfully submitted,
Anna Lescalleet
Admin. Asst.