

**McSherrystown Borough Council**  
**Meeting Minutes**  
**Wednesday, October 27, 2021**

The regular meeting of the McSherrystown Borough Council was called to order in Borough chambers at 6:15pm on Wednesday, October 27, 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, Katherine Molina, and Anna Lescalleet

**Approval of Minutes:** A motion was made by Dan Colgan to approve the minutes of 09/29/21 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.

**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 employees, review of legal advice and contracts, consistent with section 708 A1 of the Sunshine Act.

**COMMITTEE REPORTS**

**Planning & Zoning:**

**Turkey Hill Project** – Dan Colgan reported he has gotten no reply from Turkey Hill after contact was made regarding their build project. Project remains in the hands of Adams County Conservation Committee.

**200 Block Main Street Property** - Dan Colgan advised he is in the process of contacting the new property owner to find out how he will be rehabilitating the condemned home.

**Building & Grounds:** No Report

**Civil Service:** Mark Lookenbill made motion to advertise to establish an eligibility list to move forward with the hiring of a new full time officer. Dan Colgan 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.

**Public Safety:** Joy Murren advised the quote to make repairs to the dog park was received. She and Dan Colgan will meet with engineers on Friday, October 29<sup>th</sup> to review and gain approval so the Borough can move forward with repairs.

**Solid Waste:** Bill Smith relayed to council the new Neiderer Sanitation garbage rates went into effect October 1<sup>st</sup>, however the recent bills went out reflecting the old 2021 rate. Borough will absorb the 50 cent increase this round. Residents will be notified of rate increase fees by end of November, prior to the next billing cycle, once fees and admin fees are firmed up for 2022.

**Highway:** Dan Colgan was contacted by Jeff McMaster of the McSherrystown Heritage Committee seeking approval to place Hometown Hero Banners on light posts along Main St. After discussion among the board members, Dan Colgan will advise McMaster that council's approval is conditional upon obtaining approval from Met-Ed.

**Finance:** Mark Lookenbill advised the work on the 2022 budget is ongoing.

**Recreation:** No Report

**Sewer:** Dan Colgan outlined specifics from the Diversified Billing Kick-off Meeting that was held earlier in the day with staff via zoom. Set up and data transfer is moving forward.

**Personnel:** President Smith advised council that Secretary Treasurer Kate Molina has put in her resignation to better focus on her existing business. Council thanked and applauded her efforts. Smith also advised council that Clerk Typist, Amy Kolander is also moving on to devote more time to family, as they received her resignation this date. Council also thanked Amy for her service.

**Mayor:** Mayor Todt publically extended her thanks to the Police Officers and SAVES personnel who assisted with Trick or Treat within the Borough.

**Solicitor:** No Report

**Public Comment:** President Smith outlined a letter from Lauren Rose, a dog park user, praising the presence of the dog park and asking for any plans and steps for re-opening the park. She asked for better communication to the public relating to matters of the park. President Smith tasked Joy Murren and the Rec Committee to follow up with this request.

President Smith read a note received from Rob Niedererr requesting police reports be placed on the Borough Website. Police logs are currently placed on the Borough Police Facebook page and are published weekly in the Gettysburg Times.

Barry Isett & Associates, Stan Wojciechowski introduced himself and members of his firm that were present. He gave a brief overview of services available to the Borough. Andy Levin spoke and relayed that he will be the point of contact for the Borough. Charlie will assist him to access the overflow items that need attention. Mary, grant writer, was also present and spoke of the grant programs available. She also outlined the culture of Team. Ownership, Balance and Service of the Barry Isett firm.

## UNFINISHED BUSINESS

**Advertise for Zoning/Code Enforcement Officer:** Bill Smith made motion to advertise for a part time Zoning and Code Enforcement Officer, working 15 hours per week at a rate of \$19.00-\$23.00/hour based on experience. Mark Lookenbill 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.

**Utilize Barry Isett & Associates for Temporary Zoning Officer Services:** Bill Smith motioned to utilize the firm of Barry Isett & Associates to handle all existing code/zoning issues, time sensitive, at a rate of \$90.00/hour until a Zoning/Code officer is in place. 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.

## NEW BUSINESS

**Advertise for Secretary/Treasurer Position:** President Smith motioned to advertise for a part time Secretary/Treasurer, working 24-28 hours at a rate of \$19.00-\$24.00. Ad will re-run as previous through Indeed.com and on the website. Mark Lookenbill 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.

**Authorize Legal and Personnel to Contract for Temporary Services Coverage:** As discussed in executive session, Dan Colgan motioned to contract with a temporary interim consultant, recommended by legal counsel, to address budget issues and hiring processes until a new Secretary/Treasurer is in place. This is a single one time issue. 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.

**Public Comment:** Fred Hickman, owner of the Mummert's Auto property at 36/40 Main Street was seeking subdivision application approval since plans were reworked and approved by the County and re-submitted to the Borough. Members of the Zoning Board, in attendance will view and approve following tonight' meeting.

**Approval of Expenditures:** Joseph VonSas motioned to approve the paying of bills. Dan Colgan 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.

Dan Colgan made a motion to adjourn the meeting at 6:45pm.

Respectfully submitted,  
Anna Lescalleet  
Admin. Asst.