

McSherrystown, Pennsylvania
Borough Council Meeting
March 11, 2020

Council of the Borough of McSherrystown met at 7:00 p.m. on Wednesday, March 11, 2020 in the Municipal Building at 338 Main St. McSherrystown, Pennsylvania with President William Smith presiding.

President William Smith led the Pledge of Allegiance to the Flag of the United States of America and the Invocation for Divine Guidance.

Present on roll call were the following members of Council constituting a quorum: William Smith, Daniel Colgan, Lisa Koontz, Mark Lookenbill, Joyce Murren, Steven Pascoe, Joseph Vonsas.

Other Borough Officials in attendance:

Anthony J. Weaver - Mayor
Justin George, Esq. - Solicitor
Scott J. Cook - Borough Manager
Gerald C. Walmer - Secretary/Treasurer

Minutes:

President Smith asked for a motion to accept the meeting minutes from the February 12th regular council meeting. Councilmember VonSas moved a motion to approve the meeting minutes. He was seconded by Councilmember Colgan.

Roll call vote results were as follows:

William F. Smith (Yes)
Daniel P. Colgan (Yes)
Lisa B. Koontz (Yes)
Mark A. Lookenbill (Yes)
Joyce E. Murren (Yes)
Stephen J. Pascoe (Yes)
Joseph E. VonSas (Yes)

With a majority vote, the motion carries.

Financial Review:

The monthly financial reports had been distributed to all members of Council by Secretary/Treasurer Walmer.

Councilmember Pascoe asked if there was anything out of the normal for the month of February. Secretary/Treasurer Walmer noted that the Borough incurred a large expense related to the final payment of the sewer plant upgrade to Hanover Borough.

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Councilmember Koontz moved a motion accept the financial statements and to pay the Borough bills. She was seconded by Councilmember Pascoe.

Roll call vote results were as follows:

William F. Smith (Yes)
Daniel P. Colgan (Yes)
Lisa B. Koontz (Yes)
Mark A. Lookenbill (Yes)
Joyce E. Murren (Yes)
Stephen J. Pascoe (Yes)
Joseph E. VonSas (Yes)

With a majority vote, the motion carries.

Kara Darlington and Jennifer Yeatts of SEK & Company presented the 2019 audit report, which had been distributed to all councilmembers. Mrs. Yeatts began the presentation by going over SEK's audit procedures.

Mrs. Darlington noted the management responsibilities and opinion sections and stated that SEK & Co. offered a qualified opinion due certain details and disclosures related to the pension fund not being included in their report. The cost of including detailed information about the pension fund and its third-party management was cited as the historic reason for its exclusion. Otherwise, all financial statements were deemed to be materially correct.

Mrs. Darlington then reviewed the financial statements contained in the Audit report.

Councilmember Lookenbill mentioned the discrepancy between the General Fund balance at the end of 2018 and the balance at the end of 2019 in relation to the "assigned" status of the General Fund balance. Mrs. Darlington suggested that members of Council should take a look at the budget shortcomings and where the variances came from.

Mrs. Darlington gave an overview of the audit notes for the financial statements that have largely remained the same as past years.

In referencing the budgetary comparison schedule, Mrs. Darling suggested focusing on larger fluctuations in the year-to-year expenses in order to highlight budgetary shortcomings.

Mrs. Yeatts outlined the required communications letter accompanying the audit report, which contained no significant changes from prior years. She listed nine adjusting journal entries and six reclassification entries made to the books, which put the Borough financial transactions in agreement with the audited financial reports. One adjusting entry noted by Mrs. Darlington represented the majority of the roughly \$77,000 decrease in reported net income.

The management letter issued by the auditor was then outlined by Mrs. Yeatts. She noted two

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material weaknesses related to internal controls. 1) The Segregation of duties, while not required and financially prohibitive in a Borough the size of McSherrystown, was expressed as a shortcoming. 2) Duplicate deposits from 5/10/19, - 11/8/2019 led to an overstatement of cash and revenue. A review of bank reconciliations and bank statements by a member of Council in order to avoid duplicate deposits and other discrepancies was also recommended. The recording of payments and corresponding deposits for solid waste and sewer services were highlighted as an area for improvement. Mrs. Yeatts commented that a number of procedures had already been put in to place to improve consistency and transparency.

Councilmember Lookenbill asked if the ability existed to breakdown individual revenue and expense accounts. Councilmember Colgan inquired about a budget versus actual report in order to better oversee financial transactions.

Mrs. Darlington commented that in order to maintain the current budget, additional revenue would need to be raised or money from the capital reserves account would need to be tapped for 2020.

At the recommendation of Councilmember Colgan, Councilmember Lookenbill agreed to look into the matters outlined by the auditors who offered to make recommendations while maintaining their statutorily mandated independence.

Mayor Weaver commented that the issues outlined by the auditors occurred between March of 2019 and the end of the year. Councilmember Pascoe noted that the prior Treasurer/Secretary had held the position for approximately thirty-five years and that there was no training provided during the transition for the third individual hired to assume her role.

President Smith questioned Solicitor George about the path forward in addressing the budget issues. It was Solicitor George's opinion that specific discrepancies should be identified before any action is taken.

President Smith thanked Mrs. Darlington and Mrs. Yeatts for their input and report.

2019 SAVES Annual Report:

The SAVES annual report was previously submitted to Mayor Weaver and summarized by Fire Chief Thomas Lawrence Jr. Among other statistics, he stated that the department had responded to 1,902 total calls, which was an increase in total call responses of 3.5% in their total coverage area. He said that 22% of SAVE's total call volume was for McSherrystown Borough. Chief Lawrence thanked Mayor Weaver, the previous borough council, the current borough council, the highway and police departments and the borough office staff for their assistance in 2019.

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Mayor Weaver congratulated the St. Theresa of Calcutta girls' basketball team for winning the state CYO championship. He read the special proclamation and proclaimed the week of March 9th - March 15th as St. Theresa of Calcutta girls' varsity basketball team week and Friday, March 13th be set aside as a special day of recognition.

Public Participation:

Robert Miller, property and business owner in McSherrystown addressed the congestion at Main and Third St. cited the lack of a traffic control device as a reason for the periodic congestion. His suggestion to alleviate the periodic congestion was a traffic light at the intersection of Main St. and Third St. He expressed his disappointment with prior Borough Councils in addressing the issue and implored the current Council to aggressively pursue the matter with PennDOT.

Councilmember Lookenbill suggested the possibility of eliminating left-hand turns between certain hours of the day. Mr. Miller thought that only a traffic light at the intersection would solve the issue.

Councilmember Colgan defended previous councils, noting that PennDOT was extremely stringent with local authorities with proposals to alter state roads.

Dani Smith said that Senator Doug Mastriano has offered to assist McSherrystown to help cut red tape involved with implementing traffic controls along Main St.

As chairman of the Highway Committee, Councilmember Colgan offered to reach out to Senator Mastriano to assist in dealing with PennDOT regarding the congestion on Main St.

Aaron Adams of Troop 107, McSherrystown presented his Eagle Scout Project proposal to Councilmembers. Mr. Adams outlined his proposal for a complete renovation of the Main Street Park. He hoped to have plans, approval, and fundraisers completed by the end of April. Materials and off-site construction would begin in May for final improvements and on-site construction to commence in late June and early July.

Councilmember Murren, chairman of the recreation committee, advised that volunteer waivers should be completed before work begins. In addition, Manager Cook said that borough employees could be available with a backhoe to remove the fence around the park should Council approve the project.

Councilmember Colgan applauded Mr. Adams for his efforts and said that he was impressed with his willingness to help.

Specifications, safety, and the materials to be used for the new equipment were discussed

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by various councilmembers.

Mr. Adams was advised to review his plans in consideration of the materials to be used and any additional funding for which Borough recreation funds would be needed.

Councilmember VonSas moved a motion to encourage Aaron Adams of Troop 107 to move forward with his Eagle Scout project to renovate the Main St. Park. He was seconded by Councilmember Colgan.

Roll call vote results were as follows:

William F. Smith (Yes)

Daniel P. Colgan (Yes)

Lisa B. Koontz (Yes)

Mark A. Lookenbill (Yes)

Joyce E. Murren (Yes)

Stephen J. Pascoe (Yes)

Joseph E. VonSas (Yes)

With a majority vote, the motion carries.

Committee Reports:

President Smith advised that in consideration of time, the meeting would be recessed after committee reports and reconvened on Monday, March 23rd. In addition, he announced that he would be forming and chairing a new personnel committee. Mayor Weaver, Councilmember VonSas, and Chief Woods were appointed to serve on the newly-formed committee.

Manager Cook announced that an e-cycling event would be held on April 4th from 8am-12pm at the Public Works complex. He also noted that street sweeping would take place during the week of April 6th. Both events will be advertised on the Borough website.

Building and Grounds Committee Chairman VonSas reported that Overhead Door Company would be putting together a quote for the replacement of the garage doors located in the rear of the police station.

Highways Committee Chairman Colgan announced that he received a detailed map of Borough streets and that there was a multiyear plan to address the street pavement needs of the community. A schedule of street maintenance schedule was also formulated for Council to review.

Planning and Zoning Committee Chairman Colgan announced that a zoning hearing would take place on March, 25 to review variance requests by Life Discovery Church.

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He announced that T.J. Murren, Tony Hagerman, and Josh Wilson had offered to fill the vacancies on the Zoning Board. Matt VonSas, who currently serves as an alternate, also offered to serve according to Councilmember Colgan.

President Smith officially appointed T.J. Murren to a three-year term on the Zoning Hearing Board, Tony Hagerman to a two-year term on the Zoning Hearing Board, and Josh Wilson to a one-year term on the Zoning Hearing Board. Matt VonSas will serve as an alternate.

Councilmember Colgan announced that there were currently ten outstanding zoning issues, which required letters to be sent by Manager Cook.

Recreation Committee Chairman Murren reported that there had been five or six baseball teams lost for the upcoming baseball season due to a reduced number of sign-ups. She advised that there were more sponsors than there were teams to be sponsored. As an alternative to sponsors being displayed on team jerseys, she suggested that sponsorship signs could be placed on the fence that faces Fairview Ave. Manager Cook said that Conewago Township may have zoning requirements with regards to the size of the signs. Council discussed the idea of putting up signs and how sponsors may not be equally represented because some would have their names on jerseys and some would have their name on signs at the field. Chief Woods said that the money donated by the McSherrystown Police Association could be kept and used by the baseball program.

Councilmember Murren moved a motion to place sponsorship signs on the fence along Fairview Ave. at the baseball field conditional on Conewago Township's zoning regulations pertaining to signage. She was seconded by Councilmember VonSas.

Roll call vote results were as follows:

William F. Smith (No)
Daniel P. Colgan (No)
Lisa B. Koontz (No)
Mark A. Lookenbill (No)
Joyce E. Murren (No)
Stephen J. Pascoe (No)
Joseph E. VonSas (No)

Without a majority vote, the motion falls.

Councilmember Murren said that she would send a letter to sponsors to see if they still wanted to donate money to the baseball program even if there was not a team available for them to sponsor.

Safety Committee Chairman Murren spoke about the need for an Emergency Management Coordinator (EMC). Mayor Weaver advised that there was talk of having a

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regional Emergency Management Coordinator instead of one solely for McSherrystown Borough. Kevin Adams, present at the meeting, serves as the EMC for Conewago Township. He stated that he would be attending the next Safety Committee meeting to outline the potential of a regional EMC that would work with SAVES in the event of a regional emergency.

Solicitor George mentioned that his firm, Salzman Hughes P.C. could add more specific billing matters into their system once advised of the detail desire by Council. He also said that there would be two possible ordinances to review during the April meeting regarding storm water management and industrial waste.

Councilmember Colgan again reiterated his desire and the need to have individual, Borough-sponsored email addresses in order to have better and quicker access to matters presented at Council meetings. Solicitor George stated that other municipalities disseminate information three days ahead of meeting dates.

President Smith announced that there would be a meeting on March, 23rd. It was noted that a second monthly meeting would be held on the fourth Wednesday of each month in addition to the second Wednesday of each month. The revised meeting schedule will be advertised as such.

President Smith announced that the ACBA would be holding a dinner on March 16th at the Pike Restaurant. Also, on March 27th, a breakfast would be held with Senator Mastriano at the Adams County Training Facility from 7-9am.

Adjournment was declared at 9:10 p.m. on a motion moved by Councilmember Murren, seconded by Councilmember Colgan.

Gerald C. Walmer
Borough Secretary