

McSherrystown Borough Council
Meeting Minutes
Wednesday, May 26, 2021

The regular meeting of the McSherrystown Borough Council was called to order via ZOOM at 6:00pm on Wednesday, May 26, 2021 with prayer and pledge by President William Smith with the following Council members in attendance.

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

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

Approval of Minutes: Motion by Joe VonSas to approve minutes of 04/14/21 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.

Communications/Notifications: President Smith read aloud a letter dtd. April 17th from Brandon Glass outlining concerns he has regarding the McSherrystown Baseball Program. President Smith noted the recreation committee will address his issues.

Public Participation: Kate Molina advised she received a letter from Julia Hancock of the Home School Group thanking the Board for allowing the use of the Senior Center for their program. In addition the homeschool group collected and presented a check for \$85.00 for use with upkeep.

UNFINISHED BUSINESS:

Garbage Bid Rework: President Smith advised council the garbage bid proposal package that was previously advertised had to be taken down because it was missing information pertinent to the bidder and is, at this time being re-worked by Solicitor George. In the interim, and because the current contract with Neiderer’s Sanitation is due to expire June 30, 2021 council was asked to consider a 3 month contract extension with Neiderer’s Sanitation at the cost of \$1000.00 per month. It was decided by council in the motion that the Borough would absorb this extra fee. The new Garbage Bid Packet will better outline recycling, garbage limits, and other issues relevant to the Borough and in keeping with State requirements and the Borough’s relationship with York Waste Facility.

Lisa Koontz made motion to extend the Neiderer’s Sanitation Garbage contract for three months at the rate of \$1000.00 per month. 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.

Turkey Hill Project Update: Daniel Colgan advised council that he has not received any response from a letter dtd. May 13, 2021 sent to Borough Engineer Sharrah asking for clarification and variance information needed to proceed with the project. Additionally, a letter dtd. April 24, 2021 was sent from Kate Molina, Borough Secretary Treasurer to EG America addressing issues that are stalling the project and there being a need for a requested variance to continue. There has been no response to date.

In addition Councilman Colgan discussed the N. 3rd Street Road Project and his attempt to engage the Borough Engineer Sharrah for information relating to same. Colgan advised sending 10 emails and 2 voice mail messages receiving no reply. He advised this is holding up the Bid Proposal process. President Smith engaged Sharrah's office on April 29th via email and received no response. On May 4th Colgan received an email from Sharrah regarding another project whereas Sharrah stated, "I apologize for my tardiness. We've been extremely busy and struggling to keep open." Councilman Colgan asked council to address Sharrah or to begin the search for an alternative resource for Borough Engineer. Solicitor George advised council they should meet with Engineer Sharrah in person. The meeting should be attended by Borough Council President with two (2) other members of the council present to discuss the degree of service being provided and what is expected in this relationship/service to the Borough. A motion was made for Solicitor George to draft a letter to Engineer Sharrah for the meeting was made by Dan Colgan and 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.

In addition it was motioned for Solicitor George to draft a bid packet for the 3rd Street Repaving Project by Dan Colgan and 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.

To update the council on activities of the Highway Committee, Councilman Colgan advised there has been contact recently with ACTPO (Adams County Transportation Planning Organization). He noted the end of 2022 is ACTPO's commitment to project time frame. So a planning request from the Borough to ACTPO would need to be addressed by then. The following items were discussed during a walk through meeting for future research:

- *Traffic Light Main and 3rd Street with left turn lanes (Main onto N. 3rd)
- *Lighted Flashing Crosswalks (300-400 block of Main Street)

Mr. Colgan advised the next step is to get input from the Chief of Police, First Responders, Borough Safety Committee, and obtain any input generated by means of a survey to residents and commercial businesses. Conversations have begun and will move forward for six to eight months discussing options/costs/grants, etc.

Office Hours: After much discussion regarding office hours favorable to the public and keeping within staff part time hours, the following Borough Office hours were set and approved effective June 1, 2021. Steve Pascoe made motion and Joy Murren seconded the following new office hours.

Mon 8:00-3:30
Tues 11:00-7:00
Wed 8:00-3:30
Thu 8:00-3:30
Fri CLOSED

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

In addition, with Solicitor George noting we are fully capable at this time, Steve Pascoe motioned for the re-opening of the Borough Office beginning Tuesday, June 1. 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.

Life Discovery Church Park Bench Donation: Joy Murren advised council that Pastor Gerry from Life Discovery Church has 3 unmarked park benches to donate to the Borough. The 3 benches will be placed outside the senior center on an existing apron around the building. Dan Colgan motioned to accept the bench donation with Joy Murren seconded.

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

In other unfinished business Councilman Pascoe asked about the status of the Borough Manager Position. President Smith advised that although he does not yet have a timeline for fulfilling the position, they have in fact met to discuss it and plan another meeting prior to the June 9th Borough Council Meeting. Mr. Pascoe asked about the Police Contract Renewal process. President Smith advised meetings continue with the Police Officer's Association and good progress has been made thus far and clarifications are occurring with regard to contract items being reviewed.

NEW BUSINESS:

Conditional Offer Part-time Officer: Mayor Todt asked council to consider a motion to extend a conditional officer for part-time police work to Officer Jeffrey Carey. A motion was made by Mark Lookenbill and seconded by Dan Colgan to extend the offer upon completion of a satisfactory background check.

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

Moose Rider’s 5K: Anna Lescalleet outlined event details of the Moose Rider’s 5K Event. All permits and paperwork have been completed and awaiting council approval. Race is scheduled for Saturday, June 19th beginning at 8:00am. Fire police will secure the intersections and McSherrystown Police will monitor as able. Event typically wraps up within an hour. Dan Colgan motioned to approve the 5K event and Joy Murren seconded.

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

At 7:30pm the Borough Council Meeting was abruptly recessed by President William Smith until June 9th at 6:00pm.

The recessed meeting of May 26, 2021 was called to order on Wednesday, June 9, 2021 at 6:00pm via Zoom by Council President William Smith. It was noted that a brief executive session will take place after this meeting. President Smith also noted the date of the next Borough Council meeting will be Wednesday, June 23, 2021. The following council members and staff were in attendance:

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

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

The remainder of New Business from the May 26, 2021 agenda was discussed as follows:

Sewer Billing & Collection: Kate Molina was tasked with gathering information from Hanover Borough regarding billing concerns to McSherrystown. A sub-committee of Dan Colgan and Lisa Koontz will contact and update quotes from previously contacted municipal billing companies.

Collection of Delinquent accounts was discussed and will be dealt with by way of demand letters to the residents. Late penalties and fees can be assessed to the customer.

Clarification on Usage of Senior Center: Council discussed the recent elections being held at the Senior Center. Moving forward, better directions and sign locations are needed to accommodate those having difficulty finding the facility. It was also discussed to possibly rope off a parking area in the vicinity of the ball field. Council members agreed that McSherrystown Ward 1 and Ward 2 should remain in one building for elections.

Pesticide Application Licenses: Kate Molina was tasked with gathering information and course info on the licensing of a borough employee for industrial grade pesticide spraying. Information will be discussed at the next meeting.

Approval of Expenditures: A motion was made by Joy Murren and seconded by Mark Lookenbill to approve paying the 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.

ADDITIONAL NEW BUSINESS

Hometown Banners: The Heritage Committee is seeking approval to hang banners on Borough Streets honoring McSherrystown’s servicemen and women. The council unanimously supported the idea. The Heritage Committee will absorb all costs. Lisa Koontz made motion to approve the project and Dan Colgan seconded.

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

Pavilion Rental: Request from New Hope Ministries to rent the Senior Center Pavilions on Tuesday and Thursday from July 8th through August 12th for their summer camp program. Tuesday hours would be 9:00-3:00 and Thursday would be 9:30-12:00 noon. Council discussed the rental cost and it was agreed to charge at the current rate. Rec Park Pavilion rental policy and fees will be addressed when the next fee schedule is adopted for the next year.

ADDITIONAL OLD BUSINESS

Clarification on Park Benches: Joy Murren lead a discussion on whether or not it is legal to deny signage on donated park benches from Life Discovery Church. Solicitor George and other council members clarified that a motion was previously made, and approved to accept the donation of park benches from Life Discovery Church without the signage. Life Discovery Church was willing to donate the benches either way, but council voted and approved the unmarked benches.

Engineer Sharrah Letter: Dan Colgan inquired if there was any feedback in the efforts to meet with Engineer Sharrah to discuss his role with the Borough. Kate Molina will address Sharrah in a letter to set up a meeting between Council President Smith and two (2) additional members of council. Kate will update council on the outcome next meeting, or prior, if a meeting can be scheduled earlier.

N. 3rd Street Paving: Notice seeking bids for N. 3rd Street paving project are complete and posted. Bids are due no later than Tuesday, July 16th at 2:00pm.

Borough Supervisor/Manager Position: Councilman Pascoe asked the status on the Borough Manager position. President Smith advised he is meeting with present employees to determine the present need and that he would provide more clarity to the council by way of executive session. Solicitor George advised he and Attorney Miller have also been working through the process.

Office Hours Change: Kate Molina requested office hours on Wednesday's be changed from 8:00-3:30 to 8:00-2:00. This is in line with part time employee hours. Dan Colgan made a motion to change the office hours on Wednesday's to 8:00-2:00, 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.

ARPA Funding: Secretary/Treasurer Kate Molina advised council of the American Rescue Act of 2021 and that funds are now available and must be requested through DCED. Categories include investing in water and sewer infrastructure and broadband infrastructure. Kate will be submitting the application this week and will take care of the grant work involved.

Public Participation: No participation.

Lisa Koontz motioned to adjourn the meeting and proceed to executive session. Dan Colgan seconded. The meeting was adjourned at 7:00pm.

Respectfully submitted,

Anna Lescalleet
Admin. Asst.