

McSherrystown Borough Council
Meeting Minutes
Tuesday, November 23, 2021

The regular meeting of the McSherrystown Borough Council was called to order in Borough chambers at 6:00pm on Tuesday, November 23, 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	Joseph VonSas		

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

Approval of Minutes: A motion was made by Mark Lookenbill to approve the minutes of 11/10/21 and seconded by Joyce Murren.

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

Announcements: None

COMMITTEE REPORTS

Planning & Zoning: Dan Colgan advised council he met with Engineers from Barry Isett Associates to outline upcoming work and fee schedules.

Highway: Dan Colgan advised council a copy of transfer paperwork/estimate of McKinsley Heights Development from Sheaffer to Bon Ton is still missing. Solicitor George was tasked with reviewing the files on this project with Isett Engineers along with taking any legal route to obtain the needed documents before the Development is ordained.

Dan Colgan noted there are road signs missing....one being “No Turn On Red” at Oxford and Main, as noted in the Borough Code. This will be investigated.

Building & Grounds: Joy Murren advised council the dog park work has not yet begun but it is on the list of tasks for the maintenance crew.

Civil Service: No Report

Public Safety: Joyce Murren advised Solicitor John Weiser has submitted all requested paperwork relating to his role as Borough EMC. Weiser will attend the orientation on December 2, 2021. The safety committee will then begin meeting with Weiser to develop/update the Borough’s Emergency protocol.

Sewer: Lisa Koontz had no report. Dan Colgan advised he spoke with Hanover Borough and was provided information regarding items/data needed for our new sewer billing system. Logistics and contract dollars is forthcoming.

President Smith agreed to be the Borough Point of Contact for Diversified and the handling of our new garbage billing system.

Finance: Mark Lookenbill reported he received the requested skeleton 5 year budget from SEK firm. A copy was provided to President Smith and council to review for the next meeting of December 8th. A possible budget meeting was scheduled for Friday, December 10, 2021.

Recreation: No Report

Solid Waste: President Smith noted 2022 garbage bills will be adjusted to the residents per our contract with Neiderer's Sanitation. Once budget is completed costs will be aligned.

Personnel: No Report

Mayor: Mayor Todt advised she accepted an invitation to attend the Boy Scouts Christmas Tree lighting on Sunday, November 28th at 7:00pm. Mayor Todt extended the invitation to council for this public event.

Solicitor: No Report

Public Comment: None

UNFINISHED BUSINESS

Sewer Data Agreement with Hanover: Discussed earlier and proceeding.

Rental Ordinance Proposal: Discussion ensued on the adoption of the International Property Maintenance Code – Rental Code Ordinance for McSherrystown Borough. Dan Colgan motioned for Solicitor George to draft the new IPMC Rental Code Ordinance for Council approval. Joyce Murren seconded.

Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Joseph VonSas – no.

NEW BUSINESS

Conditional Offer Secretary/Treasurer: Dan Colgan motioned to extend a conditional offer of part-time employment, with favorable background check to Rebecca Tims at the rate of \$20.00/hr working 21.5 hrs-28 hrs per week. Joyce Murren seconded the motion.

Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Joseph VonSas – no.

Approval of Expenditures: None

Joyce Murren made a motion to adjourn the meeting at 6:30pm.

Respectfully submitted,
Anna Lescalleet
Admin. Asst.