

McSherrystown Borough Council
Meeting Minutes
Wednesday, October 28, 2020

The meeting was called to order 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	Joseph VonSas	Joy Murren	

Staff Present: Mayor Todt, Chief Michael Woods

Approval of Minutes: Motion by Joe VonSas to approve minutes of 09/23/20, seconded by Steve Pascoe. Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph Von Sas – yes.

Motion by Joe VonSas to approve minutes of 10/14/20, seconded by Lisa Koontz. Council made a suggestion for future minutes that any motions followed by roll-call votes, that yes/no votes be noted by each individual council member, as opposed to saying all in favor/none opposed.

Communications/Notifications: William Smith read a letter from Office of Aging dtd. October 4, 2020 which gave a brief overview of their services to McSherrystown Borough. It was noted that some \$90,000+ dollars have been spent and over 80 residents served through their programs to our community. They asked for future support with our upcoming budget and appreciate the continued use of our senior center.

Public Participation: No public participation noted.

Review of Preliminary Budget: Chief Woods as acting Boro Mgr. distributed budget packets to council members which included the following:

- *Budget History of past 5 years
- *General Fund Capital Reserves – Aug 2015-Sept 2020
- *General Fund Revenues
- *General Fund Expenditures
- *Recreation Fund
- *Sewer Fund
- *Highway Aid Fund Revenues
- *Real Estate Tax Revenue Calculator
- *Fire Tax Revenue Calculator

Also, included in the packet was a quote for services from Miller Brown Ohm & Associates to outsource payroll which prepares weekly payroll with direct deposit, makes weekly tax deposits and prepares quarterly and annual payroll tax returns and W2's.

Chief gave an overview of highlighted areas. He suggested Council look through, and digest the paperwork. Any questions, concerns should be addressed to him via email. President Smith encouraged council to review the information and submit any request for changes to Chief Woods. Smith advised the budget will be addressed again at the November 11th meeting at which time he is hopeful we can move into the final stages of securing/adopting the 2021 budget by months end.

Unfinished Business:

- A. Conditional Offer:** With regard to the hiring for the part time Secretary/Treasurer position, Bill Smith made recommendation to hire RoseMaria Root at the rate of \$20.00 – working 24-28 hours per week. RoseMaria comes with a strong background in finance, budgets and operations, QuickBooks and grant applications. Conditional offer is pending background checks and bonding work. Councilman Colgan questioned the Personnel Committees choice and asked if it would be feasible and appropriate for the remaining council to view her resume. At this time a brief recess was had for further discussion.

Following the recess, a motion was made by Mark Lookenbill, seconded by Joyce Murren to move forward with the conditional offer to RoseMariaRoot. Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

- B. Formal Reconciliation (Audit):** After a brief discussion among council, it was determined that with only 2 months remaining in the year no formal audit would need to be done at this time. Mark Lookenbill spoke with the auditor who relayed the new secretary/treasurer should have no worries, as they will be able to track all activity.

In other old business, Joseph VonSas questioned whether council can yet move to open meetings. Smith indicated that with the rising cases of COVID there will be no change at this time. He noted formal direction from the Governor’s office or in the event of a statewide shut down, then a change would be announced. Lisa Koontz suggested, to better serve the public, that we offer Zoom viewing. Chief Woods was tasked with looking into this. Adams County media is looking into the logistics and may be able to provide this service.

New Business: Bill Smith made recommendation to appoint Anna Lescalleet as Right-To-Know Officer for the Borough. Mark Lookenbill made motion for the appointment, seconded by Joyce 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.

Public Participation: One email received from resident Dani Smith. Smith outlined the actions and responsibilities of a personnel committee, past and present. She noted proper advertised requirements were in place and not questioned throughout the process. She noted council’s role is to legislate and set policy while it’s the manager’s job to recommend and handle

administration. Dani Smith reminded council that Solicitor George stated in a previous meeting this is how the hiring process is to be conducted.

The meeting was adjourned at 8:05pm by motion from Lisa Koontz. Seconded by Steve Pascoe.

Respectfully submitted,

Anna Lescalleet
Admin. Asst.