

**McSherrystown Borough Council**  
**Meeting Minutes**  
**Wednesday, September 29, 2021**

The regular meeting of the McSherrystown Borough Council was called to order in Borough chambers at 6:30pm on Wednesday, September 29, 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, Anna Lescalleet and Constable Rishell

**Approval of Minutes:** A motion was made by Mark Lookenbill to approve the minutes of 09/08/21 and 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.

**Announcements:** President Smith advised an executive session was held prior to the meeting at 6:00pm to discuss personnel issues relating to Section 708 A1 of the Sunshine Act. President Smith also reminded those in attendance that they must sign in.

With regard to any Correspondence, President Smith noted all council members received an unsigned letter regarding the building and development of the Eisenhower Drive extension.

**COMMITTEE REPORTS**

**Planning & Zoning:** Dan Colgan spoke on the Turkey Hill Project. The Adams County Conservation District sent a letter to Turkey Hill stating the plans were inadequate under PA Title 24 regarding erosion. Turkey Hill has 60 days to revise the plans or the project will be considered withdrawn.

**220 Main Street** – Real Estate Transaction paperwork from County showed the condemned property was sold. Property owner must bring the property up to code and the Borough must allow the owner to do so before any demolition order.

**Hickman Property/Mummert's Auto** – Kate Molina advised council new revised plans were received this date and are available for viewing.

**Highway:** Dan Colgan advised council the N. 3<sup>rd</sup> Street paving project is complete. Handicapped accessible ramps were not installed at the recommendation of the engineer. CE

Williams noted the slope on the road (Ridge Avenue, Fairview Avenue) is too steep to install. CE Williams will work up and provide council with a quote to add ramps.

**Street Sign Replacement:** Kate Molina will provide council with a list of street signs (missing or damaged) that need replaced.

**1980 International Dump Truck** – Colgan read aloud an outline of uses for this vehicle which needs replaced. Parts are no longer available. Council faced with a decision to repair the truck or purchase another used truck. Item tabled

**Building & Grounds:** Joy will retrieve pricing from the maintenance department for repairs needed to the Dog Park so they can move forward with this. Joe VonSas reminded council that he will again donate the use of his equipment to aid in the fence repair at no cost to the Borough.

**Civil Service:** No Report

**Safety:** No Report

**Solid Waste:** Council was reminded the E-Cycling Event will take place Saturday, October 2, 2021 from 8:00-Noon at the Maintenance Shed on Oak Lane. Council members will staff this event.

**Finance:** 2021 Budget Issues were discussed. Some discrepancies were pointed out by Councilman Colgan that will be looked into with the Secretary/Treasurer.

**Recreation:** No Report

**Sewer:** Lisa Koontz spoke about the Diversified billing demo. Dan Colgan provided positive feedback from 2 local municipalities who utilize their service. McSherrystown Boro staff present for the Demo also gave very high marks. The demo is available for council to view if needed.

**Personnel:** President Smith reminded council to be mindful of requests made to the office as they are dedicating their time to the Budget.

**Mayor:** No Report

**Solicitor:** Solicitor George advised council that collection methods for delinquent water and sewer accounts will be starting.

**Public Comment:** Residents of 217 South Street (Kopf's) advised council of ongoing issues stemming from a neighboring project that is causing water damage to their property. A 20x24 garage being constructed to the rear of the property has numerous building code issues that they would like the Borough to investigate. Project details will be shared with the engineers and building inspectors to help remedy this situation.

## **UNFINISHED BUSINESS**

**Basketball Court Lining:** Public works crew will take care of lining the court. They will notify chair, Joy Murren when project is complete. Joy Murren motioned that Kate is to instruct the maintenance crew to do the work within the next 30 days. 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.

**Diversified Billing/Technology Proposal:** Councilman Colgan gave an overview of the proposal outlining services and pricing from Diversified Billing.

Lisa Koontz motioned to approve the proposal from Diversified billing, its cloud based system at the cost of \$16,890 to handle sewer and garbage billing for McSherrystown Borough. 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.

**Engineering Services Proposal:** Dan Colgan motioned to accept the proposal for engineering services from Barry Isett and Associates, Engineers and Consultants of Mechanicsburg, Pa. Joy 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.

**Trick or Treat:** The 2021 Trick or Treat event will run Tuesday, October 26<sup>th</sup> from 6:00-8:00pm along with neighboring municipalities. SAVES will be on staff to secure intersections. Lisa Koontz motioned to approve this event. 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.

**Proposal Zoning Officer:** Council discussed advertising for a part time Zoning/Code Enforcement officer at a rate to be determined prior to a conditional offer, with hours ranging 10-15 hours per week until position is filled. Solicitor George also noted, in the interim council may want to consult the engineering firm of Barry Isett, as they also offer this service in their contract proposal. Item tabled until October meeting.

## **NEW BUSINESS**

**Honorable Discharge Police Department Employee:** Based on information disclosed in executive session, Mark Lookenbill motioned that pursuant to Section 1190 of the Borough Code that Officer Chad Sprankle be honorably discharged from his duties as McSherrystown Borough Police Officer. Joy Murren seconded the motion.

Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – no, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – no, Joseph VonSas – no. Motion passed with a 4-3 vote.

**Office Hour Change:** President Smith noted the personnel committee recommended a temporary change in the office hours to accommodate office staff in dedicating more time on focused tasks, most specifically budgets. Katherine Molina advised the change would not make any difference. Molina advised closing the office on Wednesday would somewhat help. Dan Colgan made a motion beginning Monday, October 4, 2021 to close the office to the public until the budgets are done. 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.

**EMC Appointment:** Joy Murren along with Mayor Todt have suggested Constable John Weiser be appointed Emergency Management Coordinator for the Borough at no charge. No conflict of his duties as Constable would interfere with this appointment. Dan Colgan motioned to approve the appointment of Constable Weiser, upon secured clearances and documentation. Joy 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:** No Comments

**Approval of Expenditures:** None for this second meeting of the month.

Lisa Koontz made a motion to adjourn the meeting at 7:45pm.

Respectfully submitted,  
Anna Lescalleet  
Admin. Asst.