

McSherrystown, Pennsylvania  
Borough Council Meeting  
August 12, 2020

Council of the Borough of McSherrystown met at 7:00pm on Wednesday, August 12<sup>th</sup>, 2020 in the Municipal Building at 338 Main St. McSherrystown, Pennsylvania with President William Smith presiding. The meeting was closed to the public due to COVID-19 restrictions. It was streamed live via Community Media of South-Central PA with question and comment opportunities available via email and voicemail as advertised on the Borough website prior to the meeting.

President 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 F. Smith, Daniel P. Colgan, Lisa B. Koontz, Mark A. Lookenbill, Joyce E. Murren, Steven J. Pascoe, and Joseph E. Vonsas.

Other Borough Officials in attendance:

Justin M. George, Esq. – Solicitor

Gerald C. Walmer – Secretary/Treasurer

Mayor Anthony J. Weaver was absent.

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**Minutes:**

Councilmember Colgan requested that the motion made at the July 29<sup>th</sup> Council meeting concerning the opening of a new police account be annotated to reflect that it is to be a restricted account. The change will be made by the Secretary/Treasurer Walmer.

Councilmember VonSas made a motion to approve the meeting minutes from the July 29<sup>th</sup> regular council meeting. He was seconded by Councilmember Koontz.

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 carried.

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**Communications / Notifications:**

President Smith announced that an executive session of the Borough Council had been held preceding the regular meeting regarding policies and procedures of employees consistent with section 708(A)-1 of the Sunshine Act for matters related to the progress of hiring a new borough manager.

President Smith read an email received from Jean Dell of McSherrystown. In the email, she expressed concern about Conewago School District dropping busing in town. She wondered what street(s) children were to walk on and if safety guards would be in place. Additionally, she asked if state and federal funds were provided for extra buses and if so, why was the money not being used for busing.

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**Reports:**

Finance Committee Chairman Lookenbill stated that Secretary/Treasurer Walmer was working on calculating funds to be transferred to the new police account. He also mentioned that preliminary budget preparation had begun.

Highway Committee Chairman Colgan commented that weed spraying is continuing throughout the Borough. Street sweeping will commence once leave schedules are determined for Highway personnel.

President Smith asked Councilmember Colgan if there had been any response from the letter sent to The Adams County Transportation Planning Organization (ACTPO) concerning the Eisenhower Extension Project. Councilmember Colgan replied that no feedback had been received from ACTPO or PennDOT.

Personnel Committee Chairman Smith reported that the Committee would be getting together a list of potential skills and tasks needed for a new manager. Once the qualities needed in a new manager are determined, they will be presented to Council and the position will be advertised—possibly as soon as August 27<sup>th</sup>.

Planning and Zoning Committee Chairman Colgan said that Turkey Hill had presented a plan to expand their current store on Main Street. Max Engineering, the Engineering firm for the Turkey Hill expansion project, wondered if the project had been addressed by the Borough. Councilmember Colgan said that a planning committee meeting may have to be held to discuss the project further. Councilmember Colgan expressed his concerns about the project—specifically the planned entrances and exits for large trucks. He advised that

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it may be necessary to have a meeting with PennDOT regarding the project. Solicitor George noted that the Planning Commission and Zoning Committee should be involved in the matter. In addition, storm water concerns should also be addressed.

Recreation Committee Chairwoman Murren remarked that the forty-five-year lease with ABVM Parish for the Fairview Avenue Recreation Park had expired at the end of 2019. Councilmember Murren will work with the organization to establish a new lease. Solicitor George will review the document once it is drafted.

Councilmember Murren said that she had received all COVID-19 waivers that she was expecting.

Safety Committee Chairwoman Murren listed certain playground and park safety recommendations from the Consumer Public Safety Commission (CPSC.) It was determined that while the recommendations from the CPSC were not legally mandated, it would be a good idea to keep up with the maintenance needs of Borough Parks.

The crossing guard situation in town would be addressed with local schools according to Chief Woods.

Sewer Committee Chairwoman Koontz said that she had an email out to Sam Miller of Hanover regarding sewer billing and collections.

Solicitor George briefly reviewed the Sewage Pretreatment Ordinance. A public hearing will be held during the regular meeting on August 26<sup>th</sup>.

Councilmember VonSas made a motion to advertise the Sewage Pretreatment Ordinance – (2020-03.) He was seconded by Councilmember Koontz.

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 carried.

Secretary/Treasurer Walmer stated that reports had been distributed for the month of July. General Fund expenses were \$26,844.06. Highway Fund expenses were \$2,927.67. Payroll expenses were \$59,334.47 totaling \$89,106.20.



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Secretary/Treasurer Walmer reported that the 904 Recycling Performance Grant would be received soon and totaled nearly \$2,000.

It was determined that late fees for sewer and garbage should continue to be waived due to ongoing economic impact on residents related to COVID-19.

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### **Public Participation:**

President Smith read a letter from Aaron Adams which outlined certain aspects of his Eagle Scout project at the Main St. Park. The playground renovation project was completed on July, 18. The work was done by volunteers and members of Mr. Adam's family. Borough Highway personnel assisted in the removal of existing shrubbery and landscaping material. Monetary donations, discounted materials, and donated materials totaling \$7,725.39 were used to complete the park renovation. A 3'x3' sign is to be placed on the fence at the park following zoning approval. The sign will welcome people to the playground, list renovations made, and recognize those who contributed to the project.

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### **Unfinished Business:**

President Smith read a letter from Anthony J. Murren, II expressing his interest in filling the position of zoning officer for McSherrystown Borough.

According to President Smith, a list of potential responsibilities of a borough manager will be pared-down at the next council meeting on August 26th. If it's determined that zoning tasks are to be handled by the new manager, a separate individual will not be needed for the role of zoning officer. Advertising for the new position or positions could take place after the council meeting on August 26<sup>th</sup> according to President Smith.

The Personnel Committee conferred with near-by municipalities to determine a pay range for a new zoning officer, which ranged from \$20 to \$25 per-hour. President Smith proposed a per-hour rate of \$22 for a new zoning officer.

Councilmember Pascoe questioned the optics of potentially hiring Mr. Murren for the role of zoning officer. Solicitor George noted that there was no issue with hiring Mr. Murren for the job, but that it was a valid point that others should be allowed to submit their interest in the position. Councilmember Lookenbill clarified that the hiring was to be temporary until the role of the new borough manager was determined. According to Solicitor George, there was no issue with hiring a relative of a Councilmember, but that Councilmember Murren would have to abstain when a vote was taken in the matter. If the role were to

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become permanent, outside applicants would have to be solicited to apply for the position of zoning officer according to Solicitor George.

Councilmember Colgan made a motion to hire Anthony Murren on a part-time basis to serve as the interim Borough zoning officer for ten to fifteen hours per week at a rate of \$22 per hour until the roll is either assumed by a borough manager or a permanent, part-time zoning officer is hired. He was seconded by Councilmember Lookenbill.

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 (Abstain)  
Stephen J. Pascoe (Yes)  
Joseph E. VonSas (Yes)

With a majority vote, the motion carried.

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### **New Business:**

President Smith read a letter from Mayor Anthony Weaver dated August 10<sup>th</sup>, 2020 announcing his resignation as Mayor. President Smith announced that Council had forty-five days to accept the resignation and thirty days after the acceptance to fill the position of Mayor. The matter was tabled until the next meeting on August 26<sup>th</sup> in order to solicit interest in the position.

Councilmember Colgan suggested holding a planning committee meeting regarding the Turkey Hill expansion project. It was decided that a planning meeting would be held at 6:30pm on August 26<sup>th</sup> in order to discuss the project.

The SAVES Box Alarm Card changes were briefly discussed and explained. Three signatures from Borough officials are needed in order to approve the new Box Alarm Card assignments.

Councilmember Pascoe made a motion to accept and approve the Box Alarm Card changes submitted by Fire Chief Lawrence. He was seconded by Councilmember VonSas.

Roll call vote results were as follows:

William F. Smith (Yes)  
Daniel P. Colgan (Yes)  
Lisa B. Koontz (Yes)

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Mark A. Lookenbill (Yes)

Joyce E. Murren (Yes)

Stephen J. Pascoe (Yes)

Joseph E. VonSas (Yes)

With a majority vote, the motion carried

Chief Woods remarked that in the next couple weeks, he would be providing information to all Councilmembers and possibly Secretary/Treasurer Walmer about National Incident Management System (NIMS) online training.

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**Public Participation:**

There was no public participation.

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Adjournment was declared by President Smith at 8:02pm.

Gerald C. Walmer  
Borough Secretary