

McSherrystown Borough Council
Meeting Minutes
Wednesday, April 14, 2021

The regular meeting of the McSherrystown Borough Council was called to order via ZOOM at 6:00pm on Wednesday, April 14, 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. Also present from SEK & Co., Kara Darlington and Jennifer Yeatts.

Audit Presentation – SEK: Smith Elliott Kearns & Company representatives, Kara Darlington and Jennifer Yeatts presented their 2020 audit findings to the Council.

Ms. Yeatts outlined the confirmation procedures for Cash Account Balances, Pension Plan Investments, Credit Card items, Revenue Accounts, Fine and Forfeitures, Franchise Cable TV, Fire Relief Funds and Fiduciary Funds. Yeatts advised council a clean, unmodified opinion was noted and filed the DCED Report before the April 1st deadline. Ms. Darlington wrapped up the presentation Outlining 3 letters presented to Council. The Representation letter, Letter outlining Audit Standards and Internal Control Procedures.

Senior Center Grant – Tabled until next meeting.

Approval of Minutes: Motion by Dan Colgan to approve minutes of 03/10/21 seconded by Joseph VonSas.

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:

1. Letter from resident Bob Topper requesting timely website posting of past minutes.
2. Thank you letter from Julia Hancock, Homeschool Group along with a \$50 donation.
3. Letter from Karen Blankinsop advising the need for updated mulch at town parks. This item will be directed to Rec. Committee.
4. Letter from Bob Shearer addressing speeding cars and illegal issues near parks. This item to be addressed with Rec.Committee and Public Safety.
5. Fallen Officers Remembrance to be held Friday, May 7th 10:00am at the new PSP Barracks in Gettysburg.
6. Drug Take Back Collection Date – Saturday, April 24th 10:00-2:00 McSherrystown Moose.
7. Letter from Penn Twp Volunteer Emergency Services – 90 day notice of transitioning to Hanover Area Fire and Rescue.

8. Letter from Chief Tom Lawrence SAVES regarding the restructuring of Box Card System to better define some of the miscellaneous codes to new, more specific categories. Motion to approve by Joseph VonSas, 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.
9. Letter from Adams County Board of Elections for usage of McSherrystown Senior Center to hold Primary and General Elections for 2021. Motion by Joseph VonSas, seconded by Stephen Pascoe to allow usage of Senior Center as a polling place.
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: None

UNFINISHED BUSINESS:

Baseball Field Fees and Scheduling: A two-hundred fifty dollar (\$250) rental fee for usage of Borough Ball Fields was voted on and approved for two outside ball teams coached by BJ Wilke and Dave Staub with the condition that ball teams prep and maintain the fields. It was noted there will be separate rental fees for Spring and Fall Ball programs. Motion by Joy Murren, seconded by Joseph VonSas setting the \$250 rental fee with infields ungrouted.
Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

Rec. Committee Chair Joy Murren advised council that work to the dug-outs and equipment shed at the Fairview Avenue ball fields has been completed. She thanked Myers Building Products Specialists and Donald B. Smith Roofing for materials donated to complete the work.

Conditional Offer – Police: Mayor Todt advised council to consider part time employment of Officer Charles Stuart pending satisfactory background checks. Dan Colgan motioned to extend the conditional offer, 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.

Contract for Disposal of Refuse: Solicitor George updated and presented a draft bid package for garbage services to be approved by Council. Solicitor George was asked to add an option for Collectors to do the billing and pick-up. Solicitor George advised he will make that addition. Notice Seeking Bids will be advertised in the Gettysburg Times with a 30 day response period. Motion was made by Mark Lookenbill authorizing publishing of Bid Documents, seconded by Dan Colgan.

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, Solicitor George advised council that a zoom meeting had taken place with office staff regarding the collection of delinquent sewer accounts. Several options were discussed that would best yield a favorable outcome for the Borough.

Salary of Council: Solicitor George, by request of Councilman Colgan clarified protocol on the change of salary for council members. This action must be done by ordinance and would be effective the next term of council seat. Motion was made by Dan Colgan to authorize and publish a draft ordinance to eliminate salaries for council members, seconded by Joy Murren. Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – no, Mark Lookenbill – no, Joyce Murren – yes, Stephen Pascoe – no, Joseph VonSas – no. Motion defeated.

NEW BUSINESS:

Sleep-Out Proposal - Delone: Motion to approve by Lisa Koontz, seconded by Mark Lookenbill to allow the interact students of Delone Catholic High School to hold a fundraising event April 30th 7:00pm - May 1, 7:00am on school property to benefit the Hanover Homeless Shelter. Jennifer Noel, contact representative outlined details in a letter to Council asking for approval. Roll Call Vote: William Smith – yes, Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes, Stephen Pascoe – yes, Joseph VonSas – yes.

Park Bench Donation: Council was provided photos of Park Benches (lettered and unlettered) from Life Discovery Church. It is their intention to donate 3 benches to the Boro. Rec Park chair Joy Murren was tasked with obtaining more information on location and whether or not a concrete pad would be needed with placement of benches. Item will be revisited next meeting.

In other new business Dan Colgan discussed the Turkey Hill Plans. Approval of plans were tabled pending Turkey Hills request for a variance to move forward with the project. At the same time Council Member Lisa Koontz suggested Turkey Hill, in their request, may want to entertain adding electric charging stations, which were not noted on the original plan/layout.

Councilman Colgan also noted he is awaiting response from the Borough engineer regarding repairs to N. 3rd Street from Ridge to Fairview Avenue. Bids for this work are on hold pending engineer response.

Approval of Expenditures: A motion was made by Lisa Koontz and seconded by Joy Murren to approve the list of expenditures.

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: There was no noted public participation.

Next council meeting to be held Wednesday, May 12th at 6:00pm via ZOOM. Motion to adjourn the meeting was made by Lisa Koontz at 7:30pm.

Respectfully submitted,

Anna Lescalleet
Admin. Asst.