

McSherrystown Borough Council
Meeting Minutes
Wednesday, December 9, 2020

The Council Meeting of the McSherrystown Borough for Wednesday, December 9, 2020 was preceded by an Executive Session via Zoom beginning at 6:00pm.

The regular Borough Council Meeting was called to order via ZOOM at 7:05pm 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, TJ Murren and Solicitor George.

Approval of Minutes: Motion by Dan Colgan to approve minutes of 11/25/20, 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.

Communications/Notifications:

Columbia Gas Safety Program – Chief Woods outlined details of the program whereas Columbia Gas would perform camera and video footage of Borough Sewer and Stormwater lines at no cost. Program is designed to detect/correct any safety issues.

Home School Donation – Chief Woods reported receiving a donation check in the amount of \$230.00 from the Home School Group to aid in the repair of the playground equipment. Council wished to publically thank the Home School Group for this donation.

Christmas Tree Pick-Up – Chief Woods stated Christmas Tree Pick Up will be offered this year, as in the past. Borough residents may begin setting out trees for pick up beginning December 29 through the end of January.

Borough Council Meeting Dates 2021 – President Smith suggested Borough Council Meetings for 2021 be held every second and fourth Wednesday of the month beginning at 6:00pm, with the hope of cancelling unneeded second meetings. It was advised to advertise both meetings, as it would be no additional cost. Councilman Colgan questioned setting committee meeting dates at this time as well. Solicitor George agreed it was acceptable to set and advertise all meetings. President Smith tasked the council with getting all meeting dates to Chief by Friday, December 18, 2020 due to meeting the Gettysburg Times holiday advertising deadlines.

President Smith noted two letters of communications received at the Borough Office. A letter from McSherrystown resident and ex-employee Luanne Boring was acknowledged and after much discussion was read aloud. Boring asked for clarification of a statement made at the November 25th meeting regarding a past years budget deficit. Chief outlined some fact findings

through QuickBooks for the council which addressed the past three end of year budgets. Council agreed that more time is needed to address all the facts of the matter.

In another letter from Rob Niedererr, resident and ex-council member of McSherrystown Borough, the following was noted. Niedererr questioned the mailing of garbage bills, the recent police vehicle purchase and budget cuts with regard to projected expenditures. Chief Woods addressed each issue by advising council all garbage bills with the exception of delinquent bills were prepared and mailed. Delinquent bills were held until council advised whether or not delinquent fees would still be waived due to COVID. Chief Woods addressed the fact that Niedererr sat on the past board that approved the purchase of the new vehicle and respective end of year budgets.

Public Participation: No public participation noted.

UNFINISHED BUSINESS:

- A. Part-time Secretary-Treasurer Update – President Smith recommended extending a conditional offer of employment to Kate Molina for the part-time Secretary/Treasurer position at the rate of \$21/hr for 24-28 hours per week. A motion was made by Dan Colgan 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 – no.

- B. Eagle Scout Project Update – Chief gave the status of the signage permit for the Eagle Scout Project in the Borough Playground. Zoning Officer TJ Murren confirmed the need for a plan design before the permit could be issued. Chief Woods was asked to address a letter to Mr. Adams outlining the need for the required document.
- C. Garbage Bill Delinquent Notices – Chief advised delinquent garbage bills were being held until council decides if, due to COVID, delinquent fees would continue to be waved. Solicitor George was asked if there was a set precedence within other municipalities for addressing delinquent issues due to COVID. Atty. George advised he knew of no set preference. Council agreed to continue to wave the penalties as voted on previously.
- D. COVID/Senior Center Update – After discussion Council agreed, at this time, to keep the Senior Center Open since all safety measures, guidelines and waivers are in place. Due to the increasing concerns of COVID, council will re-visit this issue at next meeting.

VACATION CARRY-OVERS: Mayor Todt addressed the council regarding two uniformed individuals who wished to carry over unused time. A motion was made by Dan Colgan and seconded by Lisa Koontz to allow an additional 40 hours of vacation time, in addition to the

already 80 hours of carry over to max at 120 hours with the stipulation that no extra hours will be carried over in future years.

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

It was also noted all other unused balances would be forfeited.

Adoption of Resolutions:

Resolution 2020-11 Adams County Hazard Mitigation Plan (5 year agreement)

Resolution 2020-12 Fee Schedule for Zoning

Resolution 2020-13 Municipal Franchise Fee on Cable Television Service

Resolution 2020-14 Fees for Operation of Recreational Facilities

Resolution 2020-15 Subdivision/Land Development Ordinance

Resolution 2020-16 Governing Pension Funds

Resolution 2020-17 Compensation, Appointments for 2021

Resolution 2020-18 Tax Resolution for 2021

Resolution 2020-19 Adoption of Duly Advertised 2021 Budget

Council was provided copies of Resolutions 2020-11 through 2020-19 to view and question.

There were no questions or concerns, but Chief Woods pointed out the few following changes:

On Resolution 2020-12 Fee Schedule for Zoning – Building Permit Fee increased to \$40.00

On Resolution 2020-14 Recreational Facilities – Cleaning Fee increased to \$50.00, while the Key Deposit Fee was increased to \$25.00.

Motion to accept and Adopt Resolutions 2020-11, 2020-12, 2020-13, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18 and 2020-19 was made by Joyce Murren and 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.

New Business:

Office Hours – President Smith suggested changing the Borough Office Hours to Monday through Thursday, 7:30am – 3:30pm with the office closed on Friday. He did recommend Friday's could be by appointment only. Several options were discussed which included offering evening hours to accommodate working residents that would need to do Borough business after work. I.E. Wednesday's 12:00pm – 8:00pm and/or on Wednesday meeting nights, 12:00pm-6:00pm. Item was tabled until next meeting.

Approval of Expenditures - A motion was made by Joseph VonSas to approve the list of expenditures, 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 VonSas – yes.

Public Participation: There was no noted public participation.

President Smith noted the next meeting scheduled for Wednesday, December 23, 2020 is cancelled.

The meeting was adjourned at 8:10pm by motion from Joseph VonSas.

Respectfully submitted,

Anna Lescalleet
Admin. Asst.