

## Minutes – February 14, 2018

Council of the Borough of McSherrystown met at 7 p.m. on Wednesday, February 14, 2018 in the Municipal Building, 338 Main Street, McSherrystown, Pennsylvania with Patricia D. McKim-Bortner presiding.

President Mc-Kim Bortner 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: Patricia D. McKim-Bortner, Joseph E. VonSas, Michael J. Calderone, Steven E. Clingan, James A. Forbes, Stephen J. Pascoe and Robert D. Niedererr. Other Borough Officials in attendance included Mayor Anthony J. Weaver, Robert E. Campbell, Esq., Solicitor; Michael F. Woods, Chief of Police; Scott J. Cook, Manager and Luanne M. Boring, Secretary/Treasurer.

Minutes of the reorganization meeting of council held January 2, 2018 were approved on a motion moved by Councilmember Calderone, seconded by Councilmember VonSas. Motion carries.

The Financial Review and Budget Analysis reports for the year end 2017 and this date were presented by the treasurer. There were no questions on the reports. She noted that Kara Darlington will be at our next meeting with the 2017 Audit report.

Communications noted included the following:

2/5/18 PA DEP re: Stormwater MS4 waiver. The request was approved for a term of five years to expire 2/28/23. Manager Cook explained this regulation and process to new members of the board.

2/13/18 Sharrah Design Group re: McKinsley Heights – Financial Security Release #1. Manager Cook went over the letter which shows the original security of \$619,452.90 less the adjustments which reduced it to \$158,229.20 remaining to be held. Cook also noted that the letter included that there was \$750 originally submitted for development fees which has been depleted by costs for engineer/legal services with an additional balance due of \$495.00 to be paid before any future building permits are issued.

Councilmember Niedererr moved a motion to approve reducing the Financial Security to \$158,229.20 as approved and recommended by our engineer. Councilmember Pascoe seconded the motion. Motion carries.

### PUBLIC PARTICIPATION

Michael DePorter and Ethan Darlington introduced themselves as scouts working on their Citizenship and Community Merit Badge. They were welcomed to the meeting by President McKim-Bortner.

### REPORTS

Mayor Weaver spoke of the recent passing of former councilmember Dan Brady on

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January 21<sup>st</sup>. Dan served here from January of 1984 thru November of 1990 when he resigned due to Hardees purchasing his home. He asked to continue serving as advisor to bus service/mass transit and remained involved in the Hanover Chamber of Commerce Intergovernmental Group dealing with the bypass issue. Weaver offered condolences to his family saying he was a personal friend and served here with honor.

Police Chief Woods submitted his reports for the month of December and January. December report included 101 calls for police services. There were 2 criminal arrests, 36 summary arrests and 1 parking tickets issued. Patrols traveled 3,210 miles, using 370.0 gallons of fuel and averaging 8.7 mpg. The report for the month of January included 137 calls for police services. There were 3 criminal arrests, 70 summary arrests and 4 parking tickets issued. Patrols traveled 3,859 miles, using 430.4 gallons of fuel and averaging 9.0 mpg.

Chief Woods noted that both new officers, Freeman and Lehman, are now past their probation period and he has not heard any complaints on either, saying their work ethics are impeccable.

Councilmember Forbes moved a motion to remove Patrolmen Freeman and Lehman from probationary status. Councilmember Niedererr seconded the motion. Motion carries.

Manager Cook's monthly report for December included continuing to vacuum leaves on site throughout town and unloaded at Happy Ramblers. All the streets were swept to collect leaves along curb lines. Continued to rake and vacuum leaves at the Recreation Park and Main Street Park. The snow plows were serviced and salt spreader installed. Dead trees at the South St. Recreation Park were cut down and chipped. New printers were installed in police vehicles. Trash was emptied at all parks and borough offices on a weekly basis. Daily maintenance was performed on police vehicles and borough vehicles and equipment. Snow was plowed, salt and cinders applied to streets as needed. Snow was removed from sidewalks and salt applied. Gasoline usage was 180.0 gallons and diesel fuel usage was 66.2 gallons. SAVES used 329.8 gallons of diesel during the month.

Cook's report for month of January included collecting and chipping Christmas trees and removing leaf box from dump truck and cleaning truck and leaf vacuum. Two water yard hydrants were replaced at the Public Works Department and Borough Building floors were cleaned and liquid was applied throughout offices, council chambers and police offices. The sewer lateral connection was replaced at 610 Delone Ave. and Item #11 repaired from the 2016 sewer problem areas report. Trash was emptied at all parks and borough offices on a weekly basis. Daily maintenance was performed on police vehicles and borough vehicles and equipment. Snow was plowed, salt and cinders applied to the streets as needed and cleared snow from sidewalks and applied salt. Gasoline usage totaled 263.4 gallons and diesel fuel usage was 26.9 gallons. SAVES used 427.0 gallons of diesel and 7.5 gallons of gasoline during the month.

Cook reported that he needs to meet UCC building certification requirements by end of

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May to obtain 45 credits. He has four courses which he explained and planned for a total cost of \$845 and would like approval to attend.

Councilmember VonSas moved a motion to approve that Cook continue with obtaining his certifications needed at a total cost of \$845 at this time. Councilmember Calderone seconded the motion. Motion carries.

Manager Cook related that the 2018 budget (409-009) and 5 year plan had included purchase of a vehicle lift for Public Works Dept. The lift is available at this time from Best Buy Automotive for a price of \$4,725.75 which at this time includes free shipping. We will need to run electric in the building for it and that will be done in-house.

Councilmember Pascoe moved a motion to approve purchase of the vehicle lift from Best Buy Automotive at a cost of \$4,725.75. Councilmember Forbes seconded the motion. Motion carries.

Cook had attended the joint bid opening and noted that there were some increases from the previous pricing for gasoline - .03424; diesel - 0 .4792 stone - .10 to .20/ton.

Safety Committee Chairman Pascoe spoke of recent snowfalls and the violations of those who did not comply with the regulations in place for clearing sidewalks within 24 hours after the last precipitation of the event.

Chief Woods explained that after the January snowfall he had canvassed the town to find and cite 30 properties in violation. In order to file the citation, the magistrate requires a photo, so doing that and handwriting the citations, he spent about 30 hours. He says that he does not have thirty hours on a weekly basis to spend on this, as they are extremely busy. He questions whether or not it is the police or code enforcement that should be doing this.

There was a discussion on this and no parking notification and tickets issued during street sweeping. Pascoe was asked to look into this matter further with his committee.

Solid Waste Committee Chairman Calderone announced the E-Cycling Event to be held at Public Works on Saturday, April 7<sup>th</sup> from 8 a.m. till noon. The hand-out sheets with information are available at the Borough Office.

Calderone also read the annual Recycling Report for the year 2017. The numbers were a testament to residents recycling efforts and Borough commitment. Those numbers are used to file county and state reports and for recycling grants.

Recreation Committee Chairman Niedererr reported that baseball sign-ups have been held and that we are still accepting registration through March 1<sup>st</sup>. He hopes to have the numbers to report at the next meeting.

Civil Service Committee Chairman Niedererr reported that they are required to

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reorganize beginning of even numbered years. The committee (himself, Gary Green, Alternate and Chief Woods) met Monday evening with two members not in attendance. Letters were sent to Margaret Stiltner and Glenn Doan notifying them of their expired terms and asking if they are still interested in continuing to serve.

### OLD BUSINESS

Joint Bidding awards meeting will be held February 28<sup>th</sup> at Hanover Borough at 6 p.m. The borough will need a quorum and will need to notify them who will be in attendance. Manager Cook cannot attend as he will be taking courses that day. Those council members attending will be: McKim-Bortner, Von Sas, Calderone, Clingan and Forbes.

President McKim-Bortner asked that Councilmember Calderone move our motions and that Councilmember Forbes second them.

The Memorandum of Understanding (MOU) between the Borough and the Adams County Commissioners for continued use of their website and support for our website has been presented to us.

Councilmember VonSas moved a motion to approve signing the MOU as presented. Councilmember Pascoe seconded the motion. Motion carries.

### NEW BUSINESS

Approval to pay expenditures as listed was given on a motion moved by Councilmember Clingan, seconded by Councilmember VonSas. Motion carries.

Resolution 2018-9 setting annual fees relating to the sewer ordinance was presented. It was noted by the secretary that nothing changed from the previous year.

Councilmember Calderone moved a motion to approve Resolution 2018-9 setting annual fees for sewer ordinance. Councilmember Pascoe seconded the motion. Motion carries.

The secretary explained that Tammy Knight, the deputy tax collector for the Borough, is no longer in this position. Andrew Weaver, spouse of tax collector Lynn Weaver, has attended training with his wife and is certified. He wishes to be named as deputy tax collector.

Resolution 2018-10 has been prepared naming Andrew Weaver as Deputy Tax Collector. Councilmember Forbes moved a motion to approve Resolution 2018-10 naming Andrew Weaver as Deputy Tax Collector. Councilmember Niedererr seconded the motion. Motion carries.

Resolution 2018-11 has been prepared as in the past allowing the tax collector to charge certain fees for real estate certification and other tax related information. The current fee for a certification is ten dollars and they have requested to increase it to fifteen dollars. The former resolution in place for past years was rewritten with the increase, but with the same three dollar charge for other tax related information.

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There was discussion and Solicitor Campbell noted that the fifteen dollars is the current rate charged by most tax collectors. Their office deals with this when closing on properties.

Councilmember Niedererr moved a motion to approve Resolution 2018-11 - Fees allowed to be charged by tax collector as presented. Councilmember VonSas seconded the motion. Motion carries.

The secretary noted that Lynn Weaver has attended required state training and completed a certification exam. She has submitted an invoice for \$250 for reimbursement. We had not done this in the past because Nancy Greenholt was grandfathered in and did not have to take course/exam.

There was discussion on the matter and Solicitor Campbell acknowledged that his other municipal clients do reimburse their collectors for this expense.

Councilmember Niedererr moved a motion to reimburse Lynn Weaver the \$250 expense for becoming certified tax collector. Councilmember Forbes seconded the motion. Motion carries with Councilmember Clingan voting nay.

Manager Cook spoke of the recent YATB meeting in York saying that he learned our 2017 taxes exceeded the prior year 6.65%. They are considering a new roof and have bid out and are saving substantially. Looking to get a bullet proof glass in their building has prompted them to form a committee to determine an affordable option.

Chief Woods reported that he has obtained donations from an anonymous source to help pay for patrol room expenses such as desks, chairs and computers. The officers have asked for their individual work stations and not having to share one. The funds will help pay for an additional camera and a key fab.

Mayor Weaver reminded Safety Committee Chairman Pascoe of the upcoming meeting with fire company personnel on March 14<sup>th</sup> at 9 a.m. Anyone else wishing to sit on the meeting is invited.

Adjournment was declared at 8:05 p.m. on a motion moved by Councilmember Calderone, seconded by Councilmember VonSas. Motion carries.

Luanne M. Boring  
Borough Secretary