

**McSherrystown Borough Council**  
**Meeting Minutes**  
**Wednesday, December 8, 2021**

The regular meeting of the McSherrystown Borough Council was called to order in Borough chambers at 6:00pm on Wednesday, December 8, 2021. Vice President Daniel Colgan opened the meeting with prayer and pledge with the following Council members in attendance.

Daniel Colgan                  Lisa Koontz                  Mark Lookenbill                  Joyce Murren

Staff Present: Solicitor George, Mayor Todt, Rebecca Tims and Anna Lescalleet

**Approval of Minutes:** A motion was made by Mark Lookenbill to approve the minutes of 11/23/21 and seconded by Lisa Koontz.

Roll Call Vote: Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes

**Announcements:** None

**COMMITTEE REPORTS**

**Planning & Zoning:** Dan Colgan advised council the planning and zoning meeting to review the proposed Klunk Farm Development portion falling in the boundaries of McSherrystown Borough has been delayed. The majority of the project affecting our area would be the installation of a pedestrian walkway.

Dan Colgan also advised he has not yet received requested information (financial security estimate) from builder Tony Forbes regarding the McKinsley Heights Development.

**Highway:** Dan Colgan advised council the Joint Bids paperwork was received from Hanover Borough and is being completed.

Colgan reviewed the 10 year schedule of Road Repairs/Paving as follows:

2022 - North Street from N. Second to Oxford  
Stombach Street from Ridge to Fairview  
N. 3<sup>rd</sup> Street from Ridge to Main

He outlined the roads to be done for the remainder of the 10 year plan.

In addition to paving, Colgan noted street line painting also needs done. Road crew will determine where this need exists.

**Building & Grounds:** No Report

**Civil Service:** No Report

**Public Safety:** Joyce Murren advised Solicitor John Weiser, EMC training has been postponed, which will push back the work on the proposed emergency plan for the Borough.

**Sewer:** Lisa Koontz had no report. Dan Colgan clarified an error regarding the Boroughs contract with Diversified for the Sewer and Garbage billing program. Dan Colgan motioned to modify the contract with Diversified to approve them for full management of utilities billing for the Borough to prepare/post/process garbage and sewer bills at the rate of \$21,780.00 per year. In addition a \$1,354.00 was added due to first quarter garbage billing mailed out by diversified, to cover postage and preparation. Mark Lookenbill seconded the motion.

Roll Call Vote: Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes

**Finance:** Mark Lookenbill reported he received the preliminary budget for review. To allow the 10 day public review of the budget Dan Colgan motioned to schedule a budget meeting for Sunday, December 12<sup>th</sup> at 6:00pm in council chambers to discuss and firm up the 2022 budget. Joy Murren seconded the motion.

Roll Call Vote: Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes

Meeting will be advertised accordingly.

**Recreation:** No Report

**Solid Waste:** No Report

**Personnel:** No Report

**Mayor:** Mayor Todt publically thanked the Boy Scouts for the invitation to attend the town's Christmas Tree lighting on Sunday, November 28<sup>th</sup> at 7:00pm. Mayor Todt relayed the event was very nice.

**Solicitor:** Solicitor George advised council he has been receiving numerous calls from settlement companies requesting final bills. Council discussed how best to accommodate these calls while being short staffed in the Borough Office. Council is hopeful that bringing Diversified on board that this will alleviate this concern going forward.

**Public Comment:** None

#### **UNFINISHED BUSINESS**

**Hometown Hero Banners:** Lisa Koontz motioned to accept the agreement between the Borough and Met-Ed with minor language changes made by the solicitor to erect the Hometown Hero Banners along Main Street. Joy Murren seconded the motion.

Roll Call Vote: Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes

### **NEW BUSINESS**

**Temporary Sign Removal Park Project:** Joy Murren advised council the 6 month allowed period for sign placement at the Church Park Eagle Scout train project has passed. Dan Colgan read a letter from former Code Officer, TJ Murren confirming this. Council prompted Joy Murren to contact Mr. Adams to request he remove the sign.

**Mailing to Residents Introducing Diversified Billing:** Becky Tims was tasked with working with Diversified staff to create a mailing to residents introducing them to the new garbage and sewer billing provider for McSherrystown Borough.

**Chief Administrator MMO/pension:** Dan Colgan motioned to appoint Chief Michael Woods as Chief Administrator for the MMO/Pension plan. Joy Murren seconded.

Roll Call Vote: Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes

**Approval of Expenditures:** Lisa Koontz made a motion to pay the bills. Mark Lookenbill seconded.

Roll Call Vote: Daniel Colgan – yes, Lisa Koontz – yes, Mark Lookenbill – yes, Joyce Murren – yes

Joyce Murren made a motion to adjourn the meeting at 6:50pm.

Respectfully submitted,  
Anna Lescalleet  
Admin. Asst.