

# Abbottstown Borough Council Meeting

## August 15, 2019 7PM

**CALL TO ORDER:** 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Led by President Dennis Posey

**ROLL CALL:** Laura Baker, Dale Reichert, April O'Brien, Dennis Posey, Daniel Watkins.  
Also in attendance: Mayor Duane Watson, Administrator/Secretary/Treasurer, David Bolton, MBA, CBO; Solicitor, Tim Shultis. Engineer, Chad Clabaugh.

**ANNOUNCEMENTS:** Personnel meeting at 9pm until 9:10.

**GUESTS:** Josh Packard, 9601 Orchard Rd, Spring Grove PA;  
Frank Anderson, 28 South German Street

**PUBLIC COMMENT:**

**MAYORAL PROCLAMATION:** Dale Reichert Week, send thank you to Altland House for Dale's gift card.

**APPROVAL OF MINUTES:**

*Motion made by Daniel Watkins to accept the minutes of July 18; 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.*

**TREASURER REPORTS:**

Profit /Loss Statements; Bank Acct Statements;

*Motion made by Dale Reichert to accept the Treasurer's Report thru July 31<sup>st</sup>, 2019; 2<sup>nd</sup> by Daniel Watkins; Motion carried, 5 Ayes.*

Approval of Expenditures;

April O'Brien inquired about the status of payroll Records.

*Motion made by April O'Brien to approve paying the bills as presented; 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.*

Approval of AFP for Contract #1 to JVI, Inc for base repairs. Budget: \$56,700; Bid: 46,400; Actual Cost: \$37,554. President Posey to sign "Notice of Completion" forms.

*Motion made by Laura Baker to approve payment to JVI, Inc of \$37,554 and authorization for President Posey to sign "Notice of Completion"; 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.*

**To Date:** 95% budgeted revenues and 39% budgeted expenses (General and Capital funds).

**ADMINISTRATOR** – David W. Bolton, MBA, CBO, updated Council on the following:

- ⇒ PSAB Board meeting updates
- ⇒ Center Square warning signs authorized last meeting have arrived. Will replace current signs; Don Myers to install. Other safety signs requested also arrived.
- ⇒ Replacement swings discussed at previous meeting and requested by Councilor Baker have arrived; no shipping with Amazon account.
- ⇒ County Treasurer Chrissy Redding: Pillow Tax funding for Police Department; must have two full time officers. Would only net a couple thousand dollars; would not cover additional costs of staff.
- ⇒ Community Media agreement: Salzman Hughes reviewing; called for info-forwarded.
- ⇒ Fire Relief funds to be released by mid-September; will pass-through to UH&L immediately after receipt with any additional Fire Tax collected at that time.
- ⇒ Working to gather quotes for insurance coverages for Police Dept next year; getting several quotes on entire “book” of policies. Will report next meeting.
- ⇒ Light repair in Center Square completed by Francis Klunk. All repairs from accident now complete.
- ⇒ Councilor Baker requested information about the dangers of bag worms be put on municipal website and social media – completed.
- ⇒ Millings from Rt 194 project were laid out along High Street Ext (beside park) and beside Borough Building for driveway to shed (house police vehicle next year). Excavation and spreading done by phone quotes, approved by Council and reviewed by President Posey (lowest quotes were accepted from Tom Parichuk). Received calls from several residents along that alley thanking Council for this improvement.
- ⇒ Working on final preparations for 2020 Municipal Budget. First budget workshop is scheduled for Thurs., September 5<sup>th</sup> at 7 pm. Draft budgets are not public documents until approved by vote in public meeting and should not be shared until Council votes to advertise. Public is welcome to budget workshops, but public comment will not be on the agenda and will only be taken at regular business meetings. No official actions will be taken at the budget workshops (no voting) on any issues.
- ⇒ George Lane of Boyer & Ritter (auditors) stopped in office last week. Our current agreement for audit services ended with 2018 audit. He gave commendations on our audit prep; said we are one of the most organized municipal clients; makes it easier for them to complete with no complications. Offered a special extension of service agreement for 3 years at a reduced rate of \$7,000 per year (previous \$7,200).

***Motion made by April O'Brien to accept agreement extension with Boyer & Ritter for audit services at \$7000/yr for 2019, 2020 & 2021 fiscal years; 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.***

- ⇒ Contacted Randy Beaver to see if he was interested in doing the Winter Snow Removal this coming season. He has offered the same rates as the previous agreement for this year.

***Motion made by Laura Baker to approve execution of contract with Randy Beaver for 2019-2020 Snow Removal; 2<sup>nd</sup> by April O'Brien; Motion carried, 5 Ayes.***

- ⇒ Abbottstown Borough Police Department Goals & Objectives (handout): Mr. Graham has developed policy to submit for ORI approval. Council should vote to accept.

***TABLED UNTIL NEXT MEETING ON 9/5/19.***

- ⇒ PSAB Fall Board Meeting and Leadership Conference: October 11-13 in State College. First night room charges covered. \$478.69 for conference, 2<sup>nd</sup> night and meals. Budgeted in 405.460 (\$500). Office would be closed Fri., Oct 11<sup>th</sup>.

***Motion made by Dale Reichert to approve attendance and costs of PSAB Fall Conference; 2<sup>nd</sup> by April O'Brien; Motion carried, 5 Ayes.***

- ⇒ Police Department preparation: Mr. Graham has been watching municipal auctions for suitable vehicles and equipment. Vehicle slated as a Capital Reserve purchase. Auctions are unpredictable; a good vehicle could be available at any time from now until January. We will also need to get it equipped and inspected prior to service. As such, Mr. Graham and I are asking Council to allow for the purchase of a vehicle and equipment (badging, cage, etc.) up to \$25K. Mayor Watson will be advised for final approval of specific vehicle prior to the actual purchase.

***TABLED UNTIL NEXT MEETING ON 9/5/19.***

- ⇒ Stones from Street Preservation project deposited in front of park as instructed previously. Will need to be spread; recommend getting quote after project completion; President Posey & VP Reichert to be consulted before work is completed. Cost should not exceed a few hundred dollars.

***Motion made by April O'Brien to allocate up to \$500 for the spread of stones at park for parking area as instructed with final approval from Pres & VP after quotes; 2<sup>nd</sup> by Dale Reicher; Motion Carried, 5 Ayes.***

**SOLICITOR** – Tim Shultis

-- The Residence at the Bridges: Executed Amended and Original Agreement and updated bonds with Berwick and Grim. Grim states the sidewalk on Berwick side is their property, Abbottstown needs to do new roadwork on their side, curb & sidewalk \$10k would be needed from Borough.

-- Codification/Tax Ordinance adoption update.

***Motion made by Dale Reicher to allocate \$10,000 in capital budget for sidewalk installation at the Kinneman road property, in return the developer will provide the costs for improving our side of Kinneman up to that property, ownership of property will be transferred to the developer/HOA; 2<sup>nd</sup> by Daniel Watkins; Motion Carried, 4 Ayes 1 Nay (O'Brien).***

**ENGINEER** – Chad Clabaugh

-- 2019 Pavement Preservation Project Update: Spread some millings on High St. and driveway. \$4,500 over budget  
1)2 bids 2)cont. #1 inspections 3)S. Fleet St paved full depth (\$2,500 deductible) 4)15 days past for #2.

-- Punch list reviewed with Dennis/Dale, Josh is hopeful for authorization by tomorrow.

***Motion made by Daniel Watkins to pay on AFP, \$80,017.50, contingent on punch list and signatures; 2<sup>nd</sup> by Dale Reichert, Motion Carried, 5 Ayes.***

-- Crack seal is the item over budget, Chad claims work is high quality and “one of the best jobs I’ve seen.” Liquidated damages S&T: not accepted by Council. Josh admitted he knew there were issues with fog sealing. CSD did not convey info to borough; weather issues; sweeping stones (1-2) days.

--Alwine/G&S stormwater run-off; Chad believes curbs should be designed by professionals, yard drain- and pipe is better than grate around back. G&S Foods to pay.

**CODE ENFORCEMENT** – James Graham -- Reports on Code activity in binder.

**COMMITTEES and ORGANIZATIONS:**

**Abbottstown-Paradise Joint Sewer Authority** – April O'Brien: **Reports in Binder**

**Adams County Boroughs Association** – April O'Brien:

**Adams County Council of Governments** – David W. Bolton:

**Adams County Tax Collections Committee** – Craig Peterson: **Reports in Binder**

**Parks and Recreation** – Laura Baker: Paperwork is being processed

**Pennsylvania State Association of Boroughs** – April O'Brien: report, tax resolution

and ordinance

**Personnel Committee** – Dennis Posey/Dale Reichert: Executive session @ 6 pm before next meeting.

**Sidewalks & Streets Committee** – Dale Reichert: Stop sign: radius of view? Chad will report back for enforcement; Mayor.

**York Adams Tax Bureau** – Craig Peterson: **Reports in binder.**

**CORRESPONDENCE** – Several in Binder, to include:

**CODE ENFORCEMENT/ZONING OFFICER:**

- Building Permit/Inspection Report – July 2019 report
- Codes Enforcement Report – July 2019 report
- Enforcement Strategy/Discussions included in Binder/Mayor emailed.

**PENNSYLVANIA STATE POLICE:**

- July 2019 report

**UNITED HOOK AND LADDER COMPANY #33:**

- July 2019 report: received \$217k grant for a breathing apparatus, complaint was filed that improper purchase procedures were used, papers were deemed correct and purchase cleared.

**ADAMS REGIONAL EMS:**

- July 2019 report

**OLD BUSINESS:**

**NEW BUSINESS:** Per Councilor O'Brien: List of who has what keys in the borough (?)

**PUBLIC COMMENT** –

**FOR THE GOOD OF THE ORDER:**

- Councilor Laura Baker – Rt 194 snowplow/drainage. Gutter has build-up, PennDOT cleans grates along roads in other places (Dennis)?
- Councilor April O'Brien –
- Councilor Daniel Watkins – Skateboarding issues
- Administrator David Bolton –
- Mayor Duane Watson –
- Council Vice President Dale Reichert – Thank you for recognition
- Council President Dennis Posey – Thanks to everyone

**ANNOUNCEMENTS** –

- Budget Workshop will be held September 5<sup>th</sup>, 2019 at 7 pm.
- Next regular Council meeting is September 19<sup>th</sup>, 2019 at 7 pm.

***Motion made by Dan Watkins to adjourn at 9:10 pm; 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.***