

# Abbottstown Borough Council Meeting September 20, 2018 7 PM

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

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

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

**ANNOUNCEMENTS:** None

**GUESTS:** Raymond Gouker, Community Media  
Kristen Ritchey, Comcast  
Walter C. Baker, Jr., 389 S. Queen Street

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** *Motion made by Dale Reichert to accept the minutes of August 16, 2018; 2<sup>nd</sup> by Dan Watkins; Motion carried, 5 Ayes.*  
*Motion made by Dale Reichert to accept the minutes of September 6, 2018; 2<sup>nd</sup> by April Trivitt; Motion carried, 5 Ayes.*

## **REPORTS:**

**TREASURER:** Council reviewed the financial documents and prepared bills; Mr. Bolton answered questions concerning specifics. A bank audit was also presented, which was thoroughly reviewed by Mrs. Trivitt.

*Motion made by Dan Watkins to accept the Treasurer's Report for August 2018; 2<sup>nd</sup> by April Trivitt; Motion carried, 5 Ayes.*

*Motion made by April Trivitt to approve paying the bills as presented; 2<sup>nd</sup> by Dan Watkins; Motion carried, 5 Ayes.*

2018 Budget: Administrative adjust to line items in Liquid Fuels to reflect current projects and their balances.

*Motion made by Dale Reichert to approve administrative adjustments to 2018 Liquid Fuels Budget to reflect ; 2<sup>nd</sup> by Dan Watkins; Motion carried, 5 Ayes.*

Mr. Bolton presented a Cost Analysis for 2018 Storm Water Project (Water Street), and a "State of the Borough" Finances report, which

were included in the meeting packet. In all, the Borough is at 91% revenues and 59% expenses through today. The original deficit of \$23,450 from start of year is now under budget by \$44,706, a swing of \$68,156, with revenues projected to be +\$9,525 over budget and expenses projected at (\$58,631) under budget (21.34% savings). Mr. Bolton attributed these outstanding financial figures to implementation of cost-savings and best practices techniques learned through DCED and PSAB training and certification. Council thanked Mr. Bolton for his astute attention to Borough finances.

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

- ⇒ RFPs: Waiting for returns from 4 snowplow contractors.
- ⇒ Center Square estimates: file created at HA Thomson, waiting on 2 quotes (Masonry work and Pole install).
- ⇒ Bill from C. S. Davidson (Inv #128025 “The Residence”): Send to contractor OR pay and then submit to contractor for reimbursement?
- ⇒ ACCOG meeting: County Bridge Program updates, Comcast Agreements, Fireworks
- ⇒ 3<sup>rd</sup> Quarter taxes and UC payments due by Oct 31<sup>st</sup>; Council/Mayor pay next month.
- ⇒ E-cycling event September 15<sup>th</sup>; coordinate date for fourth event with Cumberland and Straban Townships for December.
- ⇒ PSAB Legislative items: report in binder.
- ⇒ AC Office of Planning & Development: Watershed Implementation Plan Phase 3 meeting Sept 25<sup>th</sup> from 1-4 pm at Ag Building.
- ⇒ Columbia Gas/AC Coordinating Comm.: Road work in Borough next year/projects.
- ⇒ Volunteer Fire Relief: \$4,619.41 for 2018 (budgeted \$6k); adjust 2019 budget per Dale; check to UH&L and reports to Auditor General completed.
- ⇒ The Residences: Tim Shultis calls for cost estimates for Kinneman Rd & sidewalk.
- ⇒ ACCOG: Explanation of WIP3 process.
- ⇒ ACCOG: County Bridge Maintenance Project, possible joint bidding.
- ⇒ Projects for 2019: Street Improvements, Codification, Rental Property Inspection Program established. PSAB has 3 credit course on Oct 25<sup>th</sup> in York, \$150/members. Funds available in 400.460 Meetings & Training (\$135/\$700). Council determined that PMCA would be better equipped to work through this process next year, as they have offered assistance in this area from their work in other municipalities. **TABLED.**

**ENGINEER** – Chad Clabaugh -- Discussion on “The Residences”: Council heard a report from Mr. Clabaugh on the process being employed to bring the three parties together under an agreement for work to be done on Kinneman Road. He will be working with Mr. Shultis to finalize documents needed before the combined effort can begin, to include a schedule for cost-sharing of the project.

-- Mr. Clabaugh reviewed the final completion of the 2018 Storm Water project (West Water Street) and answered questions from Council on retainage process and one-year warranty of work (thru 8/17/19). He also gained a \$4,971 discount on work for the “shoddiness” of the curbing (in lieu of replacing). Council was satisfied with the work done by Mr. Clabaugh on the project.

***Motion made by Dale Reichert to approve Change Order #2 (cost savings of \$693.75 from quote); 2<sup>nd</sup> by Dan Watkins; Motion carried, 5 Ayes.***

***Motion made by Dan Watkins to approve AFP #3 final payment to E.K. Services in the amount of \$19,393.66 (\$18,500 LF & \$893.66 Gen Fund) for the 2018 Storm Water Project; 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.***

**SOLICITOR** – Tim Shultis

-- Mr. Shultis sent a written report to Mr. Bolton on:

-- Updates on the Moore Case: Much was a reiteration of the report given by Mr. Clabaugh on the current processes. Mr. Moore's attorney had proposed a payment schedule which was ¼ the monthly amount of the current judgement. Mr. Shultis asked that Council take a vote on the matter.

***Motion made by Laura Baker to deny payment proposal from Chris Moore via attorney with regards to Mr. Shultis' opinion; 2<sup>nd</sup> April Trivitt; Motion carried, 5 Ayes.***

-- Proposed Fireworks Ordinance: Mr. Shultis has consulted with other municipal solicitors and has presented a final version for review. One change was made by Council concerning consumer fireworks time limits (6 am start time changed to 9 am). Ordinance is ready to advertise for vote at October 18<sup>th</sup> meeting.

***Motion made by Laura Baker to advertise Ordinance 2018-01 (Fireworks) for Oct. 18<sup>th</sup>, 2018; 2<sup>nd</sup> Dan Watkins; Motion carried, 5 Ayes.***

**CODE ENFORCEMENT** –

-- Mr. Graham provided reports on individual enforcements. He informed Council via Mr. Bolton that he will be on vacation the week of Sept 23-29.

-- Councilor Trivitt inquired if enforcement was being done at the Shearer residence. She states the bush at the corner of their back lot creates a blindspot for motorists at the stop sign on E. Fleet Street. Mr. Bolton explained the process of issuing notices before action is taken. Councilor Trivitt offered to cut the bush as she feels it is in Borough Right-of-Way but was advised against it.

## **COMMITTEES and ORGANIZATIONS:**

**Finance and Budget** – Mr. Bolton provided updated copies of the General and Liquid Fuels Draft Budgets for 2019 to Council. The next advertised Budget Workshop is scheduled for Oct. 4<sup>th</sup> at 7 pm. Vice-President Dale Reichert will not be attending. Councilors expressed their opinion for and against cancelling the meeting, as there is little left to do. No action was taken to cancel the meeting.

**Parks and Recreation** – Councilor Baker presented templates for an agreement and MOU for Neil Strategy Group (non-profit for Rec Park and Square). Mr. Bolton was asked to convey to Mr. Shultis Council's desire to have the documents prepared. President Posey suggested Council vote tonight to approve entering into contract (to be ratified at next regular meeting) and allocating funds for two months this year at \$300/mo. for Ms. Neil to begin work with Councilor Baker to establish the non-profit.

***Motion made by Dennis Posey to enter into agreement with Neil Strategy Group to establish non-profit for Rec Park and Square (to be ratified at next meeting after Mr. Shultis provides final copies); 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.***

***Motion made by Dennis Posey to allocate \$600 from Expense Line 454.450 Parks: Contracted Services to fund the Neil Strategy Group's work on non-profit through 2018; 2<sup>nd</sup> by Dale Reichert; Motion carried, 5 Ayes.***

**PA State Assoc. of Boroughs** – Mr. Bolton to attend Leadership Conference October 12-14, 2018. Office will be closed on Oct 12<sup>th</sup> per previous Council approval.

**CORRESPONDENCE** – Reports were available in binder from Code Enforcement, PSP, United Hook & Ladder, Adams Regional EMS.

**NEW BUSINESS** – Vice-President Reichert relayed information concerning the merger between Hampton and United Hook & Ladder FDs, as well as Fairfield FD's involvements with Adams Regional EMS.

**PUBLIC COMMENT** – Mr. Walter Baker expressed his opinion on the proposed increase to the Secretary/Treasurer position for 2019. He states that he was shown a copy of the draft budget and reviewed it prior to attending the meeting.

Mr. Raymond Gouker of Community Media thanked Council for their support and solidarity in supporting the TV station. He said Council has created a "new seriousness" in him and his staff for

helping the community. Several Councilors expressed personal opinions on Comcast's position.

**FOR THE GOOD OF THE ORDER:**

- Councilor Laura Baker – Suggested that, in lieu of fighting Comcast for the .75% PEG fee, Council give an additional percent over the 2% budgeted from Franchise Fees for 2019.
- Councilor April Trivitt – Asked about the progress on the Work Orders for Don Myers; President Posey said he is still working on it. She also asked if Mr. Bolton should fill out work orders if he is in the community on business. President Posey clarified that work orders are for physical work being done in the borough and to track Public Works activities and resources. Councilor Trivitt also suggested hiring someone to paint curbs.
- Councilor Daniel Watkins – Cheapside Street, blue house is parking three-axel vehicles along street, limiting tractor trailers access to the mill. Council asked Mr. Bolton to confer with Mr. Shultis on the options of a street study (as we do not have municipal police).
- Administrator David Bolton – To be absent from Oct 18<sup>th</sup> meeting.
- Mayor Duane Watson – Nothing further.
- Council Vice President Dale Reichert – Suggested Council direct Mr. Bolton to send a letter to Mrs. Ritchey and Comcast reiterating their stance on keeping the agreement as presented previously. Several Councilors expressed opinions and Mr. Gouker gave some more information on other municipal agreements. After debate, Council directed Mr. Bolton to compose a letter from Council.
- Council President Dennis Posey – Thanks to all involved for working on on all the current projects in the borough.

**RECESS** – President Posey calls for recess for an Executive Session (Personnel).

***Motion made by Daniel Watkins to recess at 8:40 pm; 2<sup>nd</sup> by Dale Reichert; Motion approved, 5 Ayes.***

**RECONVENE** – President Posey calls Council back to order at 8:47 pm.

**OLD BUSINESS** – Several Councilors reiterated their resolve to not have local taxes collected at the borough building. President Posey directed Mr. Bolton to draft a letter to Mrs. Harman explaining she will need to find her own office space for collection in the future, per advice of Mr. Shultis. Councilors again reiterated their stance with the Comcast agreement.

**ANNOUNCEMENTS** – An Executive Session was held at 8:40 pm to discuss Personnel (Employee Review).  
Next Council meeting is October 18<sup>th</sup> at 7 pm.

***Motion made by Daniel Watkins to adjourn at 8:54 pm; 2<sup>nd</sup> by Dale Reichert; Motion approved, 5 Ayes.***