

Abbottstown Borough Council Meeting September 19, 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. ABSENT: Engineer, Chad Clabaugh.

ANNOUNCEMENTS: An Executive Session was held at 6 pm this evening to discuss
Personnel matters and Legal matters with the Solicitor.

GUESTS: Susan Littlestar, 39 Town Circle;
Frank Anderson, 28 South German Street;
Tara Bolton and Logan Kibler, Conewago Twsp.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

***Motion made by Daniel Watkins to accept the
minutes of August 15th; 2nd by Dale Reichert;
Motion carried, 5 Ayes.***

***Motion made by Daniel Watkins to accept the
minutes of September 5th; 2nd by Dale Reichert;
Motion carried, 5 Ayes.***

TREASURER REPORTS:

Profit /Loss Statements; Bank Acct Statements;

***Motion made by April O'Brien to accept the
Treasurer's Report thru August 31st, 2019; 2nd by
Daniel Watkins; Motion carried, 5 Ayes.***

Prior to the approval of expenditures, a discussion was had on an invoice received at the Borough Office addressed to and in the name of Laura Baker. Councilor Baker previously asked Council if she could get quotes on taking down a dead tree in the park, however, she never brought the quotes back for Council to approve, nor did Council authorize the work to be completed. The work was completed by Nevin Lucabaugh of Nunda Fruit Farms and he submitted the invoice of \$400 into the Borough mailbox. It was stated that he cut down the tree and took the wood. Solicitor Shultis advised that without Council approving the work or the proper insurance documents being presented to the borough, the taking of the tree qualifies as theft. Mr. Bolton explained that

without certain documentation, problems could arise during our annual audit. Mr. Bolton was instructed not to pay the invoice. He will contact Mr. Lucabaugh for more information about his insurance coverages prior to next meeting and advise Council.

Approval of Expenditures;

Motion made by Dale Reichert to approve paying the bills as presented, with the one exception listed above; 2nd by Dan Watkins; Motion carried, 5 Ayes.

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

- ⇒ Center Square warning signs installed by Mr. Anderson and Mr. Bolton; great responses from the community.
- ⇒ Replacement swings were installed by Councilor Baker and “Buzzy”.
- ⇒ Fire Relief funds released to UH&L along with any accrued collections.
- ⇒ Quotes for insurance coverages for Police Dept next year received and put into budget proposal; reviewed at Budget Workshop on 9/5/19.
- ⇒ Recommissioned to the Governors Rural Development Council by PSAB – 4 yrs.
- ⇒ Nomination for 2nd Vice-President of PSAB; election is June 2020 Annual Conference.
- ⇒ Received a decrease in our PSAB UC costs for 2020.
- ⇒ ISO Building Code Effectiveness Grading: National Schedule Program. Abbottstown received “Class 3” for commercial and residential. Nationally: Top 5% residential and Top 10% in commercial. Requested customized BCEGS report for borough. Rating focuses on degree of enforcement of local codes and hazard mitigation. Ratings also identify risk assessments and help increase premium credits for insurances. If we implement a Rental Property Inspection Program next year, we can update our profile for higher ratings. ***Email sent to PMCA/Darrin Catts thanking them for their efforts.***
- ⇒ Discussed CC Rd bridge with Pres. Posey. Letters sent to Commissioners and Senator in June 2017 were never answered for help. Working with Adams County Office of Planning and Development (Andrew Merkel) to have bridge put on next Transportation Improvement Plan. Borough cost expected to be less than \$100K; total project may run \$1.2M. Will keep updated once draft TIP is presented to ACTPO.
- ⇒ Attended the PSAB Webinar on legalities of Part-Time Police administration.

SOLICITOR – Tim Shultis

-- The Residence at the Bridges: Mr. Shultis reviewed the file on the Kinneman Rd property owned by the Borough. In March 2017, an advertisement for sale of property (with N. Queen St property) was run in Gettysburg Times. State requires 2 such ads for bids prior to sale without bid. 3-month process must ensue to convey the property to the HMO or builders; 1st at 10 days and 2nd at 30 days. Mr. Shultis will contact builders to see if they can wait that long for the process.

-- Codification/Tax Ordinance adoption update: need a meeting with 2 Councilors and Mayor to review the “added” regulations inserted by General Code to compensate for our missing legislation (approval at time of adoption of codification ordinance). Mr. Bolton will coordinate.

-- Mr. Shultis has reviewed the proposed agreement between the Borough and the Bulldogs Baseball Team to use the practice field for 2020. It is ready for approval.

Motion made by Dale Reichert to approve President Posey to sign Bulldog agreement; 2nd by Dan Watkins; Motion carried, 5 Ayes.

ENGINEER – Chad Clabaugh

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

-- Report on E. Fleet/CC Rd. sightline issue was received from Mr. Clabaugh; forwarded to Mr. Graham; authorized enforcement from Mayor Watson.

-- Several citations being issued for unresolved issues through the summer. Disgruntled perpetrator entered a Right-To-Know request on ALL notices issued since January 2017; amended to 2018.

COMMITTEES and ORGANIZATIONS:

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

Adams County Boroughs Association – April O'Brien: **Reports in Binder**

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

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

Parks and Recreation – Laura Baker:

Pennsylvania State Association of Boroughs – April O'Brien: **Reports in Binder**

Personnel Committee – Dennis Posey/Dale Reichert: Councilor Baker has submitted a Performance Review for Raeanne Stumpf (PT Maint./Seasonal) and requests an immediate pay increase.

Motion made by Dan Watkins to increase payrate for Raeanne Stumpf from \$10 to \$12 per hour effective immediately; 2nd by Dale Reichert; Motion carried, 5 Ayes.

In regard to Mr. Bolton's work schedule, Mr. Shultis advised Council that they are not required to offer

benefits to any employees since the Borough does not have 50 or more Full Time employees, regardless of how many hours are worked. Council wants to consider Mr. Bolton's suggestion to open the office 5 days per week, increasing the hours of service from 12 to 32 per week.

Motion made by Dan Watkins to increase Mr. Bolton's hours from 30 to 35 per week, effective immediately; 2nd by Dale Reichert; Motion carried, 5 Ayes.

Motion made by Dan Watkins to increase the office hours as such: M-W 8:30-3, Th 10-5, Fri 8:30-2, effective immediately. Mr. Bolton will post the times of his committee involvements on the door for residents to have advanced notice; 2nd by Dale Reichert; Motion carried, 5 Ayes.

Mr. Bolton was asked to send Performance Review forms for his annual review due in October, in consideration of his pay increase. An Executive Session will be held at 6:30 pm prior to the next scheduled meeting to discuss.

Sidewalks & Streets Committee – Dale Reichert:

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

CORRESPONDENCE – Several in Binder, to include:

CODE ENFORCEMENT/ZONING OFFICER:

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

PENNSYLVANIA STATE POLICE:

- August 2019 report

UNITED HOOK AND LADDER COMPANY #33:

- August 2019 report

ADAMS REGIONAL EMS:

- August 2019 report

OLD BUSINESS: **TABLED TWICE:** Abbottstown Borough Police Department Goals & Objectives (handout): Mr. Graham has developed policy to submit for ORI approval. Council should vote to accept.

Motion made by Dale Reichert approve the ABPD Goals and Objectives; 2nd by April O'Brien; Motion carried, 5 Ayes.

TABLED TWICE: 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.

Motion made by April O'Brien to allocate up to \$25K for Mr. Graham to purchase and equip police vehicle, with additional final approval from Mayor Watson once vehicle is found, prior to purchase; 2nd by Dale Reichert; Motion carried, 5 Ayes.

2020 PROPOSED BUDGET: Council to discuss/review items prior to approval for advertising (must advertise as available for 10 days).

Motion made by Dan Watkins to approve advertisement of 2020 Municipal Budget; 2nd by Dale Reichert; Motion carried, 4 Ayes (Baker dissents).

NEW BUSINESS: Review of Resolution 2019-05 Levying the Taxes Identified herein for the Fiscal Year 2020 (no advertising requirement with no increase). Mr. Shultis advises that Council wait until Budget Advertisement period is completed and Budget is approved prior to adopting resolution. **TABLED**

Review of Resolution 2019-06 in support of HB 1775 & SB 101 Stormwater Facilities on State Highways. Passed by ACBA; COG Legis.

Motion made by April O'Brien to to adopt Res. 2019-06 as presented; 2nd by Dan Watkins; Motion carried, 5 Ayes

Community Media – Christmas message from Council to be filmed.

Former account for Community Picnic (Pres. Posey): to be investigated.

PUBLIC COMMENT – None

FOR THE GOOD OF THE ORDER:

- Councilor Laura Baker – Various snow removal issues were brought forward. Councilor states her husband has 40 years of experience. President

Posey addresses the challenges of plowing within cul-de-sacs. Mayor will meet with Randy Beaver before next season to discuss possible solutions.

Councilor Baker asks when we are going to purchase snow stakes for hydrants and corners. Mr. Bolton is waiting for her to let him know how many will be needed prior to purchase.

- Councilor April O'Brien – Nothing further.
- Councilor Daniel Watkins – Nothing further.
- Administrator David Bolton – Council authorizes Mr. Bolton to get quotes on the traffic markings needed in Center Square after PennDOT work completed. Street sweeping will be delayed until after the Winter season.
- Mayor Duane Watson – Would like to see what we can do to add additional LED warning lights in Center Square. Mr. Bolton will communicate with PennDOT.
- Council Vice President Dale Reichert – Nothing further.
- Council President Dennis Posey – Thanks to everyone.

ANNOUNCEMENTS:

- Budget Workshop will be held September 5th, 2019 at 7 pm. Several council members express no need for further review of budget and thank Mr. Bolton for his thorough preparation and analysis of the Borough finances.

Motion made by Dale Reichert to cancel the remaining Budget Workshops advertised for 10/3, 11/7, 12/5; 2nd by Dan Watkins; Motion carried, 4 Ayes (Baker dissents).

Councilor Baker makes a muffled comment, gathers her items and leaves meeting.

- Next regular Council meeting is October 17th, 2019 at 7 pm.

Motion made by Dan Watkins to adjourn at 8:47 pm; 2nd by Dale Reichert; Motion carried, 4 Ayes.