

Abbottstown Borough Council Meeting December 19, 2019 7PM

CALL TO ORDER: 7:00 p.m.

PLEDGE OF ALLEGIANCE: Led by President Dennis Posey.

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

GUESTS: John Golanoski, P.E., Wm. F. Hill & Associates

PUBLIC COMMENT: John Golanoski, P.E., Wm. F. Hill & Associates introduced himself to
Council as the Borough's Engineer for 2020 and answered
questions about various projects.

APPROVAL OF MINUTES: *Motion made by Dale Reichert to accept the
minutes of November 21st; 2nd by Dan Watkins;
Motion carried, 5 Ayes.*

TREASURER REPORTS:

Profit /Loss Statements; Bank Acct Statements;

*Motion made by Daniel Watkins to accept the
Treasurer's Report thru November 30th, 2019; 2nd
by Dale Reichert; Motion carried, 5 Ayes.*

Approval of Expenditures;

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

*Motion made by April O'Brien to approve paying
the bills thru 12/31/19; 2nd by Dale Reichert;
Motion carried, 5 Ayes.*

Mr. Bolton presented the 2019 Budget Review; all
expenses paid as of today through EOY. He also
presented an analysis of debt service and financial
standing of borough per VP Reichert (spreadsheet
developed to track); showing effects of double
payments on graduated schedule and interest savings
(11 years less on repayment and \$110K in interest).

ADMINISTRATIVE REPORTS: – David W. Bolton, MBA, CBO, updated Council on:

- ⇒ Sent thank you letter to DAS (lawn care) per Mrs. Baker
- ⇒ Executed agreement with Bermudian Baseball for 2020 season

- ⇒ Sent donations authorized to ACOA, AC-SPCA and EBACC (all sent thanks)
- ⇒ WEX Fuel Card for Police vehicle received, account parameters established
- ⇒ Meetings for 2020 and Ordinance 2019-04 duly advertised in the Times
- ⇒ Chromebooks purchased per Council vote; max cost approved was \$1200; actual cost for 12 Chromebooks at \$807.72 for 12; programmed and networked. List prices between \$129-\$150 each; purchased for \$63.50 each. User agreement forms will be available at Reorganization meeting.
- ⇒ Knox Box arrived; will install with help of VP Reichert before New Year
- ⇒ Working with NOHS Guidance Office to identify candidate for JCP program
- ⇒ Borough Training Matrix established for 2020; to use with PSAB Subscription
- ⇒ Worker's Compensation Audit with NEIS/Wesco; Auditor Kathy Iddings said we were one of the most prepared municipalities she has worked with; thanked for preparing.
- ⇒ Borough Newsletter; sent out Dec 2019 edition by email; compliments from Kevin Moul and Pam Lady at EBACC.
- ⇒ Letters of Interest received from: Daniel Watkins for Borough Council in 2020 and Mary Galantino for Zoning Hearing Board in 2020 (O'Brien previously submitted, also)
- ⇒ Comcast Agreement; working with coalition on excess invoice charges and language in agreements
- ⇒ Police vehicle from Gettysburg; met with Sara and Charles to get title; need to do title work; inspection is good; need tires asap in January (previously approved in budget)
- ⇒ Ordered and received Comcast Essentials pamphlets requested by Mrs. Baker
- ⇒ Sent thank you letter to Altland House as requested by Ms. O'Brien
- ⇒ Will be setting up office space after records disposition (New Business)
- ⇒ Working with Leslie Rhoads, Sustainability Coordinator for PA Municipal League, on updates to our Floodplain Management Ordinance, as mandated by changes to the Flood Insurance Rate Map (FIRM) and FEMA (Jan. 22, 2020 for Letter of Final Determination and July 22, 2020 for new maps effective date). Failure to comply results in suspension from the National Flood Insurance Program. This project is cost-free to the borough. Ms. Rhoads will help to develop updated ordinance which can be reviewed by Mr. Shultis and then approved by Council.
- ⇒ Ryan Wilson, ClearGov, presented a proposal for services. These services would be part of our IT budget and lend itself to transparency, information dissemination and back end tools will cut time for producing future budgets, as well as offering comparisons to other similar municipalities (eliminating data mining time for research). Email was sent out yesterday with demo of the site services which can be linked to our current website.
- ⇒ Invitation to the United Hook & Ladder No 33 Annual Business Presentation on January 22, 2020 at 6:30 pm at the Altland House. Need to know who is interested in attending.
- ⇒ Working with Bicky Redman in Adams County Office of Planning and Development on Waste Collection Contracts; current contracts expire March 31, 2021; allows for extension of one year. County wants feedback on if group bidding has been helpful and is wanted in the future. Getting information on extension for January meeting.
- ⇒ Working with Straban, Cumberland and East Berlin on 2020 E-Cycling event dates.
- ⇒ County hosted websites will get new platforms next year (program through CCAP); more user friendly and provides apps, alerts and more. Migration fee of \$100 in 2021; hosting and support costs will not change. Will receive training after established.
- ⇒ Working with Bobbi Bican, Transportation Coordinator for CVSD, with bus driver line of sight issues. Chief Graham will have to conduct a traffic study in January to address

- ⇒ Met with Pete Socks (Chair, Berwick Supervisors) and his road master on Kinneman Road issues; top coat to be put on for Winter to open road until Spring (originally set by Dec 20); tending to permit and access issues with York Water and Mr. Graham.
- ⇒ Tom Parichuk stopped in to thank the Borough for the work received in 2020.
- ⇒ Haugh family decorated Center Square for Christmas season; provided tree and all.
- ⇒ PENNDOT; borough is responsible to replace all speed signs 35 mph and under within borough limits; signs along Rt 30 are old and dingy; replace in January.

President Posey asks why the trash was not picked up this morning. Mr. Bolton will reach out to Waste Connections and ask.

Councilor O'Brien requests that letters of thanks be sent to JVI and Stewart & Tate for their work in the borough this past year. Mr. Bolton will draft and send next week.

SOLICITOR – Tim Shultis Residences – addressing concerns from citizens, may not get paved before Winter as planned, no more progress otherwise. April – did they get permits for Sutton (yes, Mr Graham keeping track), engineering for Kinneman Rd Rt 30 side for mutual work (our side good, theirs not so much).

Codification – still working on the list of ordinances that need addressed and deleted, not a huge priority but making progress.

Crowdfunding idea – there is some leg work that needs done; municipal projects not a good focus because people pay taxes for that; might not be worth much money; service is not free, fees can eat up the donations. Dennis – asking directly for donations from businesses for door check services, etc.

Tow company contracting – a list of companies used by Hanover, based on availability, make it close, the 'need' (impounding, etc), general towing can use a list. Chief – criminal towing (borough pays and gets reimbursed) and towing requested from accident (nearest available tower); anyone that tows will need certain insurances, signed trucks, background checks of drivers; impound lot must be secured and 24/7 availability to enter vehicles/lot; application has been developed for service providers. Least liability is to have a list and let the owners pick who they want to use (must be reasonable response time). Dennis – have Mr. Shultis review the application before it is sent out to potential service providers. Chief – tractor-trailer towing separate issue.

ENGINEER – Chad Clabaugh: No Report.

ABBOTTSTOWN BOROUGH PD – Chief James Graham:

Burning over on Sutton Rd, was reported as Moore but it was not but Moore did erect a fence without permits and has four junk vehicles on property. Discussion over weight limits vs axle limits on Sutton Rd. Mr. Shultis advises on what the borough can do according to the law. Dennis – is there a weight limit over culverts? John Golanoski – Yes there are weight limits for such. Tim – culvert would need a traffic study to determine weight limits over. Chief – if there are no scales available, you cannot enforce weight. If axle limit, it can be done by sight. Local traffic cannot be restricted. With Moore, we can send another enforcement notice

per Mr. Shultis. Chief will send another notice of noncompliance. Mr. Shultis will look at contempt of previous order options.

301 Pleasant Street – old army vehicles and renovating into search and rescue vehicles. Sent a notice of noncompliance and he said the ordinance was too vague and that he can fight it.

Moving offices from current room to storage room for security and access for utility room, key with #3. Phone service and jet pack with Verizon Homeland Security package (\$80/mo for all) with free phone. Phone number by next week and equipment coming. Final purchase is the safe; TSC on sale is the best prices available. Needs at least a 30 capacity with minimum 30 min burn. Pres. Posey instructs Mr. Bolton to check with WFX and others to see if they have anything available. Chief spoke to EB Chief about VFW giving donations from small games of chance funds.

COMMITTEES and ORGANIZATIONS:

Abbottstown-Paradise Joint Sewer Authority – April O'Brien: Meeting on Tuesday

Adams County Boroughs Association – April O'Brien: Meeting Nov. 18th at Pike.

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

Adams County Tax Collections Committee – Craig Peterson:

Parks and Recreation – Laura Baker: Nonprofit update. The EIN was not obtained, she thought it was in the paperwork given to her by Ms. Neil, lawyer has not updated anyone on paperwork, no real progress. Councilor Watkins states he thought we were told everything was ready at last meeting; Councilor Baker says she thought she did have it all. Also, she used her council salary (donation) to get paperwork, PO Box, phone, etc. As of Nov 1st, non-profit was on their own. President Posey asks if is it easier to get grants without non-profit? Councilor Baker confirms yes, some can only be obtained by the borough. Grants can also be obtained with help of engineer. Pres. Posey says for over a year, the non-profit folks have not helped anyone at all. Councilor Watkins says he wants to drop it, Pres. Posey agrees. Councilor Baker counters that nonprofit would inspect the equipment and provide matching funds; otherwise, the borough has to do it. John Golanoski, Engineer, states that grants are within their scope of expertise and they can help going forward. Councilor Watkins asks what the success rate of their grant apps is (John – 85%). Questions posed to Mr. Bolton about former intern's discoveries for application processes with non-profits, Mr. Bolton relays information given at previous meetings.

Motion to discontinue non-profit by Daniel Watkins, 2nd by Laura Baker; Motion carried, 5 ayes.

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

Personnel Committee – Dennis Posey/Dale Reichert:

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 – November 2019 report
- Codes Enforcement Report – November 2019 report
- Enforcement Strategy/Discussions included in Binder/Mayor emailed.

PENNSYLVANIA STATE POLICE:

- November 2019 report

UNITED HOOK AND LADDER COMPANY #33:

- November 2019 report

ADAMS REGIONAL EMS:

- November 2019 report

OLD BUSINESS: -- Consideration of passage for Ordinance 2019-04 Re-establishing Authorities within the Scope of Motor Vehicles, Traffic, Streets and Sidewalks, duly advertised in the Gettysburg Times and held on display at the borough office and on our website.

Motion made by Daniel Watkins to enact Ordinance 2019-04 as advertised; 2nd by Dale Reichert; Motion carried, 5 Ayes.

-- Money from Abbottstown Community Picnic Fund (discussion). President Posey mentions that Community Picnic funds will be transferred to the borough by next month.

NEW BUSINESS -- Appointment of PA Municipal Code Alliance as Code/UCC Enforcement provider for 2020 (no increase in fee schedule from 2019).

Motion made by Dale Reichert to accept proposal and to authorize Pres. Posey to sign agreement for code enforcement and UCC in 2020 with PA

***Municipal Code Alliance; 2nd by April O'Brien;
Motion carried, 5 Ayes.***

-- Consideration of adoption of Resolution 2019-15 Declaring Intent to Follow the Schedules and Procedures for Disposition of Records as set forth in the Municipal Records Manual.

***Motion made by Daniel Watkins to adopt
Resolution 2019-15 as presented; 2nd by Dale
Reichert; Motion carried, 5 Ayes.***

-- Consideration of adoption of Resolution 2019-16 Declaring Intent to Follow the Schedules and Procedures for Disposition of Records as set forth in the Municipal Records Manual for specific records stated herein.

***Motion made by Dale Reichert to adopt Resolution
2019-16 as presented; 2nd by Daniel Watkins;
Motion carried, 5 Ayes.***

-- Authorization for President Posey and David Bolton to sign Agreement and Release in regard to Mr. Brian Platt.

***Motion made by Daniel Watkins to approve
signing Agreement & Release; 2nd by Dale
Reichert; Motion carried, 5 Ayes.***

PUBLIC COMMENT – None

FOR THE GOOD OF THE ORDER:

- Councilor Laura Baker – Nothing further
- Councilor April O'Brien – Asks if all #2 keys and shed keys were turned in. VP Reichert has #2 key until Knox Box is installed and Pres. Posey has shed and #2 keys to do work on offices and space for police car.
- Councilor Daniel Watkins – Nothing further.
- Council Vice President Dale Reichert – Nothing further.
- Council President Dennis Posey – Thanks everyone for working together and wishes a Merry Christmas. Recognizes Sgt Matthew Bolton in the audience for his service in the USMC and hopes he has a good holiday visit.
- Mr. Shultis states he has multiple reorganization meetings on the 6th so he may be running a little late.

ANNOUNCEMENTS:

- Council Reorganization meeting is January 6th, 2020 at 7 pm.
- Next regular Council meeting is January 16th, 2020 at 7 pm.

***Motion made by Daniel Watkins to adjourn at 8:30
pm; 2nd by Dale Reichert; Motion carried, 5 Ayes.***