

## MINUTES

## SHREWSBURY BOROUGH COUNCIL

REGULAR AND REORGANIZATIONAL MEETING

JANUARY 4, 2016

PRESENT: Mayor Peter W. Schnabel, Fred W. Arbogast, Richard R. Buchanan, Michael G. Sharkey, Christopher M. Skoglund, Stanton L. Walters, Diane Kraatz, and Ted Nadobny

## OTHERS

PRESENT: Brian L. Sweitzer, Supt. of Public Works; Jeffrey L. Rehmeyer, II, Esq.; David Lipinski, P.E.; Nate Kirschman; John-Paul Whitmore

The regular and reorganizational meeting of the Borough Council convened at 7:00 p.m. in the Borough municipal building, 35 West Railroad Avenue, with Mayor Peter W. Schnabel presiding.

**OATHS OF OFFICE**

Mayor Schnabel administered the Oaths of Office to re-elected Council members Michael G. Sharkey and Stanton L. Walters and newly-elected Council members Diane Kraatz and Ted Nadobny; the Affidavits of Residency were administered just prior to the meeting.

**ELECTION OF PRESIDENT** – Mayor Schnabel presiding

C. Skoglund moved to nominate Richard R. Buchanan for the position of Council President. M. Sharkey seconded. There were no other nominations.

**ELECTION OF VICE PRESIDENT** – Mayor Schnabel presiding

F. Arbogast moved to nominate Michael G. Sharkey for the position of Council Vice President. C. Skoglund seconded. There being no other nominations, the motion carried with all in favor.

**ELECTION OF PRESIDENT PRO TEM** – President Buchanan presiding

Christopher M. Skoglund is the Council President Pro Tem, should the need arise.

**APPOINTMENTS BY COUNCIL**

Secretary – Cindy L. Bosley

Assistant Secretary/Treasurer – Shirley M. Shaw  
 Treasurer – Cindy L. Bosley  
 Zoning Hearing Board Solicitor – Andrew Miller, Esq.  
 Sewage Enforcement Officer – Keith Hunnings  
 Auditor – Baker Tilly Virchow Krause, LLP (formerly S F & Company)  
 Borough Engineer – James R. Holley & Assoc.  
 Borough Solicitor – Jeffrey L. Rehmeier, II, Esq. of CGA Law Firm  
 Planning Commission Engineer – James R. Holley & Assoc.  
 Zoning & Building Permit Officer/BCA – South Penn Code Consultants, LLC  
 Keith J. Hunnings; Commonwealth Codes UCC building inspections

C. Skoglund moved to approve the above appointments.  
 S. Walters seconded. The motion carried with all in favor.

#### Southern Regional Police Commission

Mayor Peter W. Schnabel  
 Richard R. Buchanan  
 Nathan Kirschman, alternate

#### Police Pension Committee

Mayor Peter W. Schnabel

#### Police Civil Service

James Carman

#### SYC Planning Commission

Diane Kraatz  
 Michael G. Sharkey – alternate

M. Sharkey moved to approve the above appointments.  
 F. Arbogast seconded. The motion carried with all in favor.

### **OTHER APPOINTMENTS**

#### Water & Sewer

Ted Nadobny, Chairman  
 Michael G. Sharkey

Fred W. Arbogast

Public Roads & Lighting

Michael G. Sharkey  
Ted Nadobny  
Stanton L. Walters

Public Safety, Welfare & Personnel

Fred W. Arbogast  
Richard R. Buchanan  
Michael G. Sharkey

Public Lands, Buildings & Finance

Christopher M. Skoglund  
Stanton L. Walters  
Fred W. Arbogast

Subdivision, Land Development and Zoning

Diane Kraatz  
Michael G. Sharkey  
Stanton L. Walters

Strategic Planning Committee

Stanton L. Walters  
Michael G. Sharkey  
Christopher M. Skoglund

Community Interface Committee

Christopher M. Skoglund  
Stanton L. Walters  
Fred W. Arbogast

Retirement Committee: Trustees Pension

Christopher M. Skoglund, Chairman  
Fred W. Arbogast

Chief Administrative Officer of Pension Plan

Christopher M. Skoglund

Local Government Advisory Committee

Stanton L. Walters

Michael G. Sharkey, alternate

Council of Governments

Stanton L. Walters

Fred W. Arbogast, alternate

York Adams Tax Bureau

Michael G. Sharkey

Fred W. Arbogast, alternate

Tax Payers' Bill of Rights

Diane Kraatz

Emergency Management Representative

Stanton L. Walters

Vacancy Board

Christopher M. Skoglund

John LaMartina – Registered Elector

Emergency Management Director/Coordinator and Assistants

Stanton Walters, Coordinator

Nathan Kirschman, Assistant

Public Information Officer

Michael W. Ridgely

Traffic and Access Control Officer

vacant

Open Records Officer

Cindy L. Bosley

C. Skoglund moved to approve the foregoing appointments (Traffic and Access Control Officer currently vacant).

M. Sharkey seconded. The motion carried with all in favor.

**CITIZEN'S COMMENTS****APPROVAL OF MINUTES**

The minutes of the December 9 and December 28 meetings were approved by mutual consent by those who were at that meeting.

**APPROVAL OF EXPENDITURES AND REPORT OF ACCOUNTS**

C. Skoglund stated the expenditures and report of accounts for December will be presented in February.

**BILL LIST**

The bill list for December was presented: General account: check numbers 13164 thru 13212; Water account: check numbers 5488 thru 5498; Sewer account: check numbers 5077 thru 5092; Highway Aid account: check numbers: none.

C. Skoglund moved to approve the bill list for December, 2015.

F. Arbogast seconded. The motion carried with all in favor.

**APPROVAL OF PAYROLL REGISTER**

C. Skoglund moved to approve the December 7 and 21 payroll registers.

F. Arbogast seconded. The motion carried with all in favor.

## Codes Enforcement

### Southern Regional Police Department – Richard R. Buchanan/Mayor Schnabel

New Freedom and Glen Rock Boroughs approved the budget with a 2.4% increase leaving room for vests and a replacement copier. A replacement vehicle is on hold as are the cameras. The deadline to change the funding formula is June 30. The Borough needs two citizens at large to be on the formula committee along with R. Buchanan. Tony Myers volunteered last month and another citizen needs to be appointed. The two officers who left can now be replaced which should be done by early March.

### Water & Sewer – Ted Nadobny and Supt. Sweitzer

#### Susquehanna River Basin Commission

R. Buchanan stated Attorney Hartman called and said the State representatives cannot attend the appeal hearings and that after the appeal(for Blouse and Smith Wells) is over, they can become involved again. The SRBC has been told of our plan of future monitoring of the withdrawals over the next few years and that \$80,000.00 has been budgeted for the SCADA. The SRBC wants the data daily. Sol. Rehmeier said the invoice for \$800.00 is stayed for now.

#### Woodlyn Well Repair

The Well is still out of commission and the Blouse, Pumphouse, and Meadow Wells are pumping at 73% permitted capacity. Kohl Brothers will repair the well in January and hopefully the Woodlyn Well will be back in operation in February.

#### Sewer Meters

FloWAV removed its meters in November as part of the free sales demonstration. Another company will install its meter for a free demonstration for the first week in January. Price, portability, accuracy, and data format availability will be compared.

#### Diesel Spill

Local residents called to report a strong diesel fuel odor on South Main Street on December 17 during a rain event. The spill was tracked to the intersection of East Church Street but could not find evidence of a vehicle or origin of the spill. The spill is in zone 2 of the Thompson Well and ended up in the detention pond on the west side of South Main Street. DEP was called and the Borough's hydrogeologist will determine spill travel time. It is very unlikely the spill will affect the well.

(see Unfinished Business for discussion on Deer Creek Pump Station discussed at that time.)

## **SUBDIVISION AND LAND DEVELOPMENT BUSINESS**

### **Public Roads & Lighting** – Michael G. Sharkey

#### Covington Drive Traffic Calming

Supt. Sweitzer will contact LTAP and the traffic engineer to study a few streets and traffic calming options.

#### Traffic Calming Device

The device that attaches to telephone poles that displays mph a vehicle is traveling costs around \$2,000.00 and can be moved from place to place easily. Since there is no room in the Southern Regional Police Budget for this purchase, the Borough will purchase one for use in the Borough. Stewartstown Borough will be contacted to see if it wants to share the cost and they can use it as well.

M. Sharkey moved that the traffic calming device be purchased at a cost not to exceed \$2,500.00.

S. Walters seconded. The motion carried with all in favor. If other municipalities want to rent the unit, a rental cost will need to be determined.

#### North Main Street PennDOT Meeting

The Secretary will set up a meeting regarding the repaving project and Supt. Sweitzer and M. Sharkey will attend.

#### Woodland Drive Repaving

The specifications are almost finished and the bids will be opened just before the March meeting. A penalty clause will be included in the specifications.

#### Traffic Signal Timing (Main Street and Forrest Avenue)

C. Skoglund noted the timing has not been changed as yet as it is still in the East Forrest Avenue corridor coordination. Eng. Lipinski stated he will contact TRG tomorrow to see if they can expedite the traffic signal permit amendments.

### **Public Lands, Buildings and Finance** – Christopher M. Skoglund

C. Skoglund stated he will ask the bookkeeper, Kim Dettinger, to prepare the January financial reports that he usually prepares. He will have the 2015 – 2016 budget to actual to distribute at the February meeting.

## **ENGINEER'S REPORT**

### Southern Farms Phase 2 Sewer Lining

The balance due is \$31,006.00 and the consensus of Council was not to pay the bill until all of the work has been finished. The lining extension was included in the bid specifications.

### Apple Tree Court

The owner received an extension until the February meeting. Eng. Lipinski will issue a bond estimate for the remaining work.

### EDU Transfers and Sewer Study

T. Nadobny would like the second test meter to be installed in the eight inch line which has the more difficult environment to see how it performs. This is the laser ultrasonic equipment.

### Premier Investments Plan

The plan was conditionally approved but Eng. Lipinski is waiting on the plan revisions.

### Parrish Properties Medical Clinic

The plan was conditionally approved. The Stormwater Operation and Maintenance Agreement needs to be executed and recorded.

### Sewer and Street Work

Bids will be received in March for the Woodland Drive repaving and in April for the Essex Circle Drive sewer and road work, South Hill Street, Lisburn Avenue, and Cloverdale Avenue water projects.

## **SOLICITOR'S REPORT**

### 13 Tree Hollow Drive

The Sheriff's Sale is scheduled for February 8. To date, Sol. Rehmeyer's office has not heard from the mortgage company or its attorney.

### South Penn Code Contract

Since the Borough's insurance carrier would not issue an opinion as far as coverage, Keith was advised that Council could not agree to an Agreement with protections for him and he is looking at options to protect himself further.

### Ordinance Regulating Street Openings

The draft ordinance was included as part of the packet.

### Stewartstown Railroad Fees

The requested information has not been provided by Omega Rail Service.

### National Flood Insurance Resolution

Even though there are no flood plains in the Borough, a resolution will be adopted that will allow residents to participate in flood insurance if they desire.

C. Skoglund moved to adopt Resolution #2016-1 referencing the new flood maps.  
M. Sharkey seconded. The motion carried with all in favor.

### Bid Threshold Limit for 2016

The limit is the same as in 2015: any contract or purchase under \$10,500.00 requires no formal bidding or telephonic quotations. Contracts or purchases greater than \$10,500.00 and less than \$19,400.00 require three telephonic quotations. Anything greater than \$19,400.00 requires formal public bidding.

### Pension Services and Expenses Agreement

The Principal Group submitted a revised services and expense agreement for signature. Sol. Rehmeyer is reviewing the agreement.

### **Public Safety, Welfare and Personnel** – Fred W. Arbogast

### Updated Emergency Operations Plan

S. Walters reported the plan needs to be updated and that PEMA has a cloud-based application that will be used.

#### Meeting with PennDOT Exit 4

A representative from PennDOT had called in early December about using the two meeting rooms for an Exit 4 meeting. They had apparently set the meeting to be at the fire hall but cancelled the meeting right before Christmas.

**Secretary's Report** – Cindy L. Bosley

**York Adams Tax Bureau** – Michael G. Sharkey

M. Sharkey will attend the quarterly meeting later this month. F. Arbogast will attend also since he is the alternate.

**Subdivision, Land Development and Zoning** –

**Planning Commission/Regional Planning Commission** –

### **UNFINISHED BUSINESS**

#### Deer Creek Pump Station

The upgrading was put on hold several months ago before the sewer capacity study was started pending that outcome. Since some lines had the sewer flow meter installed for a short time, the project was re-activated in order to allow for more storage and a longer response time.

M. Sharkey moved to authorize the President to sign the DEP permit application.

T. Nadobny seconded. The motion carried with all in favor.

### **NEW BUSINESS**

#### Fire Company Donation

R. Buchanan asked whether the Borough should intervene on behalf of the fire company regarding the donation Shrewsbury Township gives. The consensus was no, the fire company should approach the Township with support from the Borough.

#### Issue Control Sheet

The sheet was updated accordingly.

### Re-appointments

Herbert J. Baker to the Municipal Authority; new term to expire 1/1/21  
 Laura Holloway alternate on Zoning Hearing Board; new term to expire 1/1/19  
 Abdo Nasim alternate on Zoning Hearing Board; new term to expire 1/1/19  
 John Speights to the Zoning Hearing Board; new term to expire 1/1/19

C. Skoglund moved to approve the foregoing re-appointments.  
 D. Kraatz seconded. The motion carried with all in favor.

### Fee Agreement Zoning Hearing Board Solicitor

Attorney Harry McNeal has retired and the Board chose Andrew Miller, Esq. of MPL Law Firm, as the new solicitor for the Board at a rate of \$125.00/hour.

C. Skoglund moved to approve the fee agreement with Attorney Miller.  
 T. Nadobny and D. Kraatz seconded. The motion carried with all in favor.

### Christopher M. Skoglund Moving out of the Borough

C. Skoglund stated he is retired and will be relocating in the spring and will be meeting with F. Arbogast and the office as to how he puts the budget and monthly meeting reports together.

## COMMUNICATIONS

### ADJOURNMENT

F. Arbogast moved to adjourn the meeting at 9:57 p.m.  
 D. Kraatz seconded. The motion carried with all in favor.

Submitted by Cindy L. Bosley, Sec.