

## Mercersburg Borough Council

Borough Hall, Mercersburg, PA

June 10, 2013

MINUTES

**Attending:** President Elizabeth McClintick, Mayor Jim Zeger, Vice-President John Freeland, Jeff Main, Chris Frisby, Borough Manager Tammy Oberholzer, Assistant Borough Manager Dawn Scheller, Solicitor Jason Kelso, Engineer Lance Kegerreis, and Police Chief John Zechman

**Absent:** Donald Stoner, Betty Stenger and Tom Suddeth

**Press:** Andrea Starliper, Mercersburg Journal

**Guests:** None

President McClintick called the meeting to order at 7:00 pm and Mayor Zeger led the Pledge of Allegiance.

President McClintick asked for Public Comment, there was no public comment.

President McClintick asked for a motion to approve the May 13, 2013 Meeting Minutes.

**MOTION: to approve the May 13, 2013 Meeting Minutes as presented was made by Jeff Main, second by John Freeland, all ayes, motion carried.**

President McClintick asked for a motion to approve the Treasurer's Report for the Month ending May 31, 2013.

**MOTION: to approve the Treasurer's Report for the month ending May 31, 2013 was made by Jeff Main, second by John Freeland, all ayes, motion carried.**

President McClintick asked for a motion to approve the Bills Payable / Invoice List May 2013.

**MOTION: to approve the Bills Payable/Invoice List May 2013 was made by John Freeland, second by Jeff Main, all ayes, motion carried.**

President McClintick asked for the Mayor's Report.

Mayor Zeger asked everyone to spread the word about the Summer Playground Program. He reviewed the Summer Playground Program operates Monday – Friday, beginning on July 8<sup>th</sup>-August 2<sup>nd</sup> at the Lions Club Park. Mayor Zeger asked that all residents keep their grass mowed and pick up after their pets. Mayor Zeger asked that everyone be mindful and cautious while driving as children are out of school for the summer and playing outside.

President McClintick asked for the Police Chief's Report.

Chief Zechman reviewed that the Mercersburg Police Department had the following activity for May 2013: 109 Complaints and Service Calls, 0 Borough Ordinance Violations, 6 Criminal Arrests, 2 Accident Investigations, 75 Citations, and 42 Parking Tickets Issued. Chief Zechman provided Council with the financial information for the month of May. Chief Zechman reviewed cases that the Police Department solved. Mayor Zeger commented on all of the time and effort spent on the cases. President McClintick asked the Chief to calculate and bring back the number of hours worked on these cases. Council Member Jeff Main congratulated the Police Department on the jobs well done.

President McClintick asked for the Solicitor's Report.

Solicitor Jason Kelso apologized for Sam Wiser's absence as he was needed for another meeting. Jason reviewed information regarding the Tannery Property and the proposed hiking trail. Jason reviewed that he had sent a letter to DEP reviewing the proposed plans for the trail and was awaiting a response letter back. He reviewed that he would provide the office with a copy of the letter that he sent and would update the office as soon as he receives the response from DEP.

President McClintick asked for the Engineer Report.

Lance Kegerreis reviewed that he has multiple items regarding the Streets Project. President McClintick asked that he review that information during the Committee Reports.

President McClintick asked for the Manager's Report.

Tammy Oberholzer reviewed that the Water Authority authorized the line replacement on West California Street. She reviewed that the Public Works Department was completing this project and that it was expected to be completed before the Streets Committee's planned projects.

Tammy Oberholzer reviewed that she had spoken with Bob McCulloh and he said they would be finishing Bennett Avenue by the end of June or early July.

Tammy reviewed the XEROX Service Agreement pricing changes.

Tammy Oberholzer reviewed the Sewer Authority's Sewer Line Replacement Project on Park Avenue is scheduled to begin on 6/11/13. She informed Council that the Construction Manager would be in contact with the Funeral Home, Mercersburg Market and the Church to allow necessary access.

Tammy provided Council Members with information regarding a recent incident with traffic control during a funeral in the Borough. The information packet included emails, a memo, and additional resources which were all discussed.

Jason Kelso made the recommendation to Mayor Zeger that he askasks for a list of people who are certified for traffic control from M.M.P. & W. and adopt a practice to reconfirm the individuals every two years. It was also recommended that if the funeral home requires traffic control personnel, and privately arranges such, those individuals hired by the funeral home should wear attire provided by the business owner and not wear M.M.P. & W. attire/uniform.

Jeff Main reviewed that he would discuss this matter further with Fire Chief Dale Carbaugh. He said that they would talk to the Funeral Home Director and he would give Council an update at the next meeting. Jeff thanked everyone for their assistance regarding this matter.

Tammy Oberholzer reviewed that the office is sending out Ordinance Violation Notices pertaining to high grass. She also sent a notice to the Journal reminding residents to keep sidewalks free of debris including grass and weeds and to pick up after their pets.

President McClintick asked for the Secretary's Report.

Dawn Scheller provided Council with an update on outstanding Rental Properties which still need to register. Dawn also provided Council with a quick update on the Summer Playground Program. Dawn stated that handouts were provided to the schools to distribute to all children grades K-5. Tammy reviewed one of the scheduled activities for the children will be going to the Library and having Pizza Lunches on Fridays during the program. Dawn encouraged everyone to pass on the word about the program.

President McClintick reviewed that the Public Works Department Report was included for everyone to review and contact either Don Shaffer Sr. or Tammy Oberholzer with questions.

President McClintick asked for the Committee Reports.

Jeff Main reviewed that MMP&W Fire Company has approved paid apparatus drivers and corresponding schedules during the summer months. He stated that during the summer it can be very difficult to find available drivers due to vacation schedules. He reviewed that the Fire Company is in the process of obtaining a 501.34c status as they are currently a 501 4 status. They are reviewing the Bi-Laws, Charters and other necessary items. Jeff informed Council that this is a lengthy process and could take 6 months or more to complete.

Tammy Oberholzer reviewed the HARB Committee Notes and the Recommendation made by the Committee.

**MOTION: to approve application COA: 13-06-01 as submitted to install a wooden fence in the rear of 9-11 South Main Street was made by John Freeland, second by Chris Frisby, all ayes, motion carried.**

President McClintick reviewed the information from the Personnel Committee Meeting held on May 20, 2013 where the Committee interviewed a Part-Time Police Candidate, discussed Job Descriptions and Evaluation Forms.

**MOTION: to hire John McCorriston as a Part-Time Police Officer with the Mercersburg Police Department conditional upon completion of all required certification and satisfactory evaluations was made by John Freeland, second by Chris Frisby, a question was asked about how many officers does the Police Department currently have, Chief answered 2-FT and would be 5 PT should this applicant be hired, it was noted that the Mercersburg PD was down one PT Officer and this hire would fill that opening, a vote was taken, all ayes, motion carried.**

Tammy Oberholzer reviewed the Planning Commission Meeting Information which was included in the meeting packet for review by Council Members.

**MOTION: to approve the subdivision plan for Mr. Allen Homeier on Fox Drive, all comments made by the Borough Engineer have been met, this motion was made by Chris Frisby, second by John Freeland, all ayes, motion carried.**

John Freeland spoke about the Streets Committee Meeting held on May 15, 2013. John thanked the participating Committee Members, Lance, and Borough Staff for all of the work done to date and asked Lance to provide an update to Council.

Lance reviewed the meeting information which was provided to all Council Members. Lance outlined the desired streets planned for the Streets Project pending financing and subject to change if necessary to be the following streets: 2013-2014 Paving Seasons - W. California, Prospect/Mercer/Steiger, Constitution, Black/Overhill/Beech/Findlay; 2014-2015 Paving Seasons - E. Seminary, W. Seminary, W. Seminary Extended, East California, and Fayette Street.

Lance reviewed the importance of working with the Columbia Gas / all other Utility Companies and not to work ahead of them. Lance reviewed that the Streets Committee has had good dialog with Columbia Gas and is trying to coordinate schedules which is why it is important to remain flexible. Lance Kegerreis indicated that Linden Ave. is the last street on the list as it is the longest and therefore most expensive. A lot will depend on the remaining funds left from the loan if this street will be completed. Lance asked for Council's support by way of a motion for this project.

**MOTION: to support the Streets Project as outlined by Borough Engineer to be the following; 2013-2014 Paving Seasons - W. California, Prospect/Mercer/Steiger, Constitution, Black/Overhill/Beech/Findlay; 2014-2015 Paving Seasons - E. Seminary, W. Seminary, W. Seminary Extended, East California, Fayette Street and Linden, pending funding approval subject to available funding and ~~also~~ with the understanding that the streets listed in each paving season may be altered as desired -street listing may be altered as needed was made by John Freeland, second by Jeff Main, all ayes, motion carried.**

Lance Kegerreis outlined that approximately 1/2 of the planned streets have curbing. For those streets which have curbing some properties have separate curb and sidewalk, while others have a one pour curb/sidewalk. Each property owner will need to be contacted on an individual basis should the curb need to be replaced. Lance reviewed that he has provided Tammy with a list of the properties which do not require a curb notice.

Tammy Oberholzer reviewed that a sample letter was included for Council to view and authorize the office to distribute as needed and reminded Council that each letter would be tweaked on a case by case basis. The property owners would be given 60 days to complete the curb replacement and the letter would include a curbing cost per linear foot along with the low interest loan information which is available at the First National Bank of Mercersburg. In addition to the curb notices, Tammy Oberholzer requested Borough Council to authorize the presented News Release to be sent to the paper for publishing.

**MOTION: to authorize the Curb Notice Letters to be sent-mailed out in substantially the same form as presented to Borough Council with revisions and tweaked on a case by case basis as determined by the Engineer and to authorize the Borough Manager to publish the Press Release in substantially the same form as presented by the Borough Engineer with the following revisions: -with the additions of - 1) adding the tax millage increase information and 2) update the street listing as stated above subject to available funding was made by Jeff Main, second by John Freeland, all ayes, motion carried.**

Lance Kegerreis reviewed that the Streets Committee wishes to complete a Cold-In-Place Recycling process using Portland Cement as an additive with a 1 1/2" hot mix overlay. Lance reviewed some additional items that must be completed; such as the PWD to saw cut 4 areas to assist with the remaining sampling which needs to occur on Black/Findlay/Beech. Lance asked for Council to make a motion authorizing Dennis E. Black Engineering, Inc. to draft two separate bid documents, 1) Cold-in-place Recycling Method with Portland Cement, and 2) the 1 1/2" Hot Mix Top Overlay for the above streets.

**MOTION: to authorize the Borough Engineer to prepare a-the Bid Documents for the Cold-In-Place Recycling Street Restoration process using Portland Cement on the above mentioned streets was made by John Freeland, second by Jeff Main, all ayes, motion carried.**

**MOTION: to authorize the Borough Engineer to prepare ~~a~~-the Bid Documents for the 1 ½” Hot Mix Top Overlay for the above mentioned streets was made by John Freeland, second by Jeff Main, all ayes, motion carried.**

Lance Kegerreis reviewed that Council will need to determine if the Borough wishes to pave into the PennDot right-of-way or not. Lance reviewed that he marked the streets in question and asked John and other Council Members to take a look and provide him with direction. Lance reviewed that he would have the 2 bid documents for review/authorization to advertise at the next Council meeting. He stated that the bids would be out for 3 weeks and asked Council to think about scheduling a Special Meeting on August 12, 2013 to review bid tabulations and issue intent to award the bids. This was an item that could be determined at the July 8, 2013 Council Meeting. Lance recommended that Borough Council approve and authorize the PWD to create another inlet for drainage water on Constitution. Lance estimated that this would take Borough PWD one day to complete and approximately \$3,000-\$4,000 materials to be paid out of 43920 or 49230. Borough Council was in agreement that this task was to be completed by the PWD.

President McClintick asked for any Old or New Business. No additional items were brought to Council.

President McClintick reviewed the Correspondence and Calendar.

The Police/Safety Committee will meet on June 19, 2013 at 4:00 pm.  
Property Committee may meet on July 3, 2013 time to be determined.

**MOTION: to adjourn at 8:54 pm was made by Jeff Main, second by John Freeland, all ayes, motion carried.**

*These meeting minutes were transcribed and respectfully submitted for review and approval by Dawn Scheller using her meeting notes.*

Date Approved: \_\_\_\_\_ Motion Made By: \_\_\_\_\_ Second By: \_\_\_\_\_