

Mercersburg Borough Council
Borough Hall, Mercersburg, PA
January 27, 2014
MINUTES

Attending: President Tom Suddeth, Mayor James Zeger, Vice-President Jeff Main, Jeremy Jones, Jon Kittredge, Donald Stoner, Borough Manager Tammy Oberholzer, Assistant Borough Manager Dawn Scheller, Solicitor Jason Kelso, and Police Chief John Zechman

Absent: Members John Freeland and Chris Frisby, and Borough Engineer

Press: None

Guests: Tom Heefner: 22 East Fairview Ave, Mercersburg; Josh Meyers: 19 W. Seminary St., Mercersburg

Meeting was called to order at 7:00 pm with the Mayor leading the Pledge of Allegiance.

President Suddeth asked if there were any Public Comments, no comments were made.

President Suddeth moved on to the Meeting Minutes from December 9, 2013 meeting.

Borough Secretary Dawn Scheller reviewed content changes on pages 3 of First Paragraph changing "the free parking from December 15, 2013 thru January 2, 2014"; Second to last line on the page adding "Fire Board information was provided by "; then adding the last line of the page to read, "Tammy Oberholzer reviewed the HARB Committee Information"; and finally on page 4 in the motion regarding COA 13-12-4 adding the address of "15 North Main Street".

President Suddeth asked for a motion to include the above changes.

MOTION: to approve the Meeting Minutes from December 9, 2013 to include the above changes was made by Jeremy Jones, second by Donald Stoner, President asked for any additional comments/changes, none were stated, motion was approved unanimously.

President Suddeth moved onto the Treasurer's Report for the month ending December 2013.

MOTION: to approve the Treasurer's Report for the month ending December 2013 was made by Donald Stoner, second by Jeff Main, all ayes, motion carried.

President Suddeth moved on to the Bills Payable/Invoice List for December 31, 2013.

Council Member Jon Kittredge asked that it be noted that all invoices should be included in the Friday Packet of Information and should not be added after the packet goes out. He asked that all contractors be contacted and told that if the invoice is not received prior to the original list going out that they would wait to be paid.

Council Members asked that Tammy review the Bookkeeper's Contract and speak with her to see if she would be willing to adjust her schedule to complete the invoice list on Friday which would allow Council to receive the most updated list possible in there packets.

Tammy Oberholzer reviewed that the only additional items on the blue sheet are all items that are due prior to the next meeting and need to be paid to avoid late fees. Tammy reviewed all of the * items were items that came in the mail from Thursday till Monday.

MOTION: to approve the Bills Payable/Invoice List to include the updated blue sheet was made by Donald Stoner, second by Jeff Main, a vote was taken: Tom Suddeth, Jeremy Jones, and Jon Kittredge opposed, motion failed.

Tammy Oberholzer reviewed that only 6 bills were added to the list and are marked as the (*); 1-Nextel, 1-West Penn Power, 1- American United Life Insurance Co., 2- Century Link, and 1- Comcast. She explained that the only invoices added to the blue sheet are bills that came in over the weekend and were due prior to the next meeting. She asked Council to take a minute and review prior to voting.

President Suddeth asked that a motion be made to pay the Invoice List/Bills Payable before discussing any further.

MOTION: to approve the Bills Payable/Invoice List for December 2013 as of the white sheets only including the Special Funds Invoices for Approval as provided in Council packet was made by Donald Stoner, second by Jeremy Jones, a vote was taken, Jon Kittredge opposed, remaining ayes, motion carried.

Borough Council discussed items such as Contractor Bills vs. Utility Bills, having a Policy Committee to review static items for payment, and even possible late charges.

MOTION: to approve the 6 additional * invoices on the Blue Invoices for Approval Sheet was made by Donald Stoner, second by Jeff Main, all ayes, motion carried.

President Suddeth stated that the Policy Committee would set policies for the future.

Mayor Zeger presented his Mayor's Report. Mayor Zeger spoke about the 45th MMPW Banquet and the unsung heroes of the Borough. Mayor highlighted the great service that they provide and noted that Ed Meyers has responded to 102 calls and the Fire Chief to over 200 calls. He wanted to thank all of the volunteers.

President Suddeth asked for the Police Chief's Report.

Police Chief Zechman reported the following activity for the month of December: 74 Complaints and Service Calls, 1 Borough Ordinance Investigation, 14 Criminal Investigations, 1 Criminal Arrest, 6 Accident Investigations, 71 Traffic Citations, and 56 Parking Tickets. Chief Zechman reviewed the money turned over to the Borough.

Jeremy Jones asked the Chief if he had noticed any increase in activity last Saturday. Chief Zechman answered that the department had responded to a runaway attempt burglary and a theft. Jeremy Jones reviewed that there was a special event at the Star Theatre and there was a large amount of foot traffic in the Borough during that evening.

President Suddeth asked for the Solicitor's Report.

Jason Kelso reviewed that he had nothing to report at this time.

President Suddeth referred to Lance Kegerreis's Report which was included in the Council Packets.

President Suddeth asked for the Manager's Report.

Tammy Oberholzer reviewed that the Borough had received the check from the PIB. She reviewed that there was a meeting scheduled with Columbia Gas on February 5, 2014 at 11:00 am to review street work in the Borough during the upcoming year. Tammy reviewed that she is scheduling a meeting with Maria Kimsey from the Academy. Tammy also provided Council with information about an upcoming Zoning Hearing which would need to be scheduled. Council made the following motion.

MOTION: to direct and authorize the Borough Manager to advertise as required for a Zoning Hearing to occur prior to the next Borough Council Meeting, on Monday, February 10, 2014 at 6:30 pm was made by Jeff Main, second by Jon Kittredge, all ayes, motion carried.

Borough Manager Oberholzer reviewed that the 2009 Code book was still in effect and new books were not needed to be purchased relating to the Rental Ordinance.

President Suddeth asked for the Secretary's Report.

Dawn Scheller reported that there were 3 Land Use Permits issued in December. She reviewed that the items contracted out as the Clock Tower Repairs, and the Police Window repairs have been completed. Dawn Scheller reviewed that the PSAB Magazine subscription was up for renewal and asked Council if they were interested in continuing their subscriptions. After discussion the following motion was made.

MOTION: to approve the renewal of PSAB Magazine Subscriptions removing prior Council Members and adding the New Council Members was made by Donald Stoner, second by Jeff Main, all ayes, motion carried.

Council asked Dawn Scheller to add information about the Land Use Permits Issued.

President Suddeth reviewed that there was a PWD Report and if anyone had questions to forward those to Tammy Oberholzer.

Tammy Oberholzer reviewed that the Borough had enough salt that we had just received a delivery.

President Suddeth moved onto the Committee Reports.

Tammy Oberholzer reviewed the HARB Committee Information.

MOTION: to deny application COA: 14-01-01 as submitted to paint the exterior brick at 57 South Main for Mr. Edward Meehan was made by Donald Stoner, second by Jeremy Jones, Jon Kittredge opposed, remaining ayes, motion carried.

MOTION: to approve application COA 14-01-02 for window graphic sign replacement at 13 South Main Street for Sarah Donahoe was made by Jon Kittredge, second by Jeff Main, all ayes, motion carried.

President Suddeth moved onto the Old Business items.

President Suddeth reviewed the Committees and made note that they could change once Council has all members present.

Finance: Chris Frisby and Amy Hershey

Personnel: Jon Kittredge, Jeremy Jones, and Donald Stoner

Safety/Police: Chris Frisby

Streets: Chris Frisby, Jeff Main (Chair), Jon Kittredge and John Freeland Ad Hoc Member

Policies of Council: TBA

Nominating: Donald Stoner

President Suddeth moved on to the New Business.

MOTION: to approve and authorize Council President to sign the Boyer & Ritter letter/contract dated 1/3/2014 was made by Donald Stoner, second by Jon Kittredge, all ayes, motion carried.

MOTION: to accept John Freeland's resignation letter was made by Jeff Main, second by Jon Kittredge, all ayes, motion carried.

President Suddeth reviewed and read letters of interest to fill the vacancy on Council. There were three letters received from Tom Heefner, Josh Meyers, and Catalin Bonciu. After Council discussion the following motion was made.

MOTION: to authorize the Borough Office to place an advertisement in the paper seeking interested citizens interested in filling the vacancy, INTERESTED PARTIES MUST BE A BOROUGH RESIDENT FOR A MINIMUM OF A YEAR AND BE A REGISTERED VOTER, all letters of interest must be submitted to the Office by February 6, 2014 was made by Jeff Main, second by Jon Kittredge, all ayes, motion carried.

President Suddeth asked if there was any additional business.

Tammy Oberholzer had placed information regarding the Franklin County Drug Task Force Contributions. It was discussed that Council would contribute this year and continue to review this on an annual basis.

MOTION: to approve the 2013-2014 Franklin County Drug Task Force Contribution in the amount of \$753.62 was made by Jon Kittredge, second by Jeremy Jones, all ayes, motion carried.

President Suddeth moved to Correspondence.

Jon Kittredge reviewed the items listed and provided the Council Members with a copy in the packet. He updated Borough Council with information that he attended the Halloween Parade. He announced that the next meeting was scheduled for February 4, 2014 and suggested anyone interested should attend. He voiced concerns about Chris Frisby on Council. Jason Kelso explained that there is a process which needs to be followed with these cases and he suggested that Council enter into executive session to discuss further.

Council continued with the other items on Jon's list.

Jon Kittredge made a statement to Council, He said that a lot of people think he is contentious all the time because they have not seen him in any other setting, he said that he is a mellow quiet guy and the only reason why he ran for the office was because he had heard there was an open seat and thought it was time for him to do his civic duty. Only since Mr. Frisby has put his hat back in the ring and other things has opened his eyes. Jon said that he takes the oath that he has taken very seriously, and feels that it is a duty to the tax payers of the town, he said that he is not a politically correct guy; he is not a go along to get along type of guy. He said if he steps on peoples toes he will, he expects his toes to be stepped on. He said that if he says something that hurts someone's feelings with something he proposes or says then they will just have to get over it. Jon said it is not his intention to be contentious, but should it arise, so be it.

Jon continued to item 4 using tax payer money for private grieving occasions. He reviewed that he feels this is wrong and does not think tax payer money should be used. Council members spoke further about past practices, and asking for a collection of money should there be something in the future.

MOTION: to not authorize any expenditures with tax payer money for grieving occasions was made by Jeremy Jones, second by Jon Kittredge, Donald Stoner opposed, remaining ayes, motion carried.

President Suddeth stated that if something occurs the Borough Manager should contact Borough Council Members.

Council Members discussed the Newly Elected Officials Training and who had previously attended the training. They discussed the benefits of the training.

MOTION: to approve the cost of the training for the Newly Elected Members to attend the training in Gettysburg was made by Donald Stoner, second by Jeff Main, all ayes, motion carried.

Then a discussion occurred about mileage reimbursement.

MOTION: to authorize payment of mileage for this training using the same rate that the Borough uses was made by Jon Kittredge, second by Donald Stoner, Tom Suddeth opposed, remaining ayes, motion carried.

A discussion of the Mayo Building began, suggestions of possible future uses, the items needed to be updated on the building, and that it is an item on the Property Committees agenda.

Tom Suddeth reviewed that the Property Committee would have members of Jeff Main and Jeremy Jones.

The next item on Jon's list was discussed about the Snow and Ice removal and the enforcement of the current Ordinance. Borough Council asked Tammy Oberholzer to come up with a plan for this and appoint someone to monitor the snow removal from sidewalks and report back to Council at the next meeting.

Jeff Main left the meeting at 8:40 pm.

Another item which was discussed was the third Police vehicle was needed and the recommendation to paint the unmarked police car. The annual costs of the third car for the maintenance and registration of the vehicle was shared. After discussion it was reviewed that keeping the vehicle is a good decision unless the vehicle would need a large repair of some kind. After discussion it was also determined that the unmarked car would stay unmarked at this time.

Borough Council discussed the Snow Emergency Procedures after discussion it was noted that this will be an item on the Streets Committee Agenda. The upcoming Street work was discussed. Tammy Oberholzer reviewed the date of the next Streets meeting with Columbia Gas. The Streets Committee Members were encouraged to attend this meeting.

The final item on Jon's list was discussed. Tammy Oberholzer reviewed that she had contacted the Academy about the upcoming Streets Project. Tammy Oberholzer reviewed that she would keep Council informed of the meetings outcome.

President Suddeth asked if there were any additional items to discuss.

Jeremy Jones asked about the Tannery Property regarding restrictions. After discussion Jason Kelso stated that he would prepare a packet of information for Council Members to have regarding the property.

President Suddeth reviewed the upcoming meeting dates.

No other Business was discussed.

MOTION: to adjourn at 9:09 pm was made by Donald Stoner, second by Jon Kittredge, all ayes, motion carried.

These meeting minutes were transcribed with the use of Dawn Scheller's notes and recording and have been respectfully submitted to Council for approval.

Date Approved: _____ Motion Made By: _____ Second By: _____