

**Mercersburg Borough Council
Borough Hall, Mercersburg, PA
August 27, 2012
Minutes**

Attending: President McClintick, Vice-President John Freeland, Tom Suddeth, Jeff Main, Betty Stenger, Borough Manager Tammy Oberholzer, Solicitor Brad Betack, Engineer Lance Kegerreis, Police Chief John Zechman

Absent: Mayor Jim Zeger, Donald Stoner, Chris Frisby, and Assistant Borough Manager Dawn Scheller

Press: Gina Hall, The Journal

Guests: Susan McCracken: 120 Faust Street, Mercersburg; Richard Mitchell: 500 Hamilton Ave, Waynesboro; Dennis Shockey: 811 Fairview Ave, Waynesboro; Roger Sheffield Waterfall PA.

President McClintick called the meeting to order at 7:04 pm and led the Pledge of Allegiance.

President McClintick asked for Public Comment.

Susan McCracken, EMS Chief of M.M.P. & W. Volunteer Ambulance Squad, spoke about concerns with a motion made and approved at the June 25, 2012 Borough Council Meeting regarding the Mercersburg Box Card. She reviewed that the EMS Officers were not consulted in the decision for this change and if they had been they would not have been in favor of it. She expressed that Medic 203 from Greencastle has provided services for a number of years and they are satisfied with the services provided. She reviewed concerns with changing the unit covering to Medic 1-18 (St. Thomas) as they are at times called to transfer to Chambersburg. She stated that the transfers occur on average 5 times per week which could delay response time increasing it to 20-30 minutes. Susan McCracken informed Council that Medic 203 similarly covers Waynesboro but they do not transfer to Waynesboro. Susan also reviewed the annual Membership rates and what is included with those rates.

It was asked that Borough Council reconsider the Motion made on June 25th. It was asked that Medic 203 (Greencastle) remain the Emergency Responder for the Borough of Mercersburg.

After discussion it was stated that Fire Chief Donald Stoner and Chris Frisby were not in attendance tonight. Council Members agreed that they would like to discuss this topic further at the next Council Meeting scheduled for 9/10/12 where more information could be shared in hopes that all Council Members would be present.

The Guests thanked Council and left the meeting.

President McClintick moved on with the Agenda.

President McClintick asked for a motion to approve the meeting minutes from the July 9, 2012 meeting.

MOTION: to approve the meeting minutes from July 9, 2012 was made by John Freeland, second by Jeff Main, all ayes, motion carried.

President McClintick asked for a motion to approve the Treasurer's Report for the month ending July 31, 2012.

MOTION: to approve the Treasurer's Report month ending July 31, 2012 was made by Tom Suddeth, second by John Freeland, all ayes, motion carried.

President McClintick asked for a motion to approve the Bills Payable and Invoice List.

MOTION: to approve the Bills Payable and Invoice List as of July 31, 2012 was made by John Freeland, second by Betty Stenger, all ayes, motion carried.

President McClintick asked for the Mayor's Report.

Tammy Oberholzer reviewed that the Mayor was in South Carolina awaiting the birth of his grandson, but asked that Tammy review his request for signage. The total of both signs is \$933.00. They would state James Winston Smith, II Council Room. Photos of the signs were provided and Tammy reviewed that the Mayor would be willing to campaign to raise the money needed.

MOTION: to approve the purchase of the James Winston Smith, II Council Room signs for a total of \$933.00 to be paid from account 40935 as designed was made by Jeff Main, second by Tom Suddeth, all ayes, motion carried.

President McClintick asked for Police Chief's Report.

Police Chief John Zechman introduced Roger Sheffield, a recent retired State Trooper, he reviewed that Roger is a certified Federal Motor Carrier Safety Administration commercial vehicle inspector. Chief believes that this certification would be beneficial to the Police Department. It was reviewed that in order for Roger to remain certified he must complete 32 Level 1 inspections by December 31, 2012. Chief explained that it would take anywhere between 2-4 weeks to get back the certification papers from MPOETC. Chief reviewed that the background check for Roger was completed and it was provided to the Mayor for distribution. Chief stated that Officer Hanner is scheduled for deployment to Kuwait for a 12 month period. It is because of Officer Hanner's deployment that Chief is recommending Roger Sheffield to be hired as a part-time officer. All Council Member's agreed that although this is not following the typical hiring process, it is important for Council to consider Chief recommendation under these circumstances.

MOTION: to approve the hire of Roger Sheffield at the appropriate rate was made by Tom Suddeth, second by Jeff Main, all ayes, motion carried.

Chief John Zechman reported that there were 114 Complaints and Service Calls during the month of July. They included 1 Ordinance Violation, 13 criminal investigations, 12 criminal arrests, 3 accident investigations, 89 citations issued, and 43 Parking Tickets. Chief Zechman reviewed that the new vehicle was received and invited Council to look at it. Chief Zechman provided financial information for the department.

President McClintick asked for the Solicitor's Report.

Brad had nothing to report at this time.

President McClintick asked for the Engineer's Report.

Lance Kegerreis reviewed that they received the As Built Drawings for Food Lion and he will then be completing a final walk thru. Lance stated that he will be recording the documents at the Franklin County Court House. Lance stated that the Borough will be responsible to maintain the Swale that was recently built on Fox Rd. Lance stated that he would like to review the SALDO Road Specs and provide information to the Streets Committee.

President McClintick asked for the Manager's Report.

Tammy Oberholzer reviewed that Cindy Piper has been hired and has been working since August 13, 2012. She stated that Cindy is from Mercersburg and is a very people oriented person. Tammy feels that Cindy is the best one for this position. Tammy informed Council that the Power Washer has stopped working and she will keep Council informed on the status of this piece of equipment. Tammy Oberholzer reviewed that the Pension Plans needed to be updated with a

Resolution naming a New Administrative Officer. This item is listed under New Business. Tammy provided a copy of the Letter from the Pension Plan Auditor for their records. Tammy reviewed that she has received the estimates for Bennett Avenue and believes that the Borough will be responsible for less than \$3,000 towards the restoration of the street. Tammy reviewed that the Town Fest Banner Resolution is also listed under New Business for their approval, and that the Traffic Signal Maintenance Contract has expired, but asked if Council would like to put an RFP for this service. Tammy stated the Republic ITS has indicated that the prices have stayed the same with Republic ITS but has not received any renewal documentation. Tammy stated that she would work on the RFP.

President McClintick asked for the Secretary's Report.

Tammy Oberholzer stated that Dawn was ill and not able to attend the meeting. Tammy indicated that her report was included in the packets for Council's Review.

President McClintick stated the Public Works Department Report was included in the packets for everyone's review.

President McClintick asked for the Committee Reports.

Betty Stenger provided information from the August 7, 2012 HARB Meeting. She stated that the HARB Consultant felt that the demolition of this structure would not severely impact the overall historic character of the property. Copies of the meeting notes were included in Council Packets for everyone's review.

MOTION: to approve COA 12-08-01 as submitted to demolish the wooden chicken house and to replace the existing wire fence was made by Tom Suddeth, second by John Freeland, all ayes, motion carried.

President McClintick provided a synopsis of the Personnel Committee Meeting held on July 16, 2012. McClintick reviewed that the top five interviews were held for the Billing Clerk Position. The top five were narrowed to the top three. Tammy was asked to have Chief complete a background check for the three candidates, once completed the information would be forwarded to the Borough Manager for action. No additional meeting would be needed and Tammy would forward the outcome to the Committee for their records. President McClintick reviewed that the second discussion was regarding the Part-Time Police Officers starting salary. This was discussed in detail and it was agreed that the Part-time starting salary would be a minimum of 10% below the current Par-time rate, and not less than 4 months and no longer than 6 months the Chief would make a recommendation of a pay increase not to exceed the current Part-time wage. No action was needed at this time.

President McClintick asked for the Streets Committee Report.

Vice-President John Freeland presented information regarding the Streets. He provided information that included items that were completed this year and additional projects scheduled to be completed by the end of 2012. He stated that this is not a small task there is lots of work to do. John stated that this is something that will need the efforts of Staff, Legal, Engineer, and Financing options to move forward. He reviewed that the Committee will need to develop a maintenance plan to maintain the streets once they have been renewed. John reviewed that Ordinances will need to be reviewed and he asked for the support of Mayor and Council to commit the time and resources needed to develop this project further. After discussion it was determined that Council would meet during the second meeting in September where more information would be available. The meeting would be held on September 24th.

President McClintick moved on to New Business.

MOTION: to approve Resolution 17-12: appointing Tammy Oberholzer as the Chief Administrative Officer of the Police and Non-Uniform Pension Plans of the Mercersburg Borough was made by John Freeland, second by Betty Stenger, all ayes motion, carried.

MOTION: to approve Resolution 18-12: allowing Tuscarora Area Chamber of Commerce to obtain permission from PennDOT to suspend two banners across a state road located within the limits of the Borough was made by John Freeland, second by Tom Suddeth, all ayes, motion carried.

MOTION: to approve the Central Westmoreland COG associate Membership for a cost of \$175 was made by Tom Suddeth, second by John Freeland, all ayes, motion carried.

President McClintick reviewed the Correspondence and Calendar.

MOTION: to adjourn at 9:07 p.m. was made by John Freeland, second by Jeff Main, all ayes, motion carried.

These meeting minutes were transcribed by Dawn L. Scheller, Assistant Borough Manager, by using Tammy Oberholzer's notes and a recording of the meeting. Respectfully Submitted by Dawn L. Scheller.

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