

Mercersburg Borough Council

Borough Hall, Mercersburg, PA

December 10, 2012

MINUTES

Attending: Mayor Jim Zeger, President McClintick, Vice-President John Freeland, Betty Stenger, Chris Frisby, Donald Stoner, Tom Suddeth, Jeff Main, Borough Manager Tammy Oberholzer, Solicitor Brad Betack, Engineer Lance Kegerreis, and Police Chief John Zechman

Absent: Assistant Manager, Dawn Scheller

Press: Gina Hall, Mercersburg Journal

Guests: Barry Best, Helen Bryan, Ronald Snyder, Josh Meyers

Meeting was called to order at 7:00 pm by Council President Elizabeth McClintick.

Mayor Jim Zeger led the Pledge of Allegiance

President Liz McClintick asked the Manager if she was recording the meeting. Manager Tammy Oberholzer responded she was not as she did not have recording equipment.

Council President asked for any Public Comments.

Guest Mrs. Helen Bryan spoke to Council and stated she actually was at the wrong meeting as she had Water Authority issues to discuss and wanted to bring safety to the forefront when Public Works Employees are working in ditches.

Mr. Ron Snyder Treasurer of the Mercersburg Library Association spoke to Council and requested Council consider raising the Borough Library Tax as the County recently raised their Library Tax from .8 mill to 1.05 mill. Stating that the Borough has maintained par with the County Library Tax. Solicitor Betack commented that the Borough was not part of the Library System and were not required to maintain the same tax as the County. President McClintick asked if anyone wanted to discuss increasing the Library millage, stating she was not comfortable increasing at this time. There were no other comments from Council members on this topic.

President McClintick thanked Mr. Snyder for attending.

Minutes of the November 12, 2012 meeting were reviewed.

MOTION: to approve the meeting minutes from November 12, 2012 meeting as presented was made by Betty Stenger, second by Jeff Main, all ayes, motion carried.

Treasures Report for month end November 30, 2012 was reviewed

MOTION: to approve the Treasurer's Report for the month ending November 30, 2012 was made Dusty Stoner, second by John Freeland, all ayes, motion carried.

Invoices to be paid month end November 30, 2012 were reviewed.

MOTION: to approve the Bills Payable list for November 2012 was made by Tom Suddeth, second by Jeff Main, all ayes, motion carried.

Member Donald Stoner was called away from meeting at this point.

During the Mayor's report Mayor Zeger reported there had been a theft of Christmas Decorations in the Borough again this year and that the Police Department was diligently investigating and trying to find the culprit or culprits and will prosecute when found. The Mayor commented on the successful tree lighting event that occurred on November 30, 2012 and how extremely well it was

attending with lots of help from the local businesses, the Chamber, the Borough. Mayor Zeger also commented the James Winston Smith Council room dedication and had 28 in attendance with many fond remembrances shared. The Mayor commented on the Beautiful decorations around town and reminded everyone of the upcoming Holiday events such as the Candlelight service at the Mercersburg Academy Chapel.

President McClintick thanked the Mayor for his hard work on the Council room dedication and the Tree Lighting event.

Chief Zechman presented the Mercersburg Police Report for November 2012 which included; 92 Complaints and Service Calls, 2 Borough Ordinance Violations, 8 Criminal Investigations, 3 Criminal Arrests, 18 Truck Inspections, 2 Accident Investigations, 71 Citations, and 21 Parking Tickets. Chief reviewed the financial information of money turned over to the Borough. Chief Zechman reported the parking meters would be bagged for free parking from December 17, 2012 through January 2, 2013. The Chief commented the department will be sending a care package to the officer currently deployed to Kuwait. If any Council members would like to contribute to that care package, items, including cards, should be dropped at the department by Monday December 17, 2012.

Council Person Betty Stenger commented to the Police Chief that she has received complaints about early morning speeding on Johnston's Lane, Main Street. Chief Zechman responded he would address this situation with his officers.

Chief Zechman left at this point in the meeting.

There was nothing for the Solicitor report will at this time and will address items as they occur on the agenda.

Under the Engineering report Lance Kegerreis reported Mr. Michael Polak will be a guest at the Streets Committee meeting on Wednesday at 10:30 am to discuss Cold In Place street restoration. Mr. Kegerreis also has reviewed the Planning Commission submission and is available for questions on that agenda item.

Under the Manager's report Tammy Oberholzer reported the 2013 Budget and the 2013 Tax Levy Ordinance has been advertised as required and is ready to adopt, both items are Agenda items. The Manager requested an extension for newly hired Utility Billing Clerk to use her earned vacation days requesting the use be extended to March 15, 2013 due to staffing issues.

MOTION: To approve the extension of vacation hours usage for the Utility Billing Clerk until March 15, 2013 was made by Chris Frisby and seconded by Betty Stenger Council person Jeff Main opposed, all others in favor, motion carried.

The Secretary was not present but supplied the 2013 Meeting Calendar.

There was no public works report as the Public Works Director has been on vacation.

Under Committee reports President Liz McClintick reported on the Personnel Meeting in Chair Dusty Stoner's absence. Mrs. McClintick reported the Personnel Committee met on November 19, 2012 to review the Manager's evaluation, along with Employee evaluations. The Committee presented their recommendations to Council as follows: to authorize employee pay increases as follows: 1.5 % increase to all employees for cost of living increase, and an additional 1.5 % increase for merit to all employees with a score of 80% or better on their year-end evaluations. With the exception of the two (2) part-time police officers that have not completed their 4 -6 month "probationary time frame" . And to authorize an additional \$2,000.00 increase to the Manager's salary to closer align her salary with other managers in the area also to see the Manager's salary more in line to employee's she manages and to see this salary alignment continue. President McClintick discussed and explained breakdown of salaries in relationship to the budget.

Mayor Zeger left at this point in the meeting.

Following a very lengthy discussion with no resolve and no motions, and the discussion wavering towards the Tax Levy Ordinance, Council decided to move onto discuss the Planning Commission recommendations and return to the Personnel Committee recommendations.

Mr. Barry Best was present to represent Loudon Industries and their land development plan. Loudon Industries proposes to build a 12,000 square foot addition and to move their storm water storage underground. Council members engaged in a brief discussion with Mr. Best and Mr. Kegerreis. Mr. Best also stated they had requested a waiver of the installation of sidewalks. The Engineer

stated he has reviewed all of his comment responses from Loudon Industries and his happy with the results. Planning Commission reviewed the land development plan and offered a recommendation to approve the plan as submitted pending all engineering comments and required Borough agreements being in place and in addition also recommend approval of the sidewalk waiver as the property is located in an Industrial area.

Following another brief discussion of the recommendations Council made the following motion.

MOTION: to approve the Land Development Plan as submitted by Loudon Industries pending all engineering comments are successfully addressed and all required agreements are in place and to deny the waiver of sidewalk request was made by Chris Frisby and seconded by John Freeland, Members Chris Frisby, Betty Stenger, Liz McClintick and John Freeland voted in favor and members Tom Suddeth and Jeff Main opposed, motion carried.

Council returned to discuss the Personnel Committee recommendations. President McClintick asked for a motion. Following a brief silence the following motion was presented.

MOTION: to authorize 1.5% pay increase for merit to those employees receiving an 80 or better on their evaluations, with the exception of the two (2) part-time officers who are still in probation status, was made by Tom Suddeth and seconded by Jeff Main and no cost of living increase, Members Tom Suddeth, Jeff Main, Betty Stenger and John Freeland voted yes, President Liz McClintick and member Chris Frisby opposed the motion. Motion Carried.

President McClintick asked if there were any other motions. No other motions were presented at this time.

President Liz McClintick discussed Personnel Committee's recommendation number two (2), to authorize a \$2,000.00 pay increase adjustment to the Managers salary.

MOTION: to authorize a \$2,000.00 pay increase adjustment to the Manager's salary was made by John Freeland and seconded Betty Stenger, Member Tom Suddeth opposed the motion, all others approved the motion, motion carried.

Council President asked for a discussion on the Library's request to increase the Borough Library's Tax. President McClintick asked Mr. Snyder who was representing the Library, what the Library's budget was and what role did the addition to the Library play in the budget. Mr. Snyder responded the tax increase was needed and that the increase would be equivalent to one (1) month salary for employees or one (1) year of heating bills. Council President also asked if there were any excess funds from the construction project. Mr. Snyder responded there was a \$75,000.00 excess that would be invested, and that if the tax increase were not approved this year, he would bring the request again next year, at an earlier date so it could be part of the budget preparation process. President McClintick commented that she did not feel at this late time in the budget process that Council could consider an increase in the Borough Library Tax.

The 2013 Budget and the 2013 Tax Levy Ordinance was discussed. The Tax Levy Ordinance was advertised with a 1 mill increase over last year to be dedicated to streets and an additional .5 mill increase over last year to be dedicated to general purposes for the increase in both health insurance and the Borough insurance package.

Following a discussion on the advertised 2013 Tax Levy Ordinance the following motion was made:

MOTION: to approve the 1 mill tax increase dedicated to Special Road Tax Fund, as advertised, but to reduce the .5 tax mill increase for general purposes to .25 tax mill increase for general purposes was made by Tom Suddeth and seconded by Jeff Main, President Liz McClintick opposed, the remainder of Council members voted in favor, the motion carried.

Due to the change in the tax mill increase(s), the 2013 Tax Levy Ordinance must be advertised again and a second meeting must be scheduled as the Tax Levy Ordinance and Budget must be passed by December 31, 2012. Council agreed on scheduling the second meeting on Thursday December 20, 2012 at 3:30 pm.

Motion: to advertise the 2013 Tax Levy Ordinance with a 1.25 tax mill increase over 2012 for adoption at the December 20, 2012 meeting and to advertise the December 20, 2012 meeting was made by Jeff Main and seconded by John Freeland, all ayes, motion carried.

The next agenda item to act on year end employee bonuses was discussed.

MOTION: to authorize year-end bonuses to be given the same as last year of \$50.00 net to all employees was made by Jeff Main and seconded by John Freeland, all ayes, motion carried.

Council President reminded the Streets Committee of their meeting on December 12, 2012 at 10:30 am.

President McClintick asked if there was any additional business.

MOTION: to adjourn at 9:28 pm was made by John Freeland, second by Chris Frisby, all ayes, motion carried.

These meeting minutes were transcribed by the use of Borough Manager, Tammy M. Oberholzer's, meeting notes.

Respectfully submitted by Borough Manager, *Tammy M. Oberholzer*

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