

**Mercersburg Borough Council Joint Meeting with the  
Mercersburg Water Authority and Mercersburg Sewer Authority  
Borough Hall, Mercersburg, PA  
September 11, 2017  
MINUTES**

**Borough Council Members:** Council President Tom Suddeth, Mayor Roger Defibaugh, Vice-Council President Jeff Main, Treasurer Catalin Bonciu, Jonathan Kittredge, Amy Burkot, Donald Stoner, Borough Manager Dawn Scheller, Assistant Borough Manager Derek Stoy, and Solicitor Steve Coccorese; **Absent:** Lisa McCoy and Engineer Lance Kegerreis

**Water Authority Members:** Chairman Ed Twine and Secretary/Treasurer Larry Nair; **Absent:** Vice-Chairman Jason Frey, Gregg Davis, and Doug Hoffman

**Sewer Authority Members:** Chairman Dan Chayes, Catalin Bonciu, Jonathan Kittredge; **Absent:** Vice-Chairman/Secretary Treasurer Jim Malone and John Rose

**Guest(s)/Press:** Katherine Titus: 300 East Seminary Street and Rachel Nichols: Mercersburg Journal

President Suddeth called the meeting to order at 7:00 p.m. with Mayor Defibaugh leading the Pledge of Allegiance. Hearing no public comments, Dawn Scheller announced the trash bids received

1) **Parks Garbage Service**, 5436 Sunset Pike, Chambersburg, PA 17202

Option A (2 Bag Limit): Residential Quarterly Rate: \$39.75

Senior Citizen Quarterly Rate: \$30.20

**Total Bid: \$69.95**

Additional price per bag: \$4.00

Option B (3 Bag Limit): Residential Quarterly Rate: \$39.75

Senior Citizen Quarterly Rate: \$30.20

**Total Bid: \$69.95**

Additional price per bag: \$4.00

2) **Waste Management**, 9446 Letzburg Road, Greencastle, PA 17225:

Option A (2 Bag Limit): Residential Quarterly Rate: \$41.10

Senior Citizen Quarterly Rate: \$35.10

**Total Bid: \$76.20**

Additional price per bag: \$3.75

Option B (3 Bag Limit): Residential Quarterly Rate: \$41.10

Senior Citizen Quarterly Rate: \$35.10

**Total Bid: \$76.20**

Additional price per bag: \$3.75

**MOTION: to award Parks Garbage Service the contract for Exclusive Designation for Refuse and Recycling Hauling from Residential Dwellings within the Borough of Mercersburg contract term beginning from January 1, 2018 to December 31, 2020 with Option B was made by Jonathan Kittredge, second by Amy Burkot, all ayes, motion carried.**

The borough residents would have a new trash hauler starting January 2018.

**MOTION: to approve the Meeting Minutes from August 28, 2017 as presented was made by Jonathan Kittredge, second by Amy Burkot, all ayes, motion carried.**

**MOTION: to approve the Treasurer's Report and Bills Payable for the month ending August 31, 2017 with the updated invoices to be paid as presented was made by Jonathan Kittredge, second by Catalin Bonciu, all ayes, motion carried.**

Mayor Defibaugh reviewed that he would announce the Trick-or-Treat date shortly and provide the information to the Borough Office, Chamber, and the paper. He reviewed that the Police Department had arrested three individuals involved with the M&T Bank robbery and the Police Department has a warrant out for the fourth person. He commended the Police Department on the job they are doing and the quick response provided to the community.

President Suddeth asked if any of the Council Members had any questions regarding the Police Report, none were noted.

Steve Coccorese provided opinion on the letter that the Borough had received from Herbruck's. He reviewed some recommended changes that he had already made to the letter. Jonathan Kittredge expressed concerns with whether the Borough would be forced to perform the work on Landis Drive by signing this letter. Steve reviewed the added language in detail which led to the following motion.

**MOTION: to authorize Council President to sign and return to Herbruck's the letter as revised by the Borough Solicitor was made by Donald Stoner, second by Jeff Main, all ayes, motion carried.**

Dawn Scheller presented her report which included the balance on the outstanding curb and sidewalk loan account of \$31,932.61, a copy of correspondence from the Trail Engineer to Franklin County Commissioners. She also provided information on Borough Employee claim fund information and run out cost information as provided by BENECON. This information would be forwarded to the Personnel Committee for informational purposes.

Derek Stoy presented his report which included information on the Penn DOT road project and noted that he was hoping to hear something from Penn DOT Officials regarding the wall and other road questions sometime in the upcoming week. Derek reviewed that they would begin prepping the parking area at the Borough Garage sometime during the second full week in September, he noted that most of the state paving projects need to be completed by October 15<sup>th</sup> and wanted to make sure this was completed well before any of the pavement plants shut down.

President Suddeth announced that the Public Works Department Report for August was included in the packet for review and any questions should be forwarded to the office.

The Committee Reports were next, since members from the Sewer and Water Authority were present, Borough Council wished to review the Personnel Committee information first.

**MOTION: to enter in executive session at 7:24 pm for Personnel Matters with potential action to be taken was made by Jeff Main, second by Donald Stoner, all ayes, motion carried.**

Regular session resumed at 7:39 pm.

**MOTION: to approve to hire a total of three Full-time Public Works Department Laborers to staff the Borough's Public Works Department offering two of the three positions to Donald Keefer Jr. with the start date of 8/30/2017 and Joshua Hohl with the start date of 9/18/17 and authorize the Manager to continue the hiring process for a third full-time public works department employee, this motion was made by Jeff Main, second by Donald Stoner, all ayes, motion carried.**

Catalin Bonciu reviewed that the Finance Committee was close to presenting a proposed 2018 budget to Borough Council. He reviewed that the Committee would meet with the Police Department at the next meeting to review the proposed budget numbers and the budget from that meeting would be forwarded to Council to review and approve to advertise for public viewing.

Jeff Main reviewed the information discussed at the HARB Meeting on September 5, 2017 the Board reviewed application COA:2017-09-01 for the property of 1 North Main Street. After discussion with the business owner the HARB Board unanimously approved the application with a 36' historical paneled/glass door with added sidelights, subject to final door selection via photo, along with the proposed awning and its installation preserving the existing cornice.

**MOTION: to approve HARB Application COA: 2017-09-01 for 1 North Main Street as recommended by HARB with a 36' historical paneled/glass door with added sidelights, subject to final door selection via photo, along with the proposed awning and its installation preserving the existing cornice made by Jonathan Kittredge, second by Donald Stoner, all ayes, motion carried.**

Catalin Bonciu reviewed the information from the Property Committee Meeting held on September 6, 2017. The Committee Members discussed some improvements for the Police Department to use the upstairs office space along with some renovations at the Borough Garage using the bike storage area to add a shower. Catalin spoke about the metal windows in the garage and he feels that something should be done with those to somehow better insulate the garage. Jeff Main said that a good option would be to put another window on the inside to better insulate them, he asked Ed Twine for his opinion. Ed Twine suggested that they have someone make insulated panels to tap con to the block on the interior, something that they can take down and clean the exterior windows once or twice a year. Catalin stated that we must get this done before winter to save some money and he believes that the Borough should present it to HARB and make the situation very clear. Jonathan Kittredge reviewed that since they have decided to not move the Public Works Department and that they will probably remain in the same location for the foreseeable future, he believes it should be well insulated. Jonathan Kittredge included a drawing of the windows in the garage and suggested that Borough Council approve the Assistant Manager to complete a HARB Application to replace the windows on the north side of the garage, replace with cement block closing the opening along the bottom to install modern, thermal windows, the height of 22" with the same existing width. Jonathan Kittredge believe that it would save the Borough two to three thousand dollars in heating costs just this winter alone.

**MOTION: to make HARB application to remove north facing windows on the Public Works Department Building replace with cement block or six courses on bottom and install modern windows on top, windows to be 22" high and as wide as opening, windows to be louvered or slide with screens so they can be opened in the summer, exact window to be left to the discretion of management, by presenting this now, the application can be sent to the October HARB Meeting, so that it would be presented to the next Borough Council Meeting, was made by Jonathan Kittredge, second by Amy Burkot, Dawn Scheller suggested attending to the windows in the office area before addressing the windows along Mr. Rotz's side of the building, Jeff Main stated that the savings the Fire Hall had were**

**astronomical, Dan Chayes reviewed that the main portion of the garage should be maintained above freezing and the office space is the only area that should be maintained at a higher temperature, they discussed some other options for work on the windows, Jon Kittredge estimate that the windows would cost between \$500-\$800 apiece, plus the cost of installing the blocks, Jon estimated between \$18,000-\$25,000 to get it all done and he would be willing to vote to take it out of the Capital improvement fund with the stipulation that each year once they know what the savings were would be deposited in the account, Derek reviewed that he likes to keep it between 66-68 degrees and he suggested they add ceiling fans, a vote was taken, Tom Suddeth and Donald Stoner opposed, remaining ayes, motion carried.**

Catalin then proposed adding ceiling fans to assist with the airflow. The Committee discussed that both the Borough Hall and the Garage Building both needed repairs and possible replacement of the roof.

**MOTION: to ask that the office obtain price estimates for Borough Hall and Garage roof repairs as needed was made by Jonathan Kittredge, second by Jeff Main, all ayes, motion carried.**

The Property Committee also reviewed proposed benches for the trail and the idea of murals painted on them by local artists. The other idea that was proposed was a mural painted on the back side of the salt shed. Catalin noted that before anything would be painted, the Committee would ask that MacWell submit photos of drawings that could be chosen for such a project. There was nothing that was needed to act on now as MacWell just wanted to keep the Committee and Council informed of some possibilities.

Jonathan Kittredge commended APX for taking the initiative to complete a curb and sidewalk repair/replacement project along Oregon Street. He reviewed that APX completed this project without any direction from the Borough.

Dawn Scheller reviewed the vacant positions still needing to be filled on the Vacancy Board, the Zoning Hearing Board, and the Planning Commission. Steve reminded Council of the importance of filling the vacancies especially on the Zoning Hearing Board with regards to applications for variances. He reviewed that if the Borough would receive an application and would have 60 days to hold the hearing, if for some reason a hearing would not be able to be held, the application would be granted by default. Catalin Bonciu reviewed that Steve had provided that information at another meeting. Since, the office did not receive any interest, Dawn felt that it was important to bring it up again.

Council President asked if there were any New Business items to discuss, Catalin Bonciu asked that they discuss Old Business about the Non-Profits in town and donations from the community.

**MOTION: to approve to direct Mrs. Dawn Scheller to send a letter to the Academy Board of Regents inviting them to attend one of the Finance Committee Meetings to discuss certain issues like how the Borough can work together with the Academy, how we can better the situation between the town and the Academy to the point where we beautify things with financial help and make things more appealing, to repair infrastructure and other projects that we need to complete in town, this motion was made by made by Catalin Bonciu, second by Jonathan Kittredge, Amy Burkot said that Dawn already does that through their liaison. Tom Suddeth called on Larry Nair who reviewed that the Academy has already appointed someone to speak to and he reviewed that she had visited the Mercersburg Library two months ago and because of that meeting the Academy made a donation to the Library. Katherine Titus reviewed that the Board of Regents is not the right approach, she**

reviewed that the Board of Regents has a very strict schedule and would not have the time for such a meeting. Katherine Titus reviewed that as the Head of Schools for the Academy she would be the person that the Borough should speak with. Katherine reviewed that when she started working here, she wanted to find a way that the Academy could continue to be a good servant to the town and hired Linda Hargrove as the first step. She reviewed that as the Head of Schools she is unable to attend every meeting and be present for all that is needed the way she feels they need to be. She reviewed that Linda regularly reports back to her and they are always looking at their budgets the same as the Borough looks at theirs. She believes that it is about relationships and she said the Academy wants to be apart of that not just with Town Council but other businesses and organizations, Jon Kittredge stated that the buck does stop with her. Jeff Main speaking on behalf of the Fire Hall stated that he texts Linda every other day and they keep the communication flowing and he feels that that is important. Jeff Main also reviewed that this was the first time they had a meeting with her and he sees a lot of communications coming. Catalin Bonciu stated that it was nice to put a face with the name and then the motion was rescinded.

Catalin Bonciu was glad to meet Katherine and was hopeful that the Borough can build a marvelous relationship and he thanked her for attending. She said that she was glad to be present.

Council President asked if anyone had any questions regarding the correspondence hearing none he moved on to the calendar. A review of the upcoming meetings was completed; Personnel Meeting scheduled for September 18<sup>th</sup> was cancelled, the Finance Committee would be held on the 19<sup>th</sup> at 4:30 pm, and the Beautification Committee anticipated to meet on the 21<sup>st</sup> at 12:00 pm. No other items were brought before the board.

**MOTION: to adjourn at 8:10 pm was made by Jonathan Kittredge, second by Donald Stoner, all ayes, motion carried.**

*These meeting minutes were transcribed and respectfully submitted for approval by Dawn L. Scheller with the use of her meeting notes and audio recording.*

Date approved: \_\_\_\_\_ Motion made: \_\_\_\_\_ Second: \_\_\_\_\_