

**Mercersburg Borough Council**  
**Borough Hall, Mercersburg, PA**  
**February 12, 2018**  
**MINUTES**

**Attending:** Donald (Dusty) Stoner Jr., Jeff Main, Sean Grove, Amy Burkot, Dr. Michael Pedersen, Paul Sipes, Mayor Roger Defibaugh, Acting Borough Manager Derek Stoy, and Solicitor Steve Coccorese

**Absent:** Engineer Lance Kegerreis

**Guests/Press:** Nancy Robinson 203 S. Main St., Tom Suddeth 22 North Main St., Rachel Nichols, Mercersburg Journal, William Bassin 35 Oregon St., Liz George MACWELL, Linda Hargrove, Mercersburg Academy, Becky Wolf

President Stoner called the meeting to order at 7:00 p.m. and asked Mayor Defibaugh to lead in the Pledge of Allegiance.

President Stoner asked for any public comment. William Bassin, who resides at 35 Oregon Street, expressed his concern over the increased truck traffic from the Herbruck Poultry Farm being built on Corner Road in Montgomery Township. He asked if there was any possible solution to controlling the speed limit better as it is a growing issue. He also asked about decibel levels and inquired if the borough could do anything about loud exhaust. Solicitor Coccorese stated that it is possible to measure the levels but the process of doing it per the law is very cumbersome and many variables are involved. Mayor Defibaugh advised Mr. Bassin that he would talk to the Police Department and have them look into the issues mentioned.

**MOTION: To approve January 2 2018 minutes was made by Jeff Main, second by Paul Sipes. All ayes, motion carried.**

**MOTION: To approve the treasurers report ending January 31, 2018 and bills payable list ending the same date was made by Jeff Main, second by Sean Grove. All ayes, motion carried.**

President Stoner moved to the Mayor's report.

Mayor Defibaugh reported that he attended the MMP&W Awards Banquet and was very pleased with the turnout. He mentioned that the congressional district boundaries may change and the borough could be removed from the 9<sup>th</sup> district. He also urged all council members to visit and talk to the police department as they have an open door policy.

The police report was reviewed and Mayor Defibaugh brought forward a price to purchase a new police cruiser. He explained that this cruiser would be purchased from New Holland Auto Group and 10-8 Emergency Vehicle Service would install all the equipment including sirens, radio etc. The total cost for the unit between both aforementioned entities would be \$36,616.79. Jeff Main asked if the department had checked with local dealers and Mayor Defibaugh stated that they did and New Holland Auto Group gave the best price.

**MOTION: To purchase a 2018 Police Interceptor Utility Base AWD vehicle from New Holland Auto Group for \$29,504.00 and allow 10-8 Emergency Vehicle Service to install emergency lighting, sirens,**

**radios, brackets and numerous other items as stated on the provided estimate for a price of \$7,112.79. Also this approval would be pending Property Committee approval was made by Jeff Main, second by Amy Burkot. All ayes, motion carried.**

The solicitor had numerous items to discuss under his report. He started with the Johnston's Run Trail bid documents and stated he had a few minor tweaks to them and should have them in front of borough council soon. He requested a motion to allow him to continue with the review of the bid documents to prep them for final approval.

**MOTION: To allow the solicitor to proceed with Bid Document review for the Johnston's Run Trail was made by Jeff Main, second by Sean Grove. All ayes, motion carried.**

Mr. Coccorese moved to the next item and that was updating the Employee hand book to reference several policies as requested by the Mercersburg Police Department. These updates would allow the department to apply for a federal grant to obtain cameras and audio equipment to be placed in an interview room. Numerous questions were asked of the Mayor as to the specifics of this grant. The mayor stated it was a federal grant that Sgt. Wertz was applying for. Mr. Coccorese stated the policy updates were nothing major and would only take a few hours of his time to create. These policy updates would need to go to the personnel committee for approval and the deadline for the grant application is March 26. President Stoner advised the mayor that moving forward, the police department should present any grant request through the borough council and obtain approval prior to applying for the grant.

**MOTION: To allow the solicitor to create the new policies needed for the federal grant application by the Mercersburg Police Department and have them presented to the Personnel Committee for review was made by Jeff Main second by Amy Burkot. All ayes, motion carried.**

**MOTION: To adopt the Franklin County Hazard Mitigation Plan was made by Jeff Main, second by Paul Sipes. All ayes, motion carried.**

Mr. Coccorese stated that a subdivision plan has been submitted and due to the Planning Commission only having one member, Borough Council will need to review and approve it without recommendation from the commission. He will bring information forward at the next meeting as he advised members that the review period is up to 90 days.

The borough managers report was next on the agenda.

Acting Borough Manager Derek Stoy reviewed the new business brought before the council on the agenda. He also reported that there was a surplus in the 2017 budget of \$56,375.06. The impending roof replacement and approximately \$20,000 (if a cash payment is approved) would take a lot of that surplus as the year progresses. He recommended keeping the surplus in the general fund for now as this time of year the budget is tight due to no real estate tax payments coming in.

Mr. Stoy went on to describe the 5 trees that were promised to 5 different property owners along Main St. when the paving project was announced. These 5 property owners created new tree wells in the new sidewalks to allow the trees to be planted. The DCNR Forester was brought in to review each address and recommended several trees for each area. Amy Burkot asked why this wasn't brought to beautification as they handled all the tree planting. She also stated that she had plans to plant trees in

May during a spring cleanup. She intended on using the grant she said she obtained and wanted to plant a lot more than 5 trees. MR. Stoy was unaware of any grant the borough had currently received. Jeff Main asked if Amy in Fact had an official sign grant that the borough could use to plant trees and she said no. Mr. Stoy explained the Shade Tree Ordinance requirements with advertising and council approval needed in the near future to plant trees in late April or early May. Jeff Main recommended that beautification meet and discuss the tree ideas and clear up any confusion.

He went on to suggest that the security of the building be reviewed. Eliminating the window air conditioning units were also brought up. Along with issues with the flooring in the borough offices and council room. He suggested an alarm system be looked at as well. He asked that council allow him to spend some time with local vendors in each of those categories to get ideas and possible pricing to bring before the property committee in the months to come.

**MOTION: To allow acting Borough Manager Derek Stoy to begin the process of obtaining more info on air conditioning replacement, flooring upgrades, counter top replacements, security upgrades and council chamber table and chair replacement was made by Jeff Main, second by Sean Grove. All ayes, motion carried.**

Council President Stoner reminded everyone that if they have anything to be brought before a committee, to get that info to Mr. Stoy a week prior to the scheduled committee meeting. This allows time for the administration to prepare an agenda and get the info out to the committee members.

President Stoner moved on to committee reports.

Jeff Main reported from the Fire Board that the new Pierce Engine had arrived at the station and was being prepped to be placed into service. He also stated that they are looking into health insurance coverage for the paid staff. A meat raffle will be held on February 23 as well.

Mr. Main went on to discuss the HARB meeting. An application was presented for 21 West Seminary St. for a sign installation. HARB recommended approval.

**MOTION: To approve COA-2018-02-01 as per HARB's recommendation was made Paul Sipes second by Michael Pedersen, all ayes. Motion carried.**

Mr. Main continued as the Personnel Committee Chairman with its report. He stated that the personnel committee as looked at all the applications for borough manager and has decided that at this time, to not pursue hiring from those applicants. The committee would like to have Solicitor Steve Coccorese and former Borough Manager Dawn Scheller create several different job descriptions that could assist the borough manager with duties and responsibilities moving forward. The thought is to eliminate the assistant manager's position and replace it with the aforementioned idea.

**MOTION: To restructure administrative positions by eliminating the assistant manager position and creating a new position to replace the assistant manager with a new job description to be developed. This position would be similar to an administrative assistant but ultimately the job title will be created during the job description process, furthermore, contact the solicitor and Dawn Scheller for assistance in the job description creation. Also, to not move forward in hiring a new borough manager and keep Acting Borough Manager Derek Stoy in his current position until the borough manager's job description can be revised was made by Sean Grove, second by Amy Burkot. All ayes, motion carried.**

President Stoner moved on to new business.

**MOTION:** To approve a request from Angel Myers, borough tax collector, to reimburse her for her expenses to start her tax collecting office of \$1,026.74 was made by Jeff Main, Second Amy Burkot. All ayes, motion carried.

**MOTION:** To approve a request by Victoria Rhodes allowing her to place black balloons on the parking meters at the square on March 6, 2018 to increase public awareness to opioid addiction. The balloons are to be taken down the following day March 7, 2018 was made by Jeff Main, second by Sean Grove. All ayes, motion carried.

**MOTION:** To accept the resignation of Lisa McCoy from Borough Council effective February 12, 2018 with regret was made by Jeff Main, second by Amy Burkot. All ayes, motion carried.

**MOTION:** To advertise the vacant borough council seat position and all other committee and board vacancies in the Mercersburg Journal was made by Jeff Main, second by Paul Sipes. All ayes, motion carried.

**MOTION:** To accept the resignation of Jim McCoy from HARB effective February 12, 2018 was made by Jeff Amin, second by Sean Grove. All ayes, motion carried.

**MOTION:** To approve any council person, the Mayor and Acting Borough Manager and Billing Clerk to attend the Tuscarora Chamber of Commerce Banquet on March 27 at the price of \$40 per ticket was made by Jeff Main, second by Amy Burkot. All ayes, motion carried.

**MOTION:** To not send a letter of support to the Franklin County Emergency Services Alliance for a grant to study county Fire and EMS departments was made by Jeff Main, second by Michael Pedersen. All ayes, motion carried.

**MOTION:** To nominate a council person to the position of borough treasurer was made by Jeff Main, second by Sean Grove. All ayes motion carried.

**MOTION:** To approve Resolution 10-18 naming Paul Sipes Borough treasurer was made by Amy Burkot, second by Jeff Main. All ayes, motion carried.

**MOTION:** To approve Resolution 11-18 designating Paul Sipes as a check signer was made by Jeff Main, second by Sean Grove. All ayes, motion carried.

**MOTION:** To approve Amy Burkot as President Pro Tempore was made by Jeff Main, second by Michael Pedersen. All ayes, motion carried.

**MOTION:** To accept the resignation of James Eyler from the Planning Commission was made by Jeff Main, second by Michael Pedersen. All ayes, motion carried.

**MOTION:** To approve Fire Police from MMP&W to provide services to Trinity UCC in Fort Loudon on August 18, 2018 for the Peach Festival was made by Jeff Main, second by Sean Grove. All ayes, motion carried.

**MOTION: To distribute all future committee and borough council meeting packets via email eliminating paper copies was made by Jeff Main, second by Amy Burkot. All ayes, motion carried.**

**MOTION: To send up to 2 representatives including the Mayor to the Cumberland-Franklin County Boroughs Association meeting in Newburg at the cost of \$18.99 per person was made by Jeff Main, second by Paul Sipes. All ayes, motion carried.**

**MOTION: To adjourn was made by Jeff Main, second by Amy Burkot. All ayes, meeting adjourned at 9:18 pm.**

*These meeting minutes were transcribed and respectfully submitted for approval by Derek Stoy with the use of his meeting notes and audio recording.*

Date approved: \_\_\_\_\_ Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_