

# Abbottstown Borough Council Meeting

## January 21, 2021 7 PM

**CALL TO ORDER:** 7:00 p.m.

**ROLL CALL:** Frank Anderson, Laura Baker (tele), Dennis Posey, Daniel Watkins, Sr. Also in attendance: ABPD Chief James Graham; M/S/T David W. Bolton; Solicitor, Tim Shultis; Engineer, John Golanoski. Excused: Dale Reichert, Mayor Duane Watson.

**PLEDGE OF ALLEGIANCE:** Led by President Posey.

**ANNOUNCEMENTS:** An Exec Session was held at 6:30 to discuss legal matters with Solicitor. The regular meeting for December 21<sup>st</sup> was cancelled due to snow event and COVID-19 increased cases in the area.

**GUESTS:** R. Clem Malot, President, PA Municipal Code Alliance

President Posey thanks Mr. Malot for the help in the borough. Mr. Malot explains the principles of voluntary compliance, giving notices and warnings to residents prior to citations. Equal Enforcement is 'blind', meaning no matter who or what the situation and who is involved, the statutes are enforced without giving preferences to anyone involved (no special treatment). Instruction is given to their enforcement officers by reputable companies to obtain professional licensing through the state and use professional development and continuing education to improve performance to their clients.

**Motion made by Frank Anderson to authorize President Posey to sign agreement with PMCA for Code Enforcement and Zoning for 2021; 2<sup>nd</sup> by Laura Baker; Motion carried, 4 Ayes.**

**Motion made by Dan Watkins to sign agreement with Wm. F. Hill and Associates for engineering services in the 2021 year; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.**

Brandon Danner, Bermudian Youth Baseball, President.

Covid threw last year season in disarray, state shut down their board meetings today. Signing waivers to get kids on the field; decreased by 40% over last year (opt out). Would like to use fields again as last year. Willing to do the maintenance on big field and share with New Oxford and Bulldogs Baseball between the two fields.

**Motion made by Laura Baker to approve all three teams for new agreements for 2021; 2<sup>nd</sup> by Daniel Watkins; Motion carried, 4 Ayes.**

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** Review minutes from meeting held Nov 19 and Dec 29, 2020.

***Motion made by Frank Anderson to accept the minutes of November 19, 2020; 2<sup>nd</sup> by Laura Baker; Motion carried, 4 Ayes.***

***Motion made by Frank Anderson to accept the minutes of December 29, 2020; 2<sup>nd</sup> by Daniel Watkins; Motion carried, 4 Ayes.***

**REPORTS:**

**TREASURER:** Council reviewed the financial documents and prepared bills. A bank audit was also presented, which was thoroughly reviewed.

***Motion made by Frank Anderson to accept the Treasurer's Report thru 11/30/2020 and 12/31/2020; 2<sup>nd</sup> by Daniel Watkins; Motion carried, 4 Ayes.***

Approval of Expenditures:

***Motion made by Daniel Watkins to approve paying the bills as presented; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

Some bills are due prior to meeting date each month.

***Motion made by Laura Baker to approve Mr. Bolton to pay any regularly budgeted expenses from invoices received and due prior to Council meetings during the 2021 session, with such records to be included in the Treasurer's report and ratified/approved at the subsequent Council meeting (not including unbudgeted expenses); 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

Treasurer is currently working on municipal audit with Boyer and Ritter, state annual filings.

**ADMINISTRATIVE:** David Bolton, MBA, CBO

⇒ Adoption of meeting schedules for 2021; advertised in Gettysburg Times.

***Motion made by Frank Anderson to approve meeting schedule for 2021; 2<sup>nd</sup> by Laura Baker; Motion carried, 4 Ayes.***

⇒ Attended the Pre-Bid Construction meeting at Berwick Township this morning for Kinneman Rd. project. Many potential bidders present. Tom Danner, Berwick Twp Supervisor, has asked that the Borough assign authorizations for decisions that may be needed between meetings, to be ratified at subsequent meetings, concerning change orders, plan alterations from field issues, etc., in order to keep the projected timeline.

***Motion made by Laura Baker to authorize Mr. Bolton to acquire initial authorizations, and make the same, for the above cited concerns during the project, after conferring with President Posey and VP Reichert, which will be ratified at the following meeting, should the need arise; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

⇒ During the above meeting, Berwick Township stated they will be making their side of Kinneman Road 'no parking' permanently to reduce congestion and potential accidents from the increased use of the thoroughfare and has suggested the Borough consider the same. Pros and Cons were discussed. It is Mr. Bolton's recommendation to make the borough side 'no parking' temporarily from March 1 to October 31 (duration of project) to avoid any issues with construction equipment, vehicles, etc., via the Abbottstown Borough Police Department, with considerations to be heard later this year to make this a permanent arrangement.

***Motion made by Laura Baker to accept Mr. Bolton's recommendation; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

⇒ Abbottstown Employee Handbook update – Councilor Baker and Mr. Bolton met with Mrs. Shultis to review draft, gaining recommendations from the Councilor. Amendments were discussed.

***Motion made by Laura Baker to adopt updated Employee Handbook as amended; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

⇒ Quotes received for repairs to post from accident in Center Square. Lowest bid for replacement of same base and fixture received from Herr Lighting, the original installers of those post lights.

***Motion made by Laura Baker to accept quote from Herr Lighting to repair as originally installed; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

⇒ Resignation received from Brandy Harman, Tax Collector, dated January 15, 2021, due to moving out of the borough.

***Motion made by Frank Anderseon to accept tax collector resignation; 2<sup>nd</sup> by Daniel Watkins. Motion carried, 4 Ayes.***

- ⇒ In anticipation of this resignation, Mr. Bolton had spoken with the County Treasurer and Tax Services to determine the best path forward to fill the tax collector position. It is on the ballot for this year's elections (2022-2025), but a replacement must be found prior to the February 12<sup>th</sup> deadline for printing tax notices with the correct information. Having found no one interested in an appointment for the remainder of the term, Mr. Bolton took the suggestion of Daryl Crum, County Tax Services Director, to form a Joint Collection District as in Reading Township and York Springs Borough, to name an existing tax collector from another municipality to perform these functions until a successor is elected later this year. Tammy Knight, Conewago Township Tax Collector and County Trainer for the position has agreed to do the collections for Abbottstown in 2021. She will receive the same compensation that Mrs. Harman would have, with no additional costs to the Borough. With Council's approval, Mr. Bolton will replicate the documents provided by Reading Township to re-create such an agreement between Conewago Township and the Borough for these services.

***Motion made by Laura Baker to approve the Joint Tax Collection District between Conewago Township and Abbottstown Borough for the 2021 Tax Seasons, with permission given to President Posey and Mr. Bolton to execute such documents necessary prior to the aforementioned deadline; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

- ⇒ H. A. Thomson coverages for 2021 – email sent to all Council members. Mr. Bolton recommends keeping the changes made in the 2020 meeting viable in 2021.

***Motion made by Laura Baker to retain 2020 insurance coverage amounts from H. A. Thomson in 2021; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

**SOLICITOR:** Tim Shultis

- ⇒ Codification update: Waiting on General Code. Service waived for 2021 per Mr. Bolton's request due to length of time taken by their staff on this project (\$700).
- ⇒ Presents Covid-19 Paid Leave Policy to assist full-time employees (up to 70 hours per week) with lost wages due to Covid-related absences.

***Motion made by Laura Baker to adopt Covid-19 Paid Leave Policy as presented; 2<sup>nd</sup> by Frank Anderson; Motion carried, 4 Ayes.***

- ⇒ Engagement letter for 2021. Fees per hour will increase from \$150 to \$155.

***Motion made by Frank Anderson to approve engagement letter and fees for 2021 as presented; 2<sup>nd</sup> by Daniel Watkins; Motion carried, 4 Ayes.***

**ENGINEER:** John Golanoski

- ⇒ No update on Multimodal Grant for N/S German Street.
- ⇒ Scour report on Country Club Rd bridge. Went from B to A (poor). John will develop a plan of action to deal with cresting from storms (4 hour documented). Laura or Dennis to come to next ACTPO meeting. John and I to talk to Adams County Office of Planning and Development (Andrew and Sherry).
- ⇒ Laura requests that John to break down the park project into smaller phases to make more affordable. A meeting with John, Laura and Mr. Bolton will be scheduled to discuss. Dan Watkins suggests asking people to donate benches, trees, etc.

**MAYOR'S REPORT:** Honorable Duane Watson – none.

**ABBOTTSTOWN BOROUGH POLICE DEPT:** Report submitted - copy on file.

- ⇒ Police car: will rust out before we use it up; doing good. Watkins questions about use of radar – Chief explains the speed control lines and where they are set up. Electric enforcement must give at least 10 over limit. More so promotes compliance by being seen as a presence in the borough.

**CODE ENFORCEMENT:** James Graham, PMCA Report submitted - copy on file.

- ⇒ Code: nothing unusual in the borough at the moment. Cones up. Call tomorrow to see if we can get the pole moved and electric disconnected immediately. See if Holtzinger can fix powdercoat at Lincolnway Sales.

**EMERGENCY SERVICES:** UH&L No. 33, PSP, AREMS Reports submitted

**COMMITTEES and ORGANIZATIONS:** No reports.

**CORRESPONDENCE:** On File.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**FOR THE GOOD OF THE ORDER:**

- Councilor Laura Baker asks about the ordering of the vehicle signs for Code Enforcement. Mr. Bolton confirms they have been ordered.
- Councilor Dan Watkins asks about jake brake ordinance in the borough? (Chief will investigate with Mr. Shultis). Signs for pedestrian crosswalks? (These usually

get run over by large trucks going through the square). Paint for crosswalks? Mr. Bolton would like to hire a 3<sup>rd</sup> party if Mr. Myers is not able to do it.

***Motion made by Dennis Posey to authorize Mr. Bolton to get the lines painted for 2021; 2<sup>nd</sup> by Daniel Watkins; Motion carried, 4 Ayes.***

- President Dennis Posey thanks everyone for their service to the borough.

**ANNOUNCEMENTS:**

- Next regular Council meeting is February 18<sup>th</sup> at 7 pm

***Motion made by Frank Anderson to adjourn at 9:00 pm; 2<sup>nd</sup> by Dan Watkins; Motion carried, 5 Ayes.***