

## Franklintown Borough Council Reorganization Meeting Minutes January 6, 2020

**Swearing in of Officials:** At 7:11 PM The Honorable Richard T. Thomas performed the swearing in of the elected officials Douglas Isenberg, Rodney Stein, Anthony Vasco III, Richard Blouch, Brian Crespo as well as Rhonda Harpster the appointed Tax Collector. Swearing in ended at 7:14PM.

The Reorganization meeting was called to order by Mayor James Adams at 7:30 PM.

Per roll call the following elected officials were present: Katherine Maxwell-Metzger, Brian Crespo, Rodney Stein, Richard Blouch, Anthony Vasco III, Sharon Blouch and Douglas Isenberg.

Borough Staff present: Solicitor James Robinson and Sec./Treas. Kelly Kunkle.

Mayor Adams opened up the nominations for President of Council.  
Brian Crespo nominated Anthony Vasco III for President of council.  
No other nominations were made.  
All voted in favor of Anthony Vasco III as President.

The meeting was turned over to President Anthony Vasco III.

Opened nominations for council Vice-President  
S. Blouch nominated Richard Blouch as Vice-President.  
No other nominations were made.  
All voted in favor of Richard Blouch as Vice-President.

Borough Secretary

S. Blouch nominated Kelly Kunkle to remain as Secretary.  
No other nominations were made.  
All voted in favor of Kelly Kunkle as Secretary.

Borough Treasurer

D. Isenberg nominated Kelly Kunkle to remain as Treasurer.  
No other nominations were made.  
All voted in favor of Kelly Kunkle as Treasurer.

At 7:36 PM The public hearing for Ordinance 293-2020 to amend the non-uniform plan administered by the Pennsylvania Municipal Retirement System. See the Attached minutes.

The hearing ended at 7:38PM

R. Stein moved to approve Ordinance 293-2020, D. Isenberg seconded and the motion carried.

Police Report – Given by Detective Sergeant Schreiner

The reorganization meeting resumed.

Treasurer's Bond - S. Blouch moved to keep the Treasurer Bond at \$300,000.00, B. Crespo seconded and the motion carried.

Borough Depositories - B. Crespo moved to keep the Borough Depositories as (PLGIT) Pennsylvania Local Government Investment Trust & Fulton Bank, S. Blouch seconded and the motion carried.

Solicitor - R. Stein moved to keep Salzmann Hughes as the Borough Solicitor, B. Crespo seconded and the motion carried.

Borough Auditor - R. Stein moved to keep Boyer & Ritter as the Borough Auditor, D. Isenberg seconded and the motion carried.

Sewage Enforcement Officer - S. Blouch moved to keep Hoover Engineering as the Sewage Enforcement Officer, R. Blouch seconded and the motion carried.

Borough Engineer - K. Maxwell-Metzger moved to keep Barton & Loguidice as the Borough Engineer, B. Crespo seconded and the motion carried.

Emergency Management Agent - R. Blouch moved to keep Northern York Emergency Management Agency as the Emergency Management Agent, D. Isenberg seconded and the motion carried.

Borough Building Inspector & Zoning Enforcement Officer - R. Stein moved to keep Land And Sea Services LLC as both the Borough Building Inspector and Zoning Enforcement Officer, S. Blouch seconded all voted in favor except D. Isenberg and the motion carried.

(3) Zoning Hearing Board Members & (1) Alternate - S. Blouch moved to keep David Detinburn, Robert Muller and Sharon Andrews as the 3 Zoning Hearing Board Members and Steven Teletnick as the Alternate, R. Blouch seconded all voted in favor with the exception of D. Isenberg and the motion carried.

Chief Administrator of State Forms and The Open Records Officer - S. Blouch moved to keep Kelly Kunkle as the Chief Administrator of State Forms and The Open Records Officer, R. Blouch seconded and the motion carried.

Dog Officer, Road Crew Officer and Vacancy Board Chairman - No nominations were made.

Codes Enforcement Officer - S. Blouch moved to keep Land And Sea Services LLC as the Codes Enforcement Officer, B. Crespo seconded all voted in favor except D. Isenberg and the motion carried.

Street Commission Representative and Fire Company Representative - A. Vasco moved to keep Doug Isenberg as the Street Commission Representative and to appoint Doug Isenberg as the Fire Company Representative, R. Blouch seconded and the motion carried.

NEMA Representative, EMS Representatives and Borough Park – S. Blouch moved to keep R. Blouch as the NEMA & EMS Representative, Mayor Adams as the 2<sup>nd</sup> EMS Representative and Katherine Maxwell-Metzger as the Borough Park Representative, D. Isenberg seconded and the motion carried.

Dillsburg Area Authority 2<sup>nd</sup> Representative, 2<sup>nd</sup> NEMA Representatives - No nominations were made.

York Adams Tax Bureau & Tax Collection Committee Representative - D. Isenberg moved to keep R. Stein as the York Adams Tax Bureau & Tax Collection Committee Representative, S. Blouch seconded and the motion carried.

York Adams Tax Bureau & Tax Collection Committee Alternate and the Chesapeake Bay Pollution Reduction Plan and the York County Storm Water Commission – No Nominations were made

D. Isenberg moved to approve the December 4, 2019 Meeting Minutes, B. Crespo seconded and the motion carried.

Building Permits: No building permits were issued for December.

Solicitor Report: James Robinson presented Resolution 2020-1 to update the Fees for Land & Sea for 2020. R. Stein moved to approve Resolution 2020-1, R. Blouch Seconded, all voted in favor with the exception of D. Isenberg and the motion carried.

Street Commission: Council was advised that the Borough's PennDOT Liquid Fuels Rep resigned and a new one has not yet been assigned.

Treasurer's Report: D. Isenberg moved to accept the treasurer's report as presented, B. Crespo seconded and the action was approved.

R. Blouch made a motion to approve the disbursements as presented, K. Maxwell-Metzger seconded and the action was approved.

Park Committee – Council was advised that the Hoss's Fundraiser is Wednesday January 15<sup>th</sup> and each member has coupons in their folder to distribute.

Correspondence: A memo was presented showing the PIRMA recommendation regarding the pit in the garage and the previous response sent. Council approved the same response to be issued again.

New Business: Mayor Adams asked what was found out regarding the Electronics Recycling for the Borough. The information was discussed but no decisions were made.

Adjournment: S. Blouch made a motion to adjourn the meeting at 8:23PM, D. Isenberg seconded and the motion carried.

**Public Hearing for Ordinance 293-2020**

**January 6, 2020**

**A public hearing for the name Ordinance 293-2020 was called to order at 7:36 PM by James Robinson, Solicitor for the Borough of Franklinton.**

**Council Present:** President Anthony Vasco III, Vice President Richard Blouch, Rodney Stein, Katherine Metzger, Brian Crespo, Doug Isenberg and Sharon Blouch.

**Council Absent:** None

**Borough Staff:** Mayor James Adams, Solicitor James Robinson and Secretary/Treasurer Kelly Kunkle.

**Visitors:** Peggy Williams of the Dillsburg Banner and Detective Sergeant Schreiner of Carroll Township Police

A public hearing is being held as required by the borough code.

Notice of the public hearing was advertised in the Dillsburg Banner on December 12, 2019.

Mr. Robinson asked three times if there were any questions or comments in regards to Ordinance 293-2020.

Hearing no questions or comments, the public hearing for the name Ordinance 293-2020 was closed at 7:38PM.

## **Franklintown Borough Council Meeting Minutes February 5, 2020**

COUNCIL PRESENT - Katherine Maxwell-Metzger, Brian Crespo, Rodney Stein, Richard Blouch, Anthony Vasco III and Douglas Isenberg.

BOROUGH STAFF PRESENT - Mayor J. Adams, Solicitor James Robinson, Engineer P. Brath and Sec./Treas. Kelly Kunkle.

The meeting was called to order by A. Vasco s at 7:30 PM.

POLICE REPORT – Given by Carroll Township Officer

VISITORS – Kailey from Dillsburg Banner and Laura Woodward of 2 N. Church St.

PREVIOUS MEETING MINUTES - R. Stein moved to approve the January 6, 2020 Meeting Minutes, B. Crespo seconded and the motion carried.

PUBLIC COMMENT – Laura Woodward from 2 N. Church St. advised that she came to see what the status was of the last 6 units going into the South Heights development and the one-way streets to allow parking.

Reports to Council:

FIRE REPORT – 1 appliance fire in Franklin Glen for January. Discussion was had regarding the Fire Dept. Plan meeting attended by D. Isenberg prior to the meeting.

BUILDING PERMITS: 2 building permits were issued for January 2020

YATB/TCC Report given by R. Stein

EMS REPORT – none

ENGINEER REPORT – P. Brath advised on the status of the Franklin Township Vs. Franklin Glen Stormwater situation and explained the request from Franklin Township’s Solicitor for Franklintown Borough to join law suit. He expressed concern that Franklin Glen seems to be ignoring the repairs needed to the part of the stormwater system that falls solely in the Borough. J. Robinson advised that we could enter the action as either an Intervener or as a Party of the Suit but that it would not be possible to quote a dollar figure for doing either. D. Isenberg made a motion to approve the Solicitor to move on behalf of the Borough to become a party of the suit, pending a call to Franklin Township’s Atty. And if Franklin Glen does seem to ignore the repairs in the Borough, K. Metzger seconded a role call was taken, A. Vasco, K. Metzger and D. Isenberg voted for, R. Blouch and B. Crespo voted against and the motion carried.

P. Brath further reported on the situation with South Heights and their compliance with the contingent approval received by Council.

P. Brath advised that DAA requested time to wait to further investigate the dips in the road near their service lines in Franklin Glen as they have plans in the works for the summer. He advised that it would be okay to wait.

SOLICITOR REPORT: J. Robinson gave a timeframe of April for the Tenant Occupancy Ordinance.

WATER AUTHORITY REPORT – Given by R. Blouch

STREET COMMISSION - Council was advised that the Church St/Long Ave One Way street study was received with the next steps to proceed given. A. Vasco advised Sec./Treas. Kunkle to proceed.

TREASURER'S REPORT - R. Blouch moved to accept the treasurer's report as presented with the Q4 2019 Budget Vs. Actual report, D, Isenberg seconded and the action was approved. R. Blouch made a motion to approve the disbursements as presented, B. Crespo seconded and the action was approved.

PARK COMMITTEE – Council was advised that the Hoss's Fundraiser earned \$143.06.

CORRESPONDENCE - NONE

OLD BUSINESS - The electronics recycling options were discussed. R. Blouch made a motion to subcontract with Matt's Junk Removal to attend the York County Solid Waste Authority training to facilitate the electronics recycling and deliver the items collected 2 times per year at \$250.00 per date, R. Stein seconded and the motion carried.

NEW BUSINESS - B. Crespo made a motion to change the Borough Council Meeting time from 7:30PM to 7PM beginning with the March meeting and continuing for the remainder of 2020 and for this to be advertised, R. Stein seconded and the motion carried.

ADJOURNMENT - R. Stein made a motion to adjourn the meeting at 8:51PM, B. Crespo seconded and the motion carried.

Franklintown Borough Council Meeting Minutes March 4, 2020

Council Present: President T. Vasco, R. Blouch, R. Stein, S. Blouch, D. Isenberg, B. Crespo, K. Metzger

Borough Staff: Mayor J. Adams, Solicitor J. Robinson, Engineer P. Brath, Secretary/Treasurer K. Kunkle.

The meeting was called to order @ 7:00 PM by T. Vasco.

Police Report – Given by Chief Wargo

Visitors: Dawn Lusk & Jim MacClay of Dillsburg Soccer Club and Laura & Corey Woodward.

Public Comment: Dawn Lusk & Jim MacClay of Dillsburg Soccer Club spoke about their interest in a partnership with the Borough regarding the park plan and the upcoming grant application. They advised on other relationships, contracts, and field usage.

Laura & Corey Woodward advised they were there to hear about the Church St. parking issue status and to generally attend the meeting.

Motion made to accept the meeting minutes with correction to the presenter of the Police Report was made by A. Vasco, seconded by B. Crespo and carried.

Building Permits: 6 South Heights denied permits.

Fire Report: No calls in the Borough for February. D. Isenberg attended the local government meeting with the Fire Dept. immediately prior to the council meeting. The Fire Dept feels Franklintown's annual donation should be \$12,200.00 and they would suggest it comes via property tax or a user fee. D. Isenberg informed the Fire Dept. to contact the Secretary to attend a Council meeting to propose this amount.

EMS Report: 3 Ambulance calls in January. The February report is not available yet.

Engineer Report: Given by Phil Brath. Mr. Brath advised the Franklin Glen is making progress on the stormwater issue and including the part of the facility that is in the Borough.

Mr. Brath is to contact J.A. Myers about marking the property lines for the first 12 units that were sold as the Woodwards requested this in the public comments and the Secretary advised another owner questioned this due to planning to have a fence installed.

Mr. Brath also updated council on some local PennDOT work and how it would affect the Borough.

Solicitor Report: Given by J. Robinson.

R. Stein made a motion to pass Resolution 2020-2 to establish a Complete Count Committee for the 2020 U.S. Census, D. Isenberg seconded and the motion carried. Mr. Robinson advised that a committee could be established at the next meeting.

B. Crespo made a motion to pass Resolution 2020-3 to add the tax collector's designated backup as a signer on the tax account with Members 1<sup>st</sup>, S. Blouch seconded and the motion carried.

Mr. Robinson advised council on the status of the Tenant Ordinance and asked if Council wanted to include inspections. Council asked if there was any liability against the Borough if we did not adopt inspections. Mr. Robinson advised, no. Council unanimously agreed to not include inspections in the ordinance. Mr. Robinson also asked when the Borough would like the registrations to come in. It was decided that the registrations would take place during June & July and there

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would be no fee if they are submitted during those months. If the annual registrations are not received by the end of July, they will be assessed a \$50 penalty. These registrations will be in addition to the Tenant Occupancy Permits which will be expected to be submitted any time a tenant change.

Mr. Robinson addressed a question regarding family of Council Officials doing work for the Borough that is paid out of Liquid Fuels. The current Liquid Fuels rep referred the secretary to section 1404 in the Borough Code. Mr. Robinson advised that section 1404 points to 64PA CS Chapter 11 of the Ethics act which provides for circumstances when a small Borough such as our may hire family. He advised us to publicly bid the work. If the only bid received is from a family member, we are to award the bid then go to liquid fuels for written approval. If the family member bid is not the only bid received, we were advised to handle in the following manner; If the family member bid is the lowest and the other submissions are reasonable the lowest reasonable bid must be awarded. If the family member bid is the lowest but the other submissions are not reasonable then council could award the family member bid and request written approval from Liquid Fuels.

Water Authority: Given by Richard H. Blouch

Street Commission: Street sign repairs & replacements were discussed. It was decided to advertise for bids for this work. The repair work for the Firehouse St. & West Ave. project were discussed.

Treasurer's Report

B. Crespo made a motion to accept the Treasurer's report as submitted, S. Blouch seconded and the action was approved.

S. Blouch made a motion to accept the disbursements as presented, B. Crespo seconded and the action was approved.

Council Committees:

Park & Rec: K. Kunkle advised that the grant should be applied for during April with a deadline of April 22, 2020.

Correspondence: The York County SPCA Trap-Neuter-Return program was discussed in reference to recently reported cat issues in the Borough. J. Robinson to check into what action the Borough has regarding the cat complaints received. Council advised K. Kunkle she could attend the training session for the program.

Tax Collector letter of explanation with the invoice for sorting the tax mailings was discussed. R. Blouch made a motion to pay the tax collector invoice as presented, S. Blouch seconded and the action was approved.

York County email regarding the Corona Virus was discussed.

Old Business: Mayor Adams advise that hauler application was submitted, but no determination was received.

New Business: The meeting with Rep. Scott Perry at his office in Wormleysburg with the United States Postal Service (USPS going forward) regarding the Borough's mail issues was discussed. USPS did not have the towns physical addresses entered into their database, which they sell to companies to use for shipping and location verification for services and loans, etc. They are mostly done with entering that info but it will take anywhere from 30-90 days for the end users to update their systems. The USPS does not affect UPS, FedEx or Google as they have their own databases.

In compliance with the 1 free mail service per person, USPS will no longer charge for the smallest PO Box rental to our residents. They will need to provide proof of address. Anything over the smallest size box will be chargeable. They assured us that they would not close the Franklinton Post Office because 1. They do not provide door to door delivery and are not interested in starting that in our town. 2. They cannot do rural delivery in town due to the parking on the Franklinton Borough Meeting Minutes March 4. 2020



street. 3. They must provide one free delivery per person and the Franklinton Post Office is their only means of providing that.

They also agreed to look into longer hours for the automatic lock to include Sundays as well as installing larger package lockers to accommodate deliveries for residents who are not able to pickup during the office open hours.

The insurance renewal Meeting date and time was discussed for anyone who wants to attend.

S. Blouch made a motion to adjourn the meeting at 8:55 PM, R. Blouch seconded and the motion was carried.

Franklintown Borough Council Special Meeting Minutes March 21, 2020

Council Present: President T. Vasco, R. Blouch, R. Stein, S. Blouch, D. Isenberg, B. Crespo, K. Metzger

Borough Staff: Mayor J. Adams, Secretary/Treasurer K. Kunkle.

The meeting was called to order @ 8:30 AM by T. Vasco.

Visitors: None

Public Comment: None

Special Meeting Resolutions:

R. Stein made a motion to adopt Resolution 2020-4 ratifying the Mayor's Emergency Declaration, B. Crespo seconded, council unanimously agreed and the motion carried.

S. Blouch made a motion to adopt Resolution 2020-5 continuing Franklintown Borough's Emergency Declaration in alignment with the Federal and State declarations, K. Metzger seconded, council unanimously agreed and the motion carried.

Adjournment: S. Bloch made a motion to adjourn the meeting at 8:35 AM, D. Isenberg seconded and the motion carried.

Franklintown Borough Council Meeting Minutes April 29, 2020

Council Present: President T. Vasco, R. Blouch, R. Stein, S. Blouch, D. Isenberg, B. Crespo, K. Metzger

Borough Staff: Mayor J. Adams, Solicitor J. Robinson (via phone for 1 question), Secretary/Treasurer K. Kunkle.

The meeting was called to order @ 7:00 PM by T. Vasco.

Lawn Maintenance Bids

President Vasco asked if there were any Bid submissions for Lawn Maintenance. Sec./Treas. Kunkle provided 2 sealed envelopes. 1. ReddUP for \$60.00 per mow with proof of insurance. 2. C&D Landscaping for \$65.00 per hour with no proof of insurance. Discussion ensued. Sec./Treas. Kunkle called Solicitor J. Robinson at 7:04 PM and put the call on speaker so everyone could hear. Mr. Robinson advised that since the bid was advertised for a per mowing price with proof of insurance and the submission from C&D was for a per hour price with no proof of insurance that submission must be disqualified. He advised that it was acceptable to award the bid to ReddUP despite the business being owned by the Mayor's son because there were no other legitimate submissions. The call lasted 2 mins and 31 seconds. There was more discussion. D. Isenberg made a motion to award the Lawn Maintenance bid for the 2020 season to ReddUP, B. Crespo seconded; a roll call vote was taken with A. Vasco, K. Metzger, S. Blouch, D. Isenberg and B. Crespo voting for and R. Stein and R. Blouch abstaining, the motion was carried.

Visitors: Dennis Stevens of C&D Landscaping

Public Comment: Mr. Stevens was present to hear the outcome of the Lawn Maintenance Bids.

D. Isenberg made a motion to accept the March 3, 2020 meeting minutes, B. Crespo seconded and the motion carried. B. Crespo made a motion to accept the March 21, 2020 Special meeting minutes, S. Blouch seconded and the motion carried.

Police Report – Provided in packet

Building Permits: None

Fire Report: Provided in packet

EMS Report: The Q1 calls were listed on the Agenda

Engineer Report: Given by P. Brath email.

Solicitor Report:

Water Authority:

Street Commission: Pot hole repair was discussed. Sec./Treas. Kunkle was advised to contact the liquid fuels rep for assistance in the bid for required materials etc.

Treasurer's Report

K. Metzger made a motion to accept the Treasurer's report as submitted, S. Blouch seconded and the action was approved.

S. Blouch made a motion to accept the disbursements as presented, K. Metzger seconded and the action was approved.

Council Committees:

Park & Rec: R. Stein made a motion to adopt Resolution 2020-6 to affirm the DCNR Park Grant Application for the Archie Hess Memorial Park Rehabilitation & Development Project, K. Metzger seconded and the resolution was adopted.

Pet Ordinance Committee:

Correspondence:

Old Business:

New Business:

R. Stein made a motion to waive the Q2 2020 trash bills for the Borough due to the balance in the trash fund and in response to the Covid-19 situation, K. Metzger seconded and the motion carried.

The Mayor Proclaimed Sunday May 3, 2020 as Bells Across Pennsylvania Day with the Franklinton United Brethren Church and the Emmanuel Lutheran Church both to ring their bells from 7PM-7:03PM in observance of this.

R. Stein made a motion to adjourn the meeting at 7:31 PM, B. Crespo seconded and the motion was carried.