

Franklintown Borough Council Meeting Minutes January 6, 2021

Council Present: President T. Vasco, R. Stein, D. Isenberg, B. Crespo, and K. Metzger attended in person. S.Blouch & R.Blouch attended via phone.

Borough Staff: Solicitor Z. Rice, Engineer P. Brath, Secretary/Treasurer K. Kunkle.

The meeting was called to order @ 7:18 PM by T. Vasco.

Police Report – Given by Chief Wargo

Visitors: Laura Woodward of N. Church St.

Public Comment: The need for a tax collector was discussed with Laura Woodward.

D.Isenberg made a motion to accept the December 2, 2020 meeting minutes as presented, B.Crespo seconded, and the motion carried.

Building Permits: A permit was issued for a deck for 124 W. South St.

Fire Report: The November report was reviewed. A registered letter had been received about an advisory committee for the Fire Dept. D.Isenberg agreed to attend on behalf of the Borough.

EMS Report: The November calls were discussed. No response was received from either the Solicitor or the Sec./Treas. K.Kunkle's contract concerns. The solicitor is to try again.

NEMA Report: Given by R. Blouch.

Engineer Report: Given by P. Brath. He advised that Barton & Loguidice is getting out of the municipal area in Pennsylvania. He has found another firm to work with, Gibson Thomas, that will allow him to continue working with municipalities. R.Stein made a motion to revoke Barton & LoGiudice's Engineer appointment and to appoint Gibson Thomas as the Borough engineer, K.Metzger seconded, and the motion carried.

P.Brath presented Resolution 2021-2 authorizing the Block Grant application for Borough Road improvements. The Grants being sought were for a period of 3 years and the pledged funds would be over that timeframe. S.Blouch made a motion to adopt Resolution 2021-2 for the Block Grant application, B.Crespo seconded, and the motion carried.

Solicitor Report: Given by Z. Rice. Resolution 2021-1 for the attorney's fees associated with delinquent account collections was presented. B.Crespo made a motion to adopt Resolution 2021-1, D.Isenberg seconded, and the motion carried.

Water Authority: Given by R. Blouch

Street Commission: Given by D. Isenberg

Treasurer's Report: Given by K. Kunkle

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

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

Council Committees:

Park & Rec Committee announced that we were awarded the DCNR Grant. A phone call with DCNR will take place Friday January 8th.

Correspondence: The YCPC Hazard Mitigation Plan Annual Review is in process. The YCPC Comprehensive Plan Changes Memo was presented.

Old Business:

The need for a tax collector for 2022 was discussed again. Laura Woodward agreed to meet with the current tax collector to see what the job entails but advised of her full-time job and her concern with being able to offer the required hours.

The park trail boundary was discussed. Sec./Treas. K.Kunkle advised that Todd Lyons was not able to mark the boundary. He has us on his list and as soon as his schedule frees up, he will mark it.

Vacation Memo was discussed. B.Crespo made a motion to approve the Vacation Schedule of 2 days after 6 months of service, 5 days annually for years 1 & 2 of service, 7 days for 3 years of service, 10 days annually for years 4-7 of service, 15 days annually for year 8 of service and over; D.Isenberg seconded, and the motion carried.

New Business:

Sharon Blouch's term of service for the Authority was discussed. D.Isenberg moved to reappoint Sharon Blouch for another 5-year term, B.Crespo seconded, and the motion carried.

The bids for regular landscape maintenance were discussed. Council approved advertising for bids in the Banner.

D.Isenberg made a motion to adjourn at 8:10 PM, S.Blouch seconded, and the motion carried.

Franklintown Borough Council Meeting Minutes February 3, 2021

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

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

The meeting was called to order @ 7:15 PM by T. Vasco.

Police Report – Given by Chief Wargo

Visitors: Rob Brady, Mark Snyder, Laura Woodward, Jaci Thoman

Public Comment: Jaci Thoman from Washington Township spoke about the possibility of being appointed the Borough's tax collector for 2022 if there was nobody elected this year. She advised that she has been the tax collector for Washington Township for many years and that she uses her store, Thoman's small engine repair, to facilitate this. If appointed she would want to collect there for us as well. K.Metzger advised her store is probably closer and easier to find than the current tax collector. The employees of her store are her deputies, they are covered by her bond and Washington Township approves them at their meetings by motion. She collects at a flat rate of 5% and her fees are a bit different. Solicitor Z.Rice spoke about the limit of tax collection compensation being 5% and if council decided to change it for the 2022 year it would have to be done by February 15, 2021. S.Blouch made a motion to adopt resolution 2021-3 to increase the tax collector compensation to 5% flat for all payment periods beginning January 1, 2022, B.Crespo seconded, and the motion carried.

Laura Woodward was present and advised she is unsure if she wants to run as tax collector. It was determined that the stage was set by passing the resolution for any outcome. Laura also discussed the easements for South Heights because she just had her property staked in anticipation of a fence. Engineer P.Brath explained that the easement for the landscaping buffer was removed when the buffer itself was removed. The plan that is filed at York County is not yet updated. He also explained some of the other easements.

D.Isenberg made a motion to accept the January 6, 2021 meeting minutes as presented, R.Blouch seconded and the motion carried.

Building Permits: The 3 permits that were issued were briefly reviewed.

YATB/TCC Report: R.Stein reported on the meetings he attended.

Fire Report: Rob Brady & Mark Snyder of Northern York County Fire Rescue attended the meeting to discuss their wish to form a Fire Authority. Solicitor Z.Rice commented that this type of authority is not provided for in the Authority's act. Rob Brady advised that it would be a first instance and is a creative use of the Authorities Act. They advised they are currently seeking the Boroughs participation in the meetings with the other municipalities to discuss this.

They were questioned about why they are not fundraising. Mark Snyder indicated it was due to Covid-19. They were also reminded that Council had requested information regarding their calls to include who responded and at what times. Mark Snyder took down the request and advised he would investigate it.

EMS Report: K.Kunkle advised that there was a credit of \$5 due us from the 4th Quarter of 2020. It will be carried over and applied to the 1st Quarter of 2021. She also received an email that the outstanding contracts were being investigated, the delay was due to the merger and covid-19.

NEMA Report: Given by R. Blouch. He advised that WellSpan is to be the primary covid-19 vaccine administrator for York County. There was discussion about a vaccine setup being at Northern High School.

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Engineer Report: P. Brath reviewed the status of South Heights. He confirmed that the downspouts in the back of all the units are to have splashpads and not be piped to the ponds.

The York County Comprehensive Plan notification was addressed. Carroll Township is changing their zoning and the growth area is getting larger.

Mr. Stein asked P.Brath to check if the debris being put behind the park is approved as clean fill.

Solicitor Report: Z. Rice advised his part was spread throughout the meeting. Mayor Adams asked about the status of the Ruelius van. K.Kunkle advised that she was supposed to forward the communication she has sent to Ruelius to Mr. Rice but had not yet.

Water Authority: Given by R. Blouch

Street Commission: The status of the Cabin View Stormwater pond was discussed. P.Brath was asked to investigate the current situation and make recommendations.

Treasurer's Report: Given by K. Kunkle

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

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

The need to open a separate interest bearing account to facilitate the park grant requirements was discussed. S.Blouch made a motion to approve the opening of a PLGIT account for the Park Grant with the same signers, D.Isenberg seconded, and the motion carried.

K.Kunkle also advise that PLGIT recommended the current accounts change to a prime account to earn more interest but that those accounts have limitations. Council advised to postpone this consideration.

Council Committees:

Park & Rec: K.Kunkle advised that the first meeting to accept the grant was held via phone with K.Metzger. The next meeting would be held after the executed documents were received and would include the engineer. The executed documents were just received prior to the meeting. She requested the meeting take place after the audit scheduled February 16&17.

Correspondence: The PIRMA insurance policy changes were reviewed.

Old Business: K.Kunkle reviewed the items discussed with the solicitor regarding the Franchise Agreement renewal. Part of the requirements on our end is to hold a public hearing within 6 months of our notification. March 15th is the deadline for the hearing. Council agreed to advertise for the hearing for the March 3rd meeting.

K.Kunkle advised that the PMRS agreement needed to be revised due to the contribution changing for 2021. She explained that this time it is being changed to the minimum required percentage to avoid having to do this annually in addition to the resolution and forms we already do. S.Blouch made a motion to approve Anthony Vasco III to sign the revised PMRS agreement to designate the contribution amount be 4.5% instead of a specific dollar figure, D.Isenberg seconded, and the motion carried.

New Business: Winter maintenance resident comments were discussed.

The notice regarding the SR15-034 Public Stakeholders Informative Meeting was provided and explained.

S.Blouch made a motion to adjourn at 8:41 PM, R.Blouch seconded and the motion carried.

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Franklintown Borough Council Meeting Minutes March 3, 2021

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

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

The meeting was called to order @ 7:15 PM by T. Vasco.

Police Report – Given by Chief Wargo. Emergency Parking was discussed. A workshop was suggested. A workshop committee was formed consisting of T.Vasco, K.Metzger, Mayor Adams and Chief Wargo.

The Public Hearing for the Cable Franchise Agreement Renewal was held, see separate minutes.

Bids for Lawn Maintenance and Weed Treatment were opened. A Lawn Maintenance bid was received from ReddUp for \$60.00 per mow. A Lawn Maintenance and Weed Treatment bid was received from Meredith's Landscaping for \$50.00 per mow and \$X for road weed treatment and \$X for Borough property weed treatment. Discussion took place on the bids received and the options council had. Z.Rice advised that the Lawn Maintenance bids were close enough and the amount likely to be spent would be below the required bid threshold that council could choose to accept the higher one from ReddUp for continuity of service. S.Blouch made a motion to award the Lawn Maintenance bid to ReddUp and the Weed Treatment bid to Meredith's Landscaping, B.Crespo seconded, and the motion carried.

Visitors: none

Public Comment: none

S. Blouch made a motion to accept the February 3, 2021 meeting minutes as presented, K.Metzger seconded, and the motion carried.

Building Permits: The monthly report was reviewed.

Fire Report: Given by D. Isenberg. A discussion was had regarding the proposed Fire Authority. Z.Rice advised that such an authority is not provided for in the Authorities Act and that Council should not participate in this.

EMS Report: Given by R. Blouch.

NEMA Report: Given by R. Blouch. K.Kunkle advised that York County Emergency Services is requiring a new EMC appointment form and requested Tim Hildebrands' appointment. S.Blouch made a motion to appoint Tim Hildebrand as the Borough EMC and to authorize K.Kunkle to sign the form on behalf of the Borough, R.Blouch seconded, and the motion carried.

Engineer Report: P.Brath advised that he visited the Cabin View stormwater pond as requested. His ultimate determination is that the houses along Water street were constructed below the level of the street and sidewalk and no matter what is done they will always have an issue with stormwater. This is not a problem of the Borough Council because the plan was approved by the county and in a time when stormwater requirements were not what they are today. He advised that the HOA could put in an embankment along the sidewalk and/or a second pipe under Cabin Hollow, but that is not the Borough's responsibility. D.Isenberg made a motion to put a moratorium on any building on the West side of 194 unless the developer provides a solution to the Cabin View stormwater issue, no second was made, Z.Rice advised that he should check into this to determine if this action would require a change to the Borough's Land Development Plan, D.Isenberg declined to table the motion.

P.Brath advised about the stormwater issues with the Ponds at South Heights. He also advised about the public meeting being held regarding changes regarding the Northern York County Regional Plan due to Carroll Townships zoning

changes. He pulled out maps and explained the changes and advised Council can send comments or not respond which would show approval by default.

P.Brath advised that he was not able to check on the actual materials being dumped behind the Borough Park. The PA Environmental Protection Clean Fill sheet was reviewed. It was determined that a sign should be put back in the area advising that permission needs to be received from the Borough Office before dumping can be done and can indicate that this will be enforced by PA DEP. Permission would require the Name and Driver's License of the person dumping.

Solicitor Report: Given by Z. Rice. The Reulius Van was discussed. Council agreed to have a constable find his current address so proper notification can be sent.

Water Authority: Given by R. Blouch

Street Commission: Given by D. Isenberg

Treasurer's Report: Given by K. Kunkle

R.Blouch made a motion to accept the Treasurer's report as submitted, K.Metzger seconded, and the action was approved. Per the audit recommendation it was pointed out that the full bank statements were present in the Treasurer's report. It was also noted that a full Accounts Receivable Aging report was included in the treasurer's report instead of a summary.

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

The 2020 Audit recommendations were discussed. S.Blouch made a motion to have T.Vasco review the auditor reports for timesheets, credit card statements and backup, quarterly & interim billing and adjustments, D.Isenberg seconded, and the motion carried.

A discussion regarding the accounts of 42 Glenview & 49 Glenview was had. Council agreed to proceed with liens on both properties.

It was advised that the auditor's questioned why the recycling grant was deposited in the Trash account. They want to ensure that the monies were not needed because the account was not fully funded. They reminded that the monies are a grant and can be used anywhere.

It was advised that the auditor's questioned the collection efforts being made for the Trash account due to some significant aging receivables for a few accounts. All the legal efforts of District Justice Judgements and Property Liens were taken but the property owners were not inclined to resolve the accounts with these measures. Waterfall billing was discussed. B.Crespo made a motion to approve waterfall billing, for the Authority to bill for both the water and trash charges with the payments going to trash first and the ability to shutoff water service for non-payment, with the understanding that payment plans are offered to those in need, K.Metzger seconded, R. Blouch abstained, and the motion was carried.

S. Blouch made a motion to allow T.Vasco and K.Kunkle to approve the preliminary 2020 Borough Audit to allow the DCED Annual Audit & Financial Report to be filed with the understanding that when the 2019 PMRS report is issued the audit will be finalized and brought to council for approval and any changes to the DCED Annual Audit & Financial Report will be made in conjunction with the DCED recommendations, K.Metzger seconded, and the motion carried.

Council Committees:

Park & Rec: The 2nd phone call regarding the grant was held. It was advised that this grant allows for a disbursement of monies up front, \$10,000.00 of this is specifically for Engineering but only if a contract is in place. P.Brath will present such an agreement at the next meeting. It was advised that a Park Title form needs to be completed by the Solicitor to ensure clear title to the Park property before the improvements are made. D.Isenberg made a motion to authorize Salzmann Hughes to complete the Park title form, K.Metzger seconded, and the motion carried.

Requested permission to have a Chicken BBQ or similar fundraiser in conjunction with a possible electronics recycling event, council agreed, but no motion was made.

Correspondence: The York County CAM/COM processes to streamline minor changes to subdivided properties was discussed. Z.Rice requested permission to contact York County with some questions about this and Council agreed.

K.Kunkle advised that a Social Security notice was received indicating that the 2019 W-3's & W-2's was not received. The box indicating, they had been sent and were being resubmitted was checked and they were resent via certified mail.

Old Business: The Klugh Animal Contract was discussed as it was presented at the February meeting, but no action was taken. R.Blouch made a motion to accept the Klugh Animal Control contract, S.Blouch seconded, and the motion carried.

New Business: The notice of the rate increase received from Waste Management, the missed week of pickup due to snow when the contract says it should be recovered within 24 hours and the other service issues with Waste Management were discussed. Z.Rice advised that the contract language does not give Council any room to dispute or decline. He advised it is best to address the issues when we renegotiate later this year. He advised that even if Waste Management bids again this year Council can accept another bid reasoning, they are not a responsible bidder.

S.Blouch made a motion to adjourn at 9:12 PM, D.Isenberg seconded, and the motion carried.

Franklintown Borough Council Meeting Minutes April 7, 2021

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

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

The meeting was called to order @ 7:15 PM by T. Vasco.

Police Report – Given by Chief Wargo.

Visitors: none

Public Comment: none

R.Stein made a motion to accept the March 3,2021 Public Hearing minutes as presented, B.Crespo seconded, and the motion carried. B.Crespo made a motion to accept the March 3,2021 meeting minutes as presented, S.Blouch seconded, and the motion carried.

Building Permits: The monthly report was reviewed.

Fire Report: The February call report was reviewed. R. Blouch & K. Kunkle advised on the meetings regarding the proposed Authority.

Z.Rice restated that there is not a provision for an authority of this type in the Authorities Act and it is not recommended that the Borough participate in this authority. He expressed a further concern if the authority it attempted, challenged in court, ultimately dissolved and the payments collected needing to be returned.

A meeting with Wellsville Fire Dept. was discussed.

EMS Report: The number of calls for January and February were reviewed. Nothing further was heard regarding the contract with Penn State.

NEMA Report: Given by R. Blouch

Engineer Report: read by K.Kunkle

Solicitor Report: Z. Rice advised that the firm had not yet heard back from the constable regarding Mr. Ruelius. He advised that Council does not have the authority to put a moratorium on development due to stormwater issues. The waterfall billing agreement should be available at the next meeting.

Water Authority: Given by R. Blouch. D. Isenberg advised that he needs a refresher as the backup for the Operator.

Street Commission: D.Isenberg mentioned the street sign at Long Ave. & South Ave. with the stop sign is laying in the mud.

Treasurer's Report: Given by K. Kunkle

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

R.Blouch made a motion to accept the disbursements as presented, D.Isenberg seconded, and the action was approved.

Council Committees:

Park & Rec: K.Kunkle presented the specifics of the Chicken BBQ being held Saturday June 19, 2021.

Mayor Adams proposed having a concert in August to benefit the park with Stephanie Grace and other musicians and/or groups to raise money for the park. Council agreed to pursue this option.

Correspondence

Old Business: K.Kunkle advised that the Electronics Recycling event requires a permit from DEP and requested approval for the application. Council agreed. She also presented the Health & Safety Plan that is also required and had been reviewed and approved by Z. Rice.

New Business: Resolution 2021-4 Declaring intent to follow the schedules for retention and disposition of records set forth in the Municipal Records Manual approved March 28,2019 was presented. S.Blouch made a motion to adopt Resolution 2021-4, K.Metzger seconded, and the motion carried.

Resolution 2021-5 for the disposition for destruction of specific records pursuant to the Municipal Records Act. R.Blouch made a motion to adopt Resolution 2021-5, D.Isenberg seconded, and the motion carried.

A proposal from Tri-State Shredding was reviewed. D.Isenberg made a motion to approve sharing the cost of onsite shredding service with the Borough per the proposal pricing, K.Metzger seconded, and the motion carried.

The town churches are lined up for Bells Across Pennsylvania for Sunday May 2, 2021 at 7PM.

S.Blouch made a motion to adjourn at 8:09 PM, K.Metzger seconded, and the motion carried.