

The Borough Council of Shiremanstown, Pennsylvania held its regular monthly meeting December 11, 2023, at 7:00 P.M. at Borough Hall, One Park Lane, Shiremanstown, Pennsylvania.

COUNCIL MEMBERS PRESENT

John Getz, President
Lucy Getz
Bryan Homer
Carol Mullen-O'Leary
Matthew Simmons

BOROUGH OFFICIALS PRESENT

Andrew Sheely, Esq., Solicitor
George W. Lane, CPA, Treasurer
Janna Colechio, Secretary

Mr. Getz called the meeting to order at 7:00 P.M. followed by the Pledge of Allegiance.

MINUTES

On a motion by Dr. Mullen-O-Leary and seconded by Mr. Simmons, the minutes of the November 13, 2023, Council Meeting were approved as written.

TREASURER'S REPORT

The Treasurer's Report for the month of November 2023 previously had been distributed to Council. Mr. Homer made a motion to accept the Treasurer's Report for November 2023 and file it for audit. With a second from Mrs. Getz, the motion passed unanimously.

CITIZENS REPORT

CITIZENS PRESENT

Dave Dyson

ADDRESS

Bible Baptist Church

PRESIDENT'S REPORT

Mr. Getz updated the Council on the Borough garage plans. The plans are currently with Phillip Brath, the Borough Engineer; however, due to some staffing issues there is a slight delay. Mr. Brath has assured Mr. Getz the plan will be available for the Council to review and approve for advertisement at the January meeting.

The Sesquicentennial Committee will meet on January 17, 2024. The cookbook has been published and is available for \$15 per book. The committee will accept cash, check, and credit cards.

The proposed 2024 budget was reviewed by Council. No changes were recommended by Council.

Estimated Beginning Balance	\$ 108,536.00
Revenue	558,625.00
Expenditures	<u>599,975.00</u>
Estimated Ending Balance	<u>\$ 67,186.00</u>

The Highway Fund budget for 2024 was presented:

Estimated Beginning Balance	\$481,125.00
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Revenue	46,519.00
Expenditures	<u>315,000.00</u>
Estimated Ending Balance	<u>\$ 212,644.00</u>

The Capital Reserve Fund budget for 2022 was presented:

Estimated Beginning Balance	\$299,423.00
Revenue	1,200.00
Expenditures	<u>266,530.00</u>
Estimated Ending Balance	<u>\$ 34,093.00</u>

The proposed budget requires an increase in taxes from the current 2.2 mills to 2.5 mills for the year 2024. Mr. Simmons made a motion to adopt the proposed budget for 2024 as presented. With a second from Mr. Homer, the motion passed unanimously. Dr. Mullen-O'Leary made a motion to adopt the proposed 2.5 mills rate for 2024. With a second from Mr. Homer, the motion passed unanimously.

Ordinance 422 enacting the 2024 tax rate at 2.5 mills was reviewed, with no questions regarding the Ordinance by the Council. Mr. Homer made a motion to adopt the Ordinance establishing the tax rate for the year 2024 at 2.5 mills. With a second by Dr. Mullen-O'Leary, the motion passed unanimously.

The Council addressed the Shiremanstown Firemans' Relief Association Compliance Audit for the period January 1, 2019, to December 31, 2022. Mr. Wright reported that Amanda Kendall is currently working with the Auditor General's Office to provide missing receipts as required and provided a letter to Mr. Getz from Ms. Kendall detailing the progress made. Mr. Getz noted that the last page of the report stated conditions of repeat findings may lead to a total withholding of state aid in the future unless those findings are corrected. This, he pointed out, puts the Council in a precarious position. Dr. Mullen-O'Leary questioned what measures could be taken to avoid such action and to correct the findings listed in the audit report. Mr. Wright stated that the current Firemans' Relief Association officers are being held accountable for past officers and their offenses. Mr. Lane explained to the Council that the Shiremanstown Fire Department and the Shiremanstown Fireman's Relief Association are two separate entities. The previous audit of the Firemans' Relief Association included five findings; however, the audit before the Council now includes the five previous findings and an additional six findings. As previously stated, missing invoices which Ms. Kendall is working to correct was one of those findings. However, ineligible expenditures need to be reimbursed to the Firemans' Relief Association by the Fire Department. Mr. Getz requested that rather than a letter from Ms. Kendall, the Council should be included in confirmation of corrective action by the Auditor General's Office. The Council would like to see a response to each finding and action taken to correct it.

The Council reviewed the Attestation Engagement for the Liquid Fuels Tax Fund for the period January 1, 2021, to December 31, 2022. There was one finding and recommendation for the period because the borough did not file the Survey of Financial Condition by March 15th. Mr. Lane explained that this was an insignificant item that would be corrected with timely filing in the future.

LOCAL EMERGENCY MANAGEMENT

Dianna Knisley from the Lower Allen Township Department of Public Safety confirmed that the Township has been using Regroup for approximately five years and is very happy with the product. Contact information for this Emergency Alert System was provided for the Borough's use. It was determined that the Secretary should be the contact person for researching the product.

MAINTENANCE AND BOROUGH GROUNDS

The American flags have been taken down for the season. They have been replaced by the wreath and snowflake lights in preparation for the holidays.

COUNCIL OF GOVERNMENTS

Dr. Mullen-O'Leary relayed that there was no meeting scheduled for December.

MECHANICSBURG SCHOOL BOARD

Dr. Mullen-O'Leary had nothing new to report.

SOLID WASTE

The monthly report had been provided by Waste Management. Mr. Simmons noted that the most frequent requests seem to be for additional recycling containers. His recommendation for his successor would be to refer citizens to go online to make the request as it is easier and faster than holding on the telephone for an available customer service representative.

CODES ENFORCEMENT/ZONING OFFICER

The Zoning Officer's Report for the month of November 2023 had previously been distributed to Council. Two building permits had been issued for a total of \$699.50 (six hundred ninety-nine dollars and fifty cents) collected in fees.

Mrs. Alloway reported that there are vacancies on both the Planning Commission and the Zoning-Hearing Board. She thanked the Secretary for having the vacancy announcement posted each week on the Borough's website and Facebook page.

STREETS AND PAVEMENTS

There was a report of a school bus traveling on Strawberry Alley. Mr. Beadmore of West Shore Christian Academy is directly contacting Central Dauphin School District to follow up on the matter.

The electronic speed zone and other signage measures to correct the traffic on West Vine Street was revisited. Mr. Homer agreed to provide the specific information to Mr. Rosnick so that street signs can be purchased and installed. Chief Stoner recommended the signs be placed west of Eberly Street to ensure those who turn from Eberly Street onto West Vine are fully aware of the restrictions. An ordinance will be necessary for police enforcement.

PUBLIC SAFETY

There was no report available.

PARKS AND RECREATION

Mrs. Harris provided dates for the 2024 meetings and events. Meetings will be held the first Monday of each month except for January, July, and September. The Easter Egg Hunt will be held on March 24, 2024, at 1:00 PM, the Halloween Parade/Party will be held on October 19, 2024, at 5:30 PM, and the Christmas Tree Lighting will be hosted on December 7, 2024, at 6:00 PM. Each event will be held in Memorial Park.

The Committee is researching three potential grants to expand the Park program in the upcoming year.

Mrs. Harris requested gravel be placed between the parking area and the grass in the lower park area. Lighting at the flagpole and floodlights into the parking lots are other improvements the Committee would like to see made soon.

MAIN STREET

Mrs. Getz reported the town clock on Main Street fogged up and was not keeping accurate time. A representative from the company quoted a price of \$150 to fix it; however, it was not clear if there would be travel expenses from Pittsburgh to Shiremanstown. Currently, the face of the old clock is working in the damaged one's place. Mrs. Getz will contact the company representative again to be sure of the terms and question if perhaps shipping the damaged face may be more economical.

Mrs. Getz has been reviewing the Municipal Tech Support for best potential solutions for Main Street including the use of bump outs, peninsulas, or islands and possibly placing signs in the center of the street rather than at the sides where they are often missed. Mr. Sheely recommended each council member to study the report and recheck the facts as he believes that some of the items presented are inconsistent with reality, specifically where it states that traffic has decreased over the years. He recommended that a committee be created to include up to 3 Council members and to make the issue an agenda item.

MAYOR'S REPORT

November

Complaints Rec'd	13	Traffic	11
Criminal	0	Non-Traffic	1
Assist. Other Depts.	1	Verbal Warn	1
PD Revenue	\$ 582.89	Parking Tkts	0
		Written Warn	2

Officer	Hours	Traffic Tickets/Arrests
Stoner	189.0	3
Montgomery	189.0	3
Shaughnessy	17.5	0
Hall	19.0	1
<u>McMillin</u>	9.0	1
Gelnett	39.0	3

Traffic citations for the month included 6 (six) School Bus Violations, 2 (two) expired registrations, 1 (one) driving without insurance, 1 (one) speeding, and 1 (one) driving without a license. Non-traffic citations included 1 (one) for disorderly conduct.

Another part-time patrol officer has resigned to accept a full-time position in another department. Chief Stoner requested that the Council consider hiring Emily McCoy who currently works as the Lower Allen Township Community Service Officer. She is familiar with the area and the communications center. She has qualified for 2024 with handgun and rifle and would be able to start in January 2024. Mrs. Getz made a motion to hire Ms. McCoy as a part-time patrol officer. With a second from Dr. Mullen-O'Leary the motion passed unanimously.

SOLICITOR'S REPORT

Mr. Sheely reminded the Council the required date for organization and the swearing in of the three new council members is Tuesday, January 2, 2024. Outstanding issues that need to be addressed in the coming year are a Rental Inspection Ordinance and a Pool Ordinance. He reiterated that both the Planning Commission and the Zoning-Hearing Board are short members.

He announced that following the announcements the public would be dismissed, but the Council would remain for an Executive Session.

OLD BUSINESS

The Secretary reminded Council she needed the dates for the 2024 Council meetings. It was determined that in addition to the organization meeting on January 2, the Council would meet on Monday, January 8, and the second Monday of each month thereafter through December 16, 2024, at 7:00 PM. Mrs. Getz made a motion to authorize the Secretary to advertise the meetings as discussed. With a second from Mr. Simmons, the motion passed.

Mr. Getz announced that an estimate for installation of security cameras around the Borough Hall would be received later in the week.

NEW BUSINESS

The proposed 2024 salary schedule had previously been distributed to Council with an increase of four per cent across the board to factor in the current rate of inflation. Mr. Simmons made a motion to approve the 2024 salary schedule as presented. With a second by Mr. Homer, the motion was approved.

ANNOUNCEMENTS

Mr. Getz thanked Mr. Simmons for his years of service to the Borough by serving as a Council Member and later as the Council Vice-President. Mr. Simmons stated it has been a privilege to serve and a pleasure to do what was best for the community. Mr. Getz also thanked Mr. Tankersly and Mr. Lagerholm for their service.

Mr. Simmons made a motion to accept the receipts and pay the bills. The motion was seconded by Dr. Mullen-O'Leary and passed unanimously.

The Council recessed into Executive Session at 7:53 PM and returned at 8:17 to announce they had met to discuss a matter of potential litigation.

Mr. Simmons made a motion to adjourn the meeting at 8:20 P.M. With a second from Dr. Mullen-O'Leary, the motion passed unanimously.

SUBMITTED FOR APPROVAL,

Janna E. Colechio
Borough Secretary