

SHIREMANSTOWN BOROUGH COUNCIL
 REGULAR MEETING MINUTES
 September 14, 2026
 7:00 P.M.

President Bryan E. Homer, Jr. called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Present:

Bryan E. Homer, Jr., President
 Cindy Watson
 Anna Harris
 Jeffrey Bland
 Mary DeCoen
 Amanda Kendall
 Stevie Krpata

Also Present:

Mayor John Getz
 Rachel James, Borough Solicitor
 George Lane, Treasurer
 Tom McCutcheon, Fire Chief
 Devin Montgomery, Chief of Police
 Borough residents and guests

APPROVAL OF MINUTES

A motion was made by Cindy Watson, seconded by Jeffrey Bland, to approve the August 10, 2026 Regular Borough Council Meeting Minutes. Motion carried unanimously.

TREASURER'S REPORT

A motion was made by Mary DeCoen, seconded by Anna Harris, to approve the August 2026 Treasurer's Report. Motion carried unanimously.

2027 POLICE PENSION MINIMUM MUNICIPAL OBLIGATION

Treasurer George Lane reported that the Borough Police Pension Plan remained substantially overfunded and that no Borough contribution was required for 2027.

A motion was made by Stevie Krpata, seconded by Cindy Watson, to approve the 2027 Minimum Municipal Obligation for the Shiremanstown Borough Police Pension Plan. Motion carried unanimously.

CITIZEN COMMENTS

Thomas Topolski, President of the Joseph T. Simpson Library Board of Trustees, described library services, programs, revised hours, and upcoming fundraising events. He emphasized that the library serves Shiremanstown residents and invited suggestions for additional services. Council discussed coordinating heating and cooling shelter arrangements between the library and Bible Baptist Church.

Mark Rosnick raised maintenance needs involving vehicle warning lights, the leaf collection equipment, and an estimate for backhoe repairs. These matters were addressed under old and new business.

Nancy Trowbridge requested information about the proposed electric bicycle and electric scooter ordinance and how residents would be notified. Council noted that the ordinance was on the agenda for discussion.

Joan Runkle thanked volunteers and participants in the recent community event.
Kevin Burke attended with Philip Brath to discuss traffic safety improvements.

Dave Dyson described Bible Baptist Church's community involvement, reported that a generator contract had been signed for the proposed emergency shelter, and invited Council to the church's Community Day.

PRESIDENT'S REPORT

Park Improvements and Grant Applications

Anna Harris reported on the rain gardens, a community planting day, and a check presentation by Pennsylvania American Water. Schultz Landscaping completed the installation.

Council discussed applications to the statewide and Cumberland County Local Share Account programs for playground construction, seeking \$300,000 in nonmatching grant funding. President Homer and Treasurer Lane were identified to sign the grant documents.

A motion was made by Stevie Krpata, seconded by Mary DeCoen to apply for the park grant funding discussed. Motion carried unanimously.

Anna proposed converting the unused ball field to grass at an estimated cost of \$4,000, using money raised for the park project. Discussion included a future bandshell, continued open recreational space, and recycling or reusing the existing fence. Further consideration was planned for the September 17 park committee meeting. No separate expenditure motion was recorded.

An update on the DCNR grant for the walking trail and pickleball court was expected in October. Delivery of the concession stand roof was expected the following day.

Code Recodification

Council reviewed the proposed organization and table of contents for the Borough Code. Approval would allow the recodification project to proceed, with a draft returned to Council for review and eventual delivery of a printed code and online access through eCode360.

A motion was made by Amanda Kendall, seconded by Cindy Watson, to approve the proposed code organization and table of contents for the Code of the Borough of Shiremanstown. Motion carried unanimously.

Fire Protection Services Agreement

Council and the Fire Chief reviewed the proposed agreement, including indemnification, personnel and equipment information for insurance purposes, and financial reporting. Treasurer Lane clarified that the agreement required annual financial statements reviewed by an independent CPA within 120 days after year-end. An audit would be required only if the parties mutually agreed in writing.

Council agreed to revise the monthly reporting provision by removing the condition that reports be supplied only upon written request, making monthly financial reports mandatory.

A motion was made by Stevie Krpata, seconded by Anna Harris, to approve execution of the Fire Protection Services Agreement as revised to require monthly financial reports. Motion carried unanimously.

Electric Bicycle and Electric Scooter Ordinance

Solicitor Rachel James reviewed revisions distinguishing permitted use of electric bicycles and electric scooters, addressing park equipment, and allowing additional restrictions through signage. The Mayor requested copies of ordinances affecting police enforcement. The Solicitor explained that publication would allow public review before Council considered adoption at the next meeting.

A motion was made by Jeffrey Bland, seconded by Mary DeCoen, to publish the proposed ordinance regulating electric bicycles and electric scooters. Motion carried unanimously.

The Solicitor would arrange the newspaper notice. Council discussed making copies available at the Borough building and on the website and publicizing availability through social media. Adoption remained for a subsequent meeting.

Main Street Vision and Traffic Safety

Philip Brath and Kevin Burke reviewed pedestrian safety improvements and prior unsuccessful grant applications. Council discussed more visible crosswalk markings, updated fluorescent signs, removal of sign obstructions, parking setbacks, painted curb extensions, and possible bike lanes.

Council identified pedestrian-activated rectangular rapid flashing beacons at priority school bus crossings as a principal objective. Preliminary discussion estimated approximately \$8,000 to \$10,000 per unit, or about \$40,000 for an intersection installation requiring four units. No construction expenditure was approved.

President Homer requested engineering recommendations and a project cost estimate based on the earlier PennDOT assessment. Potential grants and possible Liquid Fuels funding were discussed. The engineers indicated that they had sufficient direction to develop recommendations.

Borough Manager Onboarding

Council reviewed Mary DeCoen's onboarding plan for the incoming Borough Manager, Ryan Bitner. The plan would be retained as a reference and updated as responsibilities were reviewed. No vote was required. The anticipated start remained dependent on receipt of the child abuse clearance.

Proposed public office hours were Tuesdays from 5:00 to 7:00 p.m. and Wednesdays from 1:00 to 3:00 p.m. The position was discussed as 25 to 30 hours weekly, with initial scheduling adjustments possible. Orientation meetings with Borough officials and departments were planned.

Public Works Draft Ordinance and Staffing

Council discussed a possible Public Works position, maintenance supervision, emergency preparedness, equipment inventories, work schedules, facility upkeep, and backup coverage for the Borough Manager. Members discussed reporting maintenance work through the Borough Manager, reviewing existing job descriptions, and developing a calendar of seasonal tasks.

Staffing levels, recruitment, compensation, accountability, and possible use of Liquid Fuels funds for eligible work were discussed for the upcoming budget process. No Public Works position, staffing change, or ordinance was approved during this discussion.

MAYOR'S REPORT

Mayor Getz thanked participants in the recent Historical Society event and referred Council to the police report. Officer Matthew Shapley was introduced as a full-time patrol officer. The Mayor raised possible coverage of all three shifts for future consideration. Police discussed warnings and subsequent citations for improper operation of electric devices and results from the license plate reader.

The Mayor requested permission to shred old police documents described as eligible for disposal. Council expressed agreement, with discussion referring to records older than seven years.

FIRE CHIEF'S REPORT

Chief Tom McCutcheon reported 15 calls for the month with an average of three personnel responding. He clarified that 19 apparatus incidents reflected multiple vehicles responding to individual calls.

Council discussed a one-time small fire behavior simulator exercise on Borough property and vehicle extrication training using a donated vehicle with fluids and other components removed. Council expressed no objection, with the department to assume liability, provide advance notice, protect the site, and complete cleanup. Before-and-after photographs were requested.

The Chief discussed restoring the department website, exploring grants for heating and cooling equipment, and providing radios for maintenance staff, with programming costs to be determined.

The Chief described a possible incident cost recovery service through PA Fire Recovery. Solicitor James requested the service information and any agreement to assess Borough obligations and whether an ordinance would be needed. No service agreement or cost recovery ordinance was approved.

Council discussed corrections to the department financial report, including expenditure categories and insurance amounts included under utilities. A revised report was requested before the next meeting.

SOLICITOR'S REPORT

Solicitor Rachel James reported that the waste collection contract would expire in March and recommended issuing bid documents in October or November to allow time for bids and review. Council members were asked to provide suggested service changes. Council discussed obtaining resident feedback on collection service and recycling, possible alternatives, and costs. No decision to discontinue recycling was made.

OLD BUSINESS

Backhoe and Snowplow Repairs

Jeffrey reported that repair vendors required steam cleaning before estimating backhoe repairs. Best Line was discussed as an option that could avoid transport charges because the equipment could be driven there. No new repair expenditure was approved.

Council discussed backup alarms and the need to repair the pickup truck snowplow at Harrisburg Truck Body before winter. President Homer and Jeffrey planned to compile urgent maintenance priorities and meet with Mark Rosnick promptly to arrange the work.

Sale of Surplus Equipment

Council discussed listing the wood chipper and old leaf collection machine on the municipal auction platform. President Homer offered to help establish appropriate minimum values and prepare the listings.

A motion was made by Cindy Watson, seconded by Amanda Kendall to direct Mark Rosnick, with President Homer's assistance, to list the wood chipper and old leaf collection machine within two weeks, with appropriate minimum values to be determined. Motion carried unanimously.

Flags Clearances and Barricades

Flags, poles, and brackets had been purchased, with the brackets to be delivered to maintenance. Further consideration of barricades was deferred pending an equipment inventory.

Fire Department Parking

Council discussed the existing special-purpose parking provision for the area at 1 West Main Street near the fire station, possible signage, emergency and routine firefighter parking, hydrant clearance, and sight-distance concerns. Solicitor Rachel James agreed to investigate applicable requirements. No parking change was approved.

NEW BUSINESS

Office Access

Council discussed purchasing a coded key lockbox, estimated at \$25, to improve access to the office. Members also agreed to keep the interior office door unlocked, with sensitive material secured separately.

A motion was made by Anna Harris, seconded by Mary DeCoen, to purchase the key lockbox. Motion carried unanimously.

Park Volunteers and Event Signs

Bible Baptist Church volunteers were thanked for helping spread mulch at the upper and lower parks.

A motion was made by Cindy Watson, seconded by Amanda Kendall, to purchase new Halloween event signs from FASTSIGNS at a cost not to exceed \$310. Motion carried unanimously.

Council discussed applying approximately \$675 in additional unspent Parks and Recreation funds to the park project, potentially the ball field grass conversion. Existing Halloween and Christmas funding was described as separately budgeted. No separate transfer motion was recorded.

Manor Park Safety

Anna reported unsafe use of the swings at Manor Park around school bus times and stated that a video had been provided to police. Council discussed police presence and follow-up. No removal of the swings was approved.

Vehicle Lights and Pickup Truck Suspension

Jeffrey requested improved warning lights for the dump truck and pickup truck and discussed coordinating with the Fire Chief. The motion stated at the vote referred specifically to the dump truck.

A motion was made by Amanda Kendall, seconded by Mary DeCoen, to approve \$300 to repair the dump truck warning lights. Motion carried unanimously.

Council discussed a Stanley Springs suspension upgrade to allow the pickup truck to tow the new leaf collection machine and preserve availability of the dump truck for snow operations. Possible eligibility for Liquid Fuels funding was raised for confirmation.

A motion was made by Amanda Kendall, seconded by Cindy Watson, to approve up to \$1,500 for a leaf spring upgrade to the Borough pickup truck at Stanley Springs to tow the leaf collection machine. Motion carried unanimously.

Leaf Collection Machine Protection and Equipment Registration

A quote of \$3,159.95 was discussed for protective interior coating and trailer frame treatment for the new leaf collection machine. Members discussed deferring the work, alternative providers, less costly undercoating, and funding eligibility. Amanda Kendall offered to contact another provider. No expenditure was approved.

Jeffrey raised registration and license plate questions for the backhoe, leaf collection machine, and utility trailer. No formal action was recorded.

Borough Roofs and Gutters

Jeffrey reported gutter debris and the condition of the Borough building roof. Council discussed further cleaning, reviewing the roofs of all Borough facilities, obtaining contractor input, and possible use of capital reserves for future work. No roof replacement expenditure was approved.

ANNOUNCEMENT

Lucky Penny visit was announced for September 30.

Council was informed that documents had been signed for work on Vine Street and Eberly Street. Chestnut Street remained under consideration.

PRESENTATION OF THE BILLS FOR PAYMENT

A motion was made by Amanda Kendall, seconded by Mary DeCoen, to approve payment of the bills as presented. Motion carried unanimously.

ADDITIONAL PUBLIC COMMENT

No further substantive public comment was recorded.

ADJOURNMENT

With no further business before Council, a motion was made by Stevie Krpata, seconded by Jeffrey Bland, to adjourn the meeting. Motion carried unanimously.

President Homer adjourned the meeting at approximately 9:41 p.m.

Respectfully submitted,

Bryan E. Homer, Jr.
Borough Council President