

Borough of Mercersburg
Borough Hall, Mercersburg, PA
May 22, 2023
MINUTES

Attending: Council President Donald Stoner, Jr., Tom Heffner, Paul Sipes, Raymond Minton, Mmichael Pederson, Jacob Morgan, Anthony Frisby

Absent: Council Member Joe Burkot

Guest(s)/Press: Jon Kittridge, Jay Starr, Kelani Craig

Council President Stoner called the meeting to order at 7:03 pm and asked a member of the public (Jon Kittredge) to lead the Pledge of Allegiance. President Stoner opened the floor for Public Comment.

PUBLIC COMMENT:

Jon Kittredge was present at tonight's meeting to talk about the sidewalk issues. He reviewed that in January he borrowed a wheelchair and both he and the Borough Manager went up and down Park Avenue and Oregon Street checking the condition of the curbs and sidewalks. During this inspection, they noted that 56 properties had violations. Jon was present at tonight's meeting to find out the status of those violation notices. Mr. Kittredge noted that the Borough Office is short-staffed which makes it difficult to complete tasks, however, things still need to get done. Mr. Kittredge commented that he had been in front of Council 7 years ago to discuss sidewalk issues then, and yet to date nothing has been done. Jon Kittredge is concerned that the window of time to notify the property owners and complete such work prior to winter weather is closing and he is concerned that if the Borough does not issue the notices soon, they will have to close the sidewalks during the winter months with physical barriers according to state regulations which are extensive and expensive to implement. Jon noted that during previous discussions the argument that has been used is that the State might pave the streets which could therefore change the elevation and drainage of the streets. Mr. Kittredge noted that he does not agree with that argument as Council voted to enforce the church at the corner of Seminary and Park Ave. to repair 100' of sidewalk on Park Ave. He reviewed other repair concerns of the retaining wall along Park Avenue that need to be addressed, the repairs need to be made, and that the Borough needs to finally settle the ownership issue of the wall between the Borough and the State.

Jay Starr, address of 33 North Main Street, is listed for sale and they have a contact on it. He reviewed that the appraiser came in and he looked at the use. Mr. Star noted that the buyers would like to use the property as a boarding house and according to the Zoning Ordinance TC2 does not allow it. He reviewed that only the General Commercial District allows boarding houses in it. He was at tonight's meeting because he was made to think that the Council was going to discuss it. He wanted to see if he needed to answer any questions. Council President asked Steve Coccoresse if they would need to apply for a Zoning change. Steve said that it depends on what they are looking to do. Attorney Coccoresse reviewed that if it is not a permitted use the property owner could request a change in the Zoning, they could request to change the district that it is in, they could request to change the ordinance to allow for that use in that district, or they could apply for a variance to the Zoning Hearing Board. President Stoner asked if anyone has contacted them about any of those items. Melissa reviewed that the request came in on Thursday, and she had sent it to the Solicitor's office to review. Attorney Coccoresse said that there is nothing for the Council to do at this point, as it is up to the Zoning Officer

to make a determination. Steve Coccorese said that his office would review the information that Melissa had sent to review to provide guidance to her and then Melissa would be in contact with the property owner with her determination.

MINUTES:

Council President Stoner asked if there were Minutes to approve from the May 8, 2023, Borough Council Meeting. Borough Manager Price stated there were no Meeting Minutes to review at this time. Council Member Anthony Frisby asked if the other lady was supposed to complete them? President Stoner noted that they would discuss this matter later.

TREASURER'S REPORT/BILLS PAYABLE:

Not available.

MAYOR'S REPORT:

Mayor Pederson had nothing to report at this time.

POLICE REPORT:

Not available

SOLICITOR'S REPORT:

Attorney Coccorese had nothing to report at this time.

ENGINEER'S REPORT:

The engineer was not present, and no report was available.

BOROUGH MANAGER'S REPORT:

Manager Price provided an update on the Mercersburg Traffic Lights. She reviewed that the request to revise the traffic light signals at the intersection of Main, Park, and Oregon were approved by PennDOT. She noted that the truck's turn signs have been delivered and installed. Manager Price stated that they are hopeful that it will deter the trucks from making the wrong turns, stay on the intended route, and cut the costs of the traffic light signals maintenance and repairs. This was done at no cost to the Borough. Manager Price noted that the Borough is seeking to hire two Public Works Department Employees, she reviewed that they would discuss the sidewalk violation notices at the next Streets Committee Meeting and reviewed the Code Enforcement Mission Statement. She reviewed that they are seeking individuals to fill the vacant seats on the Mercersburg Zoning Hearing Board and also that she is working on scheduling bulk pick-up day.

Jon Kittredge asked if the Borough is looking for one or two more Public Works Employees. President Stoner reviewed that the Personnel Committee would like to see two hired, however the final decision is up to Borough Council.

Mayor Pederson asked Borough Manager Price if street sweeping has been scheduled yet. Borough Manager Price answered that it has not been scheduled yet due to short staff.

COMMITTEE REPORTS:

FIRE BOARD: President Stoner reviewed that he was at the last Fire Board Meeting and that they are still working on some things. He reviewed the main thing the Fire Company wished that everyone be aware that the apparatus is still responding. President Stoner reviewed that they are still discussing rule changes and personnel matters, but as for the day-to-day matters the apparatus is responding as it should be. Manager Price asked if she should be getting a copy of the approved minutes and financial reports from the Fire Board Meeting. Council President confirmed that yes, the office should be receiving them, and providing a copy to the other members of Council. He said that they approve those similar to how the Borough does it, a month behind, and it is the Borough Manager's responsibility to make sure that the information is received and distributed.

PARKS & RECREATION MEETING: Councilman Jacob Morgan reviewed that they are working with them, assist them, with completing a grant application that is due at the end of the month. Councilman Morgan stated that it would take some coordination with the Borough Office.

OLD BUSINESS:

President Stoner reviewed the next item listed on the agenda which was a quote from Ryan Hutzal w/Ryan Computer Services for a server purchase and installation in the Borough Office. Council Members thought that they had discussed this matter two meetings ago. Manager Price said that she reviewed the Meeting Minutes and did not see where the Council had made a motion to approve the purchase and installation. She provided Council with another copy of the Property Committee Meeting where this was discussed/recommended for approval.

MOTION: to approved to purchase the server from Ryan Hutzal/Ryan's Computer Services with a warranty as described in the proposal at a cost of \$8,650 was made by Paul Sipes seconded by Raymond Minton, Councilman Morgan asked if there is any reason why they can't wait until it starts giving the office issues, Borough Manager Price replied no we can't she explained that the Asyst program is on it and if it goes down the office utility billing goes down and we need to be proactive, no other discussion occurred, a vote was taken, all ayes, motion carried.

NEW BUSINESS:

President Stoner asked if Council had a Resolution to approve to appoint Tom Ralston to the Zoning Hearing Board. Manager Price stated that she had looked through the entire office to find a Resolution for this and she was unable to do so. She noted that she would need to have Steve Coccoresse assist with drafting this. Melissa said that all the ones that she found were older ones. Attorney Coccoresse asked if she had one of the others, that all she should have to do is swap out the names. Manager Price wasn't sure if there was more to it than that. Steve offered to review after Melissa had taken the first try at revising it. Manager Price noted that she would do that, President Stoner said that they would table it until the first meeting in June.

Manager Price reviewed that the 2023 Schedule of Fees Resolution was approved at another meeting earlier this year and it just needs to be signed by Council President since the Parking Ticket Fines have increased from \$5.00 to \$10.00. Attorney Coccoresse asked if Melissa was sure that it was approved, Manager Price confirmed that it was in February. A Councilman noted that the increase of the parking fines occurred after February, Paul Sipes made the following motion. (23:43)

MOTION: to approve Resolution 05-23 of the Borough of Mercersburg Fee Schedule to reflect the change in the Parking Fine was made by Paul Sipes to reflect the change Attorney Coccoresse noted that changes needed to be made to both the Parking Meter Violation and the Overtime Parking Violation increasing from \$5.00 to \$10.00, Manager Price said not to sign it that Council can do it at the next meeting.

Council President discussed the need to amend the Meeting Agenda adding two items to the agenda one to accept Michael Pederson's verbal resignation from the Fire Board and the second item to enter into executive session for personnel matters to reconvene with action to be taken after

MOTION: to enter into Executive Session at 7:32 pm for Personnel Matters with action to be taken after was made by Tom Heffner , seconded by Paul Sipes all ayes, motion carried.

The meeting resumed at 8:00 pm.

President Stoner asked for a motion to amend the meeting agenda to include a conditional offer of employment to hire a Public Works Department employee.

MOTION: to amend the meeting agenda to include a conditional offer of employment to hire a Public Works Department employee was made by Raymond Mnton, seconded by Paul Sipes, all ayes, motion carried.

MOTION: approval to authorize the lateral transfer of Tessa Holtry from the Borough Secretary position to the Billing Clerk position was made by Tom Heffner, seconded by Paul Sipes , all ayes, motion carried.

MOTION: to make an offer of employment hiring Donna Zimmerman as the Borough Secretary was made by Paul Sipes , seconded by Raymond Minton, all ayes, motion carried.

MOTION: to make an offer of employment hiring Derek Dellinger as the Public Works Department Employee was made by Paul Sipes , seconded by Tom Heffner, all ayes, motion carried.

MOTION: to amend the agenda to include the resignation of Michael Pederson from the Fire Board and filling the vacancy on the Fire Board created by Michael Pederson's resignation was made by Paul Sipes , seconded by Tom Heefner, all ayes, motion carried.

MOTION: to accept with regret Michael Pederson's resignation from the Fire Board was made by Jacob Morgan, seconded by Paul Sipes, all ayes, motion carried.

MOTION: to appoint Donald Stoner as the Borough's representative to fill the vacancy on the Fire Board Representative until Borough Council meets again in June was made by Anthony Frisby, seconded by Paul Sipes, all ayes, motion carried.

CORRESPONDENCE:

Council President reviewed that there wasn't any correspondence that was included in the meeting packet for Council's review.

CALENDAR:

Council President Stoner reviewed the upcoming meeting schedule listed on the agenda.

MOTION: to adjourn the meeting at 8:11 pm was made by Tom Hefner, seconded by Raymond Newton
all ayes, motion carried.

These meeting minutes have been transcribed by Borough Manager Melissa Price with the use of her meeting notes and audio recording and have been respectfully submitted for Borough Council's review and approval.

Approved: 06-26-23 Motion made by: Tom Hefner Seconded by: Raymond Newton

Signature: Melissa Price

SEAL