

**2018-7**  
**STRASBURG BOROUGH COUNCIL**  
**MARCH 13, 2018**  
**MINUTES**

Members Present:     Mike Chiodo                             Jim Rice  
                                 Will Hutchinson                             Dave Dunn  
                                 Ray Garraffa                                     Bob Bennethum

Others Present:  
                         Bruce Ryder, Mayor                             Lisa M. Boyd, Borough Manager  
                         Nick Ferretti, Police Officer                             Lynn Commero, LNP  
                         Andrew Kehl, RKL LLP

**CALL TO ORDER AND PLEDGE TO THE FLAG:** Council President Mike Chiodo called the meeting to order at 7:30 p.m., followed by the salute to the flag. President Chiodo announced that the meeting is being audiotaped and maintained until the minutes are approved. The Borough Manager took the roll call.

**REQUESTS TO BE HEARD:**

**PRESENTATION OF 2017 BOROUGH AUDIT – ANDREW KEHL, RKL:**

Andrew Kehl, representing the Borough's Auditor, Reinsel Kuntz Leshner, was in attendance and reviewed the 2017 Borough Audit and Report to Borough Council. Mr. Kehl stated that the staff was well prepared and responsive, there were no audit adjustments, and they removed the segregation of duties comment. Their opinion of the financial statements is unqualified, which he stated is the highest level of assurance they are able to provide.

Mr. Kehl stated that all of the Borough's cash is FDIC insured. He also stated that at the end of 2017, the Borough had enough cash on hand to cover approximately three months' expenses, which he stated was good. He reported that revenues exceeded expenses and the Borough's unfunded liabilities in the pension funds are lower than most municipalities in Pennsylvania due to the additional funds the Borough annually contributes.

**ANNUAL MS4 PUBLIC AWARENESS PRESENTATION:** The Borough Manager stated that the Borough, East Lampeter, and West Lampeter Townships are working together and received some grant funds for a streambank restoration project. She stated that this project partially addresses our required 10% sedimentation reduction and the Borough will work with Glenn Eshelman for another streambank restoration project after the joint project is complete. She stated that the Borough has until 2023 to accomplish the required 10% sedimentation reduction. She also stated that the Borough staff continually provides additional MS4 information on the website and handouts, prepares the annual report, participates in training and documents the outfalls as required. Bob Bennethum suggested seeking municipal partners for our streambank project.

**MINUTES OF FEBRUARY 13, 2018:** A motion was made by Jim Rice and seconded by Ray Garraffa to approve the minutes of the February 13, 2018 meeting as printed. Motion carried with members Chiodo, Rice, Hutchinson, Dunn and Garraffa casting assenting votes. Member Bennethum abstained from voting because he was not in attendance for the meeting.

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### **REPORTS:**

**MAYOR** – Mayor Ryder stated that they met with the engineer and contractor regarding the 8-10 East Main Street project and they have made some progress. The main issue at this point is trying to gain stability of the east wall. The meeting also included a member of HARB and the Borough's Building Code Inspector and the items needed to finish the stabilization were discussed with the contractor. He added that a verbal agreement of the project to be completed this Spring was reached at that meeting and a written summary was sent out for review.

**PRESIDENT** – President Chiodo congratulated Lisa M. Boyd for being appointed as the President of the Lancaster County Borough's Association. He also thanked the Police Department for their volunteer efforts at the annual Fire Company Sale and Ray Garraffa for serving on the Civil Service Commission for many years.

**MANAGER** – The Borough Manager's written report dated March 12, 2018 was received and accepted. She announced that the Borough will be hosting the April 25, 2018 LCBA meeting at the Fireside Tavern and encouraged the members to attend. She also stated that the Swan Hotel has sold its liquor license and the building is under a sales agreement and the new owner indicated that they plan to have offices on the first floor and keep the apartments on the second floor. She also reported that the Strasburg Family Practice doctors are moving and the building at 241 North Decatur Street will be sold and a veterinarian is looking into purchasing the building.

**POLICE** – The Police Department's report for February 2018 was received and accepted. Bob Bennethum thanked the Department for putting information on the CrimeWatch website.

**PUBLIC WORKS** – The Public Works report for February 2018 was received and accepted.

**ZONING OFFICER** – The Zoning Officer's report for February 2018 was received and accepted.

**CONSENT AGENDA:** A motion was made by Dave Dunn, seconded by Ray Garraffa and passed unanimously to approve the following items on the Consent Agenda:

PAYMENT OF BILLS IN THE AMOUNT OF \$121,931.24

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF

APPROPRIATENESS – 230 MILLER STREET AND 144/148 EAST MAIN STREET

APPOINTMENT OF LISA M. BOYD AS PENNSYLVANIA STATE ASSOCIATION OF BOROUGHS' VOTING DELEGATE

ADOPTION OF FEE SCHEDULE – RESOLUTION 2018-3

PENNSYLVANIA 811 PROCLAMATION – DESIGNATING APRIL AS SAFE DIGGING MONTH

**UNFINISHED BUSINESS:** None.

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**NEW BUSINESS:**

**ACCEPTANCE OF RAYMOND GARRAFFA'S RESIGNATION FROM THE CIVIL SERVICE COMMISSION:** A motion was made by Bob Bennethum and seconded by Jim Rice to accept Raymond Garraffa's resignation from the Civil Service Commission. Motion carried with members Chiodo, Rice, Hutchinson, Dunn and Bennethum casting assenting votes. Member Garraffa abstained from voting.

**APPOINTMENT OF LEE POTTS TO THE CIVIL SERVICE COMMISSION:** A motion was made by Ray Garraffa, seconded by Dave Dunn and passed unanimously to appoint Lee Potts to the Civil Service Commission.

**OTHER BUSINESS:** None.

**CITIZENS' COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Ray Garraffa, seconded by Bob Bennethum and passed unanimously to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager