

2018-1
STRASBURG BOROUGH
REORGANIZATION AND COUNCIL MEETING
JANUARY 2, 2018
MINUTES

Members Present: Mike Chiodo Robert Bennethum III
 James Rice Will Hutchinson
 Dave Dunn

Others Present:
 Henry Miller, Mayor
 Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief

District Justice William Benner administered the oath of office to the following:

BOROUGH COUNCIL

 Robert Bennethum III, 4 year term (2021)
 Michael A. Chiodo, 4 year term (2021)
 David W. Dunn, 4 year term (2021)

MAYOR

 Bruce L. Ryder, 4 year term (2021)

TAX COLLECTOR

 Lisa M. Boyd, 4 year term (2021)

The Borough Manager had the Certificate of Election and Affidavit of Residency (which were signed and notarized) for those being sworn-in. Once the Oath was administered District Judge Benner signed and sealed the Loyalty Oath for each.

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 p.m. by Mike Chiodo, followed by the salute to the flag.

ELECTION OF OFFICERS:

Conducted by Mayor Ryder:

PRESIDENT OF COUNCIL: A motion was made by Will Hutchinson, seconded by Dave Dunn and passed unanimously to nominate Mike Chiodo to the position of President of Council. With no additional nominations for Council President, Mike Chiodo was named President.

Remainder of meeting conducted by President Chiodo:

VICE PRESIDENT OF COUNCIL: A motion was made by Will Hutchinson, seconded by Bob Bennethum and passed unanimously to nominate Ray Garraffa to the position of Vice President of Council. With no additional nominations for Council Vice President, Ray Garraffa was named Vice President.

2018-2

PRESIDENT PRO TEM: A motion was made by Bob Bennethum, seconded by Dave Dunn and passed unanimously to nominate Jim Rice to the position of President Pro Tem.

With no additional nominations for President Pro Tem, Jim Rice was named President Pro Tem.

ZONING HEARING BOARD ALTERNATE: A motion was made by Jim Rice, seconded by Dave Dunn and passed unanimously to nominate Beth Gunnion to the position of Zoning Hearing Board Alternate.

With no additional nominations for Zoning Hearing Board Alternate, Beth Gunnion was named Zoning Hearing Board Alternate.

APPOINT LANCASTER COUNTY TAX COLLECTION BUREAU BOARD MEMBER AND ALTERNATE: A motion was made by Will Hutchinson, seconded by Jim Rice and passed unanimously to appoint Dee Dee McGuire, West Lampeter Township Manager as a member and to appoint Lisa M. Boyd, Strasburg Borough Manager as the alternate.

APPOINT BOROUGH SOLICITOR: The Borough Manager stated that she is in receipt of their 2018 Fee Schedule and their hourly rates remained the same as in 2017 and she recommends them being reappointed. A motion was made by Jim Rice, seconded by Dave Dunn and passed unanimously to appoint Morgan, Hallgren, Crosswell & Kane as Borough Solicitor.

APPOINT BOROUGH ENGINEER: The Borough Manager stated that she is in receipt of their 2018 Fee Schedule and only their senior rates increased \$5.00 per hour and she recommends them being reappointed. A motion was made by Will Hutchinson, seconded by Jim Rice and passed unanimously to appoint ELA Group as Borough Engineer.

APPOINT EPHRATA NATIONAL BANK AS DEPOSITORY OF BOROUGH FUNDS: A motion was made by Dave Dunn, seconded by Bob Bennethum and passed unanimously to appoint Ephrata National Bank as the depository of Borough funds.

APPOINT CHAIRPERSON TO VACANCY BOARD: A motion was made by Jim Rice, seconded by Bob Bennethum and passed unanimously to appoint Gail Anderson as Chairperson of the Vacancy Board.

ADJOURNMENT: A motion was made by Bob Bennethum, seconded by Will Hutchinson and passed unanimously to adjourn at 7:38 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-3
STRASBURG BOROUGH COUNCIL
JANUARY 9, 2018
MINUTES

Members Present: Mike Chiodo Robert Bennethum III
 Will Hutchinson Dave Dunn
 Ray Garraffa (via telephone)

Others Present:

 Bruce Ryder, Mayor Kevin Adams
 F. Steven Echternach, Police Chief Chris Lainhoff
 Lynn Commero, LNP

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 Police Chief took the roll call.

REQUESTS TO BE HEARD: Kevin Adams, representing the Carriage House Motor Inn at 144 East Main Street, was in attendance and stated that they are asking for a slight modification from the Certificate of Appropriateness issued by the Historical Architectural Review Board. He stated that the windows on the west side will be smaller than they originally planned and the cost to install grids between the panes is approximately \$4,000, and they are asking to be permitted to install regular windows without the grids. President Chiodo stated that the Certificate of Appropriateness will be removed from the Consent Agenda.

MINUTES OF DECEMBER 12, 2017 AND JANUARY 2, 2018: A motion was made by Bob Bennethum, seconded by Dave Dunn and passed unanimously to approve the minutes of the December 12, 2017 meeting as printed.

A motion was made by Dave Dunn, seconded by Will Hutchinson and passed unanimously to approve the minutes of the January 2, 2018 meeting as printed.

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo had nothing to report.

MANAGER – The Borough Manager’s written report dated January 5, 2018 was received and accepted.

POLICE – The Police Department’s report for December 2017 was received and accepted.

PUBLIC WORKS – The Public Works report for December 2017 was received and accepted.

ZONING OFFICER – The Zoning Officer’s report for November and December 2017 was received and accepted.

2018-4

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

PAYMENT OF BILLS IN THE AMOUNT OF \$46,305.70

ADOPTION OF FEE SCHEDULE RESOLUTION 2018-1

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS – 144/148 EAST MAIN STREET: Bruce Ryder asked why HARB would have recommended divided lights in a modern building and Chris Lainhoff stated that it was suggested by a HARB member and the applicants had already suggested having divided light windows on the East side and then they would match. Chris Lainhoff stated that his personal opinion is that if the correct window size were known at the meeting, he would have been ok without the divided lights.

A motion was made by Bob Bennethum, seconded by Will Hutchinson and passed unanimously to approve the Certificate of Appropriateness for 144/148 East Main Street for renovations, as recommended by the Historical Architectural Review Board, with the amendment that the windows on the West side do not have to have divided lights.

UNFINISHED BUSINESS:

CONSIDER APPOINTMENT TO BOROUGH COUNCIL H. DALE SPAULING – ADOPTION OF RESOLUTION 2018-2: President Chiodo stated that Dale Spaulding has offered to complete the unexpired two-year term on Council. A motion was made by Will Hutchinson, seconded by Dave Dunn and passed unanimously to adopt Resolution 2018-2 to appoint Dale Spaulding to Borough Council to fill the term until December 2019, left by Bruce Ryder when he was elected Mayor.

NEW BUSINESS: None.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: None.

EXECUTIVE SESSION – POLICE PERSONNEL MATTER: At 7:46 p.m., Mike Chiodo adjourned the regular meeting into an Executive Session to discuss a police personnel matter.

The regular meeting was reconvened at 8:06 p.m. at which time no official action was taken.

ADJOURNMENT: A motion was made by Bob Bennethum, seconded by Dave Dunn and passed unanimously to adjourn the meeting at 8:07 p.m.

Respectfully submitted,

For the Borough Manager,

F. Steven Echernach
Chief of Police

2018-5
STRASBURG BOROUGH COUNCIL
FEBRUARY 13, 2018
MINUTES

Members Present: Mike Chiodo Jim Rice
 Will Hutchinson Dave Dunn
 Ray Garraffa Dale Spaulding

Others Present:

Bruce Ryder, Mayor	David Eisenberg
Lisa M. Boyd, Borough Manager	Brian Shimp
F. Steven Echternach, Police Chief	Ronan Lancaster
Lynn Commero, LNP	Sal Viscusi
Kyler Guissert	Josiah Shimp
Richard Thompson	Hank Sauser
Fred Shupp	Joel Young
Nathaniel Young	Will Young

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:

INTRODUCTIONS OF TROOP 56 BOY SCOUTS: A representative from Boy Scout Troop 56 stated that they are in attendance because they are working on the Citizenship in the Community Merit Badge.

MINUTES OF JANUARY 9, 2018: A motion was made by Dave Dunn and seconded by Ray Garraffa to approve the minutes of the January 9, 2018 meeting as printed. Motion carried with members Chiodo, Hutchinson, Dunn and Garraffa casting assenting votes. Members Rice and Spaulding abstained from voting because they were not in attendance for the meeting.

REPORTS:

MAYOR – Mayor Ryder reported that Lancaster County mayors have discussed the radar bill again and asked if Council would authorize the Borough Manager to send another letter on Council’s behalf to our representatives to encourage them to support adopting the radar legislation. Chief Echternach stated that Pennsylvania is the only state in the United States that does not allow local police to use radar for speed enforcement. Mayor Ryder stated that a recent study showed that Pennsylvania had 293 additional deaths in 2017 because of the lack of speed enforcement at the local level, as compared to the national average. A motion was made by Ray Garraffa, seconded by Will Hutchinson and passed unanimously to authorize the Borough Manager to send a letter to our representatives, on behalf of Borough Council, supporting the adoption of the radar legislation.

PRESIDENT – President Chiodo stated that he recently learned that the old Strasburg Market Basket building in Strasburg Township is under new ownership and plans to reopen, the

2018-6

staff completed the 2017 audit, and welcomed and thanked Dr. Dale Spaulding for volunteering to serve on Borough Council.

MANAGER – The Borough Manager’s written report dated February 9, 2018 was received and accepted. She stated that the Borough and Authority audits went extremely well, the staff always does a wonderful job, and a representative from the auditing firm will be attending a future meeting to present the audit. She also reported that she will be attending the annual PSAB Conference in Hershey and the PennDOT Connects meeting, and invited members to attend. Bob Bennethum asked her to pass along his thanks to the Police Chief and Officer Klunk for allowing him to participate in another ride along.

POLICE – The Police Department’s report for January 2018 was received and accepted.

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

ZONING OFFICER – The Zoning Officer’s report for January 2018 was received and accepted.

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

PAYMENT OF BILLS IN THE AMOUNT OF \$135,798.13

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF
APPROPRIATENESS – 11 EAST MAIN STREET

ACCEPTANCE OF HISTORICAL ARCHITECTURAL REVIEW BOARD ANNUAL
REPORT

ACCEPTANCE OF CIVIL SERVICE COMMISSION ANNUAL REPORT

STRASBURG COMMONS PHASE 2 – REQUEST FOR REDUCTION IN BOND IN
THE AMOUNT OF \$31,412.70 LEAVING A BALANCE OF \$206,692.48

UNFINISHED BUSINESS: None.

NEW BUSINESS:

UPDATE OF CIVIL SERVICE RULES AND REGULATIONS: Chief Echternach reviewed the proposed changes to the Civil Service Rules and Regulations. A motion was made by Will Hutchinson, seconded by Jim Rice and passed unanimously to approve the updated Civil Service Rules and Regulations dated February 13, 2018.

OTHER BUSINESS: None.

CITIZENS’ COMMENTS: None.

ADJOURNMENT: A motion was made by Dave Dunn, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

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.

2018-8

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 BOROUGH'S VOTING DELEGATE

ADOPTION OF FEE SCHEDULE – RESOLUTION 2018-3

PENNSYLVANIA 811 PROCLAMATION – DESIGNATING APRIL AS SAFE DIGGING MONTH

UNFINISHED BUSINESS: None.

2018-9

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

2018-10
STRASBURG BOROUGH COUNCIL
APRIL 10, 2018
MINUTES

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

Others Present:
 Bruce Ryder, Mayor Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief Lynn Commero, LNP
 John Stoltzfus, Strasburg Fire Chief

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:

ANNUAL FIRE COMPANY REPORT – JOHN STOLTZFUS, FIRE CHIEF: John Stoltzfus reviewed the 2017 Fire Company report in detail and provided the following highlights:

- * Total Incident Count: 166 with 42 of them in Strasburg Borough
- * Total Estimated Losses: \$175,500
- * The average response time from dispatch to on scene was 9 minutes and 28 seconds, and Mr. Stoltzfus reminded the members that includes mutual aid calls which are farther away
- * The busiest month was July 2017, with a total of 19 calls
- * The busiest day of the week was Friday, with a total of 28 calls
- * There are 46 active firefighters.

Dale Spaulding thanked Mr. Stoltzfus for having a thorough report. On behalf of Borough Council, Mike Chiodo thanked the Fire Company for what they do for our community. John Stoltzfus thanked the Borough for their support.

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

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo had nothing to report.

MANAGER – The Borough Manager’s written report for March 2018 was received and accepted. She announced that the Borough is hosting the April 25, 2018 LCBA meeting and

2018-11

encouraged the members to attend. She also provided an update on the MS4 report from LandStudies stating that official comments have not been received yet for the PRP and it does appear that it is on track.

POLICE – The Police Department’s report for March 2018 was received and accepted.

PUBLIC WORKS – The Public Works report for March 2018 was received and accepted. The Borough Manager reported that the majority of the Authority’s sewer pipe relining has been completed and the Authority is considering adding an additional section to be relined in the East Hillcrest Avenue area. She also reported that the contractor will be doing the final paving around the manholes.

ZONING OFFICER – The Zoning Officer’s report for March 2018 was received and accepted.

TREASURER – A motion was made by Dale Spaulding, seconded by Bob Bennethum and passed unanimously to accept and file for audit the Treasurer’s Report for the period ending March 31, 2018.

CONSENT AGENDA: A motion was made by Dale Spaulding, seconded by Will Hutchinson and passed unanimously to approve the following items on the Consent Agenda:

PAYMENT OF BILLS IN THE AMOUNT OF \$295,294.53

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF
APPROPRIATENESS – 218B MILLER STREET, 314 MILLER STREET, 2
SOUTH DECATUR & 2 EAST MAIN STREET AND 124 SOUTH DECATUR
STREET

2018 PAVING PROJECT – AUTHORIZATION TO BID SOUTH JACKSON STREET
(WEST MAIN STREET TO FUNK STREET)

APPROVAL FOR STRASBURG FIRE POLICE TO ASSIT AT THE REFTON FIRE
COMPANY SALE

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

OTHER BUSINESS: None.

CITIZENS’ COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Bennethum, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 8:03 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-12
STRASBURG BOROUGH COUNCIL
MAY 8, 2018
MINUTES

Members Present: Mike Chiodo Dave Dunn
 Ray Garraffa Dale Spaulding

Others Present:
 Bruce Ryder, Mayor Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief Lynn Commero, LNP

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: None.

MINUTES OF APRIL 10, 2018: A motion was made by Ray Garraffa, seconded by Dave Dunn and passed unanimously to approve the minutes of the April 10, 2018 meeting as printed.

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo had nothing to report.

MANAGER – The Borough Manager’s written report for April 2018 was received and accepted. She announced that she and Bruce Ryder will be attending the Places 2040 meeting on May 24, 2018, articles for the 2018 Newsletter are due by May 25, 2018 and she and the Police Chief will be attending a PIRMA Insurance meeting.

POLICE – The Police Department’s report for April 2018 was received and accepted.

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

ZONING OFFICER – The Zoning Officer’s report for April 2018 was received and accepted.

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

- PAYMENT OF BILLS IN THE AMOUNT OF \$558,604.95 AND \$2,932.50
- HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATES OF APPROPRIATENESS – 20 MILLER STREET, 141 EAST MAIN STREET, 2 MILLER STREET, 115 WEST MAIN STREET, 230 MILLER STREET AND 19/21 SOUTH DECATUR STREET
- STORMWATER HOUSE BILL 914 – LETTER OF SUPPORT

2018-13

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

OTHER BUSINESS: The Borough Manager stated that she has been working with the Lampeter-Strasburg School District regarding Tax Collector matters. She stated that she is the only elected Tax Collector within the L-S District and the school is asking her to deputize their existing tax collector to continue to collect the school taxes. She is asking Borough Council's permission to authorize the Borough Solicitor to review the agreement.

A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to authorize the Borough Manager to have the Borough Solicitor review the Lampeter-Strasburg School District tax agreement and authorize the agreement to be signed by the Borough Manager when it is acceptable to the Solicitor.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 7:36 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-14
STRASBURG BOROUGH COUNCIL
JUNE 12, 2018
MINUTES

Members Present: Ray Garraffa Will Hutchinson
 Jim Rice Dave Dunn
 Dale Spaulding Bob Bennethum (by phone)

Others Present:

Bruce Ryder, Mayor	Lisa M. Boyd, Borough Manager
F. Steven Echternach, Police Chief	Lynn Commero, LNP
Nick Ferretti	Ernie Ferretti
Darlene Ferretti	Jill Ferretti
Vince Ferretti	Alex Ferretti
Nicole Ferretti	Luca Ferretti
Matt Neidinger	Roger Blantz
Miriam Echternach	Jocelyn Echternach
Grace Echternach	

CALL TO ORDER AND PLEDGE TO THE FLAG: Council Vice President Ray Garraffa called the meeting to order at 7:30 p.m., followed by the salute to the flag. Vice President Garraffa 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: None.

MINUTES OF MAY 8, 2018: A motion was made by Dave Dunn, seconded by Dale Spaulding to approve the minutes of the May 8, 2018 meeting as printed. Motion carried with members Garraffa, Dunn and Spaulding casting assenting votes. Members Hutchinson and Rice abstained from voting because they were not in attendance for the meeting.

REPORTS:

MAYOR – Mayor Ryder reported that after months of waiting, an engineering plan for 8-10 East Main Street was received but was missing critical details. The Building Inspector sent a rejection letter stating additional information was needed. Mayor Ryder then provided a brief history of the property including the condemnation and court order to bring the new member up-to-date.

PRESIDENT – President Chiodo was not in attendance.

MANAGER – The Borough Manager’s written report for May 2018 was received and accepted. She announced that she emailed the invitation to the members to join her at the next LCBA meeting that will be held on June 27, 2018. She also reported that she and Bruce Ryder attended the Lancaster County Places 2040 presentation at Millersville Borough on May 24, 2018. She previously emailed the full document to the members and now has Executive Summaries available for members’ use and offered to pass along any comments the members may have, which are due by June 30, 2018. She also announced that the last two days she has

2018-15

been at the PSAB Conference in Hershey and will be back there again tomorrow and has been enjoying the conference. The Borough did receive two plaques, a first place for our newsletter and an honorable mention for the website. She also reported that she and Steve Echternach recently attended a PIRMA insurance meeting and received a fifth annual plaque for the Borough's safety efforts. Our insurance company advised us that we are the only municipality that has received this award five years in a row and our premium was reduced. She also stated that the owner of the short term rental that was being operated at 148 East Main Street has stated that he wishes to fulfill the bookings through the beginning of September 2018 and will then have the building be rented for periods of 30 days or more to be in compliance with the ordinance. Final paving around the manholes was discussed and Chief Echternach stated that the subcontractor is working on them this week.

POLICE – The Police Department's report for May 2018 was received and accepted.

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

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

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

PAYMENT OF BILLS IN THE AMOUNT OF \$197,256.73 AND \$6,810.44
HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF
APPROPRIATENESS – 24 MILLER STREET
AUTHORIZATION TO PUT THE 1995 PUBLIC WORKS PICKUP TRUCK OUT
FOR BIDS
APPOINTMENT OF PLANNING COMMISSION MEMBER – DAVID FELPEL

UNFINISHED BUSINESS:

AWARD 2018 PAVING PROJECT BID – S JACKSON ST (W MAIN TO FUNK): The Borough Manager stated that five bid packets were picked up and four companies submitted a bid. Bids were received from Pennsy Supply, Long's Asphalt, S.A. Macanga and Affordable Paving. She added that we have not utilized the apparent low bidder in the past, but did check references and they were very positive.

A motion was made by Jim Rice, seconded by Will Hutchinson and passed unanimously to award the 2018 paving project for a portion of South Jackson Street (West Main to Funk), to the lowest bidder, Affordable Paving & Excavating of Lititz, PA at a bid of \$37,757.36.

ACCEPTANCE OF CIVIL SERVICE PROMOTIONAL LIST/APPOINTMENT OF SERGEANT EFFECTIVE JUNE 16, 2018: A motion was made by Dale Spaulding, seconded by Will Hutchinson and passed unanimously to promote Nick Ferretti to Sergeant effective June 16, 2018.

NEW BUSINESS: None.

2018-16

OTHER BUSINESS: Will Hutchinson stated that in the past, on behalf of the Fire Company, he verified with Worley and Obetz that they would be willing to provide fuel to the Strasburg Fire Company, and he believed the Borough had similar arrangements. In light of Worley and Obetz's closing, he stated that we will need to find a new company. The Borough Manager stated that discussions have already begun on the Borough's behalf to fill that need.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Will Hutchinson, seconded by Dave Dunn and passed unanimously to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-17
STRASBURG BOROUGH COUNCIL
JULY 10, 2018
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 Will Hutchinson Jim Rice
 Dale Spaulding Bob Bennethum

Others Present:

Bruce Ryder, Mayor Lisa M. Boyd, Borough Manager
Bradley A. Klunk, Police Officer Lynn Commero, LNP
Denise Garraffa Taylor Garraffa

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: None.

MINUTES OF JUNE 12, 2018: A motion was made by Jim Rice, seconded by Ray Garraffa to approve the minutes of the June 12, 2018 meeting as printed. Motion carried with members Garraffa, Hutchinson, Rice, Spaulding and Bennethum casting assenting votes. Member Chiodo abstained from voting because he was not in attendance for the meeting.

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo stated that he was contacted by various citizens regarding the street patching and he advised them that it was in process.

MANAGER – The Borough Manager’s written report for June 2018 was received and accepted. President Chiodo noted that the Borough received the Safety Committee certification and will be saving 5% on the Workers’ Compensation insurance.

POLICE – The Police Department’s report for June 2018 was received and accepted.

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

ZONING OFFICER – The Zoning Officer’s report for June 2018 was received and accepted.

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

PAYMENT OF BILLS IN THE AMOUNT OF \$109,206.60
HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATE OF
APPROPRIATENESS – 40 EAST MAIN STREET

2018-18

APPROVAL OF STRASBURG FIRE POLICE TO ASSIST AT THE SOLANCO FAIR
PARADE

APPROVAL OF STRASBURG FIRE POLICE TO ASSIST AT THE CLINIC FOR
SPECIAL CHILDREN 1ST ANNUAL CSC 5K

REAPPOINTMENT OF UNIFORM CONSTRUCTION CODE BOARD OF APPEALS
MEMBER – KEN JOHNSON

UNFINISHED BUSINESS:

AUTHORIZATION TO REBID 2018 PAVING PROJECT – S. JACKSON ST (W. MAIN TO FUNK): The Borough Manager stated that the stormwater on South Jackson Street has not been completed and rebidding of the project is required.

A motion was made by Bob Bennethum, seconded by Will Hutchinson and passed unanimously to authorize the rebidding of the 2018 paving project.

NEW BUSINESS:

LINE PAINTING: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to authorize Line Pro to complete the line painting of the Borough, which includes them providing their own traffic control, at a cost of \$8,042.82.

OTHER BUSINESS: The Borough Manager stated that no bids were received for the Public Works Truck that we were trying to sell and that the truck will be taken to the next Lancaster County auction to be sold.

CITIZENS' COMMENTS: Denise Garraffa asked who is responsible to cut the grass on both sides of a fence. The Borough Manager stated that fences can be up to the property line and if it were placed on the property line, it would be your responsibility to take care of one side and your neighbor's responsibility to take care of the other side. She added that we do suggest applicants to use neighborly courtesy to set the fence on their property at least a mower's width so the fence owner can take care of maintenance on both sides.

Dale Spaulding asked if it would be possible to have a yield sign installed to replace the stop sign at Southview Drive coming onto Hillcrest Avenue. Officer Klunk stated that he will forward this request to the Police Chief.

ADJOURNMENT: A motion was made by Ray Garraffa, seconded by Dale Spaulding and passed unanimously to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-19
STRASBURG BOROUGH COUNCIL
AUGUST 14, 2018
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 Jim Rice Dale Spaulding
 Bob Bennethum Dave Dunn (by phone)

Others Present:

Bruce Ryder, Mayor Lisa M. Boyd, Borough Manager
F. Steven Echternach, Police Chief Lynn Commero, LNP
Peter Rush

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:

IT SECURITY OVERVIEW – PETER RUSH: Peter Rush was in attendance to review the IT security and stated that he has the Borough using Trend Micro Worry-Free Business Security, which is one of the top antivirus programs available and includes live updates. He also reviewed our backup procedures. The Borough Manager stated that our auditors are satisfied with the security and backup procedures we have in place.

MINUTES OF JULY 10, 2018: A motion was made by Jim Rice, seconded by Ray Garraffa, to approve the minutes of the July 10, 2018 meeting as printed. Motion carried with members Chiodo, Garraffa, Rice, Spaulding and Bennethum casting assenting votes. Member Dunn abstained from voting because he was not in attendance for the meeting.

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo stated that he was contacted by Trevis Nickel, the new owner of 2 Miller Street, who stated that he did agree to the changes that were made at the HARB meeting but was bothered by some of the items that HARB wanted to change. He also relayed that his contractors encouraged him to work with HARB to come to a resolution that everyone is satisfied with.

MANAGER – The Borough Manager’s written report for July 2018 was received and accepted and she added that the stormwater project on South Jackson Street was completed today.

POLICE – The Police Department’s report for July 2018 was received and accepted.

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

2018-20

ZONING OFFICER – The Zoning Officer’s report for July 2018 was received and accepted.

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

PAYMENT OF BILLS IN THE AMOUNT OF \$141,848.31

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATES OF

APPROPRIATENESS – 2 MILLER STREET AND 46 WEST MAIN STREET

ADOPTION OF 2019 BUDGET CALENDAR

UNFINISHED BUSINESS:

AWARD REBID 2018 PAVING PROJECT – S. JACKSON ST. (W. MAIN TO FUNK):

The Borough Manager stated that the paving project was readvertised, the stormwater project has been completed, and the paving will take place in September.

A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to award the 2018 paving project, for a portion of South Jackson Street (West Main to Funk) to the lowest bidder, Affordable Paving & Excavating of Lititz, PA, at a bid of \$39,462.43.

NEW BUSINESS:

CONSIDERATION AND POSSIBLE APPROVAL OF VESTIBULE PROPOSAL –

FRONT OFFICE: The Borough Manager stated that a vestibule for the front office has been discussed over many years for safety improvements and energy savings. She added that the Safety Committee is in support of the project and it will be the next project following the recent improvements to the Police Department.

A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to approve the proposal from Countryside Roofing & Exteriors for a vestibule in the front office at a cost of \$8,610 to be paid from the Building Reserve Fund as recommended by the Safety Committee.

CANDIDATES FOR CONSIDERATION AS FULL-TIME POLICE OFFICER: Dale Spaulding reported that the Civil Service Commission met last week and certified the list of candidates for consideration which were ranked in order of eligibility.

A motion was made by Ray Garraffa, seconded by Dale Spaulding and passed unanimously to approve the ranked list of candidates to be considered for hiring as a full-time police officer with the Strasburg Borough Police Department, as presented by the Strasburg Borough Civil Service Commission.

POLICE HIRING: Dale Spaulding stated that based on the list of certified candidates presented by the Strasburg Borough Civil Service Commission, he is recommending that we make a conditional offer of employment to the number one candidate, Robert Burns, pending results of the polygraph and psychological testing. Dale Spaulding stated that Robert Burns is an existing part-time officer with the Department and is recommending he start at the rate of a one-

2018-21

year officer at an annual salary of \$58,347.91, with his start date being between 10/1/18 and 11/1/18, based on the police chief and borough manager working out the budget details.

A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to select candidate Robert Burns (#1) to be hired as a full-time police officer in the Strasburg Borough Police Department.

GENERAL FUND PROJECTION AND THREE-YEAR BUDGET: The Borough Manager and Police Chief developed a General Fund Projection and Three-Year Budget document for internal use only which thoroughly outlines the effect on expenditures, including new hires in both the Public Works and Police Departments. The Borough Manager stated that she believes it is a good snapshot and noted that this document is based on projections backed up by evaluations of 10 years of historical data for larger revenue and expense items and she intends to continue to use and update this document for future use.

A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to approve the General Fund Projection and Three-Year Budget.

OTHER BUSINESS: None.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Bennethum, seconded by Dale Spaulding and passed unanimously to adjourn the meeting at 8:08 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-22
STRASBURG BOROUGH COUNCIL
SEPTEMBER 11, 2018
MINUTES

Members Present: Mike Chiodo Jim Rice
 Dale Spaulding Bob Bennethum
 Dave Dunn Will Hutchinson

Others Present:

 Bruce Ryder, Mayor Lisa M. Boyd, Borough Manager
 F. Steven Echternach, Police Chief Lynn Commero, LNP

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 asked everyone in attendance to remain standing and observe a moment of silence in observance of 9/11. 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:

MINUTES OF AUGUST 14, 2018: A motion was made by Jim Rice, seconded by Bob Bennethum, to approve the minutes of the August 14, 2018 meeting as printed. Motion carried with members Chiodo, Rice, Spaulding, and Bennethum casting assenting votes. Members Dunn and Hutchinson abstained from voting because they were not in attendance for the meeting.

REPORTS:

MAYOR – Mayor Ryder reported that a meeting was held yesterday with Cliff Carter and that 8-10 East Main Street is getting close to having repaired the structural issues that led to the condemnation. At that meeting, Cliff Carter stated that after the condemnation is lifted, he intends to have the property appraised for a fair market value and consider selling it. Mayor Ryder also stated that at that meeting, Cliff Carter was advised that the Borough will be meeting with the Vacant Property Reinvestment Board through the Lancaster County Housing and Redevelopment Authority, whose purpose is to help municipalities address blighted and vacant properties.

PRESIDENT – President Chiodo stated that he received a call from a neighboring property owner questioning if the fence at 12 West Main Street was being installed over the property line. The Borough Manager stated that the Zoning Officer is requesting a written request to investigate this matter.

MANAGER – The Borough Manager’s written report for August 2018 was received and accepted. She added that Beiler Painting is repainting the Borough Office and it looks very good.

POLICE – The Police Department’s report for August 2018 was received and accepted.

2018-23

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

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

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

PAYMENT OF BILLS IN THE AMOUNT OF \$61,873.20

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATES OF
APPROPRIATENESS – 12 WEST MAIN STREET AND 60 WEST MAIN
STREET

EPHRATA NATIONAL BANK – REQUEST FOR REDUCTION IN LETTER OF
CREDIT

ACKNOWLEDGEMENT OF 2019 PENSION MINIMUM MUNICIPAL
OBLIGATIONS (POLICE \$93,782 AND NON-UNIFORMED \$57,150)

UNFINISHED BUSINESS:

SIDEWALK REPAIR/REPLACEMENT PROGRAM DISCUSSION: The Borough Manager stated that she receives concerns from citizens regarding the condition of some of the curb and sidewalks throughout town. The current policy is that if a complaint is received and there is a serious issue with the curb and/or sidewalk, she contacts the homeowner and informally requests they be repaired. She is asking if this should be continued to be addressed on a complaint basis or if a formal curb and/or sidewalk replacement program and inspection should be implemented? The Borough Manager will provide the current ordinance to the members for their review.

Bruce Ryder stated that that the current Street Tree Committee regulations provide trees within six feet from the back edge of the sidewalk and expressed his concern that in the newer developments, that is where the utilities are located and suggested the possibility that the regulations be modified to increase the distance from the curb. The Borough Manager stated that the six foot regulation was included because that was one of the requirements for a program that we used to obtain grant funds for the tree program. It was the consensus to allow Bruce Ryder to work with the Borough Manager to develop Tree Committee revision suggestions.

NEW BUSINESS:

OTHER BUSINESS: Mike Chiodo stated that he was contacted by Trevis Nickel, the owner of 2 Miller Street, regarding the repointing of the building. Mr. Nickel stated that he has been working with a HARB Representative, Chris Lainhoff, and HARB has the authority to approve the color of the mortar. President Chiodo stated that the owner wants to repoint the entire building and Chris Lainhoff only wants to allow him to repoint only a portion of the building. President Chiodo stated that Mr. Nickel was unable to attend the meeting and asked him to ask Borough Council for permission to move forward with repointing of the entire building, noting that the owner and Chris Lainhoff were close with coming to an agreement on the mortar color and if the entire building is repointed, the mortar will all match and he would like to start the

2018-24

mortar work this week. Mike Chiodo stated that Mr. Nickel stated that the two items that he and Chris Lainhoff did not come to an agreement on were the mortar color and repointing the entire building verses only the sections that were in need of being repointed at this time. Mr. Nickel does not want to repoint only a portion of the building and then have to come back to repoint the remainder of the building within a few years. Dale Spaulding noted that the HARB minutes indicated that Chris Lainhoff reported that they were close to coming to an agreement on the mortar color. Bruce Ryder stated that the current Historic District Ordinance states that repointing is a pre-approved activity once the color of the mortar is agreed upon and a sample area is prepared, so there is no regulation regulating the amount of repointing that can be done on the building. Mike Chiodo stated that the owner left a message last week for Chris Lainhoff to obtain approval for the final color sample and has not yet heard back from him.

A motion was made Dale Spaulding, seconded by Will Hutchinson and passed unanimously to grant approval for the owner of 2 Miller Street to proceed with the repointing of the building, using the last closely-matched color sample area provided.

Police Chief Echternach stated that the police records management system that they currently use is owned and operated by the County of Lancaster. The County advised them that, due to several reasons, they will stop providing that system in October 2020 and departments should investigate replacement records management systems. Chief Echternach hosted an event where vendors came and demonstrated their products and he believes the product that is the best fit for our department is a product called CSI InfoShare. He reported that he delayed hiring the full-time officer to save money to put towards a downpayment for the system, which includes a 20% discount if paid for within two years of a five-year program, and he wants to obtain Council's approval. It was the consensus that he is proposing to use funds from his existing budget and that he should proceed with the purchase.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to adjourn the meeting at 8:10 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-25
STRASBURG BOROUGH COUNCIL
OCTOBER 9, 2018
MINUTES

Members Present: Mike Chiodo Ray Garraffa
 Dale Spaulding Jim Rice
 Dave Dunn Will Hutchinson
 Bob Bennethum (by phone)

Others Present:

Bruce Ryder, Mayor (by phone) Justin Eby, Lanc. Co. Redevelopment Auth.
Lisa M. Boyd, Borough Manager Aimee Tyson, Lanc. Co. Redevelopment Auth.
Nick Ferretti, Police Sergeant Lynn Commero, LNP

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:

LANCASTER COUNTY VACANT PROPERTY REINVESTMENT BOARD PRESENTATION – JUSTIN EBY AND AIMEE TYSON: Justin Eby and Aimee Tyson were in attendance from the Lancaster County Redevelopment Authority and reviewed the history of the Vacant Property Reinvestment Board and the criteria that is considered when considering a property's eligibility into the program. The next step in the process is that the property could be acquired by the Redevelopment Authority or the Lancaster County Land Bank Authority but the goal of the program is to have the owner take responsibility for the property and fix it up on their own and eliminate the blight. Bruce Ryder and the Borough Manager prepared a draft application for 8-10 East Main Street and Ms. Tyson stated that this application is one of the top three strongest applications she has seen. The Borough Manager stated that the Borough Solicitor advised her that the violations that the Borough filed regarding 8-10 East Main Street stay with the property owner and if the property is sold, the Borough would have to refile all of the violations. However, a blight designation through the Lancaster County Vacant Property Reinvestment Board remains with the property.

MINUTES OF SEPTEMBER 11, 2018: A motion was made by Jim Rice, seconded by Dave Dunn and passed unanimously to approve the minutes of the September 11, 2018 meeting as printed.

REPORTS:

MAYOR – Mayor Ryder had nothing to report.

PRESIDENT – President Chiodo stated that he received a call about the poor quality of the South Jackson Street paving. The Borough Manager is working with the contractor.

2018-26

MANAGER – The Borough Manager’s written report for September 2018 was received and accepted. She added that \$10,000 has been included in the 2019 Draft Budget for legal fees for the Keller Zoning Appeal and for 8-10 East Main Street.

POLICE – The Police Department’s report for September 2018 was received and accepted.

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

ZONING OFFICER – The Zoning Officer’s report for September 2018 was received and accepted.

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

PAYMENT OF BILLS IN THE AMOUNT OF \$414,612.31
HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATES OF
APPROPRIATENESS – 29 WEST MAIN STREET
SCHEDULE TRICK-OR-TREAT DATE – WEDNESDAY, OCTOBER 31
FROM 6-8 PM

UNFINISHED BUSINESS:

NEW BUSINESS:

CONSIDERATION AND POSSIBLE ACTION REGARDING REIMBURSEMENT OF ATTORNEY’S FEES – 8-10 EAST MAIN STREET:

A motion was made by Will Hutchinson, seconded by Dale Spaulding and passed unanimously to authorize the Borough Solicitor to file a motion with the Lancaster County Court of Common Pleas in the case docketed at CI-17-06523 requesting attorneys’ fees in the amount of \$26,479.76 spent to date plus any additional fees to file the motion and attend the hearing incurred in the matter pursuant to the Order dated August 7, 2017 and to take such further action as may be necessary or appropriate to obtain reimbursement of such attorneys’ fees, at an estimated Borough Solicitor expense of \$5,000 to file the motion and attend the hearing and that the President of Borough Council and the Borough Manager will determine to authorize additional legal expenses above the \$5,000.

REVIEW OF 2019 DRAFT BUDGET AND CAPITAL IMPROVEMENTS PROGRAM:

President Chiodo stated that the Borough Manager provided the members with the normal, thorough documentation for the draft budget and capital improvements program. The Borough Manager reminded the members that this is the draft budget and the projections for the revenue and expenses for the remainder of the year are updated two more times before final budget adoption. She added that as the projections are updated, the fund balance normally increases. She stated that at this point the budget does show a potential tax increase as anticipated mid-year when the three-year budget was reviewed. She added that this draft budget keeps donations at the same amount as in 2018. She stated that included in the 2019 Draft Budget is a 2.5% pay increase for the Non-Uniformed Employees, which mirrors the increase in the contract for the Uniformed Employees. She reviewed the next steps in the budget approval process.

2018-27

Mike Chiodo stated that the fire company's equipment fund allocation remained the same in 2018 and was calculated on the assessed value prior to the county-wide reassessment. He reminded the members that when Bill Koch came to the meeting in 2017, he stated that he did not want a tax increase in order to get the additional donations they were requesting. Mike Chiodo also stated that the budget has been pretty tight over the past few years because of expenses such as pension MMO's and legal expenses. Mike Chiodo suggested working with the Fire Company to discuss their needs and funds.

OTHER BUSINESS: A motion was made by Ray Garraffa, seconded by Jim Rice and passed unanimously to approve the submission of the vacant property application for the 8-10 East Main Street property, pay the \$750 application fee, and authorize the Mayor (Legal Liaison) and the Borough Manager to determine the proper timing for the submission.

A motion was made by Dale Spaulding, seconded by Dave Dunn and passed unanimously to adopt Resolution 2018-4 establishing the procedure and authorization of disposition of unnecessary personal property.

CITIZENS' COMMENTS: None.

ADJOURNMENT: A motion was made by Dale Spaulding, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-28
STRASBURG BOROUGH COUNCIL
NOVEMBER 13, 2018
MINUTES

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

Others Present:

 Bruce Ryder, Mayor
 Lisa M. Boyd, Borough Manager Chris Lainhoff
 F. Steven Echternach, Chief of Police Lynn Commero, LNP

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. In honor of Veterans Day that was on November 12, 2018, Mike Chiodo thanked all veterans for their service.

REQUESTS TO BE HEARD: None.

MINUTES OF OCTOBER 9, 2018: A motion was made by Jim Rice, seconded by Ray Garraffa and passed unanimously to approve the minutes of the October 9, 2018 meeting as printed.

REPORTS:

MAYOR – Mayor Ryder stated that he will provide an update on 8-10 East Main Street under Other Business.

PRESIDENT – President Chiodo reported on the Pension Funds Unfunded Liabilities and stated that due to good market conditions and because the Borough was able to send more towards the unfunded liabilities, as of 12/31/17 the Non-Uniformed Plan is currently \$2,585 overfunded and the Police Plan is \$112,187 underfunded. He added that the Borough's Pension Actuary will provide an updated report in 2019.

MANAGER – The Borough Manager's written report for October 2018 was received and accepted.

POLICE – The Police Department's report for October 2018 was received and accepted.

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

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

2018-29

CONSENT AGENDA: A motion was made by Ray Garraffa and seconded by Bob Bennethum and to approve the following items on the Consent Agenda, motion carried with members Chiodo, Garraffa, Rice, Hutchinson and Bennethum casting assenting votes and member Dunn abstained from voting because of his position with the State and member Spaulding voted in opposition of the motion because of his dissatisfaction with the paving on South Jackson Street:

PAYMENT OF BILLS IN THE AMOUNT OF \$331,593.51

HISTORICAL ARCHITECTURAL REVIEW BOARD CERTIFICATES OF
APPROPRIATENESS – 141 EAST MAIN STREET AND 126 SOUTH
DECATUR STREET

APPROVAL OF STRASBURG FIRE POLICE TO ASSIST AT 2019 RAILS AND
ALES CRAFT BEER TASTING FESTIVAL

UNFINISHED BUSINESS:

APPROVAL OF CAPITAL IMPROVEMENTS PROGRAM: A motion was made by Jim Rice, seconded by Will Hutchinson and passed unanimously to approve year 2019 in the 5-year Capital Improvements Program dated November 13, 2018.

APPROVAL OF 2019 PRELIMINARY BUDGET AND AUTHORIZATION TO ADVERTISE FOR PUBLIC INSPECTION: The Borough Manager stated that even though the projections got better, the tax increase remains at .21 mills as discussed for the Draft Budget partly in part because the 2019 Earned Income Tax Revenue line needed to be reduced due to a 2019 recalculation by the Lancaster County Tax Collection Bureau. She also reminded the members that the donations in the 2019 Budget remained the same as 2018.

A motion was made by Jim Rice, seconded by Dave Dunn and passed unanimously to approve the 2019 Preliminary Budget, which includes a .21 mill real estate tax increase, and authorize the Borough Manager to advertise it for public inspection.

2019 TAX LEVY ORDINANCE 2018-1: A motion was made by Will Hutchinson, seconded by Ray Garraffa and passed unanimously to authorize the Borough Manager to advertise the Tax Levy Ordinance #2018-1 with the tax rate increasing to 2.86 mills.

NEW BUSINESS: The Borough Manager stated that the Safety Committee wanted direction from Borough Council regarding painting crosswalks at intersections other than the Square, which is signalized. Bruce Ryder stated that he attended a risk management seminar that recommended designated crosswalks installed only where they are absolutely needed and for those to be properly signed and signalized due to liability issues. He also stated that he believes it is better for the pedestrian to decide when it is safe to cross rather than for them to assume the traffic will yield because they are in a crosswalk. The Borough Manager stated that she asked the line painters not to paint the crosswalks this year but they did begin painting them and painted the main lines by mistake, but not the hash marks. They line painter did not charge us for the lines they painted by mistake. Chief Echternach stated that some of the existing marked crosswalks at intersections were there because of when we had a school and crossing guards. He added that in his research, approximately 50% of Pennsylvania municipalities are marking crosswalks and about 50% are not. Bob Bennethum stated that he believes Strasburg is a

2018-30

walking town and should have designated locations for people to know it's a crosswalk. It was the consensus to table this matter and discuss next year when we consider line painting.

Bruce Ryder stated that the owners of Speckled Hen requested a crosswalk be installed in front of their business, which he reminded the members that the location it is not at an intersection and there is a slight curve in the road. It was the consensus of the members that they were not in favor of installing a mid-block crosswalk.

OTHER BUSINESS: Bruce Ryder stated that the structural improvements that were included in the Building Permit for 8-10 East Main Street were inspected and complete. He reminded the members that there is a very long list of other necessary improvements that the owner and contractor are aware of and only the structural improvements, which triggered the building's condemnation, have been completed and we are now lifting the condemnation of 8-10 East Main Street. Bruce Ryder reminded the members that even though the condemnation is lifted, the owner does not have any occupancy permits and the owner is aware that he needs to apply for a Building Permit for the next phase of work. He added that this project's application has been officially submitted to the Vacancy Property Board for the Blighted Property Program.

Bruce Ryder stated that a Demolition by Neglect violation of the HARB Ordinance letter was issued to the owner of 8-10 East Main Street for items such as standing water in the basement, leaking roof, open and broken windows, unsecure doors, vegetation and shrubs growing out of masonry and foundation, giving him 30 days to address weatherproofing issues before winter.

Bruce Ryder stated that at the last two HARB meetings, they requested issuing a violation notice and having it recorded at the Recorder of Deeds office. He added that he believes HARB's rationale is to have the deficiencies recorded so they are sure to be disclosed to any potential buyer of the property. He stated that this was discussed with the Solicitor and he is skeptical of the process and is not sure that the Recorder of Deeds will accept that type of document to be recorded and this isn't the normal type of document that a Title Company would find and pass along to the potential buyers. Bruce Ryder stated that the Solicitor recommended and he is investigating a different solution to the problem of a seller not disclosing information to a potential buyer. That recommendation is that when the Settlement Company calls the Borough for water/sewer and taxes that the staff would notify the potential buyer of anything that they need to be aware of from the Borough regarding the property such as being in the Historic District or zoning issues.

Dale Spaulding stated that he was very happy with how good the Swan Hotel property looks.

Bob Bennethum suggested reviewing the required parking regulations the next time the Zoning Ordinance is updated.

CITIZENS' COMMENTS: None.

2018-31

ADJOURNMENT: A motion was made by Dave Dunn, seconded by Ray Garraffa and passed unanimously to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

2018-32
STRASBURG BOROUGH COUNCIL
DECEMBER 11, 2018
MINUTES

Members Present: Ray Garraffa Jim Rice (arrived at 7:41 p.m.)
 Dave Dunn Will Hutchinson
 Bob Bennethum (by phone)

Others Present:

Bruce Ryder, Mayor
Lisa M. Boyd, Borough Manager
F. Steven Echternach, Chief of Police
Lynn Commero, LNP
Porter Stevens, Lancaster County Planning Commission
Brian Trout

CALL TO ORDER AND PLEDGE TO THE FLAG: Council Vice President Ray Garraffa called the meeting to order at 7:41 p.m., followed by the salute to the flag. Vice President Garraffa 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:

REQUEST TO AMEND TRAFFIC ORDINANCE TO PROHIBIT COMMERCIAL VEHICLES FROM PARKING ON RESIDENTIAL STREETS – BRIAN TROUT: Brian Trout was in attendance and stated that his issue is the overnight parking of large commercial vehicles on residential streets in the Borough. After discussing his concern with Borough Officials, he learned that there is nothing to prohibit it, and asked the Borough to consider an amendment. He stated that he believes the overnight parking of commercial vehicles reduces curb appeal and reduces resale value on all homes. It was the consensus of the members to forward this request to the Safety Committee to look into this request and come back to Borough Council with a recommendation.

Vice President Garraffa welcomed Porter Stevens, the Borough's representative from the Lancaster County Planning Commission. Mr. Stevens stated that he is available to assist with any planning issues.

MINUTES OF NOVEMBER 13, 2018: A motion was made by Dave Dunn, seconded by Jim Rice and passed unanimously to approve the minutes of the November 13, 2018 meeting as printed.

REPORTS:

MAYOR – Mayor Ryder stated we are waiting for a response from Cliff Carter regarding the Demolition by Neglect notice, noting that the time limit has not yet been reached.

PRESIDENT – President Chiodo was not in attendance for the meeting.

2018-33

MANAGER – The Borough Manager’s written report for November 2018 was received and accepted. She reminded the members that the Council has the option to take a position on the Rutter’s Zoning Hearing application. Mayor Ryder stated that the gambling Special Exception is being sought under the “Use Not Provided” and the Zoning Variance is for the parking. Chief Echternach stated that Rutter’s is a magnet for transient traffic, they have had problems with drug dealing, overdoses, drug trafficking and prostitution. His concern is adding video gaming to a truck stop because the truck drivers should be resting to be legal with their log books. A motion was made by Will Hutchinson, seconded by Jim Rice and passed unanimously to authorize the Borough Manager to take a position in opposition of the Rutter’s Zoning Hearing request and to send a letter to Rutter’s.

POLICE – The Police Department’s report for November 2018 was received and accepted.

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

ZONING OFFICER – The Zoning Officer’s report for November 2018 was received and accepted.

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

PAYMENT OF BILLS IN THE AMOUNT OF \$319,286.12

APPROVAL OF 2019 MEETING SCHEDULE

ADOPTION OF FIRE COMPANY ACTIVITIES RESOLUTION 2018-5

ADOPTION OF POLICE PENSION PLAN CONTRIBUTION RESOLUTION 2018-6

UNFINISHED BUSINESS:

APPROVAL OF 2019 FINAL BUDGET: The Borough Manager stated that a .21 tax increase is still needed to balance the budget. A motion was made by Jim Rice, seconded by Will Hutchinson and passed unanimously to approve year 2019 Final Budget

ENACTMENT OF 2019 TAX LEVY ORDINANCE 2018-1: A motion was made by Will Hutchinson, seconded by Jim Rice and passed unanimously to enact the 2019 tax levy ordinance 2018-1 which includes a .21 tax increase, at 2.86 mills for the Borough of Strasburg for 2019.

NEW BUSINESS: None.

OTHER BUSINESS: None.

CITIZENS’ COMMENTS: Chief Echternach stated that in the last 60 days, 3 ½ pounds of marijuana was confiscated, 2 ½ pounds of high grade marijuana and a significant amount of THC from California. He stated that he believes marijuana is a gateway drug and this Department is prosecuting violators as a criminal offense and not a non-traffic citation.

2018-34

EXECUTIVE SESSION – PERSONNEL MATTER: At 8:05 p.m., Vice President Ray Garraffa announced that Borough Council will be going into executive session to discuss a personnel matter. The regular meeting was reconvened at 8:16 p.m. at which time no official action was taken.

ADJOURNMENT: A motion was made by Jim Rice, seconded by Will Hutchinson and passed unanimously to adjourn the meeting at 8:17 p.m.

Respectfully submitted,

Lisa M. Boyd
Borough Manager