

BOROUGH OF LEMOYNE

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Lemoine Borough Council Work Session Meeting Minutes—November 3, 2022

The Work Session Meeting of Lemoine Borough Council was called to order at 6:30 p.m. on Thursday, November 3, 2022. Present were Council members Rebecca Coleman, Joe Gargiulo, Gene Koontz, Jesse Monoski, and Council President Gale Gallo. Councilmember Suzanne Yenchko and Mayor Matthew Salkowski participated remotely via Zoom. Council member Mike Kostukovich was absent. Also present were Borough Manager Cindy L. Foster, Borough Secretary Jenn Erickson, and West Shore Regional Police Department Chief Tony Minium and Assistant Chief John Friel. Borough Engineer Mike Knouse and Borough Solicitor Naveen Nadipuram participated remotely via zoom.

Special Presentations/ Requests

1. Sidewalk Replacement Waiver Request—Jim Dietsche, 200 Clark Street

Action Item

A tabled motion by Mr. Gargiulo, second by Mr. Monoski from the October 20, 2022 business meeting, to approve a request from James Dietsche, for waiver from the requirement to replace certain sections of sidewalk at his property at 200 Clark Street was opened for discussion. Topic centered around the potential liability for the Borough and/or the homeowner for sidewalks not brought up to code. After the question was called, the motion failed by a 5-1 vote with Ms. Coleman voting yes and Mr. Gargiulo, Mr. Koontz, Mr. Monoski, Ms. Yenchko, and Council President Gallo voting no.

Public Comment – none

If available, the following Intermunicipal Reports were posted online in advance for public review. Any questions or concerns were addressed during public comment.

1. Council of Governments
2. Cumberland County Municipal Advisory Board
3. Cumberland County Tax Collection Committee
4. Cumberland County Redevelopment Authority
5. Franklin-Cumberland County Boroughs' Association
6. Lemoine Municipal Authority
7. Planning Commission Update
8. Shade Tree Commission Update
9. West Shore Recreation Commission (WSRC).
10. West Shore Bureau of Fire Commission (WSBFC)

If available, the following Officials and Staff Reports were posted online in advance for public review. Any questions or concerns were addressed during public comment.

1. Council President Gallo noted:
 - a. Pennsylvania Housing Finance Agency (PHFA) has begun a program for mortgage assistance; details will be posted to the Borough website.
 - b. Thanked the WSRPD Officers for their help with making Trick or Treat night a success in the Borough.
2. Mayor Salkowski
 - a. Also thanked the WSRPD for their help with making Trick or Treat night safe and fun.
3. Borough Manager
4. Code Enforcement Official

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5. Borough Engineer/Building Code Official Report
6. Maintenance Department Superintendent & MS4 Coordinator
7. WWTP Superintendent
8. Police Chief

Committee Reports

1. Administration

- a. **Budget Update-** Ms. Foster reported that the budget workshops have concluded and provided a brief overview. The proposed 2023 budget will be presented to the public at the November 17th meeting after which time it will be placed on display for the required 10-day period. Council will be able to consider additional changes at the December 1st meeting which, if there are any, will require re-advertisement. It is expected the 2023 budget will be adopted at the December 15th meeting. There is no change proposed in the general tax rate for 2023, however we will need to draft and advertise an ordinance for the proposed increase in Fire Tax of .1 mil. This will be on the November 17th agenda for Council consideration.
- b. **Proposed Fee Schedule Amendments-** Ms. Foster noted the following proposed amendments to the Fee Schedule for 2023:
 - **Non-Resident Pool Rates-** Staff proposed raising the non-resident season pool passes by \$5 in each category next year. We also recommend opening resident passes to anyone with a Lemoyne zip code.
 - **Residential Rental Unit Registration Fees -** The Early Intervention Program (now known as the Strategic Management Planning Program—STMP) recommended that the rental unit registration fees be increased. Staff proposed raising the fees by \$5 to a total of \$15/unit and revisit this again in 2023.
 - **Sewer Rates—January 1, 2023 –** Set to be increased by 1.75% as originally proposed by Resolution 2019-15. These annual increases were deferred in 2021 and 2022; 2023 will be the first-year annual increases will be implemented.
 - **Wireless Communications Facilities -** Cohen Law provided a recommendation for fees regarding wireless communications facilities that pairs with the ordinance adopted by Council earlier this year.
 - **Zoning Ordinance Copies –** Staff requested an increase from the \$20.00 noted on the fee schedule to \$50.00 for a full copy of the zoning ordinance. The zoning ordinance is available online for those who wish to download and/or print.
- c. **2023 Meeting Schedule -** Ms. Foster stated staff requested guidance on the 2023 meeting schedule so that the legal ad can be placed in a timely manner. Upon discussion, the schedule will remain as the first and third Thursday of each month.
- d. **2023 Auditor Engagement Letter –** Ms. Foster noted staff has received the engagement letter from Maher Duessel for 2022 audit services in the amount of \$ 17,180. Per Mr. Monoski’s request, after the conclusion of the 2022 audit, staff will send out a request for proposals (RFP) for auditing services.
- e. **Requests for Proposals—Banking Services-** Ms. Foster provided an overview of the proposals received following the request by Ms. Gallo to shop banking services. With the highest interest rate of 2% and no fees, Council will be asked to consider awarding the contract to Mid Penn Bank at the November 17th business meeting.
- f. **Lower Allen Township Yard Waste Disposal Agreement –** With many residents seeking a yard waste disposal alternative, Ms. Foster shared agreement details made with Lower Allen Township (LAT). The agreement would allow our residents to pay a drop-off fee of \$10 per load while the Borough would pay a pro-rated share of the grinder cost based on

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our population, which is about 25% of LAT’s. The County charges LAT \$9,976/year; our 25% would be \$2,494. They will also allow Borough residents to pick up mulch at the facility for the same fee they charge Township residents. The agreement will be on the November 17th agenda for Council consideration.

- g. Payment Plan Policy Discussion re Borough-Initiated Capital Improvements-** Mr. Gargiulo opened the floor for discussion on the draft payment plan policy created by staff. Discussion centered on penalties, interest, and a written breakdown of fees and terms. Staff will collaborate with the Borough Solicitor and put the revision on the December 1st agenda for follow-up.

2. Community Development/Parks & Recreation

- a. 2023 Pool Management Services** - Ms. Yenchko noted the agreement for the 2023 pool season management services, as reviewed in the Budget Workshop Meeting, will be on the agenda for Council’s approval at the November 17, 2022 Business Meeting.

3. Sewer

- a. Water Quality Management Report Permit Requirements**—Policy re On-Lot Septic Systems- Mr. Koontz opened the floor for discussion of the proposed on-lot septic systems policy. After much discussion, a revised copy of the policy with an effective date of January 2023 will be on the November 17, 2022 agenda for Council consideration.

5. Streets

- a. Signage Recommendations:** Mr. Gargiulo provided an overview regarding signage noted below:

- Location 1. - The Walnut St By-pass (SR 0011) at Riverview Drive.
- Location 2. - The Corner of Riverview Drive and Indiana Ave. and 9th Street and Indiana Ave.
- Location 3. - The corner of Walnut Street (not the bypass) and Ninth Street
- Location 4. – Walnut St. and Third Street and Walnut and Cumberland Road, (also addressing Market St. and Third St.)
- Location 5. – Cumberland Road/Indiana Road at Fifth Street.

Authorization to advertise the amended Section 525-14 of the Lemoyne Borough Code to restrict trucks and commercial vehicles, except for local delivery and pick-up, on certain Borough streets will be on the November 17, 2022 agenda for Council consideration.

6. Zoning & Ordinance

- a. Proposed Ordinances:** Mr. Monoski opened the floor for discussion on the following ordinances to be drafted and advertised before adoption at the December 15, 2022 business meeting:
- i. Consumer Fireworks Law (Act 74)- Borough Solicitor to provide a recommendation for ordinance wording for consumer fireworks permit by exception only, for discussion at the December 1, 2022 business meeting.
 - ii. Fire Services Levy – Authorization to advertise an amendment to the Lemoyne Borough Code to allow all fire services, including fire hydrant rentals, be eligible expenses under the fire services levy starting in 2023 will be on the November 17th, 2022 agenda for Council consideration.

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- ii. 2023 Tax Ordinance- Council will be asked to authorize advertisement of the 2023 tax ordinance, that includes an increase in the fire services levy of .1 mills at the November 17, 2022 meeting so it may be adopted on December 15th in conjunction with the budget.

Public Comment— none

Council/ Mayor Comments

1. **Mayor Salkowski**- Mayor’s Christmas Party will be held in the community room on December 2, 2022 from 6 p.m. to 8 p.m. with the tree lighting and Santa.
2. **Councilmember Monoski**- Encouraged residents to vote on Election Day, November 8, 2022.

Adjournment

Following a motion by Mr. Monoski, second by Ms. Coleman, the meeting was unanimously adjourned at 8:39 p.m.

Respectfully submitted,

Jenn Erickson
Borough Secretary