

# BOROUGH OF LEMOYNE

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## LEMOYNE BOROUGH COUNCIL REGULAR BUSINESS MEETING APRIL 7, 2016

1. Call to order

The Regular Business Meeting of the Lemoyne Borough Council was called to order on Thursday, April 7, 2016 at 7:00 PM, at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, PA with president David Beasley presiding. Mayor York led the Pledge of Allegiance.

2. Roll Call

Present were Dennis McGee, Bob Huggler, Dan Green, Donna Hope and Bob Rapak. Zachary Border was absent. Staff present were Robert Ihlein, Borough Manager, Karen Unger, Executive Assistant, Audra Spilewski, Borough Treasurer, James Fair, Maintenance Department Supervisor, Tim Travitz, Sewer Department Supervisor and Police Chief Michael Hope.

3. Public Comments

Cynthia Knight, resident of Cumberland Road and the Borough's representative for the Fredrickson Library thanked the Council for their support and opportunity.

4. Minutes for Approval

- A. Streets & Stormwater Committee – February 10, 2016
- B. Parks & Recreation Committee/Community Development – February 15, 2016
- C. Ordinance & Zoning Committee – February 17, 2016
- D. Administration Committee – February 18, 2016
- E. Sewer Committee – February 18, 2016
- F. Borough Council Business Meeting – March 10, 2016
- G. Borough Council Strategic Planning Meeting – March 12, 2016

Mr. Huggler made a motion to accept the minutes as amended. Mr. Green seconded the motion and it was unanimously approved.

4. Special Actions or Presentations

There was no report.

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## 5. Official's Reports

### A. Mayor's Report – Larissa York

The West Shore Regional Police sent an email to all Council members announcing the recent Police Academy graduates. The program will be repeated sometime in the future. Mayor York thanked the department for the opportunity.

Mayor York also reported that gift cards were solicited and given to victims of the Bosler Street fire in March.

### B. Council President – David Beasley

Mr. Beasley announced there were still five positions open for the Environmental Advisory Council. There is also one position open on the Shade Tree Commission. He also announced that the mural project of the I-83 off ramp to Lemoyne is making progress.

### C. Solicitor – Michael Cassidy, Esquire

There was no report.

### D. Engineer – Michael Knouse, P.E.

The Engineer's written report was submitted to Council for review in the packets.

### E. Manager – Robert Ihlein

Mr. Ihlein submitted a project tracking report for all Committees. He reported that there are Land Development projects on file with the Borough. The ARTIS Senior Living project team has requested more time to complete permitting issues with the DEP. Mr. Ihlein also reported that land development plan has been submitted for an apartment complex situated next to the ARTIS property.

Mr. Ihlein announced there would be a Harrisburg Senators game outing for Borough Council and Borough employees on May 12, 2016.

## 6. Inter-Municipal Reports

### A. Council of Governments – David Beasley

Mr. Beasley reported there was a guest speaker from PennVest at the last meeting. There will be major changes in staff at CAPCOG with the retirement of Anne Simonetti and Frances Myers.

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B. Cumberland County Municipal Advisory Board – Dennis McGee

Mr. McGee reported the Board is struggling with attendance issues. There is a meeting scheduled for next month.

C. West Shore Recreation Commission

Mr. Huggler reported the next meeting will be held on Tuesday, April 12, 2016.

D. Cumberland County Tax Collection Committee – Mr. Border

There was no report.

E. Cumberland-Franklin County Boroughs Association – Mr. Rapak

There was no report.

7. Committee Reports and Actions

A. Administration Committee – Mr. Green, Acting Chair

1. Summary report for the General, Sewer and Swimming Pool from Audra Spilewski, Borough Treasurer

Mrs. Spilewski provided a written report and reviewed the fund balances.

2. Monthly Revenue and Expense Budget Reports for all funds – Mrs. Spilewski

Mrs. Spilewski distributed and reviewed the written reports.

3. A motion was made by Mr. Green to accept the 03-31-2016 Bank Statement Balances and Fund Balance reports. The motion was seconded by Mr. McGee and unanimously approved.

Fund Balance Report March 31, 2016	
General Fund	1,654,809.07
Sewer Fund	2,147,408.33
Swimming Pool Fund	(808.54)
Stormwater Fund	(2999.35)
General Capital Reserve	381,339.50
Sewer Capital Reserve Fund	1,710,452.56
Capital Investment Fund	456,301.56
Katkocin/Escrow Peach St. Fund	1,014.46
TOTAL	6,347,517.59

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Bank Statement Balances – March 31, 2016	
General Fund Account	6,810,343.35
Highway Aid/Liquid Fuels Account	160,087.04
Payroll Account	56,612.73
TOTAL	7,027,043.12

4. A motion to ratify the payment of checks, P-Cards (February and March) and Payroll in the amount of \$406,759.82 was made by Mr. Green. The motion was seconded by Mr. McGee and unanimously approved.

Check Number	Fund	Amount
22291-22341	General Fund	383,708.62
50013-50016	Payroll Accounts Payable	607.60
N/A	Liquid Fuels	0.00
	P Cards – February	9,892.29
	P Cards - March	12,551.31
	TOTAL	406,759.82

5. A motion to approve requests for payment presented for April 7, 2016 in the amount of \$25,591.93 was made by Mr. Green. The motion was seconded by Mr. Rapak and unanimously approved.
6. A motion to approve a one-year Professional Services Agreement with Matt Allen for Website Maintenance Services in the amount of \$1,200.00 (services to include website maintenance, hosting and domain services and staff training – this is included in the budget) was made by Mr. Green. The motion was seconded by Mr. Huggler and unanimously approved.
7. A motion to approve Resolution No.2016-XXX for the destruction of certain listed documents

This item was tabled.

8. A motion was made to approve the purchase of Asset Management software from Dallas Data in the amount of \$2,970.00 plus \$400.00 for staff training (this is included in the budget) was made by Mr. Green. The motion was seconded by Mrs. Hope and unanimously approved.
9. Report on other Committee activities

The Newsletter is on track to be in resident mailboxes by April 30, 2016.

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## B. Community Development/Parks & Recreation Committee – Mrs. Hope, Chair

1. No action items
2. Report on other Committee activities

Mr. Green reported that the Lemoyne Business Association has a new Facebook page. The LBA is now having their meeting at Chris & Val's Café at 324 Market Street.

## C. Ordinance and Zoning Committee - Mr. Rapak, Chair

1. A motion to enact Ordinance No 737 amending the existing ordinance regarding Transient Retail Merchants (updates ordinances from 1962 and 1985) was made by Mr. Rapak. The motion was seconded by Mrs. Hope and unanimously approved.
2. A motion to enact Ordinance No. 738 amending the existing ordinance regarding Refuse Disposal and Recycling (this will make residential recycling mandatory, as well as making sanitary regulations more consistent with the International Property Maintenance Code) was made by Mr. Rapak. The motion was seconded by Mr. McGee and unanimously approved.
3. A motion to direct the Borough Planning Commission to research, and then recommend possible changes to the Borough Zoning Ordinance to address specific uses in different districts that should be addressed with Conditional Uses and/or Special Exceptions (currently very limited in the ordinance) was made by Mr. Rapak. The motion was seconded by Mr. Huggler and unanimously approved.
4. A motion to approve a request for a 30-day time extension submitted by ARTIS Senior Living to comply with their Conditional Land Development approval in order for them to complete all required items including recording the plans with the County Recorder of Deeds was made by Mr. Rapak. The motion was seconded by Mrs. Hope and unanimously approved.
5. Reports
  - a. Report on Zoning Hearing Board activities – Mr. Ihlein  
There were no hearings in March
  - b. Report on Planning Commission activities – Mr. Border  
There was no report
  - c. Building Code Official Report  
There was no report.

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- I
- d. Report on other Committee activities  
Cliff Karlsen started his job as Codes Enforcement Officer on March 28, 2016. He has commenced patrols getting to know the neighborhoods and is looking for serious property maintenance violations and documenting signage on Borough Businesses.
- D. Streets Committee – Mr. Huggler, Chair
- 1. No action items
  - 2. Reports
    - a. Report from James Fair, Maintenance Department Supervisor  
  
Mr. Fair reported the old playground equipment at Memorial Park has been removed. The new unit will be installed as soon as it arrives. The new dump truck was not painted yellow as specified and has been returned for a re-paint job. Street sweeping will begin for the season the week of April 11<sup>th</sup>.
    - b. Report on other Committee activities  
  
There was no report.
- E. Stormwater Committee – Mr. McGee, Chair
- 1. No action items
  - 2. Report on other Committee activities  
  
The Committee is working on plans to conduct Public Education and Outreach at public events.
- F. Sewer Committee – Mr. Green, Chair
- 1. A motion to approve three easement agreements with Joseph Katkocin for a 15 foot-wide easement along three properties on Herman Avenue for the purpose of placing residential sewer laterals (this is an undedicated strip of land controlled by the Borough and the laterals are to serve two, new single family homes and one existing 2-family residential structure) was made by Mr. Green. The motion was seconded by Mr. McGee and unanimously approved.
  - 2. Reports
    - a. Report from Timothy Travitz, Sewer Department Supervisor

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Mr. Travitz reported the plant is in compliance with permit. There will be an open house at the plant on June 18, 2016 from 9:00AM until Noon. There were no reportable blockages with the collection system.

b. Report on Municipal Authority – Will Hesse/Robert Ihlein

There was no report.

c. Report on other Committee activities

There was no report.

G. Public Safety/Emergency Management – Mr. Beasley

1. Emergency Management Coordinator for Lemoyne and Wormleysburg – Charles Gipe

Mr. McGee reported that the Borough was approved for funds for snow disaster related expensed related to the January 2016 snow storm.

2. West Shore Bureau of Fire Commission – Mr. McGee & Mr. Beasley  
Mr. McGee reported that the Commission is still working on plans for the new fire house. They are ready to move forward.

Mr. McGee made a motion for the Borough to provide financial support for the construction of the new fire house in form of increasing the fire tax for next year. The motion was seconded by Mr. Huggler and unanimously approved.

3. West Shore Regional Police Commission – Mr. Beasley, Mayor York

Mayor York presented a proposal for a new K-9 unit fund raiser.

4. West Shore Regional Police Department – Chief Michael Hope

Chief Hope expressed concerns over the Borough’s lack of a service agreement with the Humane Society. The Humane Society will no longer accept any animals from the Borough.

8. Other Business & Miscellaneous Correspondence

A. There will be a meeting with State Representative Sheryl Delozier at the Borough Hall on Wednesday, April 20, 2016 at 5:00PM.

9. Meeting Announcements

- Rain Barrels, Cisterns & Pumps – Tuesday, April 5, 2016 at 7:00PM – Sale and assembly of rains barrels will be on Saturday, April 9 at 9:00AM. Rain barrels are being sold for

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\$50 each. “Rain Gardens” – Tuesday May 3<sup>rd</sup> and 7:00PM (Borough employee Liz Letcavage will be one of the presenters). Presented by green-CAUSE and hosted by the Camp Hill Environmental Club at the Camp Hill Borough Building (2145 Walnut Street). Further details can be found at [www.green-CAUSE.org](http://www.green-CAUSE.org). This is a public service announcement as part of Lemoyne Borough’s public education and outreach efforts for MS4 Stormwater Best Management Practices 1 and 2.

- April 11, 2016 – West Shore Bureau of Fire Commission- 6:00PM
- April 12, 2016 – Lemoyne Municipal Authority – 6:00PM @ the treatment plant
- April 12, 2016 – Borough Planning Commission - 7:00PM
- April 13, 2016 – Streets Committee – 5:00PM
- April 13, 2016 – Stormwater Committee – 6:00PM
- April 18, 2016 – Shade Tree Commission – 5:00PM
- April 18, 2016 – Community Development/Parks & Recreation – 6:00PM
- April 20, 2016 – Meeting with Sheryl Delozier for legislative update – 5:00PM
- April 20, 2016 – Ordinance and Zoning Committee @ 6:00PM
- April 21, 2016 – Administration Committee @ 6:00PM
- April 21, 2016 – Sewer Committee @ 7:30 PM
- May 4, 2016 – West Shore Regional Police Commission @ 5:15PM
- May 5, 2016 – Council Business Meeting @ 7:00PM

## 10. Adjournment

Seeing no further business, Mr. Beasley made a motion to adjourn at 7:45PM.

Submitted by,  
Karen L. Unger, Executive Assistant