

Mt. Holly Springs Borough Council Meeting Minutes-August 12,2024

Call to Order – Mrs. Stoner called the meeting of the Borough Council to order at 7:00 p.m. and led the **Pledge of Allegiance**.

Attendance– The following members of the Borough Council were present; Gay Bowman, Lois Stoner, Cindy Goshorn, Gus Ginter. Also, present Deborah Halpin-Brophy, Mayor, Thomas Day, Police Chief/ Borough Manager; and Karen Johnson, Interim Secretary/ Treasurer. Absent were President, Sherry Boyles and Cathy Neff.

Approval of Payment of Bills: Reports for: General Fund-July 8 to Aug 12, Check detail (payment total \$118,631.74). Mrs. Goshorn made a motion to approve the payment of bills, with a second by Mr. Ginter. The vote to approve the motion passed unanimously.

Approval of Financial Reports: General Fund and Statement of Account Balances Reports (total \$720,962.64), were passed for review. Mr. Ginter made a motion to approve the financial reports, with a second by Mrs. Goshorn. The vote to approve the motion passed unanimously.

Approval of Minutes –The minutes of the Borough Council meeting from July 8, 2024 were reviewed. Change of spelling on page two, Mackwee corrected to McElwee Street as noted. On a motion by Mrs. Goshorn to approved the minutes as stated, with a second by Ms. Bowman. The vote to approve the motion passed unanimously.

Public Comments-

Name: Lenard Guise

Address: Chestnut Street

Mt. Holly Springs, PA 17065

Mr. Guise approached Council regarding a recent letter he received from Borough Manager Tom Day. The letter was in regards to a mail box for 3 Cedar Street, Mt. Holly Springs. Mr. Guise read the letter to council members so they were aware of the content of the letter. He wanted to know why he received the letter, and asked what he was to do with mail being sent to 3 Cedar Street. Borough Manager Day explained that a resident came into the office and was concerned about a mailbox placement, and asked, why one was needed when the only thing on the property would be a storage shed. The resident was concerned about future business being held on the property. Borough Manager Day went on to say, that a permit was given just for a storage shed without electricity, water, and sewer, and there should be no use for mail delivered to that location. He also explained that if there is anything other than the storage for his vehicles, he would have to proceed with additional zoning requirements through the Borough. Mr. Guise was thanked by Council and Mr. Day for addressing the letter before council members.

Name: Andrew Tate
Address: North Walnut Street
Mt. Holly Springs, PA 17065

Mr. Tate approached Council about filling a current vacancy on Borough Council. Mr. Tate went on to say that he is a long-standing resident and a business owner in Mt. Holly Springs. He feels that it is important to have younger members on council and be involved in decisions for our community. He stated, he has time to commit himself to serving on council. Mr. Ginter made a motion to approve Mr. Tate to the open position on council, serving the remaining of this year and a 3-year term starting 2025. Ms. Bowman seconded the motion, the vote to approve passed unanimously.

Mr. Tate was then sworn into office by Mayor, Deborah Halpin-Brophy.

No other Public Comments

Business Before Council:

Justin Pittman--Mr. Ginter made a motion for approval to appoint Justin Pittman to the MHS Authority Board. Borough Manager Day mentioned that although Mr. Pittman does not live in the Borough, he does own a business (Precision Fly Shop) and he pays for water and sewer in the Borough. Mrs. Goshorn seconded the motion, the vote to approve passed unanimously.

Award Bid-Authority Water Rehabilitation Project—Ms. Bowman made a motion to accept Kinsley Construction for the Authority's Water Rehabilitation Project, as the lowest bid for directional and actual excavation for the project. Mr. Ginter seconded the motion, and the vote to approve passed unanimously.

Planning Commission Liaison Person—Ms. Bowman discussed the request by Pam Still regarding appointing a council liaison person for the Planning Commission to fill the opening from Kyle Schnitzer's resignation. Ms. Bowman made a motion to appoint Mr. Ginter as the council liaison person. Mrs. Goshorn seconded the motion, and the vote to approve passed unanimously.

Edward Todd Scholly—Mr. Ginter made a motion for Council approval to dedicate a page in the minute book to former council member Edward Todd Scholly who passed away July 16, 2024. Ms. Bowman seconded the motion, and the vote to approve passed unanimously.

Amelia Given Library—Mrs. Goshorn read the thank you letter we received for sending their annual allotment of 2,000.00.

Bid Opening—Mrs. Stoner announced the opening of bids for the Phase II Crosswalk Improvement Project to be September 9, 2024 (at the next Council meeting). Advertisements were placed in the Sentinel on August 3rd, 6th, and 8th, and PennBID on August 6th.

Public Works and Codes/Zoning Positions Guidelines and Pay Scale—Ms. Bowman asked council to set guidelines and pay scale for advertising the open positions for Public Works and Code/Zoning. Borough Manager Day wanted the parameters for hiring, and a range for applicants to know a starting salary. Currently there is a part-time public works opening and a part-time codes/zoning opening, plus one full-time public works position open. On a motion by Ms. Bowman to set the public works full-time and part-time positions-hourly rate starting at \$19.00 to \$21.00 depending on experience. Part-time codes/zoning position including working part-time for public works starting at \$20.00 to \$22.00 depending on experience. A second to the motion was made by Mrs. Goshorn and the vote to approve passed unanimously.

Grant award updates—Borough manager Day updated Council on the receiving of monies for the recycling grant for 2023 of \$1,487.06. We also received notification that the reimbursement grant that Karen and Nancy worked on for Patrolman Dan Baur's academy cost, was accepted and we should receive \$13,410.60 in the next couple of weeks.

2025 MMO—Ms. Bowman made a motion to accept the 2025 MMO amounts as Uniform-Police Retirement Plan of \$54,988.66 and the Non-uniform Pension Plan of \$31,581.26. On a second by Mr. Ginter, the vote to approve passed unanimously.

Electric to New Pavilion—Mrs. Goshorn made a motion to accept the estimate of \$5,130.00 from Nathan Yunk to run electric for the newest pavilion at Trine Park. The motion was seconded by Mr. Ginter, and the vote to approve was unanimous.

Yellow Breeches EMS—Mrs. Goshorn mentioned a letter we received from Yellow Breeches EMS requesting their 2024 annual allocation. She made a motion to send the amount of \$25,000 of the 2024 collected Emergency Medical Services Tax fund, leaving a balance of \$1,487.04 in the account. Mr. Ginter seconded the motion, and the vote to approve passed unanimously.

No other business before council.

Mayor's Report

Mayor Deborah Halpin-Brophy gave the police department statistical report for July 8, 2024 to August 11, 2024. Traffic citations-76, Parking tickets-30, Non-traffic citations-3, and Criminal complaints 4 (DUI, PFA Violation, Simple assault/harassment/criminal mischief/resisting arrest)

Council Members Reports

Park and Rec.--Mr. Ginter-National Night was cancelled due to the weather; they are working on a new date to hold the event. Looking at (but not secured) September 8, 2024.

Mrs. Stoner mentioned: letters have been mailed for Halloween Parade donations. We have also received the road closure permit from PennDOT.

Mrs. Goshorn mentioned that she was at Trine Park for a family reunion this past weekend, and the entryway into the park is beautiful. The only issue for their reunion was the bees, several of her family members were stung.

Borough Manager's Report

Borough Manager Day gave updates on funding for Ridge Road. DCNR (\$50,000) and Cumberland County (\$40,000) has plans to extend monies to the Borough so we can finish the stone work over the already placed shale.

Borough Manager Day discussed request by Tim Yeingst at Microchip Technology located at 100 Watts Street, Mt Holly Springs. They are in need of installing a delayed egress locking system to secure the lobby area from the productions areas. The locking system is needed to secure military/space products and documents. On a motion by Mr. Ginter to allow the delayed egress locking system, along with 6 requirements per NFPA 101 being met. 1. The doors must unlock upon activation of an automatic sprinkler system or automatic fire detection system. 2. The doors must unlock (allow immediate egress) upon loss of power controlling the delayed egress locking device. 3. Applying not more than 15 lbs. of pressure for a maximum of 3 seconds (2 second nuisance delay) will start an irreversible process to unlock the door in 15 seconds. 4. A local (at the door) alarm must sound at the opening upon initiation of the release process. The lock must manually reset at the door. 5. A sign must be applied to the door stating, "PUSH UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN 15 SECONDS." 6. A building occupant shall not be required to pass through more than one delayed egress equipped door in order to escape the building. Ms. Bowman seconded the motion, the vote to approve passed unanimously.

Executive session with action

The meeting adjourned into executive session at 8:00 pm to discuss a personnel matter.

At 8:25 pm the meeting came back into session to accept the letter mailed to Jonathan Day from President of Council, Sherry Boyles, regarding Jonathan's employment at the Borough. Mrs. Goshorn made a motion to accept the ending of Jonathan Day's employment with the Borough effective July 29, 2024. Mr. Ginter seconded the motion, and the vote to approve was unanimous.

Adjournment

Mrs. Stoner asked for a motion to adjourn. On a motion by Ms. Bowman and a second from Mr. Ginter, all were in favor, the meeting was adjourned at 8:26 pm.

Respectfully Submitted,

Karen Johnson
Interim Secretary/Treasurer

