

**Mt. Holly Springs Borough Council  
Meeting Minutes- December 14, 2020**

**Call to Order** – Mr. Collins called the December 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; James Collins II, Sherry Boyles, Cathy Neff, Gay Bowman, and Lois Stoner. Katie Daniels and Cindy Goshorn participated via telecommunication due to the continued COVID-19 pandemic. Also present; Leroy “Cork” Shildt, Mayor; Mark Allshouse, Borough Solicitor; Thomas Day, Police Chief/ Borough Manager; and Sara Jarrett-Eaton, Borough Secretary/ Treasurer. Also present was Troy Russell the borough zoning and codes officer.

**Approval of November Bill List and Payment**- Mrs. Boyles motioned for the approval for the payment of bills. It was seconded by Ms. Daniels. The motion passed unanimously.

**Approval of Minutes** – The minutes of the Borough Council meeting on November 9, 2020 were approved as presented. The motion was made by Ms. Daniels and seconded by Mrs. Goshorn. The motion passed unanimously.

**Citizens to be Heard** - There were no members of the public present in person or by telecommunication.

**Solicitor’s Report**- Mr. Allshouse had nothing new to report.

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**Mayor’s Report**- Mayor Shildt provided council with the monthly police statistics.

Chief Day updated council on the ongoing police staffing issues nationwide and within the department. He explained to council the hours that are worked by the officers on staff. He went on to say that the part-time officer is working less due to the recent birth of children, Officer Brazeal will be leaving for a full-time position with North Middleton Township at the beginning of the year, and Sergeant Wolfe will be out for surgery until February due to a previous injury sustained at his previous department. Chief Day reported to council that a previously employed officer, Dylan Kuhn, had expressed interest in returning back to work with the borough but would be seeking full-time employment. He offered council alternative options to hiring another full-time officer (as looking for another part-time officer which are in short supply and in high demand) or rely on the state police for additional coverage. He recommended that the borough consider rehiring Dylan Kuhn on a full-time basis at a rate of \$23.50 per hour. He would not need medical

coverage. He further explained that the cost would not be much more than what was being paid to Officer Brazeal who was working 32 hours a week part-time. Mrs. Stoner added that Officer Kuhn did not want to leave the borough originally but needed full-time employment.

Ms. Daniels asked if there would be any new obstacles to adding another full-time officer or establishment of new rules to which Chief Day responded that there was not.

Ms. Daniels made a motion to hire Dylan Kuhn as a full-time police officer at a rate of \$23.50 per hour. Mrs. Stoner seconded the motion. The motion passed by majority vote with Mr. Collins opposed.

**Committee Reports**– The following reports were discussed;

WCCOG Report– The December WCCOG meeting was canceled.

Health, Safety, and Welfare–Mayor Shildt address council on the recent accidents that occurred on Yates Street. He referenced two trucks who had wrecked in the same place within two weeks. He reported that a resident had provided images of others that had wrecked in the same location. He recommended that the speed limit sign be moved back to give more notice of the change in speed from 35-mph to 30-mph. He added that the addition of a “Slippery When Wet” sign and the toppling truck sign be added to the road to help notify drivers. Mayor Shildt reported that he will be reaching out to PennDOT to offer these recommendations. Chief Day offered clarification on the enforcement of the proposed changes from a policing perspective. Chief Day suggested the addition of the curve ahead warning. Ms. Daniels added her insight as a resident of Yates Street and shared some of her neighbors’ concerns. She added that there are visibility issues when exiting driveways. She added that she felt an appropriate speed would be 25 mph and would be in line with speed limits through the borough. She added that a request should be made to move the 55-mph sign that is visible from Yates Street to help with speed issues for people leaving the borough. Mayor Shildt disagreed with the suggestion of a speed reduction to 25 mph and Chief Day stated that he did not feel that an engineer would sign off on that. Ms. Daniels asked to review what Mayor Shildt sends to PennDOT.

Council members had a discussion regarding the Dangerous Structures Ordinance violation at 434 South Baltimore Avenue. Information and images were distributed to council members prior to the meeting and those are referenced throughout Mr. Russell’s report. Mr. Russell gave a brief description of the events that led to the discovery of the violations. Mr. Russell recommended that a contractor evaluate the integrity of the structure and advise on potential fixes and occupancy restrictions. The property owners have been involved through the entire process and are aware of the next steps. A hearing will be scheduled so the property owners can speak on the issues. Mr. Allshouse recommended a structural engineer evaluate the property

and supply a written report in order to best be able to enforce the ordinance. The borough will pay for the cost of the engineer. Mr. Russell reported that there are several people helping the residents affected. The borough is working with the county on potential funding for improvements. Mr. Russell expressed his goals were to keep the process moving, keep the residents informed, and help get it finalized as quickly as possible. Ms. Daniels added that she appreciated the effort of the borough office to help the property owner and expressed hope that the home will be made safer for them.

Mrs. Boyles made a motion for the borough to retain a structural engineer to evaluate the property at 434 South Baltimore Avenue. The motion was seconded by Ms. Bowman and passed by unanimous vote.

Administrative, Finance, and Budget– There was nothing new to report.

Zoning/ Codes Officer– The Zoning and Codes officer report was included in the council packet. Ms. Daniels asked Mr. Russell to elaborate on the sustainability certification information that was included in his report. Mr. Russell responded that the completion of the certification would allow for better and more complete grant applications. He added that South Middleton Township and Upper Allen Township held the certification already. Ms. Daniels asked if the borough could complete the criteria a little at a time rather than taking on the entire project at once. She also offered her assistance.

Borough Manager's and Public Works Report – Chief Day reported that he and the borough secretary submitted for additional COVID-19 relief grant money through the county and were awarded \$6,900.00. The awarded money will be used to purchase additional PPE, the cost of a motel for an officer to quarantine in due to a direct COVID exposure while on duty, and wages for employees who were quarantining.

Chief Day reported that the work on the traffic signal pole at the Mill Street and North Baltimore Avenue is complete. The cost was \$23,000.00 for the new pole and the relocation of the pole with the removal of the old cement. This expense was reimbursed by the company who caused damage to the pole.

Chief Day reported that the borough will be participating in a food giveaway in combination with Chief Landis at Carlisle Police on December 21<sup>st</sup>. Project Share will be delivering the boxes to the borough office. The giveaway has been well advertised. Chief Day asked council to refer any community members who may be in need and cannot come and pick up a box. The borough police officers will be delivering boxes. The boxes are available to anyone who may be in need and there are no eligibility requirements.

Chief Day reported that there is a big snow predicted in the upcoming week. There are 18-22 inches predicted for our area. He reported that the Public Works Department is prepared with the maintenance on the plows and tractors with the

salt bins being full. The plan for the end of the week will be snow relocation for the accumulations that are in the way of on-street parking and impairing the intersections. Ms. Daniels added that there is a local person looking for work in snow removal and his information was shared on the community Facebook page.

Ms. Daniels reported that a resident requested a line be put down the center of the road on Chestnut Street. Chief Day referred the decision to council but added he did not feel it was needed and would be an added expense. Council members discussed the need of the lines and no action was taken.

Planning and Zoning Board– Ms. Daniels reported that the next meeting of Planning Commission will be held with a virtual option. Members that are also working on codification will be meeting prior to the planning commission meeting.

Ms. Daniels reported that Cumberland County Planning Department has updated the SLDO booklet to include the escrow for reviews fees.

Ms. Daniels reported that there is a term expiring on both the Planning Commission and the Zoning Hearing Board. Those whose terms are expiring are willing to renew and individuals interested in the positions should submit letters of interest to the borough office.

The minutes for the Planning Commission are not being updated to the website regularly. Ms. Daniels is working with the Borough Secretary for a more prompt addition to the website.

Parks and Recreation- Mrs. Neff reported that Parks and Recreation received a nice thank you note from Linda Naugle for her gift. She also reported that the Christmas lights through the borough looks good and the Public Works Department did a nice job.

Mrs. Neff reported that the Holiday Decorating Contest will be judged in the coming week. She commented that the borough looks nice with all the decorations up. Submissions for the Holiday Decorating Contest are due Wednesday December 16<sup>th</sup> and the prizes are being made and provided by Marlin Stoner.

**Any Other Business to Come Before Council:** Mr. Russell clarified confusion regarding the park benches for sale. He clarified that the benches are for any park and not just for Trine Park. He added the Public Works is working on updating the picnic tables at Trine Park and refinishing the wood.

Ms. Daniels asked for a status of the Parks and Recreation Committee meeting minutes as they had not been updated on the website.

She also asked about the status of the expired term on the Water and Sewer Authority. It was added that the member whose term is expiring is willing to renew.

Ms. Daniels reported that the Mt. Tabor Church is under consideration for the National Historic Registry. She will draft a letter of support from council.

Ms. Daniels questioned the meeting cancelation policy or procedure. She asked that an email should be sent to all stakeholders. She asked that a procedure be created to handle meeting cancellations.

Mr. Collins added that unless there are pressing issues that arise for the meeting scheduled for December 28<sup>th</sup>, the meeting will be canceled.

Ms. Daniels asked Mr. Allshouse how a potential COVID-19 exposure should be handled. She referenced an employee of the borough had tested positive for COVID that she felt she had been exposed to. She added that she was notified of an employee's illness but not of their positive COVID-19 test results. She added that the procedure should include notification that someone was in contact with a positive employee without saying their name. Mr. Allshouse offered legal insight to how cases of COVID-19 should be handled.

In closing, Ms. Daniels stated that she appreciated the opportunity to meet remotely but wished to improve the sound quality. She shared that her opinion was that the conference call was not satisfactory and recommended ZOOM or Microsoft Teams.

**Adjourn** – Ms. Bowman made a motion to adjourn that was seconded by Mrs. Goshorn. The motion passed unanimously. The meeting adjourned at 8:11 p.m.

Respectfully Submitted,

Sara E. Jarrett - Eaton  
Borough Secretary/ Treasurer