

**Borough Council Meeting Minutes
Borough of New Cumberland
Wednesday, March 9, 2022**

The New Cumberland Borough Council held its regularly scheduled meeting on Wednesday, March 9, 2022, in the Council Chambers of the Borough building located at 1120 Market Street, New Cumberland, PA.

- 1. Call to Order and Pledge of Allegiance to the Flag — The meeting was called to order at 7:00p.m. and the group was led in the Pledge of Allegiance to the Flag by the Council President Robert P. Kline.

- 2. Roll call

Borough Council Present

Robert P. Kline, President
 Donald W. Kibler, Vice-President
 David Stone
 DJ Landis
 Gennifer R. Richie
 Chad Wilson
 Fred Miles

Borough Officials Present

Joseph E. Spadaccino, Police Chief
 Jeff Goulby, Fire Chief
 Michael J. Cassidy, Solicitor
 Randy Watts, Engineer
 Nathaniel Dysard, Borough Manager/Secretary
 Vanessa Dettrey, Admin. Assistant

President Kline asked for a moment of silence for the passing of the Borough Mayor Douglas Morrow.

- 3. Approval of February 9, 2022, Council Meeting Minutes — A motion was made by Vice-President Kibler, seconded by Councilman Stone to approve the Regular Meeting Minutes of February 9, 2022. All were in favor. MOTION carried.
- 4. Approval of Check Lists for February 2022 — A motion was made by Councilman Stone, seconded by Councilwoman Richie to approve the Check Lists for the month of February 2022. All were in favor. MOTION carried.
- 5. Approval of Treasurer’s Report for February 2022 — A motion was made by Vice-President Kibler, seconded by Councilman Stone to approve the Treasurer’s Report as presented. All were in favor. MOTION carried.

General Fund	\$1,022,434.49 (ARPA \$355,994.22)
General Fund – Payroll	\$12,591.81
Liquid Fuels Fund	\$211,588.80
Revitalization Initiative	\$224,522.87
Capital Improvement	\$31,535.97
Capital Reserve Account	\$7,408,885.99

6. Hear Visitors —

Patrick Murphy, 1512 Brandt Ave, expressed his concerns about the alleyways accumulating trash. Ninth, Tenth, and Eleventh Street seem to be the most affected. President Kline asked for his contact information and assured him Borough staff would investigate this issue.

7. President's Report

-Council President

A. Consideration of Iron Bridge Music Festival Special Event Permit — A motion was made by Councilwoman Richie, seconded by Councilman Wilson. All were in favor. MOTION carried.

B. Consideration of Community Day Special Event Permit — A motion was made by Councilman Stone, seconded by Councilman Wilson. All were in favor. MOTION carried.

C. Consideration of Borough Park Easter Egg Hunt Special Event Permit — A motion was made by Councilman Wilson, seconded by Councilman Stone. All were in favor. MOTION carried.

D. Discussion/Consideration: Pennoni Resignation/Building Code Official — Manager Dysard stated a meeting was held with representatives from Pennoni. It was explained that their staff will no longer be able to provide Zoning or Building Code Official services and are officially terminating services as of March 23, 2022. Manager Dysard recommended the Borough use one firm, Approved Code Services, to allow a streamlined process. Due to the termination of Pennoni's services, a new fulltime position could be created to take responsibility of Code and Zoning Enforcement. A motion was made by Councilman Wilson, seconded by Councilman Stone to assign Approved Code Services as the selected Building Code Official and Building Inspection Agency subject to approval by Council of their fee schedule. All were in favor. MOTION carried.

Solicitor Cassidy suggested a second motion to approve Approved Code Services as the sole Building Code Official and UCC Building Inspection Agency for the Borough. A motion was made by Councilman Wilson, seconded by Vice-President Kibler to modify the previous action. All were in favor. MOTION carried.

A motion was made by Councilman Wilson, seconded by Councilwoman Richie to approve Manager Dysard to create a job summary and advertisement for the full-time Code Enforcement/Zoning Officer Position. All were in favor. MOTION carried.

E. Appointment of Borough Manager as Alternate Zoning Officer — A motion was made by Councilman Wilson, seconded by Councilwoman Landis. All were in favor. MOTION carried.

- F. Discussion/Consideration: Payroll Services/Financial Software — Manager Dysard stated that the current financial software in use has numerous problems. It has been a hinderance to staff when trying to complete tasks and customer service is contacted frequently to solve issues. He recommended QuickBooks as the financial software while utilizing Diversified Technologies for billing. The change in billing software will provide residents a credit card option as well as a user-friendly interface. No action was taken on changing financial software. Outsourcing payroll services was discussed next and the use of Paytime was suggested by Manager Dysard. A motion was made by Councilman Wilson, seconded by Vice-President Kibler to outsource payroll services to engage any of the three (3) businesses provided in the report. All were in favor. MOTION carried.

- G. Resolution for LSA Grant Application — A motion was made by Councilwoman Landis, seconded by Vice-President Kibler. All were in favor. MOTION carried.

- H. Resolution for DCRN Grant Application — A motion was made by Vice-President Kibler, seconded by Councilwoman Richie. All were in favor. MOTION carried.

- I. Approval to Apply and Resolution for DCED Grant — A motion was made by Vice-President Kibler, seconded by Councilwoman Richie to approve applying for the DCED Grant. All were in favor. Motion carried.
A motion was made by Councilwoman Richie, seconded by Councilman Miles to approve the resolution for the DCED Grant. All were in favor. MOTION carried.

- J. Authorize Advertisement of Community Identity and Downtown Master Plan RFP — A motion was made by Vice-President Kibler, seconded by Councilman Stone. All were in favor. MOTION carried.

- K. Consideration of Borough Building Fire Alarm System Proposals — A motion was made by Vice-President Kibler, seconded by Councilman Stone to approve the proposal from Kint services to replace the fire alarm system and utilize them for maintenance and monitoring. All were in favor. MOTION carried.

- L. Accept HRG Engagement Letter for CDBG Phase 2 ADA Ramp Project — A motion was made by Vice-President Kibler, seconded by Councilman Wilson. All were in favor. MOTION carried.

- M. Mayor Vacancy — Solicitor Cassidy discussed with Council the legal requirements and recommended process to fill the vacant seat of Mayor. A motion was made by Councilman Miles, seconded by Councilwoman Landis to approve a 10-day period to receive letters of interest, resumes, and recommendations from residents for the mayor vacancy. All were in favor MOTION carried.

- 8. Engineer's Report — Engineer Watt's provided a written report for the month of February 2022, wherein various items were summarized.

- 9. Mayor's Report — No Report.

10. Police Chief's Report — Chief Spadaccino provided a written report of the Police Department activities for the month of February 2022.
11. Fire Chief's Report — Fire Chief Gouldy provided a written report of the Fire Department activities for the month of February 2022. He also mentioned that the annual membership will be mailed this month and the import process is ongoing for the new software.
12. Solicitor's Report — Nothing to Report.
13. Manager's Report — Nothing to Report.
14. Executive Session (Legal and Personnel Matters) — No executive session was held.
15. Adjournment — A motion to adjourn was made by Vice-President Kibler, seconded by Councilman Stone. All were in favor. MOTION carried. The New Cumberland Borough Council meeting adjourned at 8:50p.m.

Respectfully Submitted,



Nathaniel Dysard

Borough Manager/Secretary