**DALLASTOWN BOROUGH**
**175 E. BROAD STREET**
**DALLASTOWN, PA 17313**
**BOROUGH COUNCIL MINUTES**
**JANUARY 05, 2026 – 7:00 PM**

**YVONNE SCHRUM ADMINISTERED THE OATH OF OFFICE TO THE MAYOR, ELECTED COUNCIL MEMBERS & TAX COLLECTOR.**

- Linda Shaub, Tax Collector – 4 year term to expire 12/31/2029 (absent, oath was administered by notary)
- Kristine Cousler-Womack – Mayor – 4 year term to expire 12/31/2029
- Tom Metz – Council - 4 year term to expire 12/31/2029
- Gina Smith – Council - 4 year term to expire 12/31/2029
- Paul Liesman – Council - 4 year term to expire 12/31/2029 (absent, oath was administered by notary)
- Brian Brenneman – Council - 4 year term to expire 12/31/2029

All newly elected Council Members and Mayor handed in their Certificate of Election for the Borough records. New Council Members and Mayor will then take a seat at the Council table.

**CALL TO ORDER**

The January 5th meeting of the Dallastown Borough Council was called to order by Mayor Kristine Cousler-Womack.

**RE-ORGANIZATION OF COUNCIL**

Mayor Kristine Cousler-Womack conducted the election of Council President.

- Election of President – Mr. Simpson nominated and Ms. Smith seconded the nomination for Tom Metz as Council President. The vote was unanimous.

The meeting was then turned over to Council President, Tom Metz, for the re-organization of Council.

- Election of Vice President – Mr. Simpson nominated and Mr. Brenneman seconded the nomination for Brad Capatch as Council Vice-President. The vote was unanimous.
- Election of President Pro Tem – Mr. Simpson nominated and Mr. Capatch seconded the nomination for Gina Smith as Council President Pro Tem. The vote was unanimous.

**MEMBERS PRESENT**

Tom Metz – President
Brad Capatch – Vice President
Gina Smith – President Pro Temp
Dave Simpson
Doug Miller
Brian Brenneman

**ABSENT**

Peter Ruth, Saxton & Stump – Solicitor
Paul Liesman
Linda Shaub

**ALSO PRESENT**

David Garabedian – Borough Manager
Kristine Cousler-Womack – Mayor
Steve Malesker, HRG – Borough Engineer

**APPOINTMENT OF DAVID GARABEDIAN AS SECRETARY/TREASURER FOR 2 YEAR TERM**
**Motion:** Mr. Simpson moved and was seconded by Mr. Brenneman to approve Mr. Garabedian as Secretary/Treasurer for 2-year term.
**Motion carried 6-0**

**DETERMINATION OF INDIVIDUALS TO EXECUTE CHECKS FOR THE NEXT 2 YEARS**
**Motion:** Mr. Brenneman moved and was seconded by Mr. Simpson to approve Mr. David Garabedian, Mr. Tom Metz, & Ms. Gina Smith to execute checks for the next 2 years.
**Motion carried: 6-0**

**APPROVAL OF RESOLUTION #2026-1 – APPOINTMENT OF PUBLIC OFFICIALS**
**Motion:** Ms. Smith moved and was seconded by Mr. Simpson to approve Resolution #2026-1.
**Motion carried 6-0**

**APPROVAL TO RETAIN SAXTON & STUMP AS BOROUGH SOLICITOR, HRG, INC AS BOROUGH ENGINEER, LINDA SHAUB AS YORK ADAMS TAX BUREAU REPRESENTATIVE, ORRSTOWN BANK AS THE BOROUGH DEPOSITOR FOR 2026, PIRMA AS THE BOROUGH LIABILITY INSURANCE CARRIER FOR 2026, KEYSTONE MUNICIPAL INSURANCE FOR WORKMAN'S COMP FOR 2026, & BENACON AS THE ADMINISTRATOR FOR HEALTH INSURANCE & SHORT-TERM DISABILITY FOR 2026 & ONE AMERICA FOR LIFE INSURANCE & STD FOR 2026 & ON MILEAGE REIMBURSEMENT OF 0.725 AS RECOMMENDED BY THE STATE.**
**Motion:** Mr. Simpson moved and was seconded by MS. Smith to retain all the above.
**Motion carried 6-0**

**ANNOUNCEMENTS**
- January 19th – MLK Day – office closed.

**APPROVAL OF 12/08/25 MEETING MINUTES**
**Motion:** Mr. Simpson moved and was seconded by Mr. Brenneman to approve the 12/08/25 meeting minutes as presented.
**Motion carried 6-0**

**APPROVAL FOR PAYMENT OF BILLS**
**Motion:** Mr. Simpson moved and was seconded by Mr. Capatch to approve the payment of bills as presented.
**Motion carried 6-0**

**FINANCIAL STATEMENTS**
**Motion:** Ms. Smith moved and was seconded by Mr. Brenneman to approve the Financial Statements as presented.
**Motion carried 6-0**

**VISITORS/PUBLIC COMMENT**
** See the attached sign-in sheet **
Sam Elliot – 67 W Maple Street – Ms. Elliot asked Council when the speed bumps will be put back in on Maple Street. Mr. Garabedian said that the speed humps are removed during the winter months as to not cause damage to the snowplows. Mr. Metz stated that the borough has been investigating different areas in the borough for permanent speed humps and has budgeted for the installation of a few in 2026. Because of the installation technique with the temporary speed humps, council has found it to be more economically feasible to construct permanent humps, instead of damaging the asphalt/streets.

**SOLICITOR'S REPORT**

Attorney Ruth was not in attendance due to conflicting meeting schedules. Mr. Ruth was available by phone if his assistance was needed.

**ENGINEER'S REPORT**

The Engineer's report was given by the Borough Engineer Steve Malesker.

- The borough was approved for a 2.1 million loan through PENNVEST for the Colonial Heights sewer project. Mr. Malesker said the bid advertisements occurred in December, with the awarding of bids expected in February and construction beginning in early May 2026.

**BUSINESS FOR ACTION**

- Approval is needed for Resolution #2026-02, Labor & Equipment Rates.
  **Motion:** Mr. Simpson moved and was seconded by Ms. Smith to approve Resolution #2026-02, Labor & Equipment Rates.
  **Motion carried 6-0**
- Mayor Cousler-Womack asked Council for approval of two trainings she would like to attend this month.$30-$50 for "The role of Mayor in Municipal Government", and $125-$150 for the "NEMO Boot Camp". Mr. Garabedian said that the classes would need to be done as reimbursement due to the dates being before the next council meeting. Mr. Metz stated that because the agenda had already been posted, a motion could not be made. For future meetings, these requests may be added to the agenda for formal approval.

**BUSINESS FOR DISCUSSION/INFORMATION**

- Zoning Officer Report was in packets and given to Council for them to review.
- There are 899 total rental properties in the Borough. Mr. Garabedian stated that Mr. Depoe, the Zoning/Codes Officer for the Borough, will be starting his rental inspections sometime this month. He will have approximately 450 inspections to complete this year, as they are conducted every two years.

**REPORTS**

- Police Report
- SAFER
- Other

**ADJOURNMENT**

**Motion:** Mr. Simpson moved and was seconded by Mr. Brenneman to adjourn the meeting.
**Motion carried: 6-0 at 7:12 pm**

**Respectfully Submitted,**
**Carrie Faulkner**