

Mount Wolf Borough Minutes

Regular Meeting

April 11, 2023

Convene:

The Mount Wolf Borough Council met in regular session on Tuesday, April 11, 2023 beginning at 7:00PM. The meeting was called to order by Council President, Darryl Main.

Attendance:

The following Council Members and other Officials were present:

Council – Michael Barlett, Dan Schleig (late 7:30PM), Darryl Main, Brian McKenna, Denny Naylor, Josh Parish, and Todd Hess

Officials – Attorney Beth Kern, Engineer Chris Owens, Mayor Mo Starnier, and Municipal Secretary/Zoning Officer Rachel Kling

Visitor Attendance:

1. David Lahr (Resident of Jacobus Borough)
2. Debi Walker (Resident of Mount Wolf Borough)
3. Steve Thompson (Resident of Mount Wolf Borough)

Agenda/Minutes:

A Barlett/Hess motion was made to approve the agenda as amended. Additions were made to the “property/services” and “personnel”. Motion passed unanimously.

A Barlett/Naylor motion was made to approve the minutes from the March 14, 2023, Regular Meeting as presented and the minutes from the March 28th, 2023, Committee/Non-Voting Meeting as presented. Motion passed unanimously.

Public Comments:

David Lahr (Resident of Jacobus Borough)

- a. Mr. Lahr is friends with Debi Walker (resident of Mount Wolf Borough) and heard that the Borough was looking for a rental property inspector. Mr. Lahr was interested and provided details as to why he would qualify for the position. Council President Darryl Main requested that Mr. Lahr provide contact information to schedule an interview.

Steve Thompson (Resident of Mount Wolf Borough)

- a. Mr. Thompson asked Council if anything was concluded concerning the alleyway between North 4th and North 5th Street. Council stated that the alleyway will not be adopted – the right of way between the properties is not assigned to anyone. If enough property owners request that the Borough adopt the alleyway, it would be done.

Attorney Kern stated that eight residents have to petition to have the alleyway adopted. However, if this does happen it would be considered a minor subdivision.

Engineer's Report:

Engineer Chris Owens reported on the following:

UPDATE: Storm Water Inspection –

Owens provided Council with a large map showing stormwater. Council was appreciative.

UPDATE: PA One Call Membership –

Council informed Owens that they would like to become a member of PA One Call. A Barlett/Hess motion was made to authorize Owens to complete and submit the necessary paperwork once the stormwater pipe mapping is finalized. Motion passed unanimously.

Readvertise Bidding for Sidewalk Project –

A Naylor/Barlett motion was made authorize the advertisement submission for rebidding the sidewalk project at the Borough building. There will be a 60-day deadline to submit bids. Motion passed unanimously.

UPDATE: Columbia Gas Line Work –

Work is completed. It was made very clear when the street opening permits were issued that inspection of paving would be required and completed by Owens.

UPDATE: Storm Drain Grate on South 2nd Street –

Council President Main has contacted many manufactures and continues to receive 20-week lead time. Discussion was held. It was requested that Owens complete an inspection of the grate and provide feedback to Council.

Solicitor's Report:

Attorney Beth Kern reported on the following:

UPDATE: Letter to Columbia Gas –

Columbia Gas received the letter and requested a meeting with Borough Council. Council President Darryl Main has scheduled a meeting for Wednesday April 12th at the Borough Building. He has been informed that Columbia Gas is willing to work with the Borough concerning the invoices created by the broken stormwater pipe. Council will wait to move forward with further action until after the meeting.

York Young Rev's – Use of Facilities Agreement –

Attorney Kern presented Council with a use of facilities agreement for the York Young Rev's. Council reviewed it briefly. A Barlett/Hess motion was made to authorize the agreement. Motion passed unanimously.

Annual ARPA Reporting –

Council President Darryl Main notified Council that the annual ARPA reporting is due at the end of April and would like to request the help of Attorney Kern to complete the reporting. Council agreed to this.

Joint Refuse Bidding with Manchester Borough –

Attorney Kern informed Council that yesterday evening Manchester Borough discussed the joint refuse contract with Mount Wolf Borough. Manchester Borough is in favor of once weekly pickup during the summer however Manchester Borough would prefer that this be a long-term change to the joint contract as they will have to amend their refuse Ordinance. Mayor Mo brought up the issues that occurred with the twice weekly pickup and asked if there could be terms of performance within the joint contract – Attorney Kern answered yes.

Zoning Officer's Report:

Zoning Officer Rachel Kling reported on the following:

- Report of Zoning Permits –
 - Zoning Permit 2023-03
 - Property Located: South 8th Street
 - Project: 40x40 pole building construction (approved by Zoning Hearing Board)
 - Zoning Permit 2023-04
 - Property Located: South 7th Street
 - Project: Fencing in backyard (Section 402 General Provisions for All Uses, B. Fences and Walls)
- Report of Zoning Violations – NONE
- Upcoming Meetings/Hearings - NONE

Treasurer's Report:

Treasurer Rachel Kling was absent however provided the following report:

Payment of Bills –

A Schleg/Hess motion was made to approve the payment of checks payable #005373-005392 and ACH payments listed as following: Columbia Gas #5306529736 and #5354892366. Rutter's Farm Stores #217493125. Comcast #15105294213 and #15105299273. Total \$15,072.22. Motion passed unanimously.

< Council received income statement and balance sheet for the month of March 2023 >

UPDATE: Credit Card for Maintenance Crew –

Credit card has been requested through Traditions Bank and is hopefully in the mail.

REMINDER: Statement of Financial Interest -

Kling reminded Council to submit their Statement of Financial Interest. Due in May.

UPDATE: Liquid Fuels Audit –

Kling informed Council that the annual Liquid Fuels audit was completed this past Wednesday, April 5th. There were no findings.

Annual Workman Compensation Invoice –

Kling informed Council that she has received the information needed to invoice East Manchester Township for the yearly workman's compensation. Will have this completed before next month's meeting.

Mayor's Report:

Mayor Mo reported on the following:

- Violation Letter sent to 123 N 4th Street regarding trash all over property. No response yet.
- Inch & Co is hosting a general open house this upcoming Saturday for the new apartment on W Maple Street.
- Received complaints that phone calls are not being returned promptly. Discussion was held.

Streets:

Councilperson Denny Naylor reported on the following:

- Naylor spoke with East Manchester Township concerning street sweeping. Will likely be done in May. Council will place flyers to inform residents.
- Storm Water Grant on South 2nd Street
 - o Council requested that the Borough Engineer inspect the conditions of the storm water grate and provide feedback. After inspection, it will be determined what needs to be purchased to fix the grate. A Barlett/Hess motion was made to approve a maximum of \$1,200.00 to fix the grate. Motion passed six to one with Council President Darryl Main abstaining.

Parks and Recreation:

Councilperson Dan Schleig reported on the following:

UPDATE: Mount Wolf Park Grant –

Schleig updated Council concerning a new grant opportunity for Mount Wolf Park. He outlined the amount of the grant and the updates made to Mount Wolf Park.

Community Events –

Schleig informed Council that St. John Lutheran Church has requested to use Mount Wolf Park for "Lunch in the Park" this summer. This community event would be held every Tuesday from June 6th through August 15th. A free lunch would be provided as well as activities for children.

Schleig also informed Council that he received two pavilion reservations for the month of May.

Mulch for Mount Wolf Park –

Schleig obtained a quote from Zeager Bros totaling \$1,828.00. A Barlett/Hess motion was made to authorize the purchase of mulch for Mount Wolf Park, not to exceed \$2,000. Motion passed unanimously. Mayor Mo will reach out to Inch & Co to ask if they would be available to help spread the mulch as they did last year for Earth Day.

Tree Removal at Mount Wolf Park –

Schleig informed Council that he received a concerning voicemail from a Borough resident that a tree branch fell and almost hit a child. Schleig explained where this tree was located. Council stated that this tree needs to be removed immediately. Schleig reached out to Travis Altland and was quoted \$1,900.00 to remove the tree but not the stump. Schleig also reached out to Mike Mitzel but has not received a reply yet. A Schleig/Naylor motion was made to approve the cost of removing the tree and the stump, not to exceed \$2,500.00. Motion passed unanimously. Councilperson Parish also stated that the area around this tree needs to be tapped off to prevent any further accidents.

Properties/Services:

Councilperson Brian McKenna reported on the following:

UPDATE: Borough Maintenance Uniforms –

McKenna reached out to Flo Garman to request a quote. Quote received was \$180 for 24 t-shirts. Council President Main was concerned about conflict of interest since Flo is the crossing guard for Mount Wolf Borough. Attorney Kern informed Council that the threshold is \$500 for conflict of interest. A Hess/Schleig motion was made to approve the purchase of t-shirts for Borough maintenance from Flo Garman. Motion passed unanimously.

Padlock for Snack Bar at Greiman Park –

McKenna received a request from NELL to have a padlock for the snack bar to keep other teams out of that area. McKenna was also informed that money is being left behind by NELL. Council was very concerned about this and stated that this is not allowed. McKenna will inform NELL that money needs to be removed from the snack bar immediately. Council briefly discussed and decided to not provide a padlock.

UPDATE: Painting Borough Building –

McKenna received communication from NESD Art Program that they are interested in painting the outside of the Borough building. Council discussed the possibility of repainting the entire building.

Budget & Finance: NONE

Health and Safety:

Councilperson Josh Parish reported on the following:

Ambulance –

- 96 calls for the month.
- The ambulance club has entered into an agreement with Wellspan EMS to merge NEAEM into Wellspan EMS. This will mirror a few other organizations that have already completed this merger. A formal announcement will be released in the near future. Parish has been informed

and assured that service will continue to be provided to Mount Wolf Borough and this will improve the level of service provided.

Fire –

- 31 calls for the month of February. Four of those calls were in Mount Wolf Borough.
- Parish spoke with the Fire Chief concerning funding from East Manchester Township. Eagle Fire Company received funding for the last quarter of 2022. Parish was informed that funding is released at the end of every quarter. Therefore, they hope to receive funding for the first quarter of 2023 soon.

Police –

- 21 calls for Mount Wolf Borough.
 - o 0 vehicle accident
 - o 22 traffic citations
 - o 0 arrest

Personnel:

Councilperson Todd Hess reported on the following:

UPDATE: Standard Operating Procedure –

Hess informed Council that the SOP for payroll has been completed and the next step is quarter payroll tax SOP.

Rental Property Inspector Job Description –

Hess is working to compose a job description for a potential rental property inspector. Questions were asked and discussion was held. After discussion it was concluded that an RFP would be composed to request a professional business to conduct rental property inspections. A Schleig/Hess motion was made to authorize for the Borough Attorney to compose an RFP for a rental property inspector. Motion passed unanimously.

Council President:

Council President Darryl Main reported on the following:

Authorization to Paint Borough Street Signs –

Main requested the authorization for Borough maintenance to paint any street signs that are rusted and in need of touching up. Council agreed.

Sidewalk Inspection's –

Main would like to move forward with sidewalk inspections and begin composing a letter to send to Borough residents. Mayor Mo voiced concerns that every little detail should be outlined before jumping into this process, due to the last time this was handled. Council agreed.

UPDATE: Comprehensive Plan –

Main informed Council that there are two options for funding a new comprehensive plan through DCED...

1. DCED completes a five-year audit of everything/full financial review. Recommendations are made. DCED matches 50% of any recommendations. Range of cost if \$30k - \$60k just for the comprehensive plan.
2. Just the grant process – no audit is completed. Will likely be at the bottom of the list for grant funding due to being a financially stable community. If grant funding is received, contract with C.S. Davidson to help compose new comprehensive plan.

Council will discuss further at the April Committee meeting.

Reporting Storm Damage/Issues –

With the recent thunderstorm, 120 residents lost power. A tree branch came down on Walnut and took out power lines – Comcast handled this issue. Residents were advised to call Met-Ed with any power outages.

Correspondence: NONE

Old Business: NONE

New Business: NONE

Adjournment into Executive Session:

At 9:39PM a Schleig/Hess motion was made to adjourn the regular Borough Council meeting and move into Executive Session to discuss personnel. Motion passed unanimously.

Rachel Kling, Recording Secretary