

## **THE MOUNT WOLF BOROUGH COUNCIL MEETING**

**MARCH 10, 2026**

The Mount Wolf Borough held a meeting on Tuesday, March 10, 2026. President Pat Poet called the meeting to order at 7:00 p.m.

### **ATTENDANCE:**

The following Council Members were present: Brian McKenna, Larry Murray Jr., Mayor Josh Parish, President Pat Poet, Vice President Dennis Naylor, Dan Schleig, Michael Barlett, and Travis Altland.

Official: Attorney: Devon Myers

Treasurer: Jennifer Reiner, Secretary: Kimberly Kunkle, Maintenance worker: Blane Bowers, Engineer: Chris Owens

### **ABSENT:**

### **APPROVAL OF MINUTES AND AGENDA:**

Barlett/Schleig motion to approve the minutes from the Regular Council meetings held on February 10<sup>th</sup> and the Regular/Committee meeting held on February 24<sup>th</sup>, motion passed unanimously.

Barlett/Schleig motion to approve the agenda, motion passed unanimously.

Ordinance Violations - Amended via Vote of council for clarity & detail. (Motion by Michael Barlett, Second by Dan Schleig, Voted in favor – Brian McKenna, Larry Murray Jr., Pat Poet, Dennis Naylor, Dan Schleig, Michael Barlett, and Travis Altland. Voted against – None) [Snow Violations: 8 N Main Street, 5 N 2<sup>nd</sup> Street, 467 Center Street, 11 N 5<sup>th</sup> Street, & 152 N Main Street] [Junk Yard: 8 N. Main Street]

**VISITORS:** Steve Trott, Ryan Shindler, Christine Hess, Manny Vazquez

## **PUBLIC COMMENTS:**

Steve Trott [Eagle Fire Company President] attended the meeting to introduce himself and report on the following:

- He's working with Brian to streamline communication between the Borough and the Fire Department.
- They are grounded as a department and are seeing an increase in local volunteers.
- He requested a donation for the fire tax for the fire department and thanked council for past donations.
- He asked if council would consider entering into a contract for annual donations so that they would know what they are receiving annually and be able to budget accordingly. He has a very specific list that he could provide so that council would know what the money is being used for and that it is being put to good use. Pat Poet thanked him for providing this information.

Josh Parish brought up the volunteer fire credit. Devon Myers said that the fire credit will be discussed further and changes will be made to match the county criteria. This will be advertised and voted on at a later date.

Ryan Shindler and Manny Vazquez attended the meeting to request permission to use the baseball fields.

Manny will get Rock Brenner Field (Mount Wolf Field) on Monday/Wednesday and Sunday. Wolves will get Tuesday/Thursday/Saturday.

Manny and YAR will split Sunday usages. YAR will get the morning and Manny in the afternoon. They will work it out amongst themselves like both parties agreed to.

Brian McKenna said that he will definitely plan on mediating if need be and staying on top of it as he does think this can work.

Pat Poet asked them to provide a schedule so that council knows when they will be using Wolves field.

Barlett/McKenna motion to allow the use of Wolves field, contingent upon receipt of COI and the schedules, motion passed unanimously.

Dan Schleig reported that NEYSA and NELL will need to be contacted to remove their items from the Borough building downstairs in the storage area. Pat Poet suggested that they should be given a date when the items must be removed by. Dan Schleig said he will tell them they must be removed within 30 days.

Christine Hess reported on the following:

- She wanted to make sure that it's noted that her neighbor has what looks like a junk yard situation. They have uninspected vehicles and massive amounts of trash. He is supposed to be moving out, and it looks like he's cleaning it up. The daughter is going to be moving in and she's more organized and cleaner.
- Something came up during the snow emergency that the same guy parked his vehicle in such a way that it was half in the alley that snowplows had to go into residents' yards to get around it. She called the police and they said that since you can get around it there's no problem with it. The police said that unless there is an ordinance there is nothing that they can do about it.
- She also asked about considering a pickleball court at the park. Dennis Naylor asked her to send pictures. She's going to follow up with more information.

Blane Bowers reported on the following:

- We need to have Pro Cut drill holes to install the last snow emergency signs on 4<sup>th</sup> Street. Pat Poet said that they call and have them come drill the holes.
- They put snow emergency signs on the telephone poles on 4<sup>th</sup> Street.
- East Manchester stopped in and asked if street sweeping was going to be done this year in the borough. Dennis Naylor said yes street sweeping will be done and that Keith should call to get on the schedule. Brian McKenna said that when they have a schedule to let council know so that flyers can be distributed to let residents know when to expect the sweeping to take place.
- The camera system at the maintenance building is very noisy. It sounds like it's going to blow up. Josh Parish said it's the monitor and that he will stop by with one to replace it. For now, they should unplug the monitor. The camera system will continue to work with the monitor unplugged.

### **ENGINEERS REPORT:**

Chris Owens reported on the following:

- He brought in new arial and zoning maps.
- He asked if he should be looking at all grant opportunities or if someone on council should review first since Kimberly Kunkle has been forwarding him some. Pat Poet said that Kimberly Kunkle should forward any possible grant opportunities to council and if they determine that it's something worth following up on then it would be sent to Chris.
- He also brought up for discussion the Columbia Gas NDA. They will be inserting cameras into storm sewer and sanitary sewer in places where they bored to make sure that they didn't bore through anything. If borough wants a video, then they need to sign an NDA. Chris Owens said that he didn't feel that the borough needs a video since they said that if they find anything they will fix it at no cost. Chris Owens is going to find out when Columbia Gas will be starting to insert the cameras. Devon Myers said she thinks it would be worthwhile to have something in writing if there are any issues.
- He called Kevin Myers of the Water Company about the sidewalk that is falling apart by the borough office.

Kimberly Kunkle asked and Chris Owens confirmed the \$140.00 inspection fee for street cuts. A note will be on the permits stating that they need to contact the borough office to schedule an inspection after the work is completed. Devon Myers is reviewing a case in another municipality where the inspection fees were challenged. She's going to also look at the Mount Wolf Borough ordinance and will let the council members know her findings.

Kimberly Kunkle also reported that the street cut permit application was updated to reflect the correct application fee because the application still had \$75.00 and the fee schedule has \$125.00.

### **SOLICITORS REPORT:**

Changes to volunteer service credit program Ordinance 2022-09 were discussed. Devon Myers suggested looking at the East Manchester Township ordinance to see what the differences are. They refer to it as a refund instead of credit. The submission deadlines were also discussed. Devon Myers will make the necessary changes. This will be kept on the agenda to keep it in our minds that it needs to be addressed.

The Resolution to Set Criteria for volunteer service credit program to be consistent with York County criteria will be kept on the agenda at the suggestion of Devon Myers to keep it in our minds that it needs to be addressed.

Devon Myers reported that she made the previously discussed changes to the Snow Emergency Ordinance. Naylor/Schleig motion to Advertise the Amendment to Chapter 400, Snow Emergency Ordinance 2026-02, motion passed unanimously.

### **ZONING OFFICER REPORT:**

Kimberly Kunkle reported that everything is going smoothly.

Kimberly Kunkle reported that the sewer authority is asking to have the street opening fees waived. They also asked if they needed to do separate permits for each street. They were told that they do need to complete and submit separate permits for each street. Council members discussed and said that the authority does need to pay the fees.

### **SECRETARY'S REPORT:**

Kimberly Kunkle reported on the following:

- We currently have one person who has applied to renew a handicapped parking space. She submitted the application via the slot in the door on January 19, 2026. Emails were sent on January 19 and February 11 letting her know that her application has been received but is not valid until we have on file the proper documentation. The email stated "Please stop by the borough office during office hours or contact the office to schedule an appointment so that we can take a picture of your license plate or make a copy of your Placard to validate this renewal application. This must be done on a yearly basis." To date we have not received a response to the email. At Devon Myers' suggestion Kimberly Kunkle will send a letter on borough letterhead to the applicant with a deadline of April 14<sup>th</sup> for the proper documentation to be submitted to the borough office.

- Jalissa Rode stopped by the office to provide a quote for cleaning. She said that she has a minimum fee of \$100 and that she could clean the office once monthly during office hours for that fee. Barlett/Altland motion to enter into an agreement with Jalissa Rode to clean the office once per month for \$100, motion passed unanimously.

### **TREASURER REPORT:**

Payment of Bills ~ Report of Finances ~ Receipt of Payments

Barlett/Altland motion to approve the payment of bills, report of finances, and receipt of payments, motion passed unanimously.

Jennifer Reiner highlighted the following from her report:

- We received the final payment from selective insurance for the roof claim.
- Hamilton and Musser completed the first half of the audit.

Jennifer Reiner reported that the direct deposit setup is in process and training is scheduled for March 25 with Traditions Bank.

### **MAYOR'S REPORT:**

Mayor Josh Parish reported on the following:

- The report of Police Board can be added to Brian's report for future meetings.
- He did not marry anyone.
- There were 5 properties that failed to clear their sidewalks. He gave everyone 48 hours before contacting Gingerich to remove the snow. Gingerich charged \$200 per property for snow removal which will be passed along to the property owners in the violation letters.
- He received complaints about a junk yard violation.

McKenna/Schleig motion to authorize Devon Myers to prepare & send snow removal & junk yard violation notices, motion passed unanimously.

### **STREETS REPORT:**

Kimberly Kunkle reported that someone exited the fire company parking lot from the back side and came up S 2<sup>nd</sup> Street the wrong way. Josh Parish said that signs are not a good idea for that location because fire trucks have enough trouble exiting the parking lot onto 2<sup>nd</sup> street from the back lot. Steve Trott suggested marking the macadam. This will be investigated further to see what the best solution is.

## **PARKS AND RECREATION REPORT:**

Dan Schleig reported on the following:

- Keith is aware that the mulch is in the parking lot ready to be spread.
- They are going to purchase a battery powered hedge trimmer.
- The VFW will be holding an Easter Egg Hunt at the Park

## **PROPERTY AND SERVICES REPORT:** No Report

## **BUDGET AND FINANCE REPORT:**

The draft audit findings were discussed.

- Someone who is bonded should sign the checks. Jennifer Reiner stated that she doesn't sign checks because since she prepares them, she didn't feel it best practice for her to sign them. The option would be that someone else be bonded or since Kimberly Kunkle is bonded, she could be the second signature.
- Monitoring and authorization of timesheets should be done by a manager.

Barlett/McKenna motion to approve the draft audit, motion passed unanimously.

## **HEALTH AND SAFETY REPORT:**

Brian McKenna reported on the following:

- For the month of February there were 9 EMS calls in our municipality.
- The fire department had:
  - 21 Fire calls
  - 2 Fundraisers
  - 5 Trainings
  - 4 Administration days
- The police calls report he will get later in the month, so he'll report it at the next meeting.

## **PERSONNEL REPORT:** No Report

## **PRESIDENT'S REPORT:**

Pat Poet reported on the following:

- The council will begin reviewing ordinances in small groups at the next meeting.
- Steel Safe keeps going higher with containers. Josh Parish suggested checking with Chris Owens.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Council entered an executive session to discuss tax assessment appeal at 9:40 PM. The executive session ended at 9:46 pm. Naylor/Barlett motion to adjourn the meeting at 9:46 pm, motion passed unanimously.

The next Regular/Committee Meeting will be held on Tuesday, March 24<sup>th</sup>, @ 7 pm

The next Regular Meeting will be held on Tuesday, April 14<sup>th</sup>, @ 7 pm