

Mount Wolf Borough Minutes

Regular Meeting

March 14, 2023

Convene:

The Mount Wolf Borough Council met in regular session on Tuesday, March 14, 2023 beginning at 7:01PM. 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, Darryl Main, Brian McKenna, Denny Naylor, Josh Parish, and Todd Hess

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

The following officials were absent:

Mayor Mo Starner

Visitor Attendance:

1. Chris Ebersole – Mayor of York Haven Borough
2. Jerry/Kirstin Schaeffer – York Young Rev's Little League

Agenda/Minutes:

A Parish/Barlett motion was made to approve the agenda as presented. Motion passed unanimously.

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

Public Comments:

1. Jerry/Kirstin Schaeffer (York Young Rev's Little League)
 - a. Kirstin Schaeffer requested use of one of the ballfields at Greiman Park for Friday evenings, April through September, for practices only. Comment was noted that they would bring and use their own equipment. Communication between them and NEYSA concerning weather and change of schedules was requested by Councilperson Main. After a brief discussion, a Schleig/Hess motion was made to approve this request pending signed use agreement drafted by Borough Attorney. Motion passed unanimously.

Engineer's Report:

Engineer Chris Owens reported on the following:

UPDATE: Storm Water Inspection –

Owens provided Council with a documents/maps outlining the storm water pipe inspection, those highlighted yellow need cleaned and those highlighted green need replaced. Council requested that Owen compose a list of worst to best to determine the scope of this project.

UPDATE: PA One Call Membership –

Owens provided e-mail communications and membership documents for Council to review. The membership would likely be free due to the population of Mount Wolf Borough. Council decided to further review and table a decision for next month's meeting.

Solicitor's Report:

Attorney Beth Kern reported on the following:

UPDATE: Zoning Ordinance/Map –

Attorney Kern informed Council that the new Zoning Ordinance and map is official and needs to be updated on the website. Attorney Kern will e-mail Councilperson Parish with these documents.

UPDATE: EMA Agreement –

Attorney Kern reviewed the 2015 agreement and informed Council that the first step is to formally withdraw from regional agency, after this step is completed Council can withdraw from the Intermunicipal Agreement. This withdraw would be completed by writing a letter to the other municipality involved communicating desire to withdraw. Attorney Kern advised that before any of these steps are completed Mount Wolf Borough needs to have its own emergency management person and plan in place – this will avoid prematurely withdrawing. Councilperson Parish voiced concerns that Mount Wolf Borough may not have the bandwidth to handle its own emergency management person/plan. After a lengthy discussion, Council agreed that Councilperson Parish will reach out to Conawago Township to find out their plan for emergency management.

UPDATE: Letter to Columbia Gas –

Attorney Kern "red-lined" and drafted a final letter from the compose letter by Council President Darryl Main. Council reviewed. Council President Darryl Main asked Attorney Kern if any other street opening permits should be issued until issues in letter are addressed and Attorney Kern stated that every permit should be treated separately. Council President Main will sign the final letter and the first attempt will be sent by Council, if action is not taken after the first letter is sent, then a second letter will be sent by the Borough Attorney's.

Zoning Officer's Report:

Zoning Officer Rachel Kling reported on the following:

- Report of Zoning Permits –
 - Zoning Permit 2023-01
 - Property Located: South 7th Street
 - Project: Remove/replace damaged sidewalk

- Zoning Permit 2023-02
 - Property Located: South 4th Street
 - Project: Solar Panels
- 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 Barlett/Schleig motion was made to approve the payment of checks payable #005339-005372 and ACH payments listed as following: Met Ed #94997285, #94997169, #94997219, #94997316, and #94997142. Comcast #14846442803 and #14900623533. Columbia Gas #37W3065201406 and #37W3065201521. Rutter’s Farm Stores #213001911. FED/FICA #40874089. PA State Withholding #5951798. Totaling \$87,674.16. Motion passed unanimously.

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

UPDATE: Credit Card for Maintenance Crew –

Kling sent an e-mail to Jamie at Traditions Bank concerning the information needed to obtain a credit card for Borough maintenance. Waiting for reply.

- Kling reminded Council to submit their Statement of Financial Interest. Due in May.
- Trying to schedule the 2021 Liquid Fuel audit. Having scheduling difficulties.

Mayor’s Report: NONE

Streets:

Councilperson Denny Naylor reported on the following:

- A street sign was knocked off at the corner of North 4th Street and Center Street. Borough Maintenance took care of placing it back up.
- Council President Main asked if communication to schedule the spring street cleaning with East Manchester Township has happened yet. Naylor replied not yet.

Parks and Recreation:

Councilperson Dan Schleig reported on the following:

UPDATE: Mount Wolf Park Grant –

Schleig informed Council that he has spoken with Ann Yost with YCM Architect. A revised budget for the proposed improvements is going to be created. Attorney Kern commented that an updated comprehensive plan should be completed as well – she informed Council that Manchester Borough now has a separate comprehensive plan – Council was unaware of this. Discussion was held and Council decided to reach out to East Manchester Township to seek information regarding the existing comprehensive plan. Council also discussed issuing an RFP to compose a new comprehensive plan.

UPDATE: Quote for Dugout (home team) –

Schleig obtained a quote to fix the dugout on the home team side - \$5,500.00. Council asked that he obtain more quotes.

Properties/Services:

Councilperson Brian McKenna reported on the following:

- New flags have been received but due to the wind maintenance has not gotten them up yet.
- McKenna reached out to the school district about repainting the Borough building, no reply yet.
- McKenna asked Borough maintenance to fix a hole by the garage door in basement to keep rodents/bugs out.
- UPDATE: Borough Maintenance Uniforms
 - o McKenna asked Council if the logo for the t-shirts should be in color or black and white. Council said black and white. He also informed Council that Flo's T-Shirt on Center Street has a required 24 minimum to place an order.

Budget & Finance:

Councilperson Michael Barlett reported on the following:

- Meeting with Municipal Secretary, Rachel Kling, next week to begin the process of reviewing internal control suggestions from audit.

Health and Safety:

Councilperson Josh Parish reported on the following:

Ambulance –

- 90 calls for the month.
- The ambulance club has continued to look at the future of its positions as well as hiring new EMT/paramedics.

Fire –

- Parish informed Council that Cody Santiago is resigning from position as President of Eagle Fire Company, effective April. This is due to the relocation of his family.
- East Manchester Township has still not released funds to Eagle Fire Company. Parish would like to schedule a meeting with the fire company to assess how this will affect their funding for the year.

Police –

- 19 calls for Mount Wolf Borough.
 - o One vehicle accident
 - o Six traffic citations
 - o One arrest
- The York County Planning Commission hosted a HAZMIT meeting on March 3rd. They are in the process of updating the hazardous mitigation plan. They have asked that the Borough complete a survey, Parish will complete this survey.

- Councilperson McKenna voiced concerns of cars lining up at the Elementary School. Council discussed at length all the possible solutions to this issue. It was decided to table this discussion for the March Committee meeting.

Personnel:

Councilperson Todd Hess reported on the following:

UPDATE: Standard Operating Procedure –

Hess informed Council that Municipal Secretary, Rachel Kling has continued to send him completed drafts. Hess is working to compose a smaller employee handbook.

Council President: NONE

Correspondence: NONE

Old Business: NONE

New Business: NONE

Adjournment into Executive Session:

At 8:51PM 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