

MOUNT WOLF BOROUGH NON-VOTING MEETING

MARCH 26, 2024

The Mount Wolf Council held a non-voting meeting on Tuesday March 26, 2024. The meeting was called to order by President Darryl Main @ 7 pm.

ATTENDANCE:

President Darryl Main, Vice President Dennis Naylor, Michael Barlett, Dan Schleg, Josh Parish and Patricia Poet

Officers: Mayor Maureen Starner, Treasurer: Jennifer Reiner, Secretary: Bonnie Bentzel

ABSENT:

Brian McKenna

PUBLIC COMMENT:

No Comments

MAYOR'S REPORT:

Mayor Starner stated that there was broken glass in the alley between North 2nd and North 3rd Streets. Mayor stated that she was on Facebook and saw that someone mentioned that about the broken glass. The person who contacted the Mayor via Facebook stated that she called the police and they stated to contact the Borough office. The resident did. Bonnie spoke with the resident. Bonnie contacted Darryl and Mayor Starner and Keith. Mayor stated that she spoke with Keith about cleaning it up and by the time he got there it was already cleaned up by a resident. Mayor Starner informed Council members and the resident who reported the glass breakage, if they see who is doing this, to contact the police immediately.

Mayor Starner sent out enforcement letters to residents who are in violation of the Borough's ordinances.

Darryl brought Georgia Pacific and the appearance to the mayor's attention. Mayor Starner stated that she will contact them and ask them to clean up the mess they are making in the Borough.

Mayor Starner stated that she did call and order the Radar signs for the Borough. She stated that the invoice will come via email. Darryl asked Council members where they want to place the signs. The Council agreed to place the signs (for now) on 7th Street and Main Street by Emerson Flatts. The signs can be moved if the Borough Council decides to place them in a different location.

STREET'S REPORT:

Brian and Dennis got together and reviewed the areas in the Borough where the potholes are located. Dennis stated that the potholes are mostly located in the areas where the streets are being worked on by Columbia Gas and York Water Co.

Darryl stated that on Front Street (which is a one-way street) there have been vehicles coming down the road the wrong way. Pat asked if there is a "DO NOT ENTER SIGN" and Darryl stated he does not know for sure. Darryl stated he will double check and see if there is a sign. If not, the Borough may want

to place one. Mayor Starner asked Darryl what time this normally happens, Darryl stated around 5 pm. Mayor Starner stated that she would contact the police, so they are aware of this.

Dennis stated he has not gotten a chance to speak with East Manchester Township regarding Street Sweeping. Dennis stated that it usually happens in May, but he will contact them.

Manchester Borough contacted Darryl and asked if the Borough decided to purchase any of the equipment. Darryl informed them that we had not made any decisions in this matter.

PARK & RECREATION REPORT:

Dan stated that the Mulch for Mt. Wolf Park will be delivered April 2nd, 2024. Keith is aware of this.

Dan met with both Manny (ACES) and Holly (NELL) to go over the agreement and asked them to sign the agreement and provide liability insurance to the Borough office prior to the Committee Meeting. Dan stated at this meeting there were no issues from either party. Dan stated that the agreement between ACES and NELL came back signed. Manny (who runs the ACES program) signed it and provided liability insurance, but Holly Rowlands made changes to the agreement. Holly (NELL) stated that the changes were as follows:

If Mount Wolf Borough charges and collects any monies for rental or use of the field, all monies would be given to NELL to offset the cost of maintenance fees to the field.

Mount Wolf will be responsible for mowing the fields all the time during the season.

Concession Stand will only be used by NELL.

The Borough and NELL have the right to terminate this Agreement only with cause.

Holly asked if the Borough could put up a sign stating that if the ground is wet to stay off the field, because this is vandalism. The Borough stated that it was not vandalism and The Borough declined this, due to this is a public park. There are signs stating, "No Bikes on the Field".

The Borough decided that this agreement is void. Dan stated that he would contact Holly and review with her the changes she wants to make to the agreement, which the Borough will not accept. If she does not want to sign the agreement as per the Borough, she will have to remove NELL's equipment.

Dan asked the Council members, when he sends this back to Holly, when should he ask her to have this signed "as is", by Tuesday April 9th, 2024.

Dan stated he is still awaiting the schedule from the Wolves (Central League).

Dan stated that the tree removal is at the stand still. Travis is having some equipment trouble. The tree will not be removed Easter weekend due to the activity in the park.

Dan stated that he did inform the Mount Wolf Elementary School that there will be Mulch delivery at the park.

PROPERTY & SERVICE REPORT:

The Borough did not get an invoice statement for the fire cabinets. They have been delivered and placed in the maintenance building.

BUDGET & FINANCE REPORT:

Review of the Auditor findings and the suggestions from them. The following suggestions from the Auditor are listed:

The Auditor recommends review and approval of written checks and ACH bills. Two of the Borough Council members look at each check written and approve the bills prior to payment. Darryl suggested that for the ACH payments, that two of the Council members would have to “sign off” on these payments. Jennifer stated that there are only 3 ACH payments each month. Not included in this are payroll taxes (Federal and State).

Having the mail drop box (at the Borough office) removed. The Borough suggested switching the mail drop box to a locked drop box.

Auditors suggested a time clock for all hourly paid employees. The Borough suggested having Keith verify the maintenance crews' timecards and the timecards would be given to Pat would check and sign off. Pat will also check and sign off the office personnel's timecards.

HEALTH & SAFETY REPORT:

No Report

PERSONNEL REPORT:

Pat stated that she has discussed with Jenn on when she can come to the Borough office and check and sign off on the timecards.

Pat asked about the Borough keys. Pat stated that she will add something regarding the Borough Keys in the Employee Handbook. Pat stated that she suggested having all the locks changed at all the Borough buildings, since we do not have a record of keys that were given and if they were returned. Dan stated that he will send an email to Brian to get a quote from Klepper's for new locks on the buildings.

Pat stated that she has not sent out the new Employee Handbook to all Council members yet. She stated that she will send it to all Council members. Pat stated she wants to have the Council members to review the Handbook and write down any suggestions so it can be reviewed the Personnel committee, prior to the approval of the Employee Handbook. Pat is hoping to have the Employee Handbook approved by May's Council Meeting. Pat asked who the Borough has for Worker's Comp Insurance.

Darryl stated it is Selective Insurance Company. Darryl stated that Keith informed him that David Heckert had retired from the Borough's maintenance crew. Keith asked Darryl if the Borough would be ok with hiring a new maintenance person to replace David. We did receive a resume from a resident. This will be discussed and either approved or disapproved at the next Council meeting.

PRESIDENT'S REPORT:

Darryl stated that York Water Company has contacted him regarding “Street Openings”. Jenn stated that we never received any permits or checks for “Street Openings:” Darryl sent them an email stating that we did not receive anything from them regarding this matter.

Darryl stated that we have not received any payment from Columbia Gas. He stated when he spoke to someone at Columbia Gas, they stated that our check was “lost in the mail”.

YATB sent out an invitation to all Council members for an information session to take place May 14th, 2024, at 9am.

Kinsley has pipes throughout the Borough. The Council members suggested to store all the pipe and equipment of 8th Street, due to the limited parking throughout the Borough. Darryl will contact Kinsley with the Borough's suggestion.

OLD BUSINESS:

Pat asked about what Barry Isett does for the Borough? Darryl stated that Chris McDermott (who works for Barry Isett) is our zoning office and apartment inspector for the Borough. Pat asked what the Commonwealth Code does for the Borough. Darryl stated they are the Building Code Inspectors. Pat asked if Barry Isett could do the Building Code inspections also. Darryl said yes. Josh stated that we are just waiting for the finalized agreement from Barry Isett. Michael stated once we have the signed agreement from Barry Isett, all new Building Code inspections will be completed by Barry Isett and all existing Building code inspections will still be completed by Commonwealth Code.

NEW BUSINESS:

No New Business

Executive Session began at: 8:34 pm

The meeting was adjourned at: 8:55 pm

Next Council Meeting will be held on Tuesday April 9th, 2024 @ 7pm

Next Committee Meeting will be held on Tuesday April 23rd, 2024 @ 7pm