

Mount Wolf Borough Minutes  
Committee/Non-Voting Meeting  
March 28, 2023

**Convene:**

The Mount Wolf Borough Council conducted a Committee/Non-Voting Meeting on Tuesday, March 28, 2023, beginning at 7:02PM. The meeting was called to order by Council President, Darryl Main.

**Attendance:**

The following Council Members and Officials were present:

Councilperson Brain McKenna	Mayor Mo Starnier
Councilperson Josh Parish	Municipal Secretary/Zoning Officer Rachel Kling
Councilperson Todd Hess	
Councilperson Darryl Main	

The following Council Members and Officials were absent:

Councilperson Michael Barlett	Councilperson Dan Schleig
Councilperson Denny Naylor	

**Visitor Attendance: NONE**

**Public Comment: NONE**

**Mayor's Report:**

- National Day of Prayer
  - o Asking to use Mount Wolf Park on May 4<sup>th</sup>
  - o Has not received communication back by Councilperson Schleig after two voicemails
- Kevin Inch with Inch and Co Company
  - o Offering tour of building to Council
  - o Struggling to complete section of building due to electrical issues
- Annual report from York County Police Department
  - o York Township building addition due to growth of department.
- Little Free Library at Mount Wolf Park
  - o Previous Mount Wolf Borough resident offered Little Free Library at Mount Wolf Park
  - o Councilperson Parrish says not interested due to liability library can cause on Borough property.
  - o Will make formal motion at April meeting officially declining offer.
- Received complaint via Facebook Messenger for property on North 4th Street.
  - o Property has junk all over backyard.

- Mayor Mo will send enforcement letter this week.

### **Street's Report:**

- Storm Grate on South 2nd Street is damaged.
  - bar missing out of great causing safety emergency.
  - council president obtained 2 quotes:
    - \$932.80 (for two galvanized/custom size)
    - \$1,113.00 (for two cast iron)
  - Both quotes have a 20-week lead time.
  - Council will discuss further at April meeting.
  - Borough Maintenance crew will keep an eye on cones placed for safety.
- Sidewalk/Bridge project bids
  - Council discussed tabling bridge project bidding.
  - Council would like to rebid sidewalk project bids at Borough building.
  - Will make official motion at April meeting.

### **Parks and Recreation Report: NONE**

### **Property and Services Report:**

- UPDATE: Maintenance Workers Uniform/T-Shirts
  - Purchased t-shirts however still waiting for seal design from Councilperson Barlett
- New American flags are raised and placed at half staff for Nashville school shooting.
- Hole in the garage door underneath Borough building has been fixed.
- Reached out to art department with NESD to repaint Borough building.

### **Budget and Finance Report:**

- Insurance Discussion
  - Reviewed policies for physical property insurance.
  - Council President Main suggested increasing the amount due to replacement cost rising with current economy.
  - Council suggested requesting quote from Kocman Insurance
- ARPA Funds
  - Council President Main would like to Council to finalize a decision of what the ARPA funds will be used for. Council briefly discussed and concluded the suggestions of...
    - Stormwater Pipes in the Borough
    - Sidewalks at the Borough building.

### **Health and Safety Report:**

- Councilperson Hess asked if there were any updates on East Manchester Township withholding funds to Eagle Fire Company and how this is affecting the fire company. Councilperson Parish didn't have an answer. Councilperson Hess voiced his frustration with this matter and stated that East Manchester Township is practically receiving fire services for free right now and how this should be allowed. Council discussed.

### **Personnel Report:**

- UPDATE: Standard Operating Procedure
  - o Municipal Secretary Rachel Kling sent Councilperson Hess a completed draft of the payroll SOP.
- Rental Property Inspector
  - o Council President Main requested that Council decide the future of this role for the Borough and how they would like to move forward.
  - o Council discussed the pros/cons of having an in-house rental property inspector compared to a contracted business/organization.
  - o It was voiced that both have been a struggle to obtain due to COVID.
  - o Mayor Mo stated that she may have an interested person from a Borough resident.
  - o Municipal Secretary Rachel Kling informed Council that she also received inquiry from a Borough resident who owns rental property in the Borough.
  - o Council discussed and concluded that the first step is to compose a job description/expectation of this position.

**President's Report:**

- UPDATE: PA One Call Membership
  - o Council concluded that the Borough should join.
  - o Will make formal motion at April meeting.
- Letter to Columbia Gas
  - o Letter has been received and is in review by Columbia Gas.
  - o Columbia Gas is requesting actual surveillance footage.
  - o Council will make formal motion at April meeting for action to take if needed within 30 days of the date letter was sent.
- Sidewalk Inspections
  - o Council President would like to compose a list of sidewalks that need fixed.
  - o Councilperson Hess asked if there is Ordinance/guidelines for the conditions of a sidewalk that would require it to be fixed, Council President Main stated that if a sidewalk is crumbling apart/trip hazard the resident is getting a letter.
  - o Council President Main stated that the inspections of the sidewalks in the Borough is going to be an all-Council effort.
  - o Main suggested a timeline of inspections, compose a list of properties, send official notice to resident, give resident two years' time to fix sidewalks. Council agreed.
- Street Signs Around Borough
  - o Council President Main noticed that most of the street signs around the Borough need to be painted.
- Mulch for Mount Wolf Park
  - o Councilperson Schlegel needs to order mulch for Mount Wolf Park

**Old Business:**

- UPDATE: Vacancy Chair – NONE
- UPDATE: Zoning Hearing Board – NONE
- UPDATE: 4<sup>th</sup> Street Alleyway
  - o Can not adopt alleyway, therefore cannot do anything about complaints received.

**New Business:**

- Comprehensive Plan
  - o Council President Main suggested that Council put together an RFP for a new comprehensive plan that is just for Mount Wolf Borough. Council agreed. Will discuss further at April meeting.

**Adjournment:** Committee/Non-Voting Meeting adjourned at 8:40PM – moved into Executive Session