

# MT WOLF BOROUGH MINUTES

September 12, 2017

## **CONVENE**

The Mount Wolf Borough Council met in a regular session on Tuesday, September 12, 2017, beginning at 7:00 PM. The meeting was called to order by Council President, Bill Marquis.

## **ATTENDANCE**

The following Council members and other officials were present:

Mike Amsler, Les Jordan, Bill Marquis, Dennis Naylor, Pat Poet, Dave Mickley, Mayor Mo Starner, Secretary/Treasurer Steven Kehler, Engineer Christopher Owens, Solicitor Devon Myers and Zoning Officer Sande Cunningham. Councilperson Dan Davis was absent. Pat Poet took the minutes in Mandy Davis' absence.

**Visitors in Attendance** – Budd & Wendy Staub, David Oaster, James Arex and Tony Dahbura.

## **AGENDA/MINUTES**

**Agenda** - An Amsler/Poet motion was made to approve the agenda as presented. The motion was passed unanimously.

**Minutes** – An Amsler/Naylor motion was made to approve the minutes from the August 8, 2017, meeting as presented. Motion passed unanimously.

## **PUBLIC COMMENT/ANNOUNCEMENTS**

**Budd Staub** – Budd Staub, Emergency Management Coordinator, explained why the hurricane exercise meeting was cancelled. He questioned if there were any retention ponds in Mt. Wolf Borough. There is one on Sewer Authority property located on North Main Street. He noted there probably isn't too much of a concern with that one causing flooding problems should we receive a high amount of rain. He also noted that Manchester Borough may be contacting Mt. Wolf Borough regarding the Animal Enforcement Officer. Manchester Borough was having some difficulty with the way payments were being made and they wanted to speak with someone from Mt. Wolf to find out how the Borough handled payments.

## **ENGINEER'S REPORT**

**Walnut Street Project** – Engineer Chris Owens reported the Walnut Street embankment project is complete. Bill Marquis shared his concern regarding an area of macadam that was put down, but not sealed on the back side. Chris will check this and if need be, he will ask the contractor to return to complete the sealing.

**Storm Sewer Repair at Wolf Alley** – Chris shared this repair project has been completed. There was an \$800.00 overage for paving material that he underestimated and was not considered originally in the cost.

**MS4 Permit** – The new MS4 information must be delivered by this Saturday, the 16<sup>th</sup>. Chris presented the necessary documents to sign and the information will be hand delivered to the State on Thursday the 14<sup>th</sup>.

## **SOLICITOR'S REPORT**

**152 North Main Street** – Attorney Myers noted Tony Dahbura is in attendance this evening representing the owner of this property (Mt. Wolf Properties LLC), which was previously New York Wire. He noted cutting of the weeds and brush has been completed and he contracted with someone who will be coming in later this week to remove any hazards on the building, such as loose soffit, spouting, etc.; anything that is an eyesore. The owner's employees will also be coming to the property this weekend to gather up the material left lying on the ground and separating what can be used as clean fill to eventually place in the pond. If the fill project cannot be completed soon, a temporary safety fence will be installed around the pond until it can be pumped down and the fish removed. Someone from his company will be contacting the Sewer Authority to assist in pumping down the pond and fish removal. Mr. Dahbura said they have a renewed focus on this property and have contacted Kevin Schreiber of the York County Economic Alliance to study different opportunities. Currently it is being looked at for storage space, both inside and outside.

**Stipulation Agreement between Mt. Wolf Borough and Mt. Wolf Properties LLC** – After reviewing the Stipulation which outlines the background information and items that need to be taken care of for this property located at 152 North Main Street, a Naylor/Poet motion was made to approve the Stipulation and authorize signature of the agreement with the wording change from "Township" to "Borough" on page 1. Motion passed unanimously. A copy of the Stipulation was given to Mr. Dahbura for their records.

**Withdraw of Complaint Against Mt. Wolf Properties LLC** – Solicitor Myers suggested Council vote to withdraw the complaint against Mt. Wolf Properties LLC if payment is received for legal fees of \$1,500.00 plus \$170.50 filing fees. The latest the Withdraw of Complaint can be filed is Monday, September 18<sup>th</sup>. An Amsler/Naylor motion was made to approve the Withdraw of Complaint against Mt. Wolf Properties LLC conditioned upon receipt of payment for reimbursement of legal fees totaling \$1,500.00 plus the filing fees of \$170.50. Motion passed unanimously. Mr. Dahbura said the check will be mailed out. Mt. Wolf Borough's mailing address was provided to him.

## **ZONING OFFICER'S REPORT**

**Permit Report** – Zoning Officer Sande Cunningham presented her monthly report to Council. She had no additional business to report.

**Otterbein Church's Handicapped Signs** – Mayor Starnier will be in contact with church representatives to discuss these signs as well as the Loading Zone sign they have been using.

## **TREASURER'S REPORT**

**Purchase** – Bill Marquis reported that he authorized purchase of safety vests and windbreakers for the maintenance employees. The Borough did not have safety vests that met State regulations.

**Payment of Bills** – A Poet/Amsler motion was made to approve payment of the monthly invoices totaling \$32,315.37 from check #3519 - #3549. Motion passed unanimously.

## **MAYOR'S REPORT**

**Proposed Ordinances** – Mayor Starner had provided Council copies of two proposed Ordinances to review, one for Rental Properties and one for Property Maintenance. These Ordinances were drawn up by a committee of Mayor Starner, Mike Amsler and Dennis Naylor. After reviewing the Ordinances, Attorney Myers suggested further review is necessary before considering adopting these Ordinances. Mayor Starner shared a few items to consider: requiring two off street parking spaces for all rental units, requiring both smoke detectors and fire extinguishers in every rental unit and inspections of rental units at a cost to the Landlord. The fees received from these inspections could help offset the cost of hiring a part-time enforcement officer to carry out the inspections. Attorney Myers suggested the Borough may want to have a separate rental inspection program. Attorney Myers will also provide Mayor Starner with copies of similar Ordinances from different York County municipalities to review.

## **STREETS**

**Alley Signs** – Dennis Naylor prepared a listing of forty (40) street name signs he would like to order for the Borough alleys. Bill Marquis will meet with Dennis to determine where the signs can be ordered.

**Senior Center Banners** – The banners have been installed with the help of Dietz-Nauman's bucket truck and one of their employees who assisted Borough personnel. Newspaper reporters were in attendance and photos and a write up were posted on Facebook and in the Community Courier. Dave Mickley suggested the Borough should do something for Dietz-Nauman since they have assisted the Borough several times at no charge with different projects. A Poet/Mickley motion was made to donate \$25.00 to Dietz-Nauman to show the Borough's appreciation of their generosity. Motion passed unanimously.

**Children Playing Signs** – The two deteriorating signs reading "children playing" on Maple Street, one near the Post Office and one near S. 2<sup>nd</sup> and S. 3<sup>rd</sup> Street will be removed. They were installed when the daycare center was located in the building behind the Post Office. Dennis Naylor will ask Borough employees to remove the signs.

## **PARKS & RECREATION**

**Replacement Playground Tube** – Mike Amsler reported he has ordered a replacement tube for the tube that was destroyed by a fire at Mt. Wolf Park. It is similar to the previous tube; however, it will need replacement brackets. The cost is \$796.00. The grandmother of the child that set it on fire is going to reimburse the Borough for the equipment in \$50.00 monthly payments beginning next month. When she receives her income tax refund she will pay the balance due.

**Tree Work** – Mike informed Council that Bartlett Tree Service will be returning to the Borough to grind the remaining tree stumps, trim some trees, complete seeding and add nutrients to selected trees as needed. This work will cost approximately \$3,202.00. John Zielinski met with Bartlett Trees and he had some suggestions that may lessen the cost. An Amsler/Naylor motion was made to authorize Bartlett Tree Service to perform work on Borough trees at a cost not to exceed \$3,202.00. Motion passed unanimously.

**Ace Hardware Equipment Municipal Demonstration** – Ace Hardware requested use of Greiman Park to demonstrate some of their lawn equipment to municipalities. The date has not been determined. During this event they will be using some equipment to do work on the ball fields at Greiman Park. Ace Hardware will provide the Borough with an insurance certificate. An Amsler/Jordan motion was made to allow Ace Hardware to use Greiman Park for a municipal demonstration of their lawn equipment at a date not yet determined. Motion passed unanimously.

**Mt. Wolf Park** – Mike explained a situation with a Borough resident who has been keeping an eye out at the park for people not abiding by the park rules. One of the children he reprimanded told his parents and the parents contacted the Police. A Police Officer spoke with this person and explained the next time any problems are observed at the park the Police should be contacted; and this person should not say they are acting on behalf of the Borough in any situation.

**Pavilion Tables** – Mike would like the tables to be removed from under the main pavilion for the winter. Last year this was not done; but with the problems occurring at the park, he thinks it would be a good idea. Pat will check to see if the Sewer Authority has room to store them.

## **PROPERTIES AND SERVICES**

**Charles Stambaugh Request** – Dennis Naylor shared that he went to the lower level of the Borough office with Charles to see some old items. There were several boxes of the original history books along with an old crossing guard uniform. Charles requested the Borough donate the original history books to Northeastern York County History in Preservation organization (NeyChip) along with the old uniform. After discussion, an Amsler/Poet motion was made to authorize the donation of the original history books and crossing guard uniform to NeyChip. Motion passed unanimously.

**HVAC Unit in Borough Office Building** – After discussion, a Jordan/Mickley motion was made to replace the HVAC in the Borough Office Building not to exceed \$6,500.00. Motion passed unanimously. The total cost is below the bid requirement. After this unit is replaced, Dave will obtain prices to place a fence around the AC unit for protection.

**Grandstand** – Dave had someone look at the grandstand where moisture is getting in. He will have additional contractors look at the problem and come up with a solution.

## **BUDGET & FINANCE**

**2016 Audit** – Les Jordan reported the 2016 audit has been completed and received. No problems were found.

**2018 Budget Meeting** – This year for the budget meeting, a committee of not more than three Councilpersons will meet along with Steve to draw up the 2018 budget to be presented to Council for review. Les Jordan will head the meeting and Bill Marquis volunteered to join. The meeting will be held on October 24<sup>th</sup> at 6 PM. Les asked the Committee chairpersons to submit any wish list items they would like to be included in the budget prior to that date.

## **HEALTH & SAFETY**

**BB Gun Incidents** – Dennis Naylor reported that four persons were caught in the BB gun incidents in both the Boroughs and Township. They did more than \$10,000 worth of damage.

## **PERSONNEL**

**Update on Keith** – Pat spoke with Keith last week and he said he estimates at least another six weeks before he will be able to return to work. He is progressing slowly.

**Recording/Assistant Secretary Job Description** – After review, a Naylor/Amsler motion was made to approve the job description for the Recording/Assistant Secretary as presented. Motion passed unanimously.

**Recording/Assistant Secretary Position** – After discussion, a Naylor/Jordan motion was made to hire Rachel Kling as Recording/Assistant Secretary at a rate of \$15.00 per hour. Motion passed unanimously. She will begin meeting with both Steve and Mandy to review the job before Mandy leaves at the end of the year.

## **CORRESPONDENCE**

**Animal Control Contract** – Steve received the Animal Control contract for 2018 from Julie Drebushenko. He will put it in Dan's box for review.

**Liquid Fuel Funds** – The Liquid Fuel Funds the Borough will receive for 2018 is \$43,194.88.

**Right-to-Know** – Steve reported he and Sande received Right-to-Know requests regarding liens against properties. The information was supplied to the requesters.

**Columbia Gas Core Program** – Columbia Gas is holding a meeting regarding their Core program on September 18<sup>th</sup> if anyone is interested.

**Solid Waste Letter** – Dennis Naylor reported speaking with a Borough resident who received a letter regarding applying solid waste to Tupper Sverduk's farm, which is partially located in the Borough. No one had any additional information on this subject.

## **OLD BUSINESS**

**Fire Extinguisher Training** – Bill reported that both Dave and Jay went to training on the use of fire extinguishers and found it to be well worth their time.

**LTAP Training** – Bill noted that additional training will be held in the future regarding training road workers and how to keep them safe.

**Code Book Review** – Next Tuesday, the 19<sup>th</sup>, at 6 PM, Bill, Mike and Pat will meet to review the final copy of the code book and answer their remaining questions before the final copy can be printed.

## **NEW BUSINESS**

**Borough E-mail Accounts** – Bill spoke with Rick Naylor, the Borough webmaster, and found out he could set the Borough e-mail accounts up a different way so that Councils' personal email accounts will not be used and all Borough e-mail will be saved in one space. When the accounts are set up, someone will train Council members on how to use their e-mail.

**Borough Polo Shirts** – Mayor Starner asked if anyone would like to order new Borough polo shirts to contact her.

**Mail/E-mail** – Mayor Starner asked that persons send requests only to one person and not to several so that work is not duplicated and time is not wasted.

**Property Management Tool** – Mayor Starner presented information to Council on a tool that is helpful for enforcing Codes referred to as CodeCite, along with prices for the tool. Attorney Myers stated that before the Borough considers this tool, she felt a Ticketing Ordinance would need to be adopted.

## **ADJOURN**

At 9:27 PM an Amsler/Mickley motion was made to adjourn. The motion passed unanimously.

Patrice Poet, Acting Recording Secretary