

Mount Wolf Borough Minutes

Regular Meeting

February 13, 2018

**Convene:**

The Mount Wolf Borough Council met in regular session on Tuesday, February 13, 2018, beginning at 7:00PM. The meeting was called to order by Council President, Bill Marquis.

**Attendance:**

The following council members and other officials were present:

Council – Mike Amsler, Eddie Kuntz, Darryl Main, Bill Marquis, Dennis Naylor, and Anna Wagner

Officials - Mayor Mo Starner, Zoning Officer Sande Cunningham, Attorney Devon Myers, Engineer Chris Owens.

Council person Josh Parish and Treasurer Steve Kehler were absent.

**Agenda/Minutes:**

An Amsler/Main motion was made to approve the minutes from the January 2, 2018 Reorganization and Regular meeting as submitted. Motion passed unanimously.

An Amsler/Kuntz motion was made to approve the agenda as presented. Motion passed unanimously.

**Visitors in Attendance:**

Charles Stambaugh, Bud Staub, and James Arex.

Charles Stambaugh presented a tax collection report for council. This report outlined tax collection in Pennsylvania, York County and Mount Wolf Borough. Further it reported Mount Wolf Borough's rental status, Mount Wolf Borough's 2017 tax collection, Mount Wolf Borough LST Employers tax collection in 2017 and LST Employers delinquencies. He asked council to consider sending certified letters to the list of businesses that are delinquent with LST tax. He provided as much information as he could regarding this issue. Mayor Mo stated she would start the process by contacting York Adams Tax Bureau for more information.

Charles Stambaugh also informed the council that a Deputy Tax Collector needs to be appointed if he cannot perform tax collection for Mount Wolf Borough. He informed the council that Kathy Emswiler is willing to take on such position. He will bring back the paperwork required for Mayor Mo to sign.

**Engineer Report:**

Engineer Chris Owens reported on the following:

*Reconstruction of PA24 (Center Street)-*

A Transportation Improvement Report was submitted for 2019 and PA24 (Center Street) is on this report for re-pavement. He submitted a report back on February 2, 2018 notifying of possible issues - Eagle Fire Company located on Center Street using it to exit and enter the station and future work throughout Mount Wolf with Columbia Gas. As of now he is unsure when this work will begin.

*Census Brough Letter –*

President Bill Marquis reported that a letter was sent to him regarding the boundaries of Mount Wolf Borough for the Census Brough. Denny Naylor received this letter as well and will reply.

*Pot Holes –*

Chris recommended that the Borough begin to examine pot holes around Mount Wolf Borough in March. Get an early start.

*MS4 Tax–*

Councilperson Daryll Main asked Chris his thoughts on MS4 tax - the cost of municipal separate storm sewer systems. Chris stated that he didn't think it was a good idea to add another tax for Borough residents. After discussion council decided that adding MS4 tax was not necessary.

**Solicitors Report:**

Attorney Devon Myers reported on the following:

*Subdivision Land Development Ordinance and Zoning Ordinance –*

The York County Planning Commission recommended approval of changes to be made to the Zoning Ordinance and the Subdivision and Land Development Ordinance that are a part of the codification. The codification is being advertised now and will be ready for approval at the March meeting.

*Tax Credit for Volunteer Firefighters and EMS –*

With councilperson Josh Parish absent he passed this information on for discussion and review. Therefore, Attorney Myers spoke briefly about tax credits for Volunteers of Firefighter Companies and Nonprofit Emergency Medical Services. This tax credit would apply towards real estate taxes and earned income taxes. The Borough can pass an ordinance to provide a credit for either one or both. It will only apply to residents.

Council decided to review the materials further and consider this at another meeting. No action had been taken.

**Zoning Officer's Report:**

No report submitted.

**Treasurer's Report:**

*Payment of Bills:*

A Wagner/Amsler motion was made to approve the payment of bills #3662-3715 for \$75,967.06. Motion was passed unanimously.

*Nomination for Second Vice President Consideration:*

The Association of Boroughs sent a letter inquiring if Mount Wolf Borough council members would like to be nominated for Second Vice President. After a short discussion, it was decided that council is not interested.

**Mayor's Report:**

Mayor Mo Starner reported on the following:

1. Over 33 letters were mailed to residents that did not have their sidewalks cleared 24 hours after snow fall stopped.
2. Mayor Mo presented a poster for a new speeding sign that she would like the council to consider. She explained the features and benefits to purchasing such equipment.
3. Tax collector, Charles Stambaugh, brought back (during the meeting) the paperwork required to appoint Kathy Emswiler as Deputy Tax Collector for Mount Wolf Borough. An Amsler/Kuntz motion was made to approve this appointment. Motion passed unanimously.
4. Lastly, she brought to the council's attention that Eagle Fire Company is replacing their sign. The new sign (already purchased) will be an LED digital sign. According to ordinance this is not permitted. After discussion a variance may be asked for once the sign is in place.

**Streets:**

Denny Naylor reported on the following:

1. He as well received the Transportation Improvement Report discussed above for PA24/Center Street and will reply.
2. Mount Wolf Borough Maintenance workers have ordered adhesive stickers to fresh up signs around the borough. This will help eliminate the need to purchase new metal sign, which cost more.
3. The new AC/heat cage has arrived and will be installed shortly.

4. President Bill Marquis presented the snow removal schedule to help remove snow for the NE Police Department. This schedule is shared between the three municipalities – Mount Wolf Borough, Manchester Borough and East Manchester Township.

### **Parks and Recreation:**

Eddie Kuntz submitted report regarding the following projects at Mount Wolf Park for council to consider:

1. The wooden balance beam is deteriorating at one end. Kuntz suggests having our maintenance crew replace the wooden portion of the beam.
2. The utility building needing a rubber roof in the Spring or Summer.
3. There are several stumps within the parks that need to be removed. Kuntz will reach out to several companies and request estimates.
4. Removal of the poles that support the volleyball net since the volleyball court has not been utilized in years. With the removal of these poles a small soccer field could be placed there instead.
5. The sliding board is a solid piece of equipment that would be very expensive to replace. To preserve this piece of equipment Kuntz has reached out to a local powder coater for insight. He has not heard back from this business yet.
6. There is an empty pit that is not being utilized. Kuntz recommends removing the wooden boards and filling it to ground level.

### *NEYSA Baseball Teams –*

President Bill Marquis stated that a certificate of insurance is needed from the baseball teams that use the parks. Attorney Devon Myers suggested that Mount Wolf Borough be listed as additionally insured and create an agreement stating that if there are any changes or cancellations to said policies Mount Wolf Borough is notified.

### **Properties/Services:**

Darryl Main reported on the following:

#### *Tour Buildings around Mt. Wolf Borough–*

Main recommended that the buildings Mount Wolf Borough is responsible for be inspected either on a yearly or 2-3-year schedule. This will help to forecast and budget for any problems or required maintenance. He reached out to Peter Schilling at Common Wealth Code and received an estimate of \$600-\$700 for a complete inspection of all the buildings. Eddie Kuntz questioned if this is something we should contract to have done every 2-3 years. In response, a Naylor/Amsler motion was made to further negotiate a contract with Common Wealth Code for inspections every 2-3 years. Motion passed unanimously.

*Energy Saving Seminar –*

Main reported that an energy saving seminar is being held in New Oxford on February 22<sup>nd</sup> from 8:30AM-11AM. He will be unable to attend and wanted to pass the opportunity onto another councilperson if interested.

*Penn Waste Delinquent Account –*

Penn Waste shared a list of delinquent account within Mount Wolf Borough. Currently 3% of Mount Wolf Borough residents have a delinquent account over 90 days.

*York Adams Tax Bureau Meeting –*

Main attended the most recent York Adams Tax Bureau meeting and reported items that were discussed at that meeting.

*Newly Elected Officials Boot Camp –*

Councilperson Main, Parish and Wagner attended a boot camp for newly elected officials on February 9<sup>th</sup> and 10<sup>th</sup>. A key “take away” from said training was a stated policy for public comments – example: placing limits on time permissible to speak. Attorney Devon Myers commented that this is not a problem at the current time.

He also mentioned that the Zoning Hearing Board must hire a separate solicitor and a stenographer for any meetings they hold. Attorney Devon Myers commented that the zoning hearing board should meet soon.

*Training for NEMS –*

Main also mentioned training for the National Emergency Management System. There are two mandatory classes – IS100 and IS700 for new council members. Budd Staub commented his knowledge on these classes required.

*Long Term Budget –*

Main would like council to consider a long-term budget instead of the yearly budget done now. He recommends establishing a committee. This will help Mount Wolf Borough to forecast for large projects – truck maintenance, building maintenance, etc.

*Comprehensive Plan for Mount Wolf Borough –*

Last item Main reported on was creating a comprehensive plan for Mount Wolf Borough. He explained that a comprehensive plan is how Mount Wolf Borough council views the community over the next 5 to 10 years – the changes that may come and how to handle them. This plan can either be completed by hiring a consultant or done ourselves.

**Budget & Finance:**

Councilperson Mike Amsler reported on the following:

1. Next month, treasurer Steve Kehler will have a report for Amsler to review with council regarding Mount Wolf Borough's budget and income.

**Health and Safety:**

Josh Parish was absent and submitted a report on the following:

First Parish explained his absence due to a major leg injury. This injury may cause him to be absent for a long period of time. Next on his report he listed ambulance, fire and police. With each of these subjects Parish briefly mentioned reports, events, and meetings that have happened within the last month. Council reviewed each report.

*2018 Fundraisers –*

A preliminary list of the 2018 fundraisers at Eagle Fire Company were submitted for council to review and approve. An Amsler/Kuntz motion was made to approve the 2018 fundraisers. Motion passed unanimously.

**Personnel:**

Anna Wagner reported on the following:

*Painting Mount Wolf Borough Office and Meeting Room -*

President Bill Marquis and councilperson Wagner have been working together to find a contractor to repaint the office, bathroom, and meeting room. Dream Painting LLC quoted \$2,000.00 to paint the walls and ceiling in the office, bathroom and meeting room. A Wagner/Kuntz motion was made to contract Dream Painting LLC to complete the work. Motion was passed six to one - Denny Naylor opposed.

**Correspondence:**

None

**Old Business:**

*Appointing Auditor and Substitute Auditor –*

A Naylor/Amsler motion was made to appoint Jim Garvin as Mount Wolf Borough Auditor and Chris Zielinski as Mount Wolf Borough Substitute Auditor. Motion passed unanimously.

**New Business:**

*Vacation/Event Calendar –*

President Bill Marquis asked that a 2018 calendar be passed around for councilpersons to write planned vacations and/or events they would like the rest of council to know about.

*Tuesday Office Hours –*

Another calendar was passed around for councilpersons to volunteer for Tuesday evening office hours.

*Desk Top Computer –*

President Bill Marquis asked council to consider a desk top computer for the office. This computer would support the office operations including minute preparation, accounting, document filing, etc. He presented two quotes from Best Buy. After discussion an Amsler/Kuntz motion was made to approve the purchase of a desk top computer. Motion passed unanimously.

*Who's Serving Mount Wolf 2018 –*

Recording Secretary Rachel Kling created a "Who's Serving Mount Wolf 2018" document. After review council decided to post this document at the post office and borough office listing each councilpersons e-mail for residents to contact.

**Adjournment:**

At 9:32PM an Amsler/Kuntz motion was made to adjourn. Motion passed unanimously.

Rachel Kling, Recording Secretary