



Mars Borough

Council Meeting Minutes: *October 3, 2016*

7:00 - Call to order with the Pledge of Allegiance.

Elected Officials Attendance <small>x indicates present</small>					
	Name	Office/Committee		Name	Office/Committee
x	Rob Bost	<i>Vice President</i> Administration & Finance Public Safety & Human Resources	X	Brad Price	Administration & Finance
X	Chris Clutter	Public Safety & Human Resources	X	Julie Schultheis	Administration & Finance
X	Mike Fleming	<i>President</i> Public Works	X	Doug Weinrich	Public Safety & Human Resources Public Works
	Rick Foster	<i>Chairman Pro Tem</i> Public Works	x	Gregg Hartung	Mayor

Employee/Provider Attendance <small>x indicates present</small>					
	Name	Position		Name	Position
	Ed Dorsey	Public Works Foreman		Cathy Talento	Secretary/Treasurer PT
	Greg Szypulski	Public Works	x	Bonnie Forsythe	Secretary PT
	Jim Louis	Public Works	x	Chris Reese	Solicitor
	Nathan Sergent	Public Works		Kevin Radford	Police Chief
	Richard Mannas	Code Enforcement	x	Don Wellington	Police Officer

Visitors			
Name	Topic	Resolution	
Paul Whitehouse Cheryl Whitehouse	Legislative Volunteers for Representative Metcalf		
Jim Lasher	- No stop sign at intersection where Agway sits (continuation of School Street).	- Council recognizes the need for a stop sign. Kevin to recommend to council.	
	- Storm drain near same intersection also needs cleaned.	- Council recognizes the need for cleaning out the storm drain.	
	- Question on whether money is being made on electric during AppleFest.	- Rotary gives a donation for electric.	
Motion		First	Second

Executive Session Needed?	
Yes/No	Requested By
Yes	Rob Bost

Council President: Mike Fleming			
Report		Discussion/Follow-Up	
Clarification of 5% payroll deduction.		Brad clarified that the 5% is withheld from gross wages (inclusive of OT/holiday pay/accrued leave, etc.) and not net wages.	
Motion		First	Second
			Action

Secretary: Bonnie Forsythe			
Report		Discussion/Follow-Up	
Office Hours		Bonnie to post on door and on website when she will be in the office.	
Motion		First	Second
			Action

Administration & Finance Committee: Bost, Price, Schultheis						
Main Office	Budget	Monthly Bills	Water Billing	Parks & Special Events	Public Relations	
Report				Discussion/Follow-Up		
Budget Planning 2017				<ul style="list-style-type: none"> - Draft 2017 Budget – timeline – Department heads will go through and submit budget items. - Budget Planning Sheet – current info to make as up to date projections for 2017. - November 21, 2016 – Budget Meeting. - Revenue “side” of spreadsheet needed for next Council Meeting (November 7, 2016). - Priority Sheet – Committee “wish list” 		
Borough emails (@marsborough.com) are set up except for Bonnie’s. Everyone needs to start using.				List of email addresses to be sent to Council members again.		
Increased Permit Fees (Borough does not currently charge a fee for building permits, only passes on the cost of what Professional Code Services (PCS) charges.)				Fee schedule may already exist. Weinrich will investigate.		
Permit Fee Clarifications				Borough is not currently charging anything for Permit Fees. Brad and Mike will review this as part of preparing Revenue side of budget.		
Office Computer Update				New computers are up and running, mostly. One old computer to go to Public Works. One old computer to go to Council Meeting Room for Minutes.		
Website Update				Rob and Bonnie went through some website training to make updates so it’ll be easier and faster to get updates on the website.		
Clay Avenue Park Project				Julie reported that things are basically wrapped up. Council is impressed with how it looks. New roof to match the Concession Stand.		
Motion				First	Second	Action
To approve this month’s bills for payment in the amount of \$42,134.73.				Weinrich	Schultheis	Passed

Public Works: Foster, Fleming, Weinrich			
Streets	Beaver Street Project	Water System	Equipment Buildings Field/Park Maintenance Vehicles
Report		Discussion/Follow-Up	
Water loss?		Mike believes water loss may fall in around 12% or less. (When it climbs to 20% you're giving up nearly ¼ of the revenue.) Need to check with Ed.	
Paving Bid		<ul style="list-style-type: none"> - Lowest bidder was disqualified because of bad reference and criminal background check. - Paving Bid was awarded to Shields Paving. 	
		<ul style="list-style-type: none"> - Handicapped Curbs on Lincoln – bricks have been removed. Test area “at the top” – will dictate (probably) how the rest will go. To come, pieces on North and Clay. - Historical Society goes through bricks to see what they can reuse. - Storm drain where sink hole was located has been installed and fixed. - Water plant is working without problem. 	
Motion		First	Second

Public Safety & Human Resources: Clutter, Weinrich, Bost			
Police	Code Enforcement	Pensions	Payroll Human Resources
Report		Discussion/Follow-Up	
Resolution (#30) to hire Charles Tatton as police officer. (Reference: Resolution #24 was used to “hire” other police officers.)		Emergency hires by Mayor.	
Cleaning		Fleming will call cleaning company to schedule “test” cleaning.	
Police Chief report is attached.		Again, Chief Radford did not provide requested scheduling information to council.	
Richard Mannas’ report is attached			
Motion		First	Second
To hire Charles Tatton under same conditions of Resolution #24, as of September 27, 2016. (Council also recognizes David Tresky was hired under the same conditions.)		Weinrich	Clutter
			passed
Closing Actions			
Motion		First	Second
To go into executive session		Weinrich	Clutter
To come out of executive session		Weinrich	Shultheis
Items discussion in Executive Session: Council discussed employee and personnel matters.			
<ul style="list-style-type: none"> • Clutter made a motion to hire Elizabeth Nadine Norris at \$14/hour for part time secretary for the Borough with a 24 hour minimum and with any extra time the hourly rate would stay at \$14/hour. Bost seconded. Passed. • Weinrich made a motion to permit the Borough to acquire PLGIT credit cards in the Borough’s name (and discontinue further credit cards issued in personnel names). Price seconded. Passed 			
To Adjourn		Weinrich	Shultheis
			Passed

Submitted by

Reports Filed	
Report	Date
Bills for Payment	10/03/2016
Police Chief	10/03/2016
Public Works Foreman	10/03/2016
Code Enforcement	09/28/2016
Administration Committee	
Public Works Committee	
Finance Committee	