



Mars Borough

Meeting Minutes: **August 6, 2018**

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

ELECTED OFFICIALS ATTENDANCE (x indicates present)					
	Name	Office/Committee		Name	Office/Committee
x	Rob Bost	Vice President Administration & Finance Chair Public Safety & Human Resources	x	Brad Price	Administration & Finance
x	Chris Clutter	Public Safety & Human Resources Chair		Julie Schultheis	Chairman Pro Tem Administration & Finance
x	Mike Fleming	President Public Works		Doug Weinrich	Public Safety & Human Resources Public Works
x	Rick Foster	Public Works Chair	x	Gregg Hartung	Mayor

EMPLOYEE / PROVIDER ATTENDANCE (x indicates present)					
	Name	Position		Name	Position
x	Ed Dorsey	Public Works Foreman	x	Bonnie Forsythe	Secretary/Treasurer
	Greg Szypulski	Public Works		Patricia Madaffari	Secretary
	Jim Louis	Public Works	x	Chris Reese	Solicitor
	Nathan Sergent	Public Works		Kevin Radford	Police Chief
x	Richard Mannas	Code Enforcement		Renea Pomeroy	Tax Collector

VISITORS		
Name	Topic	Resolution
Jim Heckman	(1) Borough workers broke sidewalk needs fixed in front of his house. (2) When will paving on Lincoln Avenue occur?	(1) Borough will fix sidewalk. (2) Paving has been awarded. Final connections will be made & paving will be done no later than October.
Pine Avenue Residents	Concern over Howells proposed housing development at the end of Pine Avenue.	Fleming reviewed the various meetings he had attended regarding the development. He reiterated that all discussions that he had participated in had been unfavorable. During a meeting with Mr. Howells it was made clear that the Borough opposes the development's use of Pine Ave and would not be interested in extending the water system due to the need for a pump station and ongoing maintenance costs.
Frank Haustovich	Endorsement of Rita Garvey as Library Board Member, w/ other written endorsements.	
Rita Garvey	Expressed her interest in becoming a Library Board Member.	Spoke about her past and current involvement at the Library
Eric	Expressed his interest in becoming a Library Board Member.	Stated his love of books and how much he believes the Library is also a community center.
Bruce Fry	(1) Question on when Borough will finish work on Lincoln Avenue. (2) Believes his hot water heater failed because of the leak on Long Alley at the beginning of the year. He believes if he had been notified he could have turned off the water to his house to help protect the system in his house.	(1) Fleming reiterated that paving will likely begin in September and any broken sidewalks will be fixed. (2) Fleming explained the process the Borough had to go through to find and fix the leak. He doesn't know if there was a better way to notify everyone more than the steps that were taken. Hartung stated there is no full-proof system.

Motion	First	Second	Action

EXECUTIVE SESSION NEEDED?	
Yes/No	Requested By
Yes	Chris Reese

CORRESPONDENCE			
Name	Topic	Resolution	
Rich-Mar Rotary	Request to use downtown for Applefest.	Proof of insurance has been provided. Council approved closing of streets at previous meeting.	
	Motion	First	Second
	Motion to proceed with Applefest. Rich-Mar Rotary to organize.	Foster	Bost
			Carried

MINUTES				
Minutes of:	Additions/Corrections/Motion	First	Second	Action
07/09/2018	Motion to approve	Bost	Clutter	Carried

MAYOR: GREGG HARTUNG				
See Mayor's Report	Discussion/Follow-Up			
Facades Funding	County is going to go to the State to include Zelenople and Mars since neither community can apply individually and include the other.			
County Commissioners Meeting about Discovery Center	Project is now ranked #1 in the County, and very highly at State level, for RACP funding. Also going after ARC funding to help with other expenses.			
United Methodist Property	August 12th is the day they'll vote on the matter.			
Discussion with Woodland Valley Church	Ongoing discussion about property being used for Mars Discovery Center.			
Artisan Dinner	LCB license acquired.			
USS Mars Bell	Former member of crew volunteered to clean and polish the bell.			
	Motion	First	Second	Action

SOLICITOR: CHRIS REESE			
Report	Discussion/Follow-Up		
	Motion	First	Second
Motion to give G. Michael Fleming the authority to settle the Lower Quiet Title Case, so long as the deed language is changed, and the settlement could be between \$0 to \$16,000, and with the understanding that any infrastructure the Borough owns that may be on the property or affected by the property will be protected.	Price	Bost	Carried

COUNCIL PRESIDENT: MIKE FLEMING			
Report	Discussion/Follow-Up		
Firefighter Tax Ordinance (needs advertising & public hearing)			
Howells housing development at the end of Pine Avenue			
	Motion	First	Second
Motion to have Chris Reese begin process to advertise Ordinance and have it ready for the next meeting.	Clutter	Price	Carried

SECRETARY / TREASURER: BONNIE FORSYTHE				
Report		Discussion/Follow-Up		
Resolution for PennDOT Reimbursement Agreement.				
Motion		First	Second	Action
Motion to approve Resolution #23 for 2018 to allow signatures on PennDOT Reimbursement Agreement, and for new signature page to be signed by G. Michael Fleming (President) and Bonnie Forsythe (Secretary).		Foster	Bost	Carried

ADMINISTRATION & FINANCE COMMITTEE: BOST, PRICE, SCHULTHEIS					
Main Office	Budget	Monthly Bills	Water Billing	Parks & Special Events	Public Relations
Report			Discussion/Follow-Up		
FYI: Carbonite Renewal for one (1) year.					
FYI: Accounting system (ASYST) was having a lot of problems. Compugig helped clear up confusion on Server updates. The problem has been resolved, at least until the next Microsoft update comes out.					
Discussion: Hiring a part time/temporary worker to scan all Resolutions and Ordinances, in an effort to prepare for database.			Mannas will scan. Hartung will approach someone at BC3 to see if a student could create an index/database.		
Water Billing – EDU / Base Fee Charges		Price has challenged being charged two base charges on his water bill. The second base charge was assessed due to his using a portion of his second floor as his primary residence. Fleming provided background on the situation. Price presented his view of the situation and stated the space in question is his office. Reese asked if his business, which occupies most of the building and all of the first floor, was operated by Price personally, or if it is established as an LLC. Price confirmed the business is an LLC. Reese stated that Price and the LLC constitute two different entities inhabiting the property. Price also stated the upstairs area in question is an office that he resides in. Reese stated his interpretation is the LLC and Price constitute two separate consumers. Price also stated he was not notified of the extra charge being added to his bill.			
Motion		First	Second	Action	
Motion to approve & pay bills in the amount of \$61,093.20.		Foster	Price	Carried	
Motion to approve payroll & payroll taxes through July 2018 in the amount of \$275,370.54.		Bost	Foster	Carried	
Motion to uphold the decision to bill 502 Pittsburgh Street as two separate base fees, due to two separate uses of the property.		Foster	n/a	Motion Failed.	

PUBLIC WORKS: FOSTER, FLEMING, WEINRICH					
Streets	Water System	Equipment	Buildings	Field/Park Maintenance	Vehicles
Report			Discussion/Follow-Up		
MS4 Application - Intermunicipal agreement needs to be drafted. Olsen suggested having Gallagher draft the agreement. (Public Hearing will be necessary.)			Fleming explained the need for intermunicipal agreement. Dorsey noted that the Borough is already planning to do 60 feet along Borough Property. Fleming stated Dorsey should find out if Borough can get credit for the 60 feet.		
Announcers booth roof is in serious disrepair.			Dorsey discovered the roof needs repaired, and there is mold. Council agreed it needs addressed, and air quality tests should be done.		
Motion			First	Second	Action
Motion to have the discussion with Mike Gallagher to see if he can expedite an intermunicipal agreement.			Clutter	Foster	Carried

PUBLIC SAFETY & HUMAN RESOURCES: CLUTTER, WEINRICH, BOST				
Police		Code Enforcement	Pensions Payroll Human Resources	
Report		Discussion/Follow-Up		
Airbnb ordinance.	Mannas reviewed ways that other cities/municipalities have dealt with/are dealing with Airbnb's. Reese to research: Can the Borough create a license or tax? Can the Borough do anything retroactively?			
Garbage ordinance / change.	Ordinance is in place that determines when garbage cans can be put out and must be taken back in after pick-up. (Reminder can be put on Water Bills.)			
Vacate alley ordinance.	Gallagher began work ordinance. Need to determine if Reese should take over work. The alley was closed decades ago, but not recorded with the County. One of the surrounding property owners built a building, years ago, after the alley was closed.			
Zoning Map Changes on Crowe Avenue	Property along Crowe Avenue where Suburban Insulation building is currently zoned R-3, however it's been used as Commercial. There is a previous ordinance that changed it from Commercial to R-2 (not R-3). It is clear there is a mistake on the zoning map and possibly ordinances. Fleming will provide contact info for buyer of property and Reese will issue appropriate letter to verify that Borough knows of the mistake and is making corrections.			
Litter (beer cans) at Field.	There was an excessive amount of beer cans after one game. Unsure of the source. Needs to be monitored so garbage cans aren't always full of alcohol containers.			
Police car – fan motor, blinker lights, maintenance (5-year diary).	"Problem" is a known issue and has been fixed, even though codes continue to come up during diagnostics.			
Chief is working on Emergency Business Contacts for 911.				
No longer using VASCAR, moving to ACCUTRAK.	VASCAR is more expensive. ACCUTRAK is more accurate.			
Code Red Program.	Clutter proposed use of an emergency notification program.			
New Employee Time Cards/Payroll Processing Changes.	New time card to streamline process. Revisions to when pay periods start and stop, to allow for adequate processing time.			
Changes to Employee Manual.	Paid time off minimums to be discussed later.			
Motion		First	Second	Action
Motion to acknowledge section of zoning map has been marked as R-3 by mistake, and Council is authorizing beginning the progress of returning the area to Commercial zoning.		Foster	Bost	Carried
Motion to adopt usage of new Time Cards for Payroll and to adjust Pay Periods to run from Monday to Sunday, with a "transition pay period" during the first part of September.		Clutter	Bost	Carried
Motion to amend Pay Period paragraph of the Payroll Section of the Policies and Procedures Manual.		Price	Clutter	Carried

CLOSING ACTIONS				
Motion		First	Second	Action
To go into Executive Session	Time: 9:45 PM	Foster	Clutter	Carried
To come out of Executive Session	Time: 9:54 PM	Bost	Price	Carried
Items discussed in Executive Session: Potential litigation issues.				
To Adjourn		Clutter	Price	Carried

REPORTS FILED	
Report	Date
Expenses Spreadsheet	08/06/2018
Police Chief	
Public Works Foreman	June 2018
Code Enforcement	July 2018
Budget Update	

Submitted by