



# Mars Borough

## Meeting Minutes

(Visitors/Speakers are asked to limit their presentations to 5 minutes during Public Meetings.)

**Meeting Date:** March 20, 2023

**Call to Order:** 7:00 PM, with the Pledge of Allegiance.

ELECTED OFFICIALS / EMPLOYEE / PROVIDER ATTENDANCE					
("x" indicates present) ("tc" indicates teleconference attendance)					
x	Rob Bost	Council Vice President Administration, HR		x	Bonnie Forsythe Secretary / Treasurer
					Amy Brown Assistant Sec. / Treas.
x	Chris Clutter	Council Pro Tem Public Safety			Ed Dorsey Public Works Foreman
					Mark Lint Police Chief
x	Mike Fleming	Council President			Brian Novosel Police Sergeant
x	Bill Lambert	Water			Interim Code Enforcement
x	John McWilliams	Streets			Allen Russell Code Enforcement
x	Brad Price	Budget, Finance		x	Andy Schultheis Public Works
	Julie Schultheis	Parks & Rec, Celebrations			Chris Reese Solicitor
x	Gregg Hartung	Mayor			Renea Pomeroy Elected Tax Collector

VISITORS:	
Name(s) / Organization	Topic
Brian Fleeson, Richmar Rotary	Fleeson outlined his request to shut down streets for Applefest and confirmed things would remain the same as previous years with street closures and that it would be held October 7, 2023. Council saw no issue with his proposal.
Jordan Packard, CWM	<p>Two quotes were presented to Council, one for two days and one for three days per week for CWM to provide water plant operation &amp; distribution licensing. Packard stated the options were provided to allow for however much oversight what may be necessary. He stated it may start out as three days per week and taper off to two days per week. There will be a primary operator assigned to the plant, and a secondary backup operator. Clutter asked how close the closest operator was and Packard stated the closest may be twenty minutes away, but they are spread out all over the state. He also stated their operators would be available for DEP inspections, and CCR reporting, which would be included in the monthly cost.</p> <p>Fleming asked how familiar CWM is with the system at the plant and Packard confirmed they are very familiar with it. Fleming asked about when lines are replaced, if CWM would oversee the sanitation of those lines when they are first hooked up. Packard confirmed what would be included.</p> <p>Andy Schultheis asked a few questions for clarification on what would and would not be permissible for Mars Borough employees to do and what requires action by the operator. Fleming asked Packard whether he felt two days were truly enough, or if three days were more appropriate. Fleming asked Andy Schultheis if the Borough has CWM come in three days per week will it open-up time for him to be able to focus on other things.</p> <p>Price asked about the benefits of liquid vs. gas chlorine. Packard gave him a brief outline and stated there was a 50/50 split of plants that use one or the other.</p>

<b>VISITORS (cont.):</b>	
Name(s) / Organization	Topic
Jordan Packard, CWM (cont.)	Price also asked if Packard had reviewed the items listed on the DEP's inspection paperwork, and if any of the violations were big. Packard stated nothing was alarming and that violations are common. Andy Schultheis stated the inspector stated that if they didn't find anything they weren't looking hard enough. Price also asked if the violations are made public. Packard stated he didn't think they were unless something was severe. Andy Schultheis also mentioned one of the violations was the need to have the tanks inspected. Fleming agreed it was a good idea. Fleming also asked about the potential of a new interconnect and Packard confirmed the operator would need to be consulted. A discussion on flushing hydrants came up. McWilliams suggested having the fire department do this, however Schultheis mentioned Dorsey was always worried about that due to the age of the water system. Fleming asked Schultheis again if he thought two or three days was more appropriate. Schultheis stated it would probably depend on what the SOP states.

<b>PUBLIC COMMENT TO SPEAK ABOUT STORMWATER MS4 ISSUES:</b>	
Name(s) / Organization	Topic
Mayor Gregg Hartung	Two-hour meeting held @ St. John Property to discuss work on stream. Hartung reported that a committee has now been formed in cooperation between the Borough, the Conservancy, St. John's, etc. to work on planning and stream restoration. Another meeting will be held in approximately 30 days.

<b>MOTIONS</b>	<b>FIRST</b>	<b>SECOND</b>	<b>ACTION</b>
Motion to approve request for Applefest 10/07/2023 with street closures on Pittsburgh Street from Crowe Avenue to Grand Avenue and Grand Avenue from Marshall Way to Agway).	McWilliams	Clutter	Carried
Motion to table decision on fence at reservoir until 04/03/2023.	McWilliams	Lambert	Carried
Motion to approve outfitting of new police vehicle in the amount of \$11,064.73, to be combined with cost of vehicle.	Bost	Clutter	Carried
Motion to approve the CWM contact for three days on-site per week for \$3,575.00/month, with additional operations at a rate of \$110.00/hour and Maintenance at a rate of \$140.00/hour	Lambert	Price	Carried
Motion to accept Julie Schultheis' letter of resignation from Mars Borough Council.	Bost	Price	Price – Yes McWilliams – No Clutter – Yes Fleming – Yes Lambert – No Bost – Yes
Motion to hire Andrew Schultheis as full time Public Works Foreman, effective March 20, 2023, at a rate of \$35/hour, and upon receiving a water plant operator's license the rate would be increased by \$2/hour, and including all other full time benefits as outlined in the resolution.	Bost	McWilliams	Bost – Yes Lambert – Yes Fleming – Yes Clutter – Yes McWilliams – Yes Price – Yes
(NOTE: Price requested that Council pursue a nepotism policy.)			
Motion to enter into a Consulting Fee arrangement with retiring Foreman Edward Dorsey, on an as-needed basis, per-occurrence basis, with a fee schedule attached to agreement, as an additional resource for the transition of the water plant operation, to run from March 25, 2023 through June 30, 2023.	Bost	Price	Carried

<b>NEW ITEMS FOR DISCUSSION:</b>			
Item	Submitted by:	Date Added:	Discussion / Status
Armstrong Franchise Renewal	Forsythe	03/20/2023	For Council's information.

<b>OLD / ON-GOING ITEMS FOR DISCUSSION:</b>			
Item	Submitted by:	Date Added:	Discussion / Status:
Wireless Facilities Ordinance, Design Manual, & Fee Schedule	Clutter, Price, Schultheis	09/20/2021	Public Hearing scheduled for 04/03/2023 at 6:30 PM (just prior to the public meeting).

<b>OLD / ON-GOING ITEMS FOR DISCUSSION (cont.):</b>			
Item	Submitted by:	Date Added:	Discussion / Status:
Revisions to Water Rules & Regulations	Dorsey	02/21/2022	No Update
Police Retirement/Pension	Bost/Price	06/20/2022	Being Worked On
Low Income Household Water Assistance Program (LIHWAP)	Forsythe	08/01/2022	No Update
Event Packet/Permit	Forsythe	09/06/2022	Being Worked On
Police Event Fees/Wages	Council	2023 Budget	No Update
Stormwater Ordinance	KLH	Late 2022	No Update
Reservoir Fencing	Dorsey	02/20/2023	New quote for \$7,785.00 and update provided by Andy Schultheis. Fleming suggested tabling the decision due to the extensive number of items on the agenda and the need to reopen the budget.
IT/Network Security	Forsythe	02/20/2023	Waiting for other quotes. Waiting on Council Decision.
Police Vehicles (old & new)	Lint	03/06/2023	Quote for Outfitting provided to Council. Hartung went over the quote with Council.
Connoquenessing Watershed Conservancy	Hartung	03/06/2023	Mayor has set a meeting w/ Conservancy.

<b>REPORTS:</b>		
Department/Official	Report	
DEPT.	Administration	Budget Report provided to Council. Julie Schultheis Resignation Letter. (30 days after acceptance to fill seat.) Server update. Forsythe answered a few questions on the new temporary server. So far, it appears as though everything has been restored. Forsythe stated nothing has been found missing, yet.
	Code Enforcement	No Agenda Items
	Parks & Rec / Celebrations	No Agenda Items
	Police	Upfitting quote.
	Public Works	Public Works report provided to Council. Schultheis reviewed items on the report with Council.

<b>REPORTS (cont.):</b>		
Department/Official	Report	
DEPT. (cont.)	Public Works (cont.) CWM Proposals reviewed during Jordan Packard's discussion. DEP Report reviewed by Schultheis. The "big" items were the need to do inspections on the reservoir tanks, as well as the need to update a permit, which KLH will handle. Schultheis also mentioned the new Public Works office is complete, as well as the new tool room. Schultheis also mentioned they want to take the old Public Works office out of the garage so more equipment can go inside. Specifically, he mentioned equipment sat outside all winter, unprotected. Price asked if it could be covered by a tarp. Fleming and Schultheis stated that was not ideal. Fleming asked about the Kubota lawnmower. Schultheis stated they would be getting it ready for service soon.	
OFFICIALS	Rob Bost	No Agenda Items
	Chris Clutter	No Agenda Items
	Mike Fleming	No Agenda Items
	Bill Lambert	Public Works Personnel (executive session). Church Repairs McWilliams clarified that the church was very dirty and needed deep cleaned. He also brought up that there are other repairs that need to be done. Fleming asked if things in the basement could be disposed of or sold. Schultheis stated the roof fascia needs addressed. Hartung stated he knew a few people who may be able to help and that he would reach out.
	John McWilliams	No Agenda Items
	Brad Price	No Agenda Items
	Julie Schultheis	Police vehicle purchase update. Mars New Year update provided by Hartung. He has started walking through town to talk to businesses about street closures and to let them know when the event will occur. Discovery Center update provided by Hartung. He has a new committee to see how the plan can be revised.
Mayor Gregg Hartung	Police vehicle purchase update. Mars New Year update provided by Hartung. He has started walking through town to talk to businesses about street closures and to let them know when the event will occur. Discovery Center update provided by Hartung. He has a new committee to see how the plan can be revised.	

<b>EXECUTIVE SESSION:</b>				
Requested by:	Topic(s):			
Bost / McWilliams	Public Works Personnel			
Motion	Time:	First	Second	Action
To go into Executive Session	8:30 PM	McWilliams	Clutter	Carried
To come out of Executive Session	9:35 PM	Lambert	McWilliams	Carried

<b>CLOSING ACTIONS:</b>				
Motion	Time:	First	Second	Action
To Adjourn	9:45 PM	McWilliams	Lambert	Carried

Submitted by: Bonnie Forsythe, Secretary/Treasurer

NOTE 1: Items in Blue brought to the attention of Secretary/Treasurer within 24 hours of meeting.

NOTE 2: Items in Green added to Agenda with a motion/vote.

NOTE 3: Items in Red not originally on the agenda and added without a vote.