



Mars Borough

Council Meeting Minutes: *September 12, 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
x	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		Phil Lope	Solicitor
	Nathan Sergent	Public Works		Kevin Radford	Police Chief
	Richard Mannas	Code Enforcement	x	Chris Reese	Solicitor

Visitors			
Name	Topic	Resolution	
John & Susan Salter	Property next to theirs, located in the 700-block of Pine Avenue, has been vacated for a period of time. Wants to make sure they can resurvey and gain new piece of land that was previously an unused alley and was closed off.	Discussion: Owners can take possession once a deed is issued by the Borough. Owner needs to pay for the deed before the land can be taxed. Owner should get a survey, then his attorney should redo the deed with the extra 15 feet, then bring things to the Borough.	
	Motion	First	Second
			Action

Executive Session Needed?	
Yes/No	Requested By
Yes	Mr. Fleming, Ms. Clutter

Correspondence			
Name	Topic	Resolution	
David Cooper	Re: Stop Work Order issued to Xiao Ping Liu (aka: Joy) & letter from David Cooper for clarification of the situation.	Not Cooper's responsibility. Borough should not bear the cost. Mike instructed Ed to temporarily put two coils of pipe to redirect water until she arrives back from her month-long trip. Rob will send Rich an email.	
Amy Schaffer	Letter of Resignation (email)	Need to look for another secretary.	
	Motion	First	Second

Minutes				
Minutes of:	Additions/Corrections/Motion	First	Second	Action
August 1, 2016	Motion to Pass	Weinrich	Bost	Passed

Mayor: Gregg Hartung	
Report	Discussion/Follow-Up
Discuss Halloween & when trick-or-treating should occur in the Borough	Borough Halloween will be held on October 31, 2016 from 6:00 PM to 8:00 PM.
Crossway Church Halloween Shine in the Park and Kiwanas Parade on Sunday afternoon October 30 with registration at 3:00 PM and parade at 4:00 PM ending at the train station.	Police would like more help from Fire Police for Kiwanas Parade.
Rotary's certificate of insurance for Applefest.	Received.
Evans City Pool Promotion in the Spring	Something will be posted on Borough website and possible noticed posted in town.
Chief Radford in the paper	Acknowledging he put out a small fire.
Dave Wellington State Police Academy	Dave Wellington is going to the State Police Academy. It is expected he will resign his position & a PT replacement will be needed.
Court of Appeals Decision on Matthew Conte Case	Judge determined there was not enough information for an appeal. Possible amendment to refile appeal.
Charles A. Tattoo Jr. hire as a part time officer (worked part time in Prospect as Chief since June 2003.	
Chief Radford vendor cleaning service bill for 8 months cleaning through July for \$480.00.	Need to confirm what was paid in the past. Need verification it is in the budget. Discussion tabled to gather more information.
Revitalization update: (Pat Toomey's support letter, Casey working on one), demographic update, Mars Revitalization Summit in late October/early November. SBA and bank meeting will be something needing to be done before the summit meeting. Coordinate via Arthur Ziegler, Holly Hunt SBA, possibly one of the county commissioners, and our engineering/architecture firm.	Help from Theresa from Toomey's office (his fundraising consultant) has been offered.
Mars New Year Update (new brochure for smaller contributions)	Approximately \$15,000 of \$40,000 has been raised so far.
Website Home Page for the Fall	
Applefest	2 Stages, one at library and one at spaceship. Mike Harvey (channel 4 news) and Mayor Hartung will share emcee duties.

Motion	First	Second	Action

Solicitor: Phil Lope			
Report	Discussion/Follow-Up		
Filing Easement 3 Agreements when returned to office – Cooley (Rob has this?), Leonards (in office), Semler (in office) Private property in which the Borough runs storm water piping through their property. As the borough is called to service issues (sinkholes, etc.) we ask the land owner, if there isn't an existing easement, to sign one so the borough can access pipe. It is Mike's understanding that the easements should be recorded with the deeds so the easements can carry over and follow ownership of land.	Chris Reese will help with recording easements.		
Motion	First	Second	Action

Council President: Mike Fleming			
Report	Discussion/Follow-Up		
Motion	First	Second	Action

Secretary: Bonnie Forsythe			
Report	Discussion/Follow-Up		
Introduction of new Secretary (resolution necessary)	Rob will create resolution #29.		
Adding Bonnie & another new secretary to bank account (w/ provision that checks must be signed by at least one Council member when they sign checks).	Cathy Talento to inquire about adding Bonnie to signature card and to ask about closing out safe deposit box.		
Motion	First	Second	Action
To approve pending resolution #29 to hire Bonnie Forsythe, part time, at \$14/hour, at no more than 32 regularly scheduled hours.	Weinrich	Schultheis	Passed

Administration & Finance Committee: Bost, Price, Schultheis						
Main Office	Budget	Monthly Bills	Water Billing	Parks & Special Events	Public Relations	
Report				Discussion/Follow-Up		
Update on office cleaning.				Cleaning crew will come in & clean once to demonstrate their performance.		
Information on PLGIT Procurement Card to possibly replace traditional credit cards				Information to be reviewed.		
Website training.				Rob Bost and Bonnie Forsythe to go through training.		
Use of Borough cared-for fields				Discussion on forms and creating a fee schedule (usage fees) for members of the community to use the fields		
Clarification on Comp-time for payroll				Solicitor is composing a letter advising all employees of legal definition of how comp time is used and that Mars Borough does not allow comp time to be used at all.		
Motion				First	Second	Action
To approve this month's bills for payment in the amount of \$74,659.86.				Weinrich	Foster	Passed

To approve Ordinance #438, compulsory retirement at age 65 for all Mars Borough employees (this will be a resolution that needs to be passed by Council).	Weinrich	Price	Passed, Foster-No
Begin immediate payroll deduction (for first payroll in Q4 2016) of Kevin Radford's 5% PMRS contribution (previous Resolution #26 which was tabled), through the remainder of the calendar year and would be up for renegotiation in January 2017. (A roll-call vote was requested.)	Price	Bost	Passed, Schultheis-Yes Bost-Yes Foster-No Fleming-No Weinrich-Yes Price-Yes Cluter-Yes

Public Works: Foster, Fleming, Weinrich						
Streets	Beaver Street Project	Water System	Equipment	Buildings	Field/Park Maintenance	Vehicles
Report				Discussion/Follow-Up		
Semler property on Norton Avenue				Rick reported that all manpower is at Semler's property on Norton Avenue to fix sinkhole.		
Status of Water Plant				Coordination to fix water plant software w/ a current copy & "reboot" the system. It is currently working.		
Paving				Question as to whether a meeting should be scheduled on September 21, 2016 to open bids if any are received. (NOTE: Legal ad indicated bids would be received until 3:00 PM on September 21, 2016.)		
Water Plant				Fleming is hopeful water plant can be paid off by the end of the year.		
Water issue in front of RiteAid on Grand Avenue				Ditch & shallow catch basin to be installed so water doesn't puddle and ice doesn't form.		
Motion				First	Second	Action

Public Safety & Human Resources: Clutter, Weinrich, Bost					
Police	Code Enforcement	Pensions	Payroll	Human Resources	
Report			Discussion/Follow-Up		
Search for new secretary.			Ad to be placed		
Motion			First	Second	Action

Closing Actions			
Motion	First	Second	Action
To go into executive session	Clutter	Schultheis	Passed.
To come out of executive session	Weinrich	Clutter	Passed
Items discussion in Executive Session: Personnel, will continue to advertise the Part Time Secretary position.			
To Adjourn	Weinrich	Clutter	Passed

Submitted by

Reports Filed	
Report	Date
Bills for Payment	09/12/2016
Police Chief	09/12/2016
Public Works Foreman	
Code Enforcement	09/12/2016
Administration Committee	
Public Works Committee	
Finance Committee	