



Mars Borough

Council Meeting Minutes: **August 7, 2017**

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		Gregg Hartung	Mayor

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

Visitors		
Name	Topic	Resolution
Richard Kelly	Documentary film-maker who, together with Chris Reese, would like to film a segment on the topic of local government in Mars Borough.	Filming was done to show how a Council meeting runs.
Rick Scott EHD Insurance	Insurance Agency in Cranberry Twp. Here to introduce his services to Council.	Fleming said Council would be willing to look at a quote.
Jan & Ed Gardner	Notice from Richard Mannas regarding their sidewalk.	Gardner is making efforts to correct the issues and has done as much as possible to make the sidewalk passable. Will continue efforts.
Jan & Ed Gardner	Lions Club needs a service project. Can they weed-whack for Borough around town in easily accessible locations? In particular, she'd like to do something the week before Applefest to make the town look nice for the event.	Fleming likes the idea of getting parking lots cleaned up but noted the concern of making sure no damage occurred to vehicles or personal property. Fleming will do a walk-around-town with Gardner sometime this coming week (probably Wednesday around 1:00 PM or 1:30 PM) to identify areas the Lions could tackle. Need to contact the building owners to verify they're okay with the work being done on their properties.
Frank Haustovich John Watson Rita Garvey Scott Feineigle Amy Werner	Mars Library. <ul style="list-style-type: none"> Haustovich noted the director of the Library quit, however there seems to be nowhere to apply for the directorship. Several Board members resigned. Prospective board members need to petition the board just to get a meeting. Unable to get a copy of bylaws and Library doesn't post when their board meetings are. Library is, supposedly, a private nonprofit that doesn't need to make their information public. Rita 	

	<p>Garvey has a meeting is scheduled to meet with someone at the Butler County Federated Library to see if they can uncover any information.</p> <ul style="list-style-type: none"> • Ed Gardner suggested looking at the Bureau of Charitable Organization website, and to ask for their Application for Tax Exemption. • Fleming noted that the Library has been funded by tax-payer money. • Weinrich noted that each municipality should be able to appoint a board member [similar to other libraries]. Attendees agreed that is how it should be but said they are unable to find any information on how this can happen. • It appears as though no one is aware of how the municipalities can appoint a board member, or the process to do so. • Haustovich wondered how the library could do any of the work on the new building in Adam’s Township without an open bid for architectural and construction services. • Fleming noted that much is “up in the air” with the Borough right now, with the Liquor Referendum and Revitalization changing the community for the better. • Haustovich thinks now is the time to make efforts to ensure that the library stays in the Borough. He believes Adams Township will move forward with efforts to move the library in two years when things have died down, unless something is done. • Haustovich got a rough estimate to replace library roof and HVAC system (approx. \$76,000). Fleming believes the Borough and the community would be in favor of doing whatever it takes to help bring the building up to date. • Jan Gardner pointed out that the Women’s Club started the library and they are adamant that it remains in Mars Borough. • It was mentioned that the library did a survey showing no one walked to the library. Nearby business owners often see mothers & children walking to and from library. • There is no lack of parking. John Watson mentioned he thinks the Butler Library has less parking. • Fleming reiterated that there is a small window of opportunity to make efforts that will positively affect the situation. • Haustovich mentioned he is willing to utilize his own private funds if it will help. Fleming assured him the goal is to do what is best for all of the residents.
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John Watson	Can the Historic Society have the old Fire Station sign that is on Irvine Street?	Council unanimously agreed, yes.
Motion		First Second Action

Executive Session Needed?	
Yes/No	Requested By
No	

Correspondence			
Name	Topic	Resolution	
Motion		First	Second Action

Minutes				
Minutes of:	Additions/Corrections/Motion	First	Second	Action
July 10, 2017	Motion to Accept minutes as presented	Bost	Weinrich	Carried

Mayor: Gregg Hartung	
Report	Discussion/Follow-Up
Meeting with Ben Levenger and business owners to discuss Façade Improvements will be at 7:00 PM on 08/16/2017 at the Mars Area Public Library.	

Trail Adams information.	Schultheis spoke about a meeting she attended about the Adams Trail "system." There is a combined effort between Mars Borough and Adams Township to work on the trails. Possibility to tie in the Trail work with the Pittsburgh Street Water Line work to be done next Spring. Public meeting on 08/08/2017 at Adams Twp. building to discuss Trail Adams group. Fleming urged caution regarding expectations, because even if a grant is awarded it doesn't mean it will be funded if the state government doesn't agree on a budget.			
Review Trail Resolution.	Discussion regarding wording. Discussion tabled. More info needed.			
See additional information on Mayor's Report, attached.				
Motion		First	Second	Action

Solicitor: Chris Reese				
Report		Discussion/Follow-Up		
Wrote another opinion letter to Mars Bank for excavator Loan.				
Rec'd executed EEOC letter.	Recommends Council fulfills "educational" requirement after meeting in September.			
Weinrich asked Reese to look into how other municipalities handle parking shortages.	Reese found that there are some local municipalities that have addressed similar situations, and that information will be used to draft part of the zoning changes relating to parking. Weinrich proposed a public meeting be held the Monday after the next meeting (September 18th) at the library.			
(NOTE: IT WAS DETERMINED THE PROCESS HAS NOT PROGRESSED TO THE POINT OF A PUBLIC HEARING.)				
Motion		First	Second	Action

Council President: Mike Fleming				
Report		Discussion/Follow-Up		
Begin looking at Revenue Budget for 2018.	Items for review at current meeting: (1) Revenue from Taxes (Real Estate & Earned Income); (2) Revenue from Water (Base Rate & Usage Rate); (3) Field Usage Fees.			
Adams Area Fire District proposed contract.	Fleming suggested looking at the Adams Area Fire District proposed contracts that were sent last month. No matter which contract is approved, Borough may have to address the increase in yearly contributions made to Adams Fire. A method to set up a reminder for 90 days before end of first five years to "renew" needs to be found. Worker's Comp to be transitioned to Adams as of next renewal (November 2017).			
Motion		First	Second	Action
Motion to enter into the fire service agreement with Adams Area Fire District for a 5-year term, with 5-year renewal, for a total of 10 years.		Weinrich	Clutter	Carried
(Finish 2017 year for tax & donation contributions. We will have until July 2018 to pay the ~\$10K for 2018.)				
(NOTE: THERE HAS BEEN SOME DISCUSSION AND REVIEW OF DATES AND WHEN PAYMENTS WILL BE MADE. COUNCIL IS WAITING FOR A RESPONSE FROM ADAMS AREA FIRE DISTRICT AS TO CLARIFICATION OF THESE MATTERS.)				

Secretary: Bonnie Forsythe				
Report		Discussion/Follow-Up		
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		
\$75,000 Transferred from PLGIT to pay off Water Plant Loan (\$77,614.65). Need plan to replenish PLGIT account.					
New Chromebook purchased for \$132.99 for use at meetings.					
IT Professional. Price has found someone the Committee would like to interview.					
Begin Budget Discussion (at least Revenue)					
Going to try to sell off old, unused office printers on Craigslist. If no buyers, may donate to Goodwill/Salvation Army.					

Social Media – creating accounts to show the public the Borough’s involvement and contributions.				
CF Cycle for Life needs approval from the Borough to give to PennDOT to allow their route to pass through the Borough. Also need approval to shut down several parking spaces at the end of Pittsburgh Street for CF organization to place port-a-johns there for use as a “pit stop.”				
Motion		First	Second	Action
Motion to Pay bills in the amount of \$126,420.42.		Weinrich	Price	Carried

Public Works: Foster, Fleming, Weinrich						
Streets	Beaver Street Project	Water System	Equipment	Buildings	Field/Park Maintenance	Vehicles
Report			Discussion/Follow-Up			
Hazel-Beaver Drainage Problem.	Old terra cotta line and street drains connect to old concrete box. There is a collapsed line. There is a Borough alley where line is collapsed. Will have to work with property owners to make fixes.					
New Water Accounts being set up for old Firehall buildings.			Stick City Brewing is beginning work on building.			
Lincoln Paving	Water on street will be shut down 08/08/2017 to make connection with line on Hazel.					
N. Sargent is now a licensed water plant operator			Ed is teaching him and hopes he will take over when Ed retires.			
Motion			First	Second	Action	

Public Safety & Human Resources: Clutter, Weinrich, Bost				
Police	Code Enforcement	Pensions	Payroll	Human Resources
Report		Discussion/Follow-Up		
Stop Sign List	List will be reviewed at next Public Works meeting. Will need to determine if missing signs already had an existing ordinance, or if they need a new ordinance (ie. maintenance vs. new).			
Discussion of information requested from Police Chief that is not being provided to Council.	Several council members expressed frustration because they are not receiving information from the Police Chief that they request month after month. Fleming suggested having Solicitor send a letter stating expectations from Council.			
Review of OT policy.	Proper authorization forms must accompany time cards. No OT will be paid unless forms are filled out properly.			
Review of Time Cards	For the time being, time cards will be reviewed to make sure time is verifiable.			
Motion		First	Second	Action
Motion to review time cards & have OT forms filled out.		Weinrich	Bost	Carried

Closing Actions			
Motion	First	Second	Action
To go into executive session			
To come out of executive session			
Items discussion in Executive Session:			
To Adjourn	Weinrich	Bost	Carried

Submitted by Bonnie Forsythe

Reports Filed	
Report	Date
Bills for Payment	08/07/2017
Police Chief	June 2017 & Stop Sign List
Public Works Foreman	June 2017
Code Enforcement	June/July 2017
Administration Committee	
Public Works Committee	
Finance Committee	
Quarterly Budget Update	