



Mars Borough

Council Meeting Minutes: **July 1, 2019**

7:00 PM – Public Hearing RE: MS4, Call to order with the Pledge of Allegiance.

8:05 PM – Council Meeting.

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

EMPLOYEE / PROVIDER ATTENDANCE (x indicates present)				
Name	Position		Name	Position
Ed Dorsey	Public Works Foreman		Bonnie Forsythe	Secretary/Treasurer
Greg Szypulski	Public Works		Patricia Madaffari	Secretary
Jim Louis	Public Works		Chris Reese	Solicitor
			Kevin Radford	Police Chief

VISITORS		
Name	Topic	Resolution
Phil Gryskewicz Olsen Craft Assoc.	MS4 Project	In attendance to comment on MS4 progress.
John Wills Don Seaton	Dutilh Church	Fleming informed Wills and Seaton that the DCED will not approve financing with a balloon payment. 3 options remain for financing: 1. Agree to pay loan in 5 years; 2. Achieve financing w/ different party; 3. Ask Church to establish another fixed term (no balloon payment). Fleming spoke to Mars Bank about financing, since amount to be borrowed is half of previous amount. Their committee needs to meet to discuss it. Fleming believes he will be notified after that meeting if Mars Bank is willing to facilitate the loan. John Wills will need to talk to Dutilh Church since the closing date will be pushed back. If financing is approved by Mars Bank, Fleming stated a special meeting could be scheduled for a new ordinance. Reese stated existing ordinance cannot be passed due to DCED not approving financing as outlined in advertised ordinance.
A SPECIAL MEETING WILL BE HELD ON MONDAY, JULY 15, 2019 AT 8:30 pm TO ADDRESS AND VOTE ON AN ORDINANCE TO APPROVE FINANCING THROUGH MARS BANK.		
Charles Cantella Marta Cantella	Drainage Issue	Rainwater/Stormwater, from the dead-end section of Arch and catch basin at the end of Arch Street, is eroding her driveway. (She lives in Adams Township, but the water is coming from Mars Borough.) Fleming stated he and Dorsey would investigate and discuss the situation with Adams Township to see if something can be done.

Randy Kuitenen Kolleen Kuitenen	Paper Alley behind property at 609 Stanton Avenue	The Kuitenens attended a council meeting several months ago and asked if the paper alley behind their house could be purchased. Fleming explained that if a paper alley is abandoned, it would have to be abandoned for an entire length/section (road to road), not one property length at a time. Borough currently has no plans to do so.		
Alan Boburczak	Proposed Pine Avenue Development	Boburczak asked if there was any update. Fleming stated a letter had been sent to the property owner stating the Borough could provide water if other agreed upon terms are met. Boburczak also expressed concern about the retention pond. Fleming shared his concern, stating that the Borough has experienced adverse effects from a retention pond in Adams Township that isn't maintained and floods a Borough resident that lives downhill. Reese stated that if a complaint is made to the conservation district, it must be investigated.		
Motion		First	Second	Action
Motion to hold a Special meeting to be held Monday, July 15, 2019 at 8:30 PM.		Weinrich	Schultheis	Carried

EXECUTIVE SESSION NEEDED?	
Yes/No	Requested By
No	--

CORRESPONDENCE				
Name	Topic	Resolution		
Mikaela Coffey	Cycle for Life			
Motion		First	Second	Action

MINUTES				
Minutes of:	Additions/Corrections/Motion	First	Second	Action
06/03/2019	Motion to approve.	Clutter	Foster	Carried

MAYOR: GREGG HARTUNG				
Report	Discussion/Follow-Up			
July 4 th 5K Run	Cancelled due to planning company not following up to get appropriate approvals.			
Brew Fest	Raised \$25,000 and had 1,200 people in attendance.			
Mars Rumble	Scheduled for July 27, 2019.			
DCED Walk-through	Scheduled for July 31, 2019.			
Artisan Dinner	Scheduled for August 15, 2019.			
Letter from Joy James	Concern over old Suburban Insulation property that is now Lube Pro. Property is filling up with old cars, tires, trash, etc. Code Enforcement Officer, Sandy Cox, will be visiting the property. Fleming stated Cox should deal with property owner rather than tenant.			
Letter from Amy Bowers	Requesting alley behind house be closed for a block party. Council believes that allowing a road closure for a private party would be taking on unwarranted liability to the Borough.			
Motion		First	Second	Action

SOLICITOR: CHRIS REESE				
Report	Discussion/Follow-Up			
Dutilh Church Purchase	See visitor section.			
MS4				
Motion		First	Second	Action

COUNCIL PRESIDENT: MIKE FLEMING			
Report		Discussion/Follow-Up	
Motion		First	Second

SECRETARY / TREASURER: BONNIE FORSYTHE			
Report		Discussion/Follow-Up	
2018 Audit & Management Letter		Provided to Council. Fleming would like a work-session to be scheduled to address comments.	
Meeting w/ Auditor on June 24, 2019		Auditor recommended running QuickBooks parallel to Asyst for November and December, then moving to QuickBooks for 2020.	
QuickBooks		Minimal progress toward account setup.	
Payroll Service		Auditor recommended ADP and Paychecks services. Weinrich suggested considering a local accounting service.	
Policy Establishment		Need for multiple policies. Social Media policy – information put out to the public should be informational only. (For Borough & Police.)	
Motion		First	Second

ADMINISTRATION & FINANCE COMMITTEE: BOST, PRICE, SCHULTHEIS						
Main Office	Budget	Monthly Bills	Water Billing	Parks & Special Events	Public Relations	
Report				Discussion/Follow-Up		
Motion				First	Second	Action
Motion to approve & pay bills in the amount of \$60,605.58.				Foster	Clutter	Carried
Motion to approve payroll disbursements & payroll taxes for April 2019 in the amount of \$28,300.80.				Foster	Weinrich	Carried

PUBLIC WORKS: FOSTER, FLEMING, WEINRICH						
Streets	Water System	Equipment	Buildings	Field/Park Maintenance	Vehicles	
Report		Discussion/Follow-Up				
Water Plant Upgrade		New Filter Media installed.				
Pittsburgh Street Water Line (PennDOT) Work Update		Reimbursement to be done all at once. (If it is broken up into multiple requests, a waiting period of 120 days or \$10,000 of additional expenses must be met.)				
Quote for new Badger Meter Reader & Beacon Software		To be added to 2020 budget discussion.				
Motion		First	Second	Action		

PUBLIC SAFETY & HUMAN RESOURCES: CLUTTER, WEINRICH, BOST					
Police	Code Enforcement	Pensions	Payroll	Human Resources	
Report		Discussion/Follow-Up			
New Hire – Andrew Schultheis		Advertisements were made in Butler Eagle, Craigslist, and Facebook Jobs. Andrew Schultheis was the only applicant. Julie Schultheis stated she wanted everyone to be aware that Andrew is her husband, and she would abstain from anything pertaining Public Works Employees / personnel if need be.			
CBA		Public Safety Committee met with Officer Schmid.			
Restructuring Police Department		Price stated he wants a committee to be created to determine how police department will be structured starting in 2020. Hartung stated Public Safety Committee was already discussion options. Hartung presented Council with a preliminary job description for an officer in charge. Further discussion will need to occur.			

Motion	First	Second	Action
Motion to hire Andrew Schultheis at \$15/hour, on a part time basis, not to exceed 32 hours per week.	Price	Foster	Carried (Schultheis abstained)

CLOSING ACTIONS				
Motion		First	Second	Action
To go into Executive Session	Time:			
To come out of Executive Session	Time:			
Items discussed in Executive Session				
To Adjourn		Weinrich	Clutter	Carried

REPORTS FILED	
Report	Date
Mayor's Report	June 2019
Bills for Payment	07/01/2019
Police Chief	
Public Works Foreman	
Code Enforcement	
Budget Update	

Submitted by