



## COUNCIL MEETING MINUTES March 13, 2023

### **6:00 p.m.** Meeting with Quantum Accounting Associates

Quantum Accounting Associates attended the Council Meeting to answer any questions regarding the process for the installation of the software version of PRO Version of Quick Books for Marysville Borough's accounting and budgeting systems. They are expected to complete the process in about 6 to 8 weeks. A lot of journal history for process. They are beginning calendar year 2023. This is a more secure system. They are working on vendor history as well. We can get rid of the Cleaning Account, backing it up on an external drive for future references, keeping in line with the same software. Currently using three different desktop systems. Maybe we could do trial balances and would have to merge them for the past 2 to 5 years because of the 18 different accounts. This process would compact the system keeping with State's regulations. In the future, if we need to, we will be able to have the current usable system to read history. Possibility of doing trial balances for each month for the previous 3 to 5 years, which is a little bit faster.

Also, there are problems with the PAYCHEX FLEX (payroll) system now. Looking at upgrading that system as well.

Discussion ensued regarding Marysville's PLIGIT Accounts.

### **6:18 p.m. Work Session**

#### **1. Pool**

Parks, Recreation and Pool Committee and the Financial Committee reviewed wages for Lifeguards, Concession Workers, membership rates, etc. and have set the amounts for Council's approval. Last year the Pool operated in the black. New sand has been delivered and extra kept behind the Borough Building. Discussion included the security for residents' verses non-residents and verification for daily passes. A better sign or maybe even a kiosk showing what

the proof of residency is for staff to refer to. Signs need to be more organized for them and staff does not need to be harassed by visitors, etc.

Laura Reed, Pool Manager has been working with Ken Miller, Marysville Maintenance to coordinate painting, etc. to be ready for opening.

East Pennsboro Township, Recreation Coordinator Caroline Grove has worked with our pool in previous years for Summer Camp Programs. In the past, we have had Colby Houser as a Pool Manager and he is currently deployed in the Military. Rich Stees is extremely experienced with the Pool operation and reviewed most of the workings. East Pennsboro bring their own certified Red Cross Lifeguard to assist.

## 2. Police

November ends us being able to use the current Metro System (Metro Alert). Chief Richards is waiting for a quote from the same company we now have. Also, will get prices for other systems. Nothing we have investigated operates on our current laptops in the vehicles because they do not have the newest version of Windows. He would like to utilize monies from the previous years in the Police Budget to upgrade these systems. Also, we need to look at purchasing a new vehicle. Build-out times are significant for purchasing a new vehicle. In previous years we were able to roll over equipment from previous vehicles. For instance, everything like the camera system in the 2016 was from the 2008 Charger we had. Right now, Cumberland County going to a new radio system that we can't talk to unless we are patched through. With that being said, there is a new Motorola that has capabilities to talk radio to radio and with PSP. Everything is obsolete. Newest radio system is PRO. Lance felt we will have a clearer picture of our Budget in 6 to 8 weeks.

## 3. Past Due Trash and Sewer Bills

Once Dan Altland our Solicitor returns to work, we will be enforcing Sewer and Trash Bills in arrears, for example over \$1,400.00 and a lot more.

## 4. Update Baker Door at Sewer/Maintenance Building

We have another door that needs replaced and was not aware how bad it was until recently with the unusually high winds. Originally there was a request for a door handle and after checking further saw there is a lot of damage to the door.

## 5. Boyer & Ritter LLC Proposal

Michelle Coover, our contract accountant felt it was fair price. Council reviewed and Did not have any problems. They are the same firm that have been doing our audits.

## Executive Session

Borough Council entered Executive Session at 6:20 p.m. and exited at 7:09 p.m. for Personnel purposes.

## **7:18 p.m. Borough Council Meeting**

### **1. Pledge of Allegiance**

### **2. Moment of Silence**

### **3. Roll Call**

Council President Barthel took roll call with the following noted as present: President Barthel, Vice President Wentzel, Councilmembers Edkin, Webster, Zulli, Artley, Chief Richards, and Secretary Rhome. Secretary Hammaker, Engineer Rogalski, Treasurer Chorba, Mayor McCreary, and Solicitor Altland were noted as absent.

### **4. Consent Items**

- a. Approval of 02-13-2023 Minutes. Motion made to approve the 02-13-2023 minutes by Councilmember Edkin, with seconded by Vice President Wentzel. The Motion passed unanimously.
- b. Approval to Pay Bills. Vice President Wentzel made a motion to approve paying the bills and Councilmember Artley seconded. Nothing in the packet regarding the budget. The Motion passed with Councilmember Edkin opposing.

### **5. Public Comment (Please Keep to a Three (3) Minute Time Limit)**

1. Pool comments by Barbara Bitting. She is concerned about the rough areas in the pool. Tom Speck said at her Pool Meeting that our Maintenance would take care of a handrail which is loose going into the pool. The Pool Manager is Laura Reed and will be working up to 24 hours each week. The painting will take care of the roughness. Painting will be mid-May. Salaries will be voted on tonight and advertising will begin. Laura said she will take the Chlorine Course and the test is on the 27<sup>th</sup>. Discussion also included rate increases.
2. Dan Stephens questioned the area near Roger Barrick being improved. President Barthel stated during that is a public right away owned by the Borough and when we did the sewer separation project Mr. Barrick allowed us to store the equipment back on his property with the contingency that we pave that area which is really Borough property anyway. Mr. Stephens felt the contractor should have had to pay for it. President Barthel stated it did not happen and since it is the Borough's responsibility, it is our right away. We did get a very good price to pave it, under \$10,000.00.  
Mr. Stephens included his concerns from another meeting he attended about leaves blocking the storm systems on New Valley Road. Discussion regarding open storm trenches. President Barthel explained we are getting bigger stone and presently getting quotes. Mr. Stephens asked if the taxpayers are going to have to

pay. This area is a Borough right away and is our responsibility. Mr. Stephens asked how the expansion of special interest in the development falls back on taxpayers to repair. President Barthel explained what we are doing is preventing further problems. He also said our Engineer gave the specific size of stone needed to correct this problem. These are Borough right aways, not a development issue. Mr. Stephens expressed his concern with the Trailer Park. President Barthel said the Trailer Park is doing maintenance on the creek as we speak. EK Services is giving us a quote to correct the problem and we are going to move on.

3. John Fasnacht, 21 North Main, questioning where we stand with the ongoing new ordinances. President Barthel said there were one or two changes and then a meeting to finalize them. The best estimate to finalize will be this year sometime. Mr. Fasnacht asked about speaking at the next meeting. Vice-President Wentzel gave the date for that meeting. Also, President Barthel is taking care of the sign which is being ordered and working with the Boat Commission for the exact wording for the Boat Launch area.

4. Rich Stees asked about checking adult and child paddles for the AED. The unit is three years old and should maybe be replaced. Councilmember Artley stated they are good until September or October this year. Councilmember Webster stated he checked after the last Finance Meeting.

## **6. Engineer's Report**

We received the yearly Bridge Inspection Report in a timely manor and is very detailed. Mr. Stees and Mr. Magee were made copies.

## **7. MS4**

Mr. Magee was made Co-Chair for the MS4 Committee. He discussed a residential fee of \$38.00. Locust Village be given credit because of it being installed there. They will start the project along with the Borough. Mr. Magee requested appointing Rich Stees to replace Leigh Ann Urban on the Committee and Mr. Stees agreed to this appointment. Mr. Magee wrote to Charles Wetzal, Terry Kline and Jackie Zulli. Councilmember Webster asked what ERU is for the calculation of per quarter. ERU is Equivalent Residential Units. Mr. Magee took this time to mention in Lycoming County the Pennsylvania Department of Transportation and Norfolk Southern (Railroad) are collecting at 100% for the Stormwater fees. The Committee believes that with proper action, the fees could be implemented half way through the year, and appear on the July 2023 bill. Discussion ensued regarding a formula for commercial properties. The Borough property was \$2,600.00 for quarter. Lions Club was the third largest area after the Railroad and Rockville Estates and that was at 26. The Senior Center will be charged. The commercial rates will be established for the next Council Meeting once Mr. Rogalski is available. He has the formula. Councilmember Edkin questioned acreage with nothing on it, is at the

regular rate. The bill for advertising should go to MS4. Chief Richards questioned the nature conservatory.

We are waiting for the April 10<sup>th</sup> Council Meeting to have more information, Greg Rogalski our Engineer will be able to assist. Waiting for information Leigh Ann Urban may have from MS4 Committee. At that meeting a more definite fee will be decided. Chief Richards questions work on the settling pond. He said they can not park so the equipment can get through. He saw the surveying stakes. Mr. McGee said when the Committee knows he will notify the Police Department.

Mr. Stephens feels this is a very serious and hazardous site and why aren't we checking into this area. He feels this is a Landfill site and was not to be disturbed years ago. Mr. Magee stated here was an Environmental Clearance Study on that site. They are also working on an Environmental Clearance Study for the Pond and for Cameron. If Mr. Stephens comes to the MS4 Meeting he will be informed and receive the information he wants. President Barthel stated studies were done for the Village as well.

8. **A Public Meeting for the Stormwater meeting will be held April 17<sup>th</sup> at 6:30 p.m. at the Marysville Lions Club for all to attend.** An advertisement will be placed on the Electronic Billboard in Marysville, Penn Live, Duncannon Record and other public areas. Police will be in attendance.

9. **Old Business**

Skid Steer was to be delivered next month and they did not start building it yet. Was ordered, but they would not accept payment. He is going to get more quotes just in case.

10. **New Business**

a. **Motion to hire Haley Briner for Administrative Assistant.** Councilmember Edkin made a motion to approve and seconded by Councilmember Zulli. Motion passed unopposed.

b. **Motion to hire Quantum Accounting Associates** to reconcile Borough Accounts. Vice President Wentzel made the motion to approve and Councilmember Zulli seconded. Motion passed unopposed.

c. **Motion to approve the Audit of the financial statements** for the Marysville Borough for the years ending December 31, 2022, 2023, 2024 and 2025 from Boyer & Ritter LLC. Councilmember Webster made the motion to approve and it was seconded by Vice President Wentzel. Motion passed unopposed.

d. **Motion to advertise RFP Trash Contract** have the bids back on June 2, 2023 at 4:00 p.m. Bids will then be opened at the Streets and Sewer Meeting on June 5, 2023. Councilmember Edkin made the motion to for the and Councilmember Webster seconded that motion. The motion passed unanimously.

- e. Motion to approve Pool wages, rates and memberships as well as advertising to hire Pool staff.** Councilmember Edkin suggested increases to all the returning employees. Discussion ensued regarding longevity for higher wages for returning employees. Additions were included in the Motion for all the returning which included Concession employees. Vice President Wentzel made the motion to approve all Pool wages, rates and memberships and Councilmember Zulli seconded. The Motion passed with Councilmember Edkin opposing.
- f. Motion to appoint Rich Stees to Stormwater Authority.** Councilmember Edkin made the motion to appoint Mr. Stees and Councilmember Artley seconded. The motion passed unanimously.
- g. Motion to have a Stormwater Public Meeting on April 17<sup>th</sup> on 6:30 p.m. at the Lions Club Building Advertised.** Vice President Wentzel made to motion to advertise a Stormwater Meeting at the Lions Club on April 17<sup>th</sup> and it was seconded by Councilmember Edkin. The motion passed unanimously. Some discussion ensued regarding notifying the Boy Scouts.

## **11. Commission Reports**

### **a. Planning Commission Report**

Vice President Wentzel discussed some amendments and changes to definition of home businesses and how to address those that are in alignment with trash and sewer billing methods, etc. and be in line with zonings they will be allowed.

### **b. Code Enforcement Officer's Report**

Nothing in the file

### **c. Police Department Report**

Chief Richards report was included for Council review. New Officer Bustin is available for ride along later this week. He received his Municipal Police Officer Certification card in the mail today.

### **d. Fire Company Report**

No one in attendance. However, one of the attendees was there as a citizen.

## **12. Committee Reports**

### **a. Personnel**

Met and hired the new Administrative Assistant, Haley Briner.

### **b. Finance**

Already discussed Pool wages; audits; upcoming trash company bids; some funding for streets which was sent back to Council to need to know how much money needed; previous Sid Steer that was scrapped and the funds received 50% went to Sewer and 50% to General Fund and that is the summary of the Finance Committee.

Finance also recommended some of the money from the sale of the old Skid Stee will be used to repair the one area of road.

**c. Sewer/Sanitation/Streets**

Already discussed the Skid Steer. There were problems are the Sewer Plant and the pully system. Also, are the paving projects and the Finance Committee needs the dollar amount for what we can spend. We will have to go through and get some bids. Probably be a couple of months until that can be done.

**d. Parks & Rec and Pool**

Councilmember Zulli reiterated the discussion earlier in the meeting about the Pool; they had the signage approval for down at the river for the wake zone; since we cannot do the bridge not we need to get with Greg Rogalski utilize that Grant in a different manner. One of the ideas was the pathway from the Lions Club Park up to Cassell Street. We need to move kind of fast because we only have until May 31<sup>st</sup> to make use of those funds.

**e. Managers' Report**

President Barthel stated it was reviewed. He mentioned the firm coming in to reconcile the books. Have the claim filed for the Red Light, thanks Chief Richards. Liquid Fuels is in the account, \$86,000.00+.

**13. Correspondence**

None

**14. Public Comment (Please Keep to a Three (3) Minute Time Limit)**

William Gumbinger, Maple Avenue. He was surprised to not see anything about the resignation of Leigh Ann Urban. President Barthel asked our Solicitor and he said no it must be advertised. There have been timing issues and changes due to the election year. He felt the change wasn't the greatest for the Borough. It will be on the next agenda. There will be a vacancy and will advertise the vacancy coming so any letter of intent will be accepted. It will only be until the end of the year. It will definitely be on next month's agenda.

**15. Media Questions**

No media in attendance

Councilmember Edkin made a Motion to adjourn the meeting and Councilmember Artley seconded.

Meeting adjourned at 8:32 p.m.

Next Scheduled Meeting will be April 10, 2023.