

**Work Session Meeting Minutes  
July 20, 2021**

A work session of the Hulmeville Borough Council was held on the above date via Zoom. This meeting was advertised in the Courier Times, notice was posted at the Borough Hall and on the Borough website.

Roll call was taken by Thomas Wheeler

**Councilmembers Present:** Thomas Wheeler, President, Dan Mandolesi, Vice President, Nicholas Toth, Nick Lodise and Judy Coleman

**Councilmembers Absent:** Doug Edge and Doug Harris

**Councilmembers Late:** none

**Others in Attendance:** Solicitor, Robert DeBias, Secretary, Dorothy Omietanski, Mayor Mahon, Sheri Wheeler and Fire Marshal, Bill Wheeler

**Absent:** Authority President Kurt Ludwig

**Call to Order:** Mr. Wheeler called the meeting to order at 7:31 pm; all those present joined in the Pledge of Allegiance.

**Mr. Wheeler Stated:**

We are holding this meeting pursuant to Act 15 of 2020, and as a result of the Emergency Declaration issued by Governor Wolf. This meeting was duly advertised in the Courier Times, and by a notice posted at the Borough Hall. A recording of this meeting and a preliminary draft of the minutes will be placed on the Borough Website.

**Mayors Statement:**

Mayor Mahon would like to thank everyone on council for attending all the zoom meetings over the past year and is looking forward to seeing everyone in person next month.

**Public Comment:** none

**Solicitor:**

- Tax Collector – Council needs to set the new rates for the tax collector. The rate will take effect starting in 2022 and be set for 4 years. In the past the rate has been increased by 10%. Council will set the rate at the August meeting.
- Borough Manager Job Description – The job description the committee developed was based on a standard borough manager job description that many townships utilize. Council needs to decide whether to list all items or start with just a few and add more as they see

fit. Mr. Mandolesi explained the thought process behind listing a few and adding more at a later date was based on the fact that the budget for a manager would be starting out small and increasing over time. If the person was paid hourly as their responsibilities increased so would the hours worked which would increase the pay as well. Listing all the responsibilities now may hinder finding the right candidate for the limited hours needed currently. Council decided to list all items and, in the interview, highlight the items they would like to focus on first. The manager will not be a code enforcement officer, but will oversee all employees. Fire Marshal Wheeler pointed out that state code enforcement may require special certifications, but Borough code enforcement would not. Mr. Toth suggested adding managing all media channels and oversee the website updates. Mayor Mahon would like the manager to oversee the quarterly newsletter whether they complete it themselves or assign it to another company to complete. Ms. Coleman stated council needs to decide if the person will be paid hourly or salary. Compensation will need to be discussed in an executive session. Mr. DeBias suggested council meet at 7pm before the August 2<sup>nd</sup> meeting to discuss compensation for the Borough Manager position. Council agreed to keep Ms. Omietanski as the Right to Know Officer instead of assigning it to the Borough Manager. Ms. Coleman confirmed that if council knows someone for the position, they would not need to advertise the position. Ms. Coleman will make the suggested edits to the document and have the document ready for the August meeting. The goal is to have the position ready for interviewing by September.

#### **Emergency Management Coordinator:**

- Oil Spill – Fire Marshal Wheeler received an invoice for the oil spill clean-up that occurred a year ago. The invoice date does not match the dates that the work occurred. Fire Marshal Wheeler asked Ms. McKairnes to pull the prior invoices the Borough did receive from the company. He will call the company to question them on this bill. The invoice is over a year old and he believes this is the first time the Borough is receiving the bill.

#### **Borough Property:**

- Air Conditioning – The air-conditioning in the police department's office is not working. Mr. Mandolesi will investigate. Fire Marshal Wheeler noted that the air conditioning in the meeting room is not working very well either.

#### **Police:**

- RDA Grant – Chief Baran would like to have further discussion regarding submitting a request to purchase a truck for the police department. Mr. Wheeler feels that one truck could be shared between the police department and Borough. Unmarked police cars are utilized all the time to respond to calls, so the truck could be used in the same capacity. Mayor Mahon feels strongly that two trucks are needed. Mayor Mahon asked Chief Baran to investigate into the rules that apply to the use of unmarked cars and vehicles that have a light bar attached to them. In New Jersey a car with a light bar cannot be used by civilians. Chief Baran stated that having an extra police vehicle would be very useful. The truck would provide a backup for the current vehicle which has a lot of miles on it due to the

high idle time is considered to have 80,000 miles on it currently. Chief Baran will price out a four door extended cab police truck through costars.

### **New Business:**

- Main Street Flooding – Mr. Wheeler will call PennDOT regarding the new issues with flooding on Main Street. Ever since the repaving flooding is occurring at Pennsylvania and Main and Zimmerman and Main. Mr. Wheeler is concerned that the road was graded incorrectly. Chief Baran will check if he has video of the flooding and forward it to Mr. Wheeler.
- Interceptor – Mayor Mahon has noticed a major amount of water damage resulting from the new construction of the interceptor that was installed this past spring.
- Tri State – Tri State sent an email asking for a signature on a sewer model plan for 307 Main Street. Mr. Wheeler will call them to see exactly what they need.
- Tree Trimming – A large limb came down in Memorial Park. Mayor Mahon recommends that the trees be pruned. Mayor Mahon will call to get some pricing and will present her findings at the August meeting.

### **Old Business:**

- Vector – Council needs to decide who in the Borough will have access to the fobs. All cameras and locks have been installed; however, the company is still waiting for the recorder. Mr. Wheeler did talk to the Historical Society and they are going to move their office upstairs from the small room in front at Borough Hall. The front room will now be used by council so the secretary/treasurer room use will be limited to just Ms. Omietanski and Ms. McKairnes. Mr. Mandolesi reminded Mr. Wheeler that discussion at the last meeting suggested that access to the secretary room might be possible if the locks on all file drawers were utilized and confidential information is kept locked up. Mr. Wheeler also asked council if the locks should be changed out now that the new system is in place. Fire Marshal Wheeler will investigate how much it would cost to change the locks. Fire Marshal Wheeler suggested council have two master keys made and placed in an outside lockbox in case power should go down. The lockbox would cost around \$500. Fire Marshal Wheeler will be setting up a training session with Vector when they come back to install the recorder. He will notify everyone through email of the date and time. He anticipates it will occur at the end of this week. Mr. Lodise and Ms. Omietanski are both interested in training; however, both will not be available at the end of the week. Vector will provide Fire Marshal Wheeler with a power point presentation of the training that will be able to be viewed at a later date.
- ATT – Mr. Toth has a meeting set up with ATT Thursday to discuss their new services which will go into effect in the new year.
- Potholes – Mr. Toth reminded council of the very large pothole at the corner of Walnut and Fairview. Mr. Wheeler and Mr. Lodise confirmed that they are working on looking at all the potholes in the Borough. Ms. Coleman also pointed out the rut that has formed on Hulme and wondered if anything can be done. Mr. Wheeler explained that the rut is formed

by people parking their cars along the side of the road and that the issue is not in the right of way, but is actually on private property. Mr. Wheeler does not believe PennDOT will fix the rut, but he will inquire when he calls about the flooding concerns on Main St.

**Correspondence:** none

**There being no further official business the meeting was adjourned at 9: pm; motion made by Mr. Mandolesi and seconded by Mr. Lodise; carried 5-0-0.**

Respectfully Submitted

Dorothy Omietanski  
Secretary Hulmeville Borough