

MEETING MINUTES
MORRISVILLE BOROUGH COUNCIL
SPECIAL MEETING

TUESDAY, JANUARY 9, 2018
7:30 p.m.

The Morrisville Borough Council met on Tuesday, January 9, 2018 at 7:30 p.m. in Council Chambers at the Morrisville Municipal Building, 35 Union Street, Morrisville, PA for a Special Council Meeting.

Those in Attendance:

Borough Council: Debbie Smith, President
Danielle Larison, Vice President
Justin Bowers
Eileen Dreisbach
Corryn Kronnagel
Ted Parker
Bill Pepitone
Michael Yager

Borough Officials: Scott Mitchell, Interim Borough Manager
Randall Flager, Solicitor
Richard O'Brien, Code Enforcement

Not Present: Sade Ricketts, Junior Councilperson

SPECIAL PRESENTATIONS

Richard O'Brien, of Keystone Municipal Services spoke about the history of Keystone Municipal Services and what services they offer and how they will be serving Morrisville Borough.

There was discussion about what the hourly rates were and the fee schedule.

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Motion 4A - A motion to approve the professional services agreement with Keystone Municipal Services.

Motion made by Ms. Dreisbach.

Mr. Yager seconded the motion.

Ms. Smith asked if there was anyone who wished to speak for public comment.

HEARING OF THE PUBLIC

1. Jane Burger - *90 West Maple Avenue*
She stated that she has an apartment upstairs and the gentleman who came out to inspect today was very professional and courteous.
2. Kurt Holthenrich - *300 Melvin Court North*
He asked how the U & O and inspection fees are paid, and if they are broken down.

There being that no one else wished to speak, public comment portion was closed.

Ms. Smith stated, we will take a vote, we will do a roll call on that.

Motion carried by roll call vote, 6-2. (nay votes being Ms. Kronnagel and Mr. Parker)

Richard O'Brien spoke about Keystone Municipal Services updating the fee schedule which includes a full evaluation of costs, which they will do for \$1,500.00.

Council will put it on the agenda for the next Regular Borough Council meeting.

Nancy Hess spoke about her background with Municipal Executive Searches and her proposal for the Manager search for Morrisville Borough.

There was discussion about the process of the Manager search, the time frame and the cost associated with it.

Council will put a motion on the agenda for the next Regular Borough Council meeting to hire a firm to do the Manager search.

Ms. Smith stated, anyone else who has signed up for public comment and would like to speak may do so now. We have a time limit of three minutes.

HEARING OF THE PUBLIC

1. *Jane Burger - 90 West Maple Avenue*
She stated that we have a policy in place for public comment and if council chooses to change any components of that, including the time for speaking, she wishes that they follow proper procedures rather than just changing it verbally tonight. She talked about the 2018 budget. She talked about the recreation fund and it was good that the general fund was reduced back to 30 mils. She was concerned that they were going to cut themselves short with the recreation fund and that the mil is there for matching grants. She asked them to check and make sure the \$101,000 was carried forward for operating costs for the recreation fund. She also talked about the street fund. She talked about cold patch, hot patch and snow removal as well as the supplies and labor that go with that. She is hoping that Council this year is looking for a major street paving project. She is concerned that there might not be enough funds in those two accounts and she would like council to take a look at it to make sure they have enough money to do what they need to do during this year.

There being that no one else wished to speak, public comment portion was closed.

APPROVAL OF MINUTES

There were no minutes to approve this evening.

Mr. Bowers asked if the Special Presentation from Bucks County Planning Commission has been confirmed.

Ms. Smith replied, yes.

Mr. Mitchell stated, Ms. Kronnagel was nice enough to contact me today and add that. I believe everyone has already seen a draft.

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Mr. Yager stated, he wanted to add another special presentation, Banyan Treatment Centers wants to come and give a 15 minute presentation.

Ms. Kronnagel asked that Kenneth Terry be added under appointments for the Civil Service Commission.

Ms. Smith stated that she was putting Mike Yager in place of Todd Sanford on the Vacant Property Board.

Motion 4B - A motion to approve the Memorandum of Agreement between Morrisville Borough and Scott Mitchell for the Interim position for Borough Manager.

Motion made by Mr. Yager.

Mr. Pepitone seconded the motion.

Ms. Smith asked if there were any questions.

Ms. Kronnagel stated, the one we had in our packet is not the final copy.

Mr. Flager stated, we added paragraph 5, which he read out loud.

Ms. Kronnagel stated, she saw another change in paragraph 4.

Mr. Flager replied, that in paragraph 4, it's the same salary, it's just broken down into the bi-weekly amount.

There was discussion about whether or not it was a conflict of interest with Mr. Mitchell being the Borough Manager for Langhorne and Morrisville Borough. The Solicitor advised that it is not and Mr. Mitchell disclosed all to both Borough Councils.

Ms. Smith asked, are there any other questions? I'd like to move on this motion. We'll take a roll call.

Motion carried by roll call vote, 6-2. (nay votes being Ms. Kronnagel and Mr. Parker)

Mr. Flager introduced his staff.

Ms. Smith stated, we will open up public comment.

Ms. Burger asked if there was a draft agenda out there this evening and was this motion on it?

Ms. Smith replied, no.

Ms. Burger stated, you have to do public comment and you have to vote on it again just to be sure.

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Ms. Smith asked does anyone have anything else to comment on the motion? We will do a roll call again.

Mr. Flager stated, the motion is to approve the Memorandum of Agreement between Morrisville Borough and Scott Mitchell for the Interim position for Borough Manager.

Motion made by Mr. Yager.

Mr. Pepitone seconded the motion.

Motion carried by roll call vote, 6-2. (nay votes being Ms. Kronnagel and Mr. Parker)

REPORTS - ADMINISTRATIVE/MANAGEMENT

Interim Borough Manager's Report - Scott Mitchell - He mentioned the PSAB Boot Camp for newly elected officials that will be held January 26th and 27th at the Sheraton Hotel in Bucks County. He asked what the Council wishes were in terms of the independent auditing firm. He will try to get the auditing firms to attend the next Council meeting. He mentioned that he wants the Assistant Secretary and the Treasurer or Assistant Treasurer to attend the monthly regular business meetings. He would like to consider an adjustment to Borough Hall's business hours. He would like to offer Tuesday Business hours from 5-7 pm with existing personnel. There was discussion about business emails and it was stated that personal emails should not be used for Borough business. He asked if the Borough has ever considered starting an electronic newsletter. Future Borough Meeting delivery packets will be sent out on Wednesday's. He mentioned the fee schedule and that Keystone Municipal Services will be doing the analysis. He mentioned that the staff handbook and personnel manual are outdated. He stated that our codification is due for an update. He is suggesting that the Borough do a strategic plan. He feels the budget should be a year round endeavor. He feels the town needs a full-time Finance Director, Compliance Officer and Treasurer and thinks Council should advertise for the position, he feels the starting salary should be \$75,000.00, plus benefits. There was discussion about hiring one. He would like to bring in an outside cleaning company to service Borough Hall.

Solicitor's Report - Randall Flager - There was no report this evening.

Mayor's Report - David Rivella - There was no report this evening.

Police Chief's Report - Chief George McClay - There was no report this evening.

Junior Councilperson's Report - Sade Ricketts - There was no report this evening.

Council broke for an executive session at 9:20 p.m. to discuss personnel actions.

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Council returned from executive session at 9:50 p.m.

Mr. Flager stated, that they had an executive session to discuss personnel, labor matters, potential matters that may end up in litigation.

REPORTS - COMMITTEES

There were no committee reports this evening.

FINANCE

There was no finance to discuss this evening.

UNFINISHED BUSINESS

There was no unfinished business to discuss this evening.

NEW BUSINESS

There was no new business to discuss this evening.

ANNOUNCEMENTS

There were no announcements this evening.

BOROUGH OFFICIALS

Mr. Mitchell asked if Ms. Smith wanted to discuss seating assignments and what the broadcast policy would be.

Ms. Smith stated, that she and Scott were trying to reconfigure the room and the seating and they are going to put the blue chair in the back room because they are squashed up. She stated that Mr. Mitchell did state that the Treasurer and the Borough Assistant Secretary will be

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on the side up here and name tags will be made and we are going to put anyone who has to give out their reports. So we are going to give the Chief a tag so that people can see him, the Mayor with him, he's his boss. The Junior council person, let her be at the table also so that they'll all be here. The dais would have the Council, the Solicitor and the Manager and all the other people that will be doing reports would be at the table. She mentioned that new nameplates will be ordered for the dais which will include titles. She stated that Jane was right, there might have been Roberts Rules adopted, there was something on the table about it. They would like to do the Roberts Rules of Order and set the decorum for the meeting. The first public comment will be to discuss items on the agenda and anything else from public comment will be at the end. They will have two sign up sheets. There will be a decorum as far as remarks being made, personal attacks being made against anyone whether its on the dais, in the audience, the audience to each other, we like to run these meetings a little more professional. We will set the time limit for 3 - 5 minutes.

Mr. Mitchell asked if they wanted to continue to record and broadcast your monthly regular meeting or if they want all council meetings to be recorded and broadcast and do you want to extend that to include your boards and commissions.

There was discussion about employees being trained on learning how to use the equipment to record the meetings. It was agreed that for now the Council meetings and agenda meetings will be recorded and broadcast.

ADJOURNMENT

Motion to adjourn.

Motion made by Ms. Larison and seconded by Mr. Yager.

Meeting adjourned at 10:00 p.m.