

MANHEIM BOROUGH

COUNCIL MEETING

April 3, 2012

Roll Call: President Bonnie Martin, Vice President Chris Simon, Pro-Tempore Philip Enterline, John Eshelman, Dave Fenicle and Rebekah Bowers

This meeting was held primarily for the discussion of filling the Borough Manager position.

Discussion:

- A Comparison should be completed as to the lowest priced company's proposal versus what services are provided by the higher priced companies.
- What kind of salary range should there be for this type of position was discussed and will be researched.
- What is the salary the borough is willing to pay compared to current salaries throughout the county.
- Mr. Gabriel should check with Denver Borough and East Petersburg for input on salaries and their process for hiring a new borough manager.
- Check with the companies to be sure they know what the position requirements are. Need to have all specific job requirements before companies start their process.
- Get information ahead of time to review before next meeting.
- There will definitely need to be an up to date job description.
- Need for job descriptions for all employees.
- Need to start with borough associations to seek candidates.
- Comp time and vacation issues need to be addressed.
- Copy of Employee Handbook will be given to all members for review.
- The borough manager being involved in code issues was discussed.

The Kauffman Park Lease:

- The Kauffman Park Lease Agreement was discussed. It needs to be fair to all parties. Approval for repairs is going to be requested from Council before they are scheduled. The issue of transferring the lease to family was discussed.

Code Enforcement Issues:

- The necessity of enforcing property maintenance issues and the aggressive nature of zoning issues was discussed.
- Zoning and Code Enforcement issues should be discussed with all committees; Planning Commission, Zoning Hearing Board and Historic Commission.
- Grandfathered property issues were discussed in relation to the enforcement of current zoning issues.

Community Pool:

- Painting the baby pool was discussed. The bid for the roof replacement at the pool was discussed.
- The operation of the concession stand was discussed.
- Discussion was held concerning a slide at the pool and other possible additions to the pool.

Walking Bridge Restoration:

- The need for the walking bridge restoration was discussed.

Other Business:

- Updates were given on the status of South Main Street and repairs that need to be made by UGI to complete their portion of the project.
- Stormwater testing by the Streets Department after rain storms for MS4 reports was discussed.
- An update was given on the 250th Gala and an invitation was extended to council to attend.
- The Memorial Day Parade and Ceremony was discussed.
- Discussion was held concerning the possibility of purchasing the property at 43 Market Square.
 - A Motion was moved by Mr. Fenicle to make an offer to purchase 43 Market Square at a price not to exceed \$350,000. The Motion was seconded by Mr. Enterline and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Eshelman to adjourn at 8:30 PM. The Motion was seconded by Mr. Enterline and passed unanimously.

Respectfully Submitted

Linda Gerhart

MANHEIM BOROUGH
COUNCIL MEETING
April 10, 2012

Roll Call: Vice President Chris Simon, Pro-Tempore Philip Enterline, John Eshelman, Dave Fenicle, Rebekah Bowers and Mayor Eric Phillips

Staff: Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

Barry Frey of LMA Consulting Group presented their proposal to conduct the search for a Borough Manager. He explained their process for finding potential candidates to present to council and entertained questions. He was asked a predetermined list of questions compiled by council which are attached as well as others which came up in the presentation.

Approval of the March 27, 2012 Minutes:

- A Motion was moved by Mr. Eshelman to approve the Minutes of the March 27, 2012 Borough Council Meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

Financial Reports:

- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$82,373.23. The Motion was seconded by Mr. Enterline and passed unanimously.

Visitors:

- Ms. Doreen Ober of the Manheim Downtown Development Group (MDDG) was present to thank Manheim Borough and Manheim Borough Council for their continued support for the past four years. She distributed a handout and highlighted the many activities and events hosted by the MDDG in the past which helped to revitalize and promote the downtown businesses. A request was presented to council to donate a family pool pass to be given as a participation prize to a volunteer at the clean-up day being hosted by the MDDG on Saturday, April 28th. She outlined the events being hosted by the MDDG for this year. The matching exit grant money was raised by the MDDG and the final step of this process will be the assessment being held on June 1st by DCED at the MDDG Office. A request was made to consider reducing the amount of the vendor fee and to investigate the sign requirements in the current vendor ordinance. It was requested that the council inform the MDDG of any ideas they would like to see them handle in the future.
- Mr. Scot Funk was present to request further information and investigation into the football parking money that was to be deposited into the pool account in 2011. Council will try to have an answer at the next council meeting.
- Ms. Marcie Staffieri was present to voice her concern over the way the one problem at her property was resolved by the Code Enforcement Officer. Council will look into the matter.

Mr. Jerry Murray and Mr. Craig Schlenger of North Group presented their proposal to conduct the search for a Borough Manager. They distributed revised copies of their proposal, which had been presented at a previous council meeting. They were asked a predetermined list of questions as well as others that came up during the presentation. They reviewed the profile procedure as well as the advertising for the position and the interview process.

- Ms. Delores Miller was present to discuss the Stormwater Assessment Report and said she would be contacting Mr. Steve Gabriel the Interim Borough Manager to further discuss the report that was completed for her property at 154 North Laurel Street.

Mayor and Police Chief Report: (See attached News Release and Report)

- Chief Stauffer distributed his report and reviewed it with council.
- He updated them on the increased traffic accidents and the current status of the bike patrol certifications.
- Council was updated on the total coverage that is now in effect for Rapho Township and the status of the SRO currently assigned to the Manheim Central School District.

Borough Managers Report (See attached):

- The Interim Borough Manager Report was distributed for council review.

Committee Reports:

- The Finance Committee met before the meeting tonight to review the current Revenue and Expense figures, which are fine. They asked that the operation of the swimming pool be monitored for comparisons with the budget. They should have more final figures for the money that the borough will be receiving from FEMA by the next council meeting.
- The Public Works Committee will be giving a report to council during the Executive Session.
- The Parks and Pool Committee asked Mr. Fenicle to approach the person who ran the concession stand last year to see if she would be interested in doing it again. At this point she was not sure if she would be interested and gave some concerns she would have concerning the operation of the concession stand if she returned.
- Mr. Fenicle gave an update on the South Main Street project paving schedule which is nearing completion. Hopefully it will be complete by the end of the next week.
- Mr. Eshelman gave an update on the capacity allowed for the Community Room which was discussed during the Public Works Committee the meeting. He updated council on the items that would possibly need to be addressed for people using the room. They will also be writing a lease for this room.

New Business:

- A Memorandum of Understanding from the Lancaster County Conservation District was presented for approval.
 - A Motion was moved by Mr. Eshelman to approve the Memorandum of Understanding from the Lancaster County Conservation District. The Motion was seconded by Ms. Bowers and passed unanimously.
- A request was made for the preparation of a resolution showing the Borough's support for House Bill 1329 (Session 2011) to increase the threshold for the Prevailing Wage to \$185,000.
 - A Motion was moved by Mr. Eshelman to approve the request for the preparation of a resolution showing the Borough's support for House Bill 1329 (Session 2011) to raise the threshold for the Prevailing Wage to \$185,000. The Motion was seconded by Mr. Enterline and passed unanimously.
- A request was made to approve execution of DCED Main Street Program Funding Contract Amendment No. 1.
 - A Motion was moved by Ms. Bowers to approve the request to approve execution of DCED Main Street Program Funding Contract Amendment No. 1. The Motion was seconded by Mr. Fenicle and passed unanimously.

- The request from the Manheim Downtown Development Group to give a Family Pool Pass as a prize at the Great American Clean-up being held Saturday, April 28th in the borough was presented for approval.
 - A Motion was moved by Mr. Eshelman to approve the request from the Manheim Downtown Development Group to give a Family Pool Pass as a prize at the Great American Clean-up. The Motion was seconded by Mr. Fenicle and passed unanimously.
- The re-evaluation of the Vendor Ordinance was discussed. The fee for vendors on the square will be reduced to \$300. The sign requirements in the current vendor ordinance will be researched further for reconsideration at a future meeting.
- A plaque from the Pennsylvania State Association of Boroughs was presented to Manheim Borough in honor of their 250th Anniversary.
- Discussion was held concerning the skid loader for the streets department that is being considered for purchase with the FEMA alternate project money we will be receiving for flood damage to the pedestrian bridge in Memorial Park that is not going to be replaced.

A representative from Manpower presented their proposal to conduct the search for a Borough Manager. He gave a presentation outlining their process and answered question that came up during his presentation as well as a predetermined list of questions from council.

Executive Session:

- A Motion was moved by Mr. Eshelman to go to Executive Session for the discussion of personnel and real estate matters at 8:58 PM. The Motion was seconded by Ms. Bowers and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 9:30 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Eshelman to adjourn at 9:31 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Respectfully Submitted

Linda Gerhart

MANHEIM BOROUGH
COUNCIL MEETING
April 24, 2012

Roll Call: President Bonnie Martin, John Eshelman, Dave Fenicle, Rebekah Bowers and Mayor Eric Phillips

Staff: Stephen Gabriel, Interim Borough Manager, Sandra Mitchell, Recording Secretary and Police Chief Joseph Stauffer

Approval of the April 3, 2012 Minutes:

- A Motion was moved by Mr. Eshelman to approve the Minutes of the April 3, 2012 Borough Council Meeting. The Motion was seconded by Ms. Bowers and passed unanimously.

Approval of the April 10, 2012 Minutes:

- A Motion was moved by Mr. Eshelman to approve the Minutes of the April 10, 2012 Borough Council Meeting. The Motion was seconded by Ms. Bowers and passed unanimously.

Financial Reports:

- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$143,762.04. The Motion was seconded by Mr. Fenicle and passed unanimously.

Visitors:

- Ms. Delight Reidenbach at 19 New Charlotte St has concerns about her property because of the flood damage. She currently owns a semi attached home. The other half is currently abandoned and she cannot get ahold of anyone. Conditions in that half are making it nearly impossible to make repairs to her home. She believes the bank owns the other half but is not responding to her calls or letters. She wanted to know if the borough could help her with moving the process a little quicker.

Mayor and Police Chief Report: (See attached News Release and Report)

- Chief Stauffer distributed his report and reviewed it with council.
- He updated them on the signs being stolen.
- Council was updated that one of the cruisers needs a new transmission and would like to meet with the finance committee to come up with some solution on how to proceed.

Borough Managers Report (See attached):

- Stephen Gabriel reviewed his report with council. There was discussion on the park leases and concerns on who is responsible for mowing. Mr. Gabriel will look into this.
- The municipal parking lot was discussed and if we should move the cardboard dumpsters due to trash accumulating in the area. The property committee will meet to discuss a solution on the parking.

Committee Reports:

- Parks committee said that they can't find interest in someone taking over the concession stand and would like Tammy Agesen to do a search and report back.

New Business:

- Resolution 5-2012 Prevailing Wage Reform.
 - A Motion was moved by Mr. Eshelman to approve Resolution 5-2012. The Motion was seconded by Mr. Fenicle and passed unanimously.
- A request was made by Manheim Post 5956 VFW parade Request.
 - A Motion was moved by Mr. Eshelman to approve the request by the VFW. The Motion was seconded by Ms. Bowers and passed unanimously.
- A request was made by the Manheim Library for a letter of Intent for Keystone Grant Application.
 - A Motion was moved by Ms. Bowers to approve the request to send the letter. The Motion was seconded by Mr. Eshelman and passed unanimously.
- The request from the Manheim Library to send a letter to Governor Corbett to support state capital budget funding for the construction of a new building for the Library.
 - A Motion was moved by Mr. Fenicle to approve the request to send the letter to Governor Corbett to support state capital budget funding. The Motion was seconded by Ms. Bowers and passed unanimously.
- Letter of Intent for 2012 Community Block Grant Application for milling and paving of Fulton Street from West End Ave. to Dover St.
 - A Motion was moved by Mr. Eshelman to draft do a letter for phase II of our intent to apply for a Community Block Grant. The Motion was seconded by Mr. Fenicle and passed unanimously.
- Letters should be sent to Rapho and Penn Township requesting financial support for certain major repairs and improvements at the Community Pool.
 - A Motion was moved by Mr. Eshelman to send letters to Rapho and Penn Township for support on pool repairs. The Motion was seconded by Mr. Fenicle and passed unanimously.
- Carl Metzler of the Manheim Fire Police is asking for permission to assist Manheim Christian Day School with traffic on SR 72 on Friday April 27, 2012.
 - A Motion was moved by Mr. Fenicle to allow the Fire Police to help and assist with traffic on SR72. The Motion was seconded by Ms. Bowers and passed unanimously.
- Manheim Rotary would be interested in replacing the flag pole and replacing benches in the square and would like us to get them estimates on the cost.
- There was discussion on the Farm show wanting to submit plans to the borough on a new building and the Farm show wanted to know our intent on the old McRec building. Council would like to see a proposal first and will respond at that time.
- The offer of \$350,000 was approved for the purchase of 43 Market Square for new Police Department headquarters. The intent is to settle in 60 days.
 - A Motion was moved by Ms. Bowers to move forward with the purchase of 43 Market Square. The Motion was seconded by Mr. Fenicle and passed unanimously.

Old Business:

- Borough Manager Recruitment proposals have been tabled at this point; Mr. Eshelman would like to try another approach involving use of the resumes submitted to East Petersburg Borough for its recently filled Borough Manager position and will talk with the solicitor about it. Mr. Gabriel will contact all 3 firms and keep them updated.

Executive Session:

- A Motion was moved by Mr. Eshelman to go to Executive Session for the discussion of personnel and real estate matters at 8:50 PM. The Motion was seconded by Ms. Bowers and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 9:20 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Visitors:

- Mr. Baker commented that the municipal lot could be re-lined and the cardboard dumpster moved to provide more space. If the cardboard dumpsters were moved to the public works building and they moved the gate, reasonable access could still be provided.
- Mr. Roth commented that he is still looking for a location for the EOC and maybe it would be a good fit in the new police building that the borough is purchasing. There was discussion on the old McRec building and the Farm show plans for the future.

Adjournment:

- A Motion was moved by Mr. Eshelman to adjourn at 9:45 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted

Sandra Mitchell