

MANHEIM BOROUGH COUNCIL

April 30, 2013

**Roll Call:** President Bonnie Martin, Vice President Chris Simon, Pro-Tempore Philip Enterline and David Fenicle

**Staff:** Stephen Gabriel, Interim Borough Manager, Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

Mr. Mark Stivers was introduced and presented for approval as the new Borough Manager.

- A Motion was moved by Mr. Fenicle to approve Mr. Mark Stivers as the new Borough Manager, starting on Monday, May 6, 2013. The Motion was seconded by Mr. Simon and passed unanimously.

**Approval of the April 9, 2013 Minutes:**

- A Motion was moved by Mr. Simon to approve the Minutes of the April 9, 2013 Borough Council Meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

**Financial Reports:**

- A Motion was moved by Mr. Fenicle to approve the voucher list in the amount of \$106,433.67. The Motion was seconded by Mr. Enterline and passed unanimously.
- A Motion was moved by Mr. Enterline to approve the K-9 Fund voucher list in the amount of \$430.54. The Motion was seconded by Mr. Simon and passed unanimously.

**Visitor Comments:**

- Mr. Dale Peters, representing a group of residents and business owners, presented and read a document as a follow-up to the discussion and questions raised at the April 9<sup>th</sup> Council Meeting concerning the building at 45 Market Square and the current status of the project. Mr. Fenicle reported on the progress of the public works committee who are working on the recommendations currently being proposed from their meeting that was held Friday, April 26<sup>th</sup>. The Committee was not prepared to present these findings yet. They are still working on finalizing their response to address the public comments presented at the April 9<sup>th</sup> Council Meeting. There was a lengthy discussion between council and the residents and business owners present as to the direction they would like to see this project go. Mr. Skip Hetrich explained the direction in which the Library is hoping to move for future expansion as well as citing why the current building is not structurally suitable for their plans. It was also noted that parking is an on-going issue for businesses on Market Square as well as the current Borough Building. Discussion was held concerning the future locations for council meetings and commission meetings. The suggestion of consolidation of all the borough offices in the same building was proposed and will be considered. It was suggested that the Ambulance Association be contacted so that council is updated on their future plans for relocating. It was suggested that residents and business owners should also contact the School Board and let them know their feelings on keeping an elementary school in the borough. The visitors in attendance were told that Council will review and respond to the questions presented in the document. A list of names and telephone numbers of persons interested in serving on a Task Force was compiled for future use. Questions were raised and answered as to how often the Borough's Commissions currently meet. Water Hook-ups in Penn Township were questioned.

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

- Chief Stauffer distributed his report and reviewed it with Council.
- Chief Stauffer briefly highlighted the apprehension of a thief charged with numerous car break-ins and the arrival of the new K-9 Dog Bayne.

Pam Evans presented a check for \$200 to Council as a thank you for the use of a borough building for the preparation of the decorations for the Post Prom.

### **Borough Manager Report:**

- Council was updated on the repairs and maintenance at the Community Pool for the 2013 season. All ADA compliance issues are being addressed and the painting is currently being completed. The Public Works Department has been working diligently at the pool every day and feels that this year they are right on schedule for a smooth opening for the season.
- A prioritized list of items to be addressed from the Editorial Analysis completed by General Code in conjunction with the codification of ordinances was presented for consideration.
- Information concerning the condemned properties in the borough was presented for discussion and consideration on how Council would like to handle addressing this problem.
- The installation of the four new lamp posts for the dedication on June 9<sup>th</sup> on Market Square will cost the borough approximately \$2,000. The money for this installation will be taken from the parks maintenance line item in the budget.

### **Committee Reports:**

- The Public Works Committee has reviewed a recommendation for the Mill Street paving project and is ready to have a cost opinion generated by the Engineer for review by the Committee.
- The Policy on Curbs and Sidewalks is being reviewed by the Public Works Committee for use on future projects in the borough.
- The financial responsibility for the electrical installation of the lamp posts purchased by the 250<sup>th</sup> Committee for Market Square was questioned and explained. Discussion was held concerning the use of the Historic Commission as a review board for the Historic District.

### **New Business:**

- A request from PennDOT for Crowe Transportation for a Truck Access Route through the Borough for 102” wide trailers up to 53’ in length was presented for consideration. The Police Chief had researched this request and presented his findings and recommendation. Mr. Ron Shank updated Council on why this type of request had been denied in the past and explained the reasoning for not approving the current request.
  - A Motion was moved by Mr. Enterline to deny the request from PennDOT for Crowe Transportation to allow a Truck Access Route through the Borough for 102” wide trailers up to 53’ in length. The Motion was seconded by Mr. Simon and passed unanimously.
- A request for the purchase of a Pool Vacuum was presented for approval.
  - A Motion was moved by Mr. Simon to approve the purchase of a Pool Vacuum not to exceed \$3,645. The Motion was seconded by Mr. Enterline and passed unanimously.
- A request for the replace/purchase of computer equipment was presented for approval. After discussion it was decided to table this request until the next council meeting.

### **Old Business:**

- The final draft of the Kauffman Park Lease was presented for approval. The Lease has been reviewed by the Borough Solicitor for all the revisions that Council had requested.
  - A Motion was moved by Mr. Enterline to approve the Kauffman Park Lease. The Motion was seconded by Mr. Simon and passed unanimously.

- A Motion was moved by Mr. Simon to extend the time for the Kauffman Park Lease to March 31, 2014. The Motion was seconded by Mr. Enterline and passes unanimously.
- An update on the Pre-Permit Meeting held last week for the Logan Park Project being handled by the Chiques Creek Watershed Alliance was presented by Mr. Gabriel. The Borough as the property owner will be the signee on the DEP Permit. Mr. Gabriel briefly explained what the project will encompass. A request from the Watershed Alliance to waive the Floodplain Review Fee by the Borough Engineer was presented for consideration. The normal consistency letter compiled by an Engineer for a project such as this is usually between \$600 to \$800 barring no unforeseen circumstances.
  - A Motion was moved by Mr. Simon to waive the Floodplain Review Fee not to exceed \$600. The Motion was seconded by Mr. Fenicle and passed unanimously.
- The quote from Seigried's Restaurant Equipment for 5' exhaust hood and fire suppression equipment for the Pool Concession Stand for \$6,630 was presented for approval.
  - A Motion was moved by Mr. Enterline to approve the quote from Seigried's Restaurant Equipment for a 5' exhaust hood and fire suppression equipment for the Pool Concession Stand for \$6,630. The Motion was seconded by Mr. Fenicle and passed unanimously.

**Workshop:**

- Shade Tree Commission will be discussed at the next Workshop Meeting.
- It was suggested that Council may want to inquire from the organizations using our buildings what future improvements and renovations they may be considering.
- Rock Glow Liability Insurance Indemnity Clause from Penn Township was presented for consideration. Typically, the sponsoring organization of the event provides a Certificate of Liability Insurance to cover these situations. This will be researched further with the Manheim Downtown Development Group.
- The results of the Town Hall Meeting will be discussed at the next workshop session.
- It was suggested that all non-profit groups that benefit from donations from the Borough should provide council with budgets and year end reports.

**Executive Session:**

- A Motion was moved by Mr. Enterline to adjourn to Executive Session for the discussion of personnel matters at 9:20 PM. The Motion was seconded by Mr. Simon and passed unanimously.
- A Motion was moved by Mr. Enterline to adjourn from Executive Session at 9:45 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Simon to adjourn at 9:46 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Linda Gerhart