

MANHEIM BOROUGH
COUNCIL MEETING
December 11, 2012

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

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

Visitors:

- Mr. Randy Gockley Director of the Lancaster County Emergency Management Agency presented a plaque from the Lancaster County Emergency Management Agency to Mr. Brad Roth, Manheim Borough and Penn Township Emergency Management Coordinator in recognition for all the mandatory training classes he has completed to meet the requirements for advanced certification for this position.
- Ms. Carolyn Peters of the Manheim Rotary Club was presented a Manheim Borough Certificate of Appreciation for the Rotary's ongoing community support and for the flag pole painting project.
- A Manheim Borough Certificate of Appreciation was presented by the Mayor to Ms. Doreen Ober, Mr. Don DeHart and Mr. Jim Williams from the Manheim Downtown Development Group in recognition of the organization's ongoing community volunteer coordination and support, specifically for Enhancements and clean-up of the Mini Park including revitalization of the teak benches, trash and debris removal and the addition of park tables and umbrellas, Beautification Projects administered through their Façade Improvement Grants, hosting Family Friendly Events for the entire community and Hosting Educational Series for the Business Community.

PUBLIC HEARING – 2013 LIQUID FUELS BUDGET

Ms. Mitchell, Financial Director gave a brief overview of the proposed Liquid Fuels Budget for 2013 in the amount of \$95,659.35. There was no public comment.

- A Motion was moved by Mr. Eshelman to approve the Liquid Fuels Budget for 2013 in the amount of \$95,659.35. The Motion was seconded by Mr. Simon and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn the Liquid Fuels Budget Public Hearing for 2013. The Motion was seconded by Mr. Enterline and passed unanimously.

PUBLIC HEARING – 2013 BUDGET

Ms. Mitchell, Financial Director gave a brief overview of the proposed Manheim Borough Budget for 2013. Mr. Brad Roth and council members raised questions concerning the budget format released to the public and the borough figures for 2013, which were addressed by Ms. Mitchell. The questions raised by Mr. Roth concerning the Police Department figures were addressed by Chief Stauffer. It was requested that actual figures from more than just the previous year be included in the budget process for next year. Wage increases will be discussed at the Executive Session.

- A Motion was moved by Mr. Enterline to adjourn the 2013 Budget Public Hearing. The Motion was seconded by Mr. Eshelman and passed unanimously.

Approval of the November 27, 2012 Minutes:

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

Financial Reports:

- A Motion was moved by Mr. Simon to approve the voucher list in the amount of \$105,734.67. The Motion was seconded by Mr. Fenicle and passed unanimously.

Visitor Comments:

- A resident at 345 South Charlotte Street was present to request help in researching the ownership of the alley that borders his property. He will be contacting the Interim Borough Manager for help with this matter.
- Mr. Scot Funk was present to request an update on the current status of the hiring process for a Borough Manager and a Code Enforcement Officer. Council will address this issue after the executive session. He questioned what the future will be of the current borough building when the Police Department and Borough Staff moves to the new building at 45 Market Square. Mr. Eshelman and Mr. Fenicle addressed his questions concerning leasing or selling this property.
- Ms. Emily Ditzler asked for an explanation of the addition that is part of the 45 Market Square design and questioned the future of the Library housed in the current borough building.
- Ms. Jean Gates was present to check on the status of the Shade Tree Commission. She will be meeting with the Interim Borough Manager for guidance on starting the process to establish this Commission.

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

- Mayor Phillips reported on the successful Christmas Tree Lighting Celebration on Market Square. All the 250th Anniversary celebrations are complete.
- Chief Stauffer distributed his report and reviewed it with council. Copies of the insurance policy for the canine program were distributed. Chief Stauffer reviewed the statistical reports for the months and highlighted the increases. Officer Shank performed his final shift duties on December 7th and will officially retire on January 31, 2013.

Borough Manager Report:

- The Borough Manager Report was distributed to Council for their review.

Committee Reports:

- The Pool/Parks Committee met to discuss the pool rates for the 2013 season. The new rates were distributed to council for their review and will be approved at the next council meeting.
- The Public Works Committee met Monday, December 10th to discuss and move ahead to the next step of the building design process. A proposal was presented and recommended by the committee to council in the amount of not to exceed \$9,000 from de Vitry Architects for Architectural Services for the development of an Architectural Planning Study for 45 Market Square. The reasoning for recommending this proposal was explained by the Public Works Committee.
 - A Motion was moved by Mr. Enterline to approve the recommended proposal from de Vitry Architects for Architectural Services for the development of an Architectural Planning Study for 45 Market Square at a price of not to exceed \$9,000. The Motion was seconded by Ms. Bowers and passed unanimously.

New Business:

- President Martin made a request on behalf of the Post Prom Committee to use the 45 Market Square property for the painting of the props for this year's event on Sunday and Tuesday

nights. The post prom project would be complete by May 4th. The request was granted with the stipulation that if there is a conflict they will store them at another location.

- President Martin gave a brief presentation of the lamp post project that the 250th Committee proposes for Market Square. Discussion was held concerning input for this project from the Historic Commission, as well as researching the condition of electrical lines currently under the streets.
- Mr. Fenicle updated council on the UGI meeting that was held on December 11th concerning the installation of gas lines in the borough and the street restoration work.
- A partner's meeting with Manheim Borough, Penn Township and Rapho Township is currently being planned for January 22nd (Now scheduled for February 20th at 7:00 PM in the Council Chambers, Manheim Borough Building).
- The Manheim Borough Budget for 2013 was presented for approval.
 - A Motion was moved by Mr. Eshelman to approve the 2013 Budget. The Motion was seconded by Mr. Simon and passed with a vote of 5 to 1. Mr. Fenicle was the nay vote.
- Ordinance 632 - Fixing the Tax Rate of Real Estate for the Fiscal Year 2013 was presented for approval.
 - A Motion was moved by Mr. Eshelman to adopt Ordinance 632 - Fixing the Tax Rate of Real Estate for the Fiscal Year 2013. The Motion was seconded by Mr. Enterline and passed with a vote of 4 to 2. Mr. Fenicle and Ms. Bowers were the nay votes.
- Continuing Memberships to Lancaster County Co-op and Costars for 2013 were presented for approval.
 - A Motion was moved by Mr. Fenicle to continue Memberships to Lancaster County Co-op and Costars for 2013. The Motion was seconded by Mr. Enterline and passed unanimously.
- Cancellation of the Tuesday, December 25, 2012 Borough Council Meeting was presented for approval.
 - A Motion was moved by Mr. Eshelman to cancel the Tuesday, December 25, 2012 Borough Council Meeting. The Motion was seconded by Mr. Simon and passed unanimously.

Old Business:

- An Exoneration Request for back taxes for 2001, 2002 and 2003 for two abandoned Raybestos Properties was presented for approval.
 - A Motion was moved by Mr. Fenicle to exonerate the back taxes for 2001, 2002 and 2003 for two abandoned Raybestos Properties as requested. The Motion was seconded by Mr. Enterline and passed unanimously.

Executive Session:

- A Motion was moved by Mr. Eshelman to go to Executive Session for the discussion of personnel matters at 8:40 PM. The Motion was seconded by Mr. Simon and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 9:00 PM. The Motion was seconded by Mr. Simon and passed unanimously.

Council has decided to set a cap for the raises for employees at 3%. Employee's performance will be discussed in January by all members of council and then raises will be reviewed with staff by the personnel committee.

No decision has been reached concerning the hiring of a borough manager from the current candidates being considered.

There is \$46,000 listed in the budget for the police radios that will be purchased during 2013. The money needs to be moved from the General Fund to the Police Department Equipment Fund in preparation of this purchase.

- A Motion was moved by Mr. Enterline to move the \$46,000 budgeted for the police radios from the General Fund to the Police Department Equipment Fund in preparation for this purchase. The Motion was seconded by Ms. Bowers and passed unanimously.

Discussion was held concerning the limiting of capital expenditures until the 45 Market Square project is complete and the bids for improvements to the pool are received.

Council discussed changes to management of budgeted items for 2013 to insure all departments are operating within the budgeted amounts allotted for their operation.

- A Motion was moved by Mr. Fenicle that all non-emergency expenditures in excess of \$1,000 be pre-approved by council before the purchase is made. The Motion was seconded by Mr. Simon and passed unanimously.

Mr. Roth explained how the Fire Company handles their approval process for purchases.

Adjournment:

- A Motion was moved by Ms. Bowers to adjourn at 9:28 PM. The Motion was seconded by Mr. Simon and passed unanimously.

Respectfully Submitted

Linda Gerhart