

MANHEIM BOROUGH COUNCIL
Reorganization Meeting
JANUARY 2, 2012

The Honorable John C. Winters, Magisterial District Judge was present and swore in Council Members; Rebekah Bowers, David Fenicle and Bonita Martin

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

Staff: Robert Behling, Borough Manager and Linda Gerhart, Recording Secretary

Pledge of Allegiance to the Flag & Moment of Silent Meditation

The reorganization meeting was convened at 4:00 PM.

- Following the swearing in of the elected officials, Mayor Phillips announced that the floor was open for nominations for the office of President of Council.
 - A Motion was moved by Mr. Eshelman to nominate Chris Simon as Council President. A Motion was moved by Ms. Bowers to nominate Bonnie Martin as Council President
 - A Motion was moved by Mr. Eshelman to close nominations for President. The Motion was seconded by Mr. Enterline.
 - A motion was moved and passed to elect Chris Simon for President with the following Roll Call Vote of 4 to 2.
 - Dave Fenicle – Chris Simon
 - Phil Enterline – Chris Simon
 - Bonnie Martin – Bonnie Martin
 - John Eshelman – Chris Simon
 - Chris Simon – Chris Simon
 - Rebekah Bowers – Bonnie Martin

- President Simon announced that the floor was open for nominations for the office of Vice President. followed by President Pro-Tempore.
 - A Motion was moved by Dave Fenicle to nominate Bonnie Martin for Vice President. A Motion was moved by Mr. Simon to nominate John Eshelman for Vice President.
 - A Motion was moved by Mr. Enterline to close nominations for Vice President. The Motion was seconded by Mr. Eshelman.
 - A Motion was moved and passed to elect Bonnie Martin for Vice President with the following Roll Call Vote of 4 to 2.
 - Dave Fenicle – Bonnie Martin
 - Phil Enterline – Bonnie Martin
 - Bonnie Martin – Bonnie Martin
 - John Eshelman – John Eshelman
 - Chris Simon – John Eshelman
 - Rebekah Bowers – Bonnie Martin
 - A Motion was moved by Mr. Eshelman to nominate Phil Enterline as Pro-Tempore. The Motion was seconded by Mr. Fenicle.
 - A Motion was moved by Mr. Eshelman to close nominations for Pro-Tempore. The Motion was seconded by Mr. Fenicle.
 - A Motion was moved by Mr. Eshelman to elect Phil Enterline for Pro-Tempore. The Motion was seconded by Mr. Fenicle and passed unanimously.

- The following appointments were presented for two year terms:
 - a. Secretary/Treasurer: Robert Behling
 - b. Assistant Secretary: Linda Gerhart
 - c. Assistant Treasurer: Sandra Mitchell
 - d. Privacy Official (Health Insurances): Sandra Mitchell
 - e. Zoning/Code Officer: Michael Tuscan
 - f. Assistant Zoning/Code Official: Robert Behling
 - g. Right-To-Know Officer: Robert Behling
 - A motion was moved by Mr. Eshelman to accept the appointments of Secretary/Treasurer, Assistant Zoning/Code Official and Right-To-Know Officer: Robert Behling, Assistant Secretary: Linda Gerhart, Assistant Treasurer and Privacy Official (Health Insurances): Sandra Mitchell and Zoning/Code Officer: Michael Tuscan. The motion was seconded by Mr. Mr. Enterline and passed unanimously.

- Lancaster County Tax Office for Real Estate Tax, Berkheimer for LST and Lancaster County Tax Collection Bureau for Earned Income Tax were presented for appointment as Tax Collectors.
 - A motion was moved by Mr. Eshelman to accept the appointment of Lancaster County Tax Office for Real Estate Tax, Berkheimer for LST and Lancaster County Tax Collection Bureau for Earned Income Tax. The motion was seconded by Ms. Bowers and passed unanimously.

- Andy Nelson of Commonwealth Code Inspection Services was presented for appointment for Building Code Plan Review and Code Inspection Services.
 - A motion was moved by Mr. Enterline to accept the appointment Andy Nelson of Commonwealth Code Inspection Services for Building Code Plan Review and Code Inspection Services. The motion was seconded by Mr. Eshelman and passed unanimously.

- Susquehanna Bank of Manheim, Fulton Bank of Manheim and PNC of Manheim were presented for appointment as Bank/Depository.
 - A motion was moved by Mr. Fenicle to accept the appointment of Susquehanna Bank of Manheim, Fulton Bank of Manheim and PNC of Manheim as Bank/Depository. The motion was seconded by Mr. Enterline and passed unanimously.

- James Koontz of Brown, Schultz, Sheridan and Fritz (by Contract) was presented for appointment as Auditor.
 - A motion was moved by Mr. Eshelman to accept the appointment of James Koontz of Brown, Schultz, Sheridan and Fritz (by Contract) as Auditor. The motion was seconded by Mr. Enterline and passed unanimously.

- Rettew Associates was presented for appointment as Borough Engineer.
 - A motion was moved by Mr. Eshelman to accept the appointment of Rettew Associates as Borough Engineer. The motion was seconded by Mr. Enterline and passed unanimously.

- Michael Davis of Barley Snyder LLC was presented for appointment as Borough Solicitor.
 - A motion was moved by Mr. Enterline to accept the appointment of Michael Davis of Barley Snyder LLC as Borough Solicitor. The motion was seconded by Mr. Eshelman and passed unanimously.

- Thomas Goodman of Goodman & Kenneff as Zoning Hearing Board Solicitor, Michele Parke as Zoning Hearing Board Stenographer and David Lockard as Sewage Enforcement Officer were presented for appointment.
 - A motion was moved by Mr. Eshelman to accept the appointment of Thomas Goodman of Goodman & Kenneff as Zoning Hearing Board Solicitor, Michele Parke as Zoning Hearing Board Stenographer and David Lockard as Sewage Enforcement Officer. The motion was seconded by Mr. Enterline and passed unanimously.

- The Vacancy Board structure including the election of an individual to chair the board (when Board is called to service) and the Vacancy Board Membership being the entire body of Council was presented for approval.
 - A motion was moved by Mr. Eshelman to accept the Vacancy Board structure as presented with Douglas Shaub as Chairperson. The motion was seconded by Mr. Enterline and passed with a vote of 4 to 2. Ms. Martin and Mr. Fenicle voted nay.

- The following board and commission reappointments were presented; Planning Commission – J. Michael Eshelman to 4 year term, Zoning Hearing Board – Timothy Weiler to 5 year term and Manheim Borough Authority - Douglas Snavely and Marc Phillips to 5 year terms.
 - A motion was moved by Mr. Fenicle to approve the reappointments of J. Michael Eshelman to the Planning Commission for a 4 year term and Timothy Weiler to the Zoning Hearing Board for a 5 year term. The motion was seconded by Mr. Eshelman and passed unanimously.
 - A motion was moved by Mr. Enterline to approve the reappointments of Douglas Snavely and Marc Phillips to the Manheim Borough Authority for 5 year terms. The motion was seconded by Ms. Martin and passed unanimously. Mr. Fenicle abstained.

- Committee Appointments: No committee may have more than 3 Council members.
(The Council President may serve as an Ex-Officio on any Committee)

Parks:	Phil Enterline, David Fenicle, _____
Personnel/Police:	Mayor Phillips, Police Chief Joseph Stauffer Bonnie Martin, Rebekah Bowers, Chris Simon
Finance/Pension:	John Eshelman, Phil Enterline, Chris Simon
Public Works:	Dave Fenicle, John Eshelman, Rebekah Bowers

- John Eshelman was presented for appointment as the Council Representative to the Community Development Block Grant Program - Regional Advisory and Steering Committee.
 - A motion was moved by Mr. Enterline to appoint John Eshelman as Council Representative to the Community Development Block Grant Program - Regional Advisory and Steering Committee. The motion was seconded by Mr. Fenicle and passed unanimously.

- Sara Gibson as Lancaster County Tax Collection Bureau Executive Committee Municipal Representative and Robert Behling as Lancaster County Tax Collection Bureau Executive Committee Alternate Municipal Representative were presented for appointment.
 - A motion was moved by Mr. Eshelman to appoint Sara Gibson as Lancaster County Tax Collection Bureau Executive Committee Municipal Representative and Robert Behling as Lancaster County Tax Collection Bureau Executive Committee Alternate Municipal Representative. The motion was seconded by Mr. Enterline and passed unanimously.

OTHER BUSINESS:

- The End of Year Vouchers in the amount of \$84,605.43 were presented for ratification. The invoice from John's Lawn Care held previously from the last council meeting was explained.
 - A motion was moved by Ms. Martin to approve the end of year vouchers in the amount of \$84,605.43 being presented for ratification. The motion was seconded by Mr. Enterline and passed unanimously

- It was noted that Manheim Borough will be hosting the Lancaster County Borough Association Meeting on Wednesday, February 22, 2012 at the Manheim Historical Society Train Station.

ADJOURNMENT:

Adjournment:

- A Motion was moved by Mr. Fenicle to adjourn at 4:32 PM. The Motion was seconded by Mr. Eshelman and passed unanimously.

Respectively submitted,

Linda Gerhart

MANHEIM BOROUGH
COUNCIL MEETING
January 10, 2012

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

Staff: Robert Behling, Borough Manager, Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

President Simon convened the council meeting at 7:00 PM.

Chief Stauffer introduced new Officers Robert Ticknor, Kevin Oswald and Michael Holzer to council. Chief Stauffer will be introducing all the new officers as time allows with their work schedules.

Approval of the December 13, 2011 Minutes:

- A Motion was moved by Mr. Eshelman to approve the Minutes of the December 13, 2011 Borough Council Meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

Approval of the January 2, 2012 Minutes:

- A Motion was moved by Mr. Eshelman to approve the Minutes of the January 2, 2012 Borough Council Reorganization Meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

Plaques and Clocks were presented to the retiring Council Members, Mr. Douglas Shaub and Ms. Susan Miller. They were thanked for their years of service to Manheim Borough.

Financial Reports:

- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$86,271.84. The Motion was seconded by Ms. Bowers and passed unanimously.

Visitors:

- Ms. Crystal Mumma was present to request possible use of the Community Room to rehearse for the Community Theatre Group that in the past was a part of the MCREC program. She gave a brief presentation on the past success of the program. Her request will be taken under consideration. She will be making a formal written request to borough council by the next meeting.

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

- Mayor Phillips distributed his report and reviewed it with council. He updated council on the favorable transition of the Police Department, the Breakfast for the Police Department Staff, Stiegel Glassworks, the Christmas Tree Lighting and tree removal, the New Year's Eve celebration and 250th fundraising items that are available for purchase.
- Chief Stauffer distributed his report and reviewed it with council. It was noted that the response times have been good and there are now twice as many officers on duty for each shift.
- Chief Stauffer presented Officer Robert Ticknor for approval by council as a Manheim Borough Police Officer.

- A Motion was moved by Mr. Eshelman to approve Officer Robert Ticknor as a Manheim Borough Police Officer. The Motion was seconded by Mr. Fenicle and passed unanimously.
- Ms. Suzanne Martin is the new part time secretary in the Police Department.
- Chief Stauffer updated council on grants that he is currently pursuing, as well as, all the equipment, vehicles and procedures that are being updated and implemented during the transition process.
- The New Year's Eve celebration went well with no incidents.
- The current status of the Community Watch Group was questioned and is still in the planning stages.

Borough Managers Report:

- Mr. Behling distributed his Borough Manager Report and reviewed it with council.
- He reviewed the need to fill vacancies on the Historic Commission and Manheim Borough Authority.
- The possibility of replacing the Manheim Borough Flag was discussed and will be pursued by Mr. Behling.
- Manheim Historical Society is requesting support from the Borough as well as, Penn and Rapho Townships on a per capita basis to help cover the costs of maintaining their historic buildings. They are requesting \$950 from the Borough. The request was tabled until February when the Financial Committee will meet to discuss the matter.
- An update was given on a Pennsylvania Environment Bike Ride that will pass through Manheim on the afternoon of Friday, May 18th. A grant is being submitted for bicycle safe inlet grates and a second police bicycle.
- Updates were presented about the Tropical Storm Lee continued clean up and the return of PennDOT in March to complete the South Main Street project.
- Two recent improvements to Veterans Memorial Park have been completed.
- Two grants have been submitted for improvements proposed for the Market Square historic mid-block crosswalk. In addition, the Red Rose Transit Authority has committed funds for the purchase of a solar-powered transit shelter and bicycle rack. Discussion was held as to what type of structure the borough would prefer as well as possibly changing the location of the stop.
- A draft stormwater operations and maintenance ordinance has been developed as required by DEP and EPA stormwater management regulations. It will be distributed to Council and advertised for consideration at the January 31st Council Meeting.
- Market Square lighting was discussed. Sponsorship by business will be presented for consideration for the 250th Committee to pursue.

New Business:

- The Stormwater Ordinance currently being drafted will be e-mailed to council for consideration at the next council meeting.

Old Business:

- Drainage issues at the Miller property on Laurel Street were discussed and will be researched.

Executive Session:

- A Motion was moved by Mr. Eshelman to adjourn to Executive Session for the discussion of real estate matters at 7:45 PM. The Motion was seconded by Mr. Enterline and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 9:20 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Eshelman to adjourn at 9:21 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Linda Gerhart

MANHEIM BOROUGH
COUNCIL MEETING
January 31, 2012

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

Staff: Robert Behling, Borough Manager, Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

President Simon convened the council meeting at 7:00 PM.

Chief Stauffer introduced new Officers Steven Ludman, Anthony Martelle and Ryan Yarnell to council. Chief Stauffer will be introducing all the new officers as time allows with their work schedules.

Approval of the January 10, 2012 Minutes:

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

Financial Reports:

- The invoices for the sinkhole repairs on North Pitt Street were explained.
- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$138,036.03. The Motion was seconded by Ms. Bowers and passed unanimously.

Visitors:

- Mr. Norman Deck was present to request possible relief from the Municipal Fee Bill that the flood victims had received for homes that are still vacant and being repaired. Mr. Fenicle explained what the Authority had implemented for the reduction water and sewer charges during Tropical Storm Lee.
 - A Motion was moved by Ms. Martin to approve the reduction of the Municipal Fee Bills for flood victims that have been displaced from their homes for more than 45 days. The Motion was seconded by Ms. Bowers and passed unanimously.
- Ms. Carrie Kempton was present to request guidance and approval from council to have a charity Motorcycle Ride benefiting Pinups for Pit Bulls tentatively scheduled for Saturday, June 2nd end in Market Square with an event including food, music etc... Discussion was held concerning the expense to the Borough and closing of the square. It was suggested that possibly holding it in an alternate location might be more feasible. Council will be updated by Ms. Kempton on the progress of this activity at a future meeting.
- Ms. Susan Miller was present to request information on credit applications for flood victims from the Manheim Borough Authority that were not processed and possibly missed. Mr. Fenicle instructed Ms. Miller to contact the authority office with this information and they will address the issue.
- Ms. Deb Allen was present to request information concerning possible zoning activity at a property on South Grant Street. Mr. Behling gave a brief explanation on the description of a home based business and suggested if there are questions from residents, they call Mike Tuscan, the Manheim Borough Codes Enforcement Officer.

- Mr. Scot Funk was present to voice his opinion and concern as to the enforcement of zoning issues at a property on South Grant Street, which he thought should be brought to the Zoning Hearing Board for approval. The issue will be researched and addressed by Mike Tuscan.
- Mr. Douglas Snavelly from the Manheim Borough Authority was present to request help from council and the borough staff concerning a few issues that he would like addressed in order to complete the paperwork to separate the Borough and Authority Offices. Mr. Behling will schedule a meeting between the Authority and Borough employees involved in this transition to clarify and address these requests.
- A pothole at New Charlotte and Railroad Street was mentioned and will be researched by Mr. Behling.

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

- Mayor Phillips updated council on activities in the borough. Council was given the schedule of events for the Stiegel Glassworks. There will be a short presentation about the glassworks presented at the Lancaster County Borough Association meeting hosted by the borough on February 22, 2012. The Police Department transition is going well and the new cruisers have arrived.
- Chief Stauffer distributed his report and reviewed it with council. Council was updated on the status of the officers and an overview of 2011 statistics was presented. The coverage hours are increasing as they transition into 24 hour coverage. Chief Stauffer is pleased with the department and the 74% clearance rate.

Borough Managers Report:

- Mr. Behling distributed his Borough Manager Report and reviewed it with council.
- Mr. David Newcomer has accepted the position as Public Works Foreman to replace Mr. Alan Shaffer who has taken a position with the Manheim Borough Authority.
- The Borough Historic Commission and Manheim Borough Authority boards each have one vacancy to be filled.
- The Lancaster County Borough Association will be holding their next quarterly meeting in Manheim on Wednesday, February 22nd at the Historical Society's Manheim Train Station, starting at 6:00 PM. Invitations have been extended to employees and council members to attend.
- iStage Performing Arts, the new youth theater organization in the community led by Crystal Mumma, has submitted a written request for use of the Community Room on Saturdays for rehearsals from March 17th to June 9th. Mr. Behling will contact Ms. Mumma to let them know that they will be able to use the room on most of the requested Saturdays.
- The Manheim Community Library has moved their public programs to the Community Room. Mr. Behling presented a letter received from the Library Director detailing their programs for the coming year. It was decided that Ms. Basile should be invited to the next council meeting to give a more detailed explanation of her needs for the programs.
- The design work for the Traffic Signal Pre-Emptor Project is now complete and approved by PennDOT. A motion was requested from Council to approve the advertisement for bids. It was noted that all project costs will be fully reimbursed by PennDOT.
 - A Motion was moved by Mr. Eshelman to proceed to the advertising of bids for the Traffic Signal Pre-Emptor Project. The Motion was seconded by Ms. Bowers and passed unanimously.
- Mr. Behling was asked if he had heard anything from CDBG concerning the possible reduction of any of the grant money that Manheim had been approved to receive in 2012. So far nothing has been received from CDBG to indicate any reduction of funds.

New Business:

- Ordinance 627 - Stormwater Operation and Maintenance Ordinance was presented for consideration and approval. The ordinance has been reviewed and recommended for approval by the Borough Solicitor and Engineer.
 - A Motion was moved by Mr. Eshelman to approve Ordinance 627 - Stormwater Operation and Maintenance Ordinance as advertised. The Motion was seconded by Ms. Bowers and passed unanimously

Old Business:

- Discussion was held about the ponding on the softball field at the pool. Mr. Jerry Stehman was present to explain his portion of the Pool Field preparation that he was contracted to complete and to voice his concerns on how the scheduling of the field work was handled. Mr. Behling explained that John's Quality Lawn Service is returning in the spring to complete the grading. Mr. Behling will follow up with Alan Shaffer, Sam Parks and the Parks Committee to see how this work was scheduled and present his findings at the next council meeting.
- Mr. Phillips informed council that the accounting for the Manheim Downtown Development Group has been moved to their office at 17 North Main Street and will be handled by Doreen Ober, Manheim Downtown Development Group Manager.

Executive Session:

- A Motion was moved by Mr. Eshelman to adjourn to Executive Session for the discussion of personnel and real estate matters at 8:05 PM. The Motion was seconded by Ms. Bowers and passed unanimously.
- A Motion was moved by Mr. Simon to adjourn from Executive Session at 9:55 PM. The Motion was seconded by Mr. Eshelman and passed unanimously.
 - A Motion was moved by Mr. Eshelman to hire Officer Hudson Hughes as a Manheim Borough Police Officer effective February 6, 2012. The Motion was seconded by Mr. Fenicle and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Eshelman to adjourn at 9:56 PM. The Motion was seconded by Ms. Martin and passed unanimously.

Respectfully Submitted,

Linda Gerhart