

MANHEIM BOROUGH  
COUNCIL MEETING  
January 11, 2011

**Roll Call:** President Bonnie Martin, Vice President Doug Shaub, Pro-Tempore Philip Enterline, John Eshelman, Susan Miller and Mayor Eric Phillips

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

President Bonnie Martin convened the council meeting at 7:00 PM.

**Approval of the December 14th Minutes:**

- A Motion was moved by Mr. Eshelman to approve the Minutes of the December 14<sup>th</sup>, 2010 Borough Council meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

**Financial Reports:**

- A Motion was moved by Mr. Enterline to ratify the voucher list dated December 31, 2010 in the amount of \$34,853.16. The Motion was seconded by Mr. Shaub and passed unanimously.
- A Motion was moved by Mr. Enterline to accept the voucher list in the amount of \$81,540.94. The Motion was seconded by Mr. Eshelman and passed unanimously.

**Visitors:**

- Ms. Rebekah Bowers made a request that shoveling sidewalks after snow storms be enforced.

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

- Chief Stauffer was welcomed by council to his first official council meeting.
- Chief Stauffer distributed his report and explained the statistics and news releases.
- Mayor Phillips distributed his report and reviewed it with council. Mayor Phillips thanked the volunteers who helped with the New Years Eve celebration, welcomed the new Police Chief Joseph Stauffer and highlighted the Manheim Downtown Development Group upcoming events.

**Borough Managers Report:** (see attached)

- Mr. Behling distributed his Borough Manager Report and reviewed it with council.
- Manheim Central High School Ag Science Department students have offered to construct bluebird houses for installation this spring on a bluebird trail along Rife Run in Logan Park. Lezzer Lumber will donate cedar wood for the project. Mr. Behling will inform the Ag Science Department that they can proceed with the construction and installation of the bluebird houses.
- A meeting has been scheduled for 7:00 PM on Tuesday, January 18<sup>th</sup> at the Rapho Township Building to focus on sharing information and receiving input on the 2011 scheduling and maintenance of sports fields owned by Rapho Township and Manheim Borough.
- A draft of the responsibilities for members of Manheim Borough Park and Pool Advisory Committee was distributed for council's comments.

- Approval has been received from PennDOT for a new pedestrian crossing at South Main Street and East Logan Avenue at the Post Office. Construction would occur as part of PennDOT's South Main Street project. After a lengthy discussion presenting all the pros and cons, it was decided to proceed with the new pedestrian crossing.
- Other improvements to South Main Street that could possibly be included in the PennDOT project were discussed. The 250<sup>th</sup> Anniversary Committee was looking for guidance as to improvements they could fund for this area. Improved street lighting for South Main Street was discussed as a possible enhancement for this area. It was suggested that new Welcome Signs for the borough are also needed at the west and south approaches to the borough.
- The fire hydrant painting project is ongoing and will hopefully be completed for the 250<sup>th</sup> Anniversary Celebration.
- The Street Department is proposing to schedule the spring street sweeping for May 9<sup>th</sup> to 13<sup>th</sup>. There will also be a street sweeping scheduled for the fall.
- The stormwater management MS4 Compliance Report was submitted to the EPA for approval.
- PPL reported that all street lights have been repaired and they will be maintaining them going forward from this point. Michael Davis, Borough Solicitor is preparing a letter to MEM for breach of contract concerning the street light contract we have with them, since they are delinquent on payments to us since 2008.
- Starting Thursday, February 3<sup>rd</sup>, trash and recycling pickups for the entire Borough will be every Thursday. The elimination of Friday pickups will save \$6,000 over the year. To prevent traffic issues, our solid waste contractor will be picking up along Main and High Streets starting at 6:00 AM. Eagle Disposal will be adding a second trash truck to help with the extra stops.
- The Borough recently received its 2008 recycling performance grant from DEP in the amount of \$3,297, for 272 tons of recyclables. Thanks to increasing recycling efforts by residents we are anticipating larger grant amounts for 2009 and 2010
- Several additions have been researched to enhance the security equipment at the Borough Office Building by adding more cameras and a DVR connection so we can have constant monitoring. A proposal from Select Security for these changes in the amount of \$1,727.00 was presented to approval. Select Security suggested that the monitor, which was not included in their proposal would be less expensive if we purchased it ourselves.
  - A Motion was moved by Mr. Eshelman to approve the proposal from Select Security for the additional cameras and DVR set up. The Motion was seconded by Mr. Enterline and passed unanimously.
- The kick-off meeting for the East Gramby Street/North Wolf Street project was held January 11<sup>th</sup>. Bid specifications will be complete next month. The bid is projected to be held the end of February with the project starting with the stormwater work on North Wolf Street in May. The project will be complete before school starts in the fall. The bridge projects on Oak Street and Stiegel Street being completed in conjunction with MAEDC will be going to construction in April. The bid specifications are currently being completed.

#### **New Business:**

- A proposal for zoning revisions for our current Zoning and Floodplain Ordinances was presented for review and further consideration and action at the January 25<sup>th</sup> council meeting.
- A letter of dissolution for MCRec that needs to be signed by the Borough Council President was presented for approval.

- A Motion was moved by Mr. Eshelman to approve the letter of dissolution as presented. The Motion was seconded by Mr. Enterline and passed unanimously.
- It was recommended that we reappoint for the year 2011 President Bonnie Martin and Ms. Michelle Stone as borough representatives to handle the final dissolution of MCREC at any future meetings.
  - A Motion was moved by Mr. Enterline to appoint President Bonnie Martin and Ms. Michelle Stone as borough representatives to handle the final dissolution of MCREC at any future meetings. The Motion was seconded by Mr. Eshelman and passed unanimously.

**Executive Session:**

- A Motion was moved by Mr. Eshelman to adjourn to executive session at 8:07 PM. The Motion was seconded by Mr. Shaub and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 10:40 PM. The Motion was seconded by Mr. Enterline and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Eshelman to adjourn at 10:41 PM. The Motion was seconded by Mr. Shaub and passed unanimously.

Respectfully Submitted,

Linda Gerhart

MANHEIM BOROUGH  
COUNCIL MEETING  
January 25, 2011

**Roll Call:** President Bonnie Martin, Vice President Doug Shaub, Pro-Tempore Philip Enterline, John Eshelman, Susan Miller, Chris Simon and Mayor Eric Phillips

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

President Bonnie Martin convened the council meeting at 7:00 PM.

**Approval of the January 11<sup>th</sup> Minutes:**

- A Motion was moved by Mr. Eshelman to approve the Minutes of the January 11, 2011 Borough Council meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

**Financial Reports:**

- A Motion was moved by Mr. Simon to accept the voucher list in the amount of \$58,646.01. The Motion was seconded by Mr. Eshelman and passed unanimously.

**Visitors:**

- Mr. Jamie Schlesinger of Concord Public Finance presented the background information for the refinancing the borough is currently pursuing for the current debt load and additional funding for future projects. He explained that he had presented his findings and recommendations to the Finance Committee and was now presenting to council what the Finance Committee felt was the best option for the borough.
- Mr. Daniel Wagner, Manheim Fire Chief was present to introduce himself as the new Manheim Fire Chief. Mr. Wagner distributed and gave a brief review of the Manheim Fire Company End of the Year Report for 2010. Mr. Wagner also introduced the new Manheim Fire Company President, Mr. David Johnson.
- Mr. Doug Griesemer and Mr. Derek Griesemer gave a presentation on a new product, R.U. Cover'd, which is a cover for recycling bins. This information will be discussed for possible consideration at the next Finance Committee Meeting.

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

- Chief Stauffer distributed his report and explained the statistics and news releases. It was noted that the community really came together in support of the families of the teenagers involved in the fatal traffic accident. Dr. Clark was commended for his expert handling of the situation and keeping in constant communication with the Police Department.
- Mayor Phillips complimented the borough, the Police Department and the Manheim Central School District for the outpouring of support shown during the recent fatal traffic accident.

**Borough Managers Report:** (see attached)

- Mr. Behling distributed his Borough Manager Report and reviewed it with council.
- The independent contractor agreement with Tammy Agesen is ready to be executed upon receipt of the required insurance certificate. Preliminary interviews are now being held for

top positions at the Pool. It was decided to have Ms. Agesen and Mr. Behling handle the hiring for the pool.

- Pool Membership Software will need to be replaced. The new package will cost approximately \$300.
- The second draft of a proposed Street Vendor Ordinance is currently under review by our Solicitor.
- PennDOT has indicated they would approve a new mid-block crosswalk on Market Square, subject to an acceptable design and permit application. Discussion was held concerning the 250<sup>th</sup> Anniversary Committee's participation in this project as well as replacement of the street lights. The Welcome Signs were also discussed as part of this project.
- Discussions have begun on lease agreements with various groups for the use of borough park facilities. Currently under review are agreements with the School District, Summer Swim Team and Soccer Club. A public meeting is scheduled for this Thursday, January 27<sup>th</sup> at 7:00 PM at the Rapho Township Municipal Building to discuss Sports Field Scheduling and Maintenance.
- Minsec has been granted a further continuance on its application to the Zoning Hearing Board to Monday, April 4<sup>th</sup> at 7:00 PM at Manheim Central High School.
- Manheim Borough Authority has been successfully utilizing a credit card payment system to provide customers with the ability to pay their bills in person or on-line with MasterCard or Discover and on-line with VISA. The Borough can also begin utilizing MunicIPAY for the payment of Municipal Service Fees, Community Pool memberships, and other payments as appropriate at no cost to the Borough.
  - A Motion was moved by Mr. Eshelman to begin utilizing MunicIPAY for the payment of Municipal Service Fees, Community Pool memberships, and other payments by residents as appropriate at no cost to the Borough. The Motion was seconded by Mr. Simon and passed unanimously.
- Guidance was requested on whether to continue MCREC's practice of allowing sponsorship signage at Borough park sports fields for an appropriate fee. After discussion it was decided to continue this practice at the lighted field only.
- The Borough has received a payment from MCREC representing half of the amount remaining in MCREC's Pool Capital account. Rapho Township received the other half and has forwarded it to the borough for use on needed repairs at the Manheim Community Pool.
- Susquehanna Bank has requested a new municipal street light along Danner Alley at the municipal parking lot. The bank has offered to cover ongoing charges for the light.
  - A Motion was moved by Mr. Shaub to approve the requested new municipal street light along Danner Alley at the municipal parking lot to be paid for by Susquehanna Bank. The Motion was seconded by Mr. Simon and passed unanimously.
- The DCNR regional advisor, Lori Yeich will be visiting Manheim on Tuesday, February 1<sup>st</sup> at 10:00 AM to tour our parks and review potential grant opportunities in advance of this year's April 20th grant application deadline. It was suggested to consider the covered bridge repairs and possibly pavilion and bathroom upgrades and additions.
- The Chiques Creek Watershed Alliance will be holding a Watershed Expo at Manheim Central Middle School on March 2<sup>nd</sup>, 6:00 PM to 8:00 PM. The Manheim Borough Authority and other local and regional organizations will be exhibiting. A variety of public presentations and children's activities will be held in the school's auditorium and gymnasium.
- A project kickoff meeting for the East Gramby Street project was held with the borough engineer. Construction is scheduled for this summer.

- Our next newsletter to all Borough residents is complete and at the printer. Topics will include Trash and Recycling, preparations for the 250th Anniversary, Flood Safety, Snow Emergencies and the Manheim Community Pool.
- The Park & Pool Advisory Committee is currently in the organizational stages. Rapho Township will have one representative on the committee.
- A request has been received from a non-profit group call “The Bridge” to hold a dinner fund raiser in the covered bridge in June. It is an organization which provides a support network for single mothers. Mr. Behling will discuss the event with the group and come to an understanding of the guidelines for holding this event in the bridge.
- Ms. Miller informed council that there are currently changes to the guidelines for flood insurance.

#### **New Business:**

- Authorization to advertise a Part-time Seasonal Maintenance Position was requested.
  - A Motion was moved by Mr. Eshelman to advertise for the Part-time Seasonal Maintenance Position. The Motion was seconded by Mr. Simon and passed unanimously.
- A proposal for Zoning Ordinance updates from URS for \$8,962 was presented for approval.
  - A Motion was moved by Mr. Eshelman to approve the proposal for Zoning Ordinance updates from URS for \$8,962 and any other necessary items at time and material. The Motion was seconded by Mr. Enterline and passed unanimously.
- A request was received from the Manheim Community Library to hold their annual book sale in the community room of the borough building from May 11<sup>th</sup> to May 14<sup>th</sup>.
  - A Motion was moved by Mr. Eshelman to allow the Manheim Community Library to hold their annual book sale in the community room of the borough building from May 11<sup>th</sup> to May 14<sup>th</sup>, on a one time basis with the stipulation that it is for the book sale only and no additional vendors would be allowed to set up. The library will be responsible for cleaning and set up which cannot happen more than 2 weeks prior to the event. The Motion was seconded by Mr. Simon and passed unanimously.
- A request was received from the Manheim Central Ag Science Department to offer a lasting tribute to celebrate the lives of 5 Manheim Central student accident victims by planting a Memory Grove consisting of a double row of Sugar Maple Trees in Memorial Park.
  - A Motion was moved by Mr. Simon to approve the request from the Manheim Central Ag Science Department to plant a Memory Grove consisting of a double row of Sugar Maple Trees in Memorial Park along the walkway from the High School to the Stadium. The Motion was seconded by Mr. Eshelman and passed unanimously.

#### **Old Business:**

- The contract for the Pool Director was presented for approval.
  - A Motion was moved by Mr. Eshelman to approve the Pool Director contract. The Motion was seconded by Mr. Enterline and passed unanimously.

#### **Executive Session:**

- A Motion was moved by Mr. Eshelman to adjourn to executive session at 8:43PM. The Motion was seconded by Mr. Shaub and passed unanimously.

#### **Adjournment:**

- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 9:10 PM. The Motion was seconded by Mr. Shaub and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Shaub to adjourn at 9:11 PM. The Motion was seconded by Mr. Eshelman and passed unanimously.

Respectfully Submitted,

Linda Gerhart