

Manheim Borough Council Meeting  
January 4, 2010

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

**Staff:** Matthew Parido, Borough Manager and Linda Gerhart, Recording Secretary

The reorganization meeting was convened at 6:00 PM.

- The Honorable Thomas Fee, District Judge was present and swore in Councilmen Philip Enterline, John Eshelman and Christopher Simon and Mayor Eric Phillips.
- Pledge of Allegiance to the Flag & Moment of Silent Meditation
- 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 Bonnie Martin as Council President. The Motion was seconded by Mr. Shaub.
  - A Motion was moved by Mr. Eshelman to close nominations for President. The Motion was seconded by Mr. Shaub.
- Mayor Phillips announced that the floor was open for nominations for the office of Vice President followed by President Pro-Tempore.
  - A Motion was moved by Mr. Eshelman to nominate Doug Shaub as Vice President. The Motion was seconded by Mr. Enterline.
  - A Motion was moved by Mr. Eshelman to close nominations for Vice President. The Motion was seconded by Mr. Enterline.
  - A Motion was moved by Mr. Eshelman to nominate Philip Enterline as Pro-Tempore. The Motion was seconded by Mr. Shaub.
  - A Motion was moved by Mr. Eshelman to close nominations for Pro-Tempore. The Motion was seconded by Ms. Miller.
  - A motion was moved by Mr. Eshelman to elect the nominees for President, Vice President and President Pro-Tempore. The motion was seconded by Ms. Miller and passed unanimously.
- The resignations of Chris Simon from the Planning Commission and Andrew Nelson from the McRec Board were presented.
  - A motion was moved by Mr. Eshelman to accept the resignations of Chris Simon and Andrew Nelson. The motion was seconded by Mr. Enterline and passed unanimously.
- The following appointments were presented for two year terms:
  - a. Secretary/Treasurer: Matthew Parido
  - 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: Matthew Parido

- A motion was moved by Mr. Eshelman to accept the appointments of Secretary/Treasurer and Assistant Zoning/Code Official: Matthew Parido, 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. Enterline and passed unanimously.
- Lancaster County Tax Collection Bureau and Manheim Borough Manager/Berkheimer were presented for appointment as Tax Collectors.
  - A motion was moved by Mr. Eshelman to accept the appointments of Lancaster County Tax Collection Bureau and Manheim Borough Manager/Berkheimer LST as Tax Collectors. The motion was seconded by Mr. Shaub and passed unanimously.
- Andy Nelson of Commonwealth Code Inspection Services was presented for appointment for Code Inspection Services.
  - A motion was moved by Mr. Shaub to accept the appointment Andy Nelson of Commonwealth Code Inspection Services. The motion was seconded by Mr. Eshelman and passed unanimously.
- PNC of Manheim was presented for appointment as Bank/Depository.
  - A motion was moved by Mr. Eshelman to accept the appointment of PNC of Manheim as Bank/Depository. The motion was seconded by Mr. Shaub 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. Enterline to accept the appointment of James Koontz of Brown, Schultz, Sheridan and Fritz (by Contract) as Auditor. The motion was seconded by Mr. Eshelman and passed unanimously.
- Steve Gabriel of Rettew Associates was presented for appointment as Borough Engineer.
  - A motion was moved by Mr. Eshelman to accept the appointment of Steve Gabriel of Rettew Associates. 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. Eshelman to accept the appointment of Michael Davis of Barley Snyder LLC as Borough Solicitor. The motion was seconded by Mr. Shaub 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. Shaub and passed unanimously.
- The Vacancy Board structuring which consists of the Borough Council President being the chair 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. The motion was seconded by Mr. Shaub and passed unanimously.
- The following board and commission reappointments were presented; Historic Commission - Chris Moyer, Planning Commission - Carol Phillips and Zoning Hearing Board - Bernard Shimko.
  - A motion was moved by Mr. Eshelman to accept the reappointments of Historic Commission - Chris Moyer, Planning Commission - Carol Phillips and Zoning Hearing Board - Bernard Shimko. The motion was seconded by Mr. Enterline and passed unanimously.
- The following Borough Council Committees were presented for approval.
 

McRec:	Representative - Philip Enterline and Alternate - Mayor Phillips
Personnel:	Doug Shaub, Bonnie Martin, Susan Miller, Mayor Phillips, Police Chief Barry Weidman
Pension:	John Eshelman, Chris Simon, Mayor Phillips
Finance:	John Eshelman, Phil Enterline, Chris Simon
Property:	Doug Shaub, Bonnie Martin
Street/Utilities:	Doug Shaub, John Eshelman, Phil Enterline
Police:	Phil Enterline, Bonnie Martin, Susan Miller

  - A motion was moved by Mr. Eshelman to appoint Bonnie Martin as the McRec Representative and Philip Enterline as the Alternate. The motion was seconded by Mr. Shaub and passed unanimously.
  - A motion was moved by Mr. Eshelman to accept the committee assignments as amended. The motion was seconded by Ms. Miller and passed unanimously.

A brief discussion was held concerning the possibility of assigning alternates for the committees. Alternates will be proposed and approved at a future council meeting in January. Mr. Parido requested that council members contact him with their choice of what committee they would like to be assigned to as the alternate.

- 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. Shaub 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. Enterline and passed unanimously.

**Approval of the December 8th Minutes:**

- A Motion was moved by Mr. Enterline to approve the Minutes of the December 8, 2009 meeting. The Motion was seconded by Mr. Eshelman and passed unanimously.

**Financial Reports:**

- A Motion was moved by Mr. Enterline to accept the voucher list in the amount of \$31,320.69. The Motion was seconded by Mr. Eshelman and passed unanimously.
- A motion was moved by Mr. Shaub to approve the draw request for the Public Works Building Project from Susquenna Bank in the amount of \$12,614.97. The motion was seconded by Ms. Miller and passed unanimously.

**Mayor Report:**

- Mayor Phillips presented a plaque to Randall Kreiser for his years of service as mayor and councilman of Manheim.
- Mayor Phillips gave a brief summation of the New Year's activities held on the square by the Manheim Downtown Development Group.

**Borough Managers Report:**

- Resolution #1-2010 - Resolution of the Manheim Borough authorizing the filing of a proposal for funds with the Department of Community and Economic Development (DCED), Commonwealth of Pennsylvania, was presented for approval. Mayor Phillips gave a brief overview of what this resolution covers in funds for the Manheim Downtown Development Group.
  - A Motion was moved by Mr. Eshelman to approve Resolution #1-2010. The Motion was seconded by Mr. Shaub and passed unanimously.
- Mr. Parido presented a request from Amargosa Lowlands for release of \$37,805.00 from Municipal Escrow. After a discussion concerning the completion of the project a motion was presented.
  - A Motion was moved by Mr. Shaub to approve the final escrow release in the amount of \$37,805.00. The Motion was seconded by Mr. Enterline and passed unanimously.

**New Business:**

- A discussion was held concerning giving the residents a free day on the April 8<sup>th</sup> and 9<sup>th</sup> for the brown kraft bags filled with yard waste that are picked up curbside by our trash hauler.

**Adjournment:**

- A Motion was moved by Mr. Eshelman to adjourn at 6:50 PM. The Motion was seconded by Mr. Simon and passed unanimously.

Respectfully Submitted,

Linda Gerhart