

MANHEIM BOROUGH

COUNCIL MEETING

July 10, 2012

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

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

Approval of the June 26, 2012 Minutes:

- A Motion was moved by Mr. Eshelman to approve the Minutes of the June 26, 2012 Borough Council Meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

Financial Reports:

- A Motion was moved by Mr. Enterline to approve the voucher list in the amount of \$154,650.14. The Motion was seconded by Ms. Bowers and passed unanimously.

Visitors:

- Ms. Marge Thomas and Ms. Carol Bedford from the Pilot Club of Lancaster a service organization gave a presentation on the Project Lifesaver Program. It is a program used to electronically locate missing children and adults that have a tendency to wander with wrist band transmitters. Two Manheim Borough Police Officers have been trained in this program.
- Ms. Marcie Staffieri was present to voice her concerns about discussions with a council member and borough staff concerning problems at her residence with the storage of her neighbor's trash containers and how they were handled and enforced.
- Mr. Brad Roth, Emergency Management Coordinator was present to ask council to discuss a temporary location to be used if an emergency situation would arise before the permanent location for emergency management is in place. He will also need storage area for some of his supplies.
- Ms. Emily Ditzler was present to voice her concerns as to the way the Codes Enforcement Officer is handling his job. She also had questions for Chief Stauffer concerning how the contract for Rapho Township Police Coverage was formulated. She was informed that it was a joint effort, including a review by the solicitor.
- Mr. Russ Stahley was present to make sure his request to rent the Amphitheatre at the Park had been received by council. He was assured that the request had already been reviewed and granted.

Mayor Report:

- Mayor Phillips will be representing Manheim Borough at PA Mayors Convention at the Convention Center in Lancaster this month.

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

- Chief Stauffer distributed his report and reviewed it with council.
- Chief Stauffer recommended that Officers Steven Ludman, Ryan Yarnell, Michael Holzer and Anthony Martelle be taken off of probationary status and made full time officers.
 - A Motion was moved by Mr. Eshelman to remove Officers Steven Ludman, Ryan Yarnell, Michael Holzer and Anthony Martelle from probationary status and made full time officers. The Motion was seconded by Mr. Enterline and passed unanimously.

- The new 2013 Ford Interceptor has been placed in service.
- Chief Stauffer is recommending that John Hess Auction Services be approved as the auctioneer for the contents of the building at 45 Market Square. The auction would be scheduled for August 2nd. They were the lowest of the three quotes he received for auction services.
 - A Motion was moved by Mr. Simon to approve John Hess Auction Services as the auctioneer for the contents of the building at 45 Market Square. The Motion was seconded by Ms. Bowers and passed unanimously.
- Chief Stauffer recommended that Eagle Disposal be approved as the hauler to provide the dumpsters needed for the work at 45 Market Square. They were the lowest bidder.
 - A Motion was moved by Mr. Eshelman to approve Eagle Disposal as the hauler to provide the dumpsters needed for the work at the building at 45 Market Square. The Motion was seconded by Mr. Fenicle and passed unanimously.

Borough Managers Report (See attached):

- The Borough Manager's Report was presented and reviewed by council.
- It was requested that the Mr. Gabriel check to be sure the insurance is the same at the concession stand for the fryer since it is now located outside.
- Discussion was held concerning the amount of cars that are using the Municipal Lot on North Wolf Street. It was decided that this will be researched further to see if we can make the parking lot more user friendly for short term parking.

Committee Reports:

- The Personnel Committee will be receiving applications for the Borough Manager position until July 20th. At July 31st meeting each council member is requested to bring their top three choices to be reviewed and discussed. Human Resource people from the community will be added to the committee reviewing the applications for their input. Criminal and Financial Background checks will be completed on the recommended candidates from the council members. It was also recommended that references be contacted as well. The committee recommended that the part time seasonal employee positions which would be 4 months or less need not be advertised. A selection criteria was discussed. Chief Stauffer's request to have solicitor fees for the grievance with borough currently underway be listed in the Borough Budget instead of the Police Budget was recommended by the Personnel Committee.
 - A Motion was moved by Mr. Eshelman to have solicitor fees for the grievance currently being filed with the Borough be listed in the Borough Budget instead of the Police Budget. The Motion was seconded by Mr. Fenicle and passed unanimously.

The draft of the handbook for the pool is ready for review by council and will be available for them at the borough office to look at. It will be finalized and approved at the next council meeting for distribution.
- The Parks/Pool Committee has recommended that the VFW not be charged for mowing at the Creek Field, due to the fact that they are not exclusively using it and they are repairing the roof on the storage building as part of in-kind services for the borough. Discussion was held concerning the fryer at the concession stand and what still needs to be completed on the project to bring it up to code. They are currently using it outside until a fire suppression system and other upgrades can be installed.
- The Public Works Committee updated council on the status of the building recently purchased at 45 Market Square. Requests for proposals for architectural services have been received and were explained by the committee. It was noted that the HVAC, roof and electrical systems have all been evaluated and required only minor repairs. A proposal from

Interior Planning Group was presented for approval. This proposal would be for space and cost evaluations.

➤ A Motion was moved by Mr. Simon to approve the proposal from Interior Planning Group for \$1,575. The Motion was seconded by Mr. Enterline and passed unanimously. The public works committee also presented some of their recommendations for the liquid fuels street projects for 2013, which consists of the second phase of Laurel Street and North Charlotte from Gramby Street to West Colebrook Street. Mill Street will also be considered for a two part project in 2013 and 2014, with the Stormwater problems being addressed in 2013.

➤ A Motion was moved by Mr. Simon to approve the recommendation from the Public Works Committee for the liquid fuels project for 2013 which consists of the second phase of Linden Street and North Charlotte from Gramby Street to West Colebrook Street and Mill Street Stormwater work. The Motion was seconded by Mr. Enterline and passed unanimously.

It was suggested that the borough check into Transportation Improvement Program (TIP) for Lancaster County for help with the Market Square street improvements.

Discussion was held concerning the ordering of the skid loader for the Public Works Department. Pending confirmation from FEMA about the funds allocation, the skid loader will be approved for ordering at the next council meeting.

New Business:

- Resolution 6-2012 – Procedures for Compliance with the Professional Services Contract Provisions of Act 44 of 2009 was presented for approval as recommended by the reviewer for the Auditor General Office after completing the current pension audit to comply with Act 44.
 - A Motion was moved by Mr. Eshelman to approve Resolution 6-2012 - Procedures for Compliance with the Professional Services Contract Provisions of Act 44 of 2009. The Motion was seconded by Mr. Simon and passed unanimously.
- A Change Order for the 2012 Liquid Fuels Street Project was presented for approval.
 - A Motion was moved by Mr. Simon to approve Change Order presented for the 2012 Liquid Fuels Street Project. The Motion was seconded by Mr. Eshelman and passed unanimously.
- Municipal Fee Credit Requests for properties owned by Mr. Norm Deck and Mr. Jay Shelley which were involved in the September 2011 Flood were presented for approval since they were received after the deadline for applying for credit relief.
 - Motion was moved by Mr. Simon to approve Municipal Fee Credit Requests for the property owned by Mr. Norm Deck. The Motion was seconded by Ms. Bowers and passed unanimously.

After discussion it was decided that the request for Mr. Shelley's properties will be reviewed further by the finance committee.

Old Business:

- A request for use of the lap pool during regular pool hours by swim team members and others under the age of 18 was presented. The Parks/Pool Committee recommended that the Lap Pool be opened to all ages from 12 Noon to 1:00 PM and 7:00 PM to 8:00 PM for the purpose of swimming laps. All swimmers under the age of 12 would need to be supervised by an adult. Those misusing the lap pool would have their lap privileges revoked. A discussion was held by council concerning the pros and cons to allowing all ages in the lap pool, with some input from residents in attendance. It was noted by a resident that this was not the policy in place last year at the pool.

- A Motion was moved by Mr. Simon to have the lap pool be open for laps only for all ages and children under 12 are supervised by an adult with the stipulation that if an adult wants to swim laps they have first preference to the lane. The Motion was seconded by Mr. Fenicle and passed unanimously.
- It was requested that the Finance Committee revisit the possibility of purchasing Lap Tops for Council Members. It will be considered at budget time.

Executive Session:

- A Motion was moved by Mr. Eshelman to go to Executive Session for the discussion of personnel matters at 8:45 PM. The Motion was seconded by Mr. Simon and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 9:10 PM. The Motion was seconded by Mr. Simon and passed unanimously.

Adjournment:

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

Respectfully Submitted

Linda Gerhart