

MANHEIM BOROUGH

COUNCIL MEETING

June 26, 2012

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

Staff: Stephen Gabriel, Interim Borough Manager, Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

Public Hearing – 2013 CDBG Funds Application

Mr. Stephen Gabriel, Interim Manheim Borough Manager gave an overview presentation of the Fulton/West End Neighborhood Improvement – Phase 2 Project. He explained that the overall project cost for Phase 2 is approximately \$230,000 and the Borough's grant amount request will be \$180,000. A map of the Borough was distributed showing the project location. This 2013 project is Phase II of a CDBG Funds project being funded by CDBG this year. He outlined the construction time table and entertained questions. There will be 14 trees included in the project, to help with Stormwater Management.

The reduction in the amount of funds currently available through the CDBG was explained.

The maintenance of the trees after they are planted was discussed. It has always been the policy in the past that the trees are the property owner's responsibility. The trees to be planted will be modest sized with deep roots. The trees are not a condition of the money, but will be part of the criteria for evaluating our application.

- A Motion was moved by Mr. Eshelman to adjourn the Public Hearing for the 2013 CDBG Funds Application at 7:12 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Approval of the June 12, 2012 Minutes:

- A Motion was moved by Mr. Enterline to approve the Minutes of the June 12, 2012 Borough Council Meeting. The Motion was seconded by Ms. Bowers and passed unanimously.

Financial Reports:

- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$94,042.55. The Motion was seconded by Mr. Fenicle and passed unanimously.

Visitors:

- Mr. Jim Koontz from Brown Shultz Sheridan Fritz briefly reviewed the audit report for 2011, which he had reviewed with the Finance Committee in detail earlier. He highlighted important points and gave the borough a clean report. He explained the effect of the flood money reimbursement and noted that the authority and borough together are one reporting entity.
- Dr. Lewis Jury was present to inquire about several topics that were discussed at the previous meeting concerning the architect services for 45 Market Square, advertisement procedures for hiring employees, policy on nepotism and financial reports being posted on the website.

- Mr. Scot Funk was present to inquire about what the status is of the advertising for the part-time employee and the borough manager position and what the total cost has been so far for replacing the borough manager.
- Ms. Deloris Miller was present to inquire about the current status of the stormwater problem at her property on Laurel Street. Mr. Gabriel updated council on the current review of the stormwater discharge in this area of the borough. Further surveying is required to continue with the research on the stormwater issue in this area to verify the previous design and if the stormwater calculations are correct.
 - A Motion was moved by Mr. Eshelman to authorize Rettew Associates to perform the survey required in the amount of approximately \$1,800 to \$2,000. The Motion was seconded by Mr. Enterline and passed unanimously.

Mayor Report:

- Mayor Phillips distributed his report and reviewed it with council. He updated council on the Flag Day Celebration, the settlement for 45 Market Square Property, the Police Pension Audit and the Artist' Alley.

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

- Chief Stauffer distributed his report and reviewed it with council.
- Chief Stauffer updated council on the status of scheduling an auction of the items in the building at 45 Market Square.
- Chief Stauffer asked for guidance on the layout of the building, as to what is going to be proposed for each floor. There is also a request for an office for Adult Probation to hold meetings with participants in the program from Rapho Township and Manheim Borough.
- Council was updated on the status of hiring a School Resource Officer for the High School. A letter will be sent to Rapho & Penn Townships requesting a contribution for a portion of the cost for hiring this officer since they are located in the Manheim Central School District.
- Flag Day Ceremony went well with the Police Department directing traffic to help lessen the noise.

Borough Managers Report (See attached):

- The Borough Manager's Report was presented and reviewed by council.
- Council was updated on Federal Transportation Funding we had applied for to install a mid-block crosswalk in Market Square. The borough was recommended for funds by the technical advisory committee, but the decision was reversed by the actual committee disbursing the funds. Manheim Borough finished 6th overall and the first 5 project were allocated funds.
- The complaints from pool members concerning early closings of the pool were discussed.
- As of this time, the leases between the borough and the VFW and MAA have not been signed. The lease between the borough and the soccer club has been signed.

Committee Reports:

- The Property Committee reported they had received a proposal from the Interior Planning Group, a space planning company that has worked with Police Departments in the past. The proposal is divided into 2 phases. Discussion was held concerning the handling of proposals for the renovations at the new property at 45 Market Square. The property committee will review the proposals received and make a recommendation on how to proceed with this project.

New Business:

- Mr. Diffenderfer and Mr. Geib from the Manheim Community Farm Show Building and Grounds Committee were present to finalize plans for the sale and removal of the McRec building in preparation for the new building proposed for that site. The timeline for the McRec building removal would be by March 2013.
 - A Motion was moved by Mr. Fenicle to approve the option of an auction or demolition of the McRec building to be handled by the Farm Show Committee. The Motion was seconded by Mr. Eshelman and passed unanimously.
- Mr. Jay Shelly had been given information concerning applying for the Municipal Service Fee Flood Credit Relief. However at this time he has not submitted a request to the borough.
- An invitation was extended to council to attend the PA Borough Code Changes Seminar at Willow Valley on Wednesday, August 29th from 8:00 AM to 10:00 AM at the Willow Valley Resort.
- A discussion was held concerning a request to send a letter of support to the State in an effort to have money budgeted to repair the unsafe dam at Speedwell Forge Lake.
- A request has been received from a representative of the swim team to have the members be allowed to use the lap pool during regular pool hours. As of now the age limit is 18 and over or 4 and under with a parent being allowed to use the pool. The request will be addressed by the Parks/Pool Committee.

Old Business:

- Chief Stauffer asked for clarification on a request he had made to council to have legal services from the solicitor for the grievance to the police contract not be listed on his line item in the budget. The matter will be reviewed and clarified by the Personnel Committee.
- Ms. Marcie Staffieri was present and acknowledged that she had received a response to her earlier letter to council. She questioned the protocol involved in requesting a meeting with the personnel committee and to question the procedure used for spending by council members. Discussion was held concerning the short time that the concession stand had to be organized for opening day. The need for checks and balances on purchases was discussed and is being implemented. The Borough Manager is able to approve purchases.
- The need for repair to the driveway at the Caddy Shack was discussed and Mr. Gabriel will be checking into the lease as to whether this repair is the responsibility of Mr. Shank.
- The need for a Fire Suppression System for the fryer in the Concession Stand was discussed. The Parks/Pool Committee recommends the installation of a Fire Suppression System.
 - A Motion was moved by Mr. Eshelman to stop the use of the fryer at the concession stand until the Fire Suppression System is installed. The Motion was seconded by Ms. Bowers and passed unanimously.
 - A Motion was moved by Mr. Fenicle to install a Fire Suppression System in the Concession Stand at the community pool as soon as possible. The Motion was seconded by Ms. Bowers and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Fenicle to adjourn at 9:24 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Respectfully Submitted

Linda Gerhart