

MANHEIM BOROUGH
COUNCIL MEETING
March 13, 2012

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

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

Approval of the February 28, 2012 Minutes:

- A Motion was moved by Mr. Eshelman to approve the Minutes of the February 28, 2012 Borough Council Meeting. The Motion was seconded by Ms. Bowers and passed unanimously.

Financial Reports:

The invoice from the Pennsylvania Department of Correction to make picnic tables lost in the flood was explained.

- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$75,812.54. The Motion was seconded by Mr. Enterline and passed unanimously.

Visitors:

- Ms. Jean Gates was present to make sure every precaution is being taken to protect the town clock on the square that was recently refurbished by the Manheim Historical Society. She was told that the contractor as well as the borough has been involved in making sure that the clock is not damaged during the South Main Street project.
- Ms. Emily Ditzler of West Ferdinand Street was present to question the language used in the police contract negotiated between Manheim Borough Police Department and Rapho Township for police coverage. Chief Stauffer explained the language and answered her questions. She also had questions, concerning the borough's involvement in the current discussions being held concerning the current and future status of the elementary schools in the borough. Her questions involved tax issues and cost factors, it was decided they would be better answered by going to the school board meeting for clarification.
- Dr. Lewis Jury was present to question the total costs and time line for filling the borough manager position as well as the hopes and expectations of council in the selection of the next borough manager. He also questioned how the borough intended to keep the residents of the borough informed of council's progress with hiring a new manager.

Mayor and 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 the new radio system for the county and highlighted the current statistics for the officers in Rapho Township and Manheim Borough. Council was updated on the arrests for the bomb scares within the Manheim Central School District.

Borough Managers Report (See attached):

- President Martin presented the report from Mr. Gabriel, the Interim Borough Manager in his absence and reviewed it with council.
- Discussion was held on possible renovations to the community room, which is currently being used as temporary council chambers. The occupancy issue for the room will be given to Mr. Gabriel to clarify by the next council meeting.

New Business:

- Resolution No. 2-2012 authorizing an application to the PA Municipal Assistance Program that was approved at the previous council meeting was presented to be considered for approval again with an updated money figure.
 - A Motion was moved by Mr. Fenicle to rescind the original Resolution No. 2-2012 authorizing an application to the PA Municipal Assistance Program dated February 28, 2012. The Motion was seconded by Mr. Enterline and passed unanimously.
- Resolution No. 2-2012 authorizing application to the PA Municipal Assistance Program dated as of March 13, 2012 was presented for approval.
 - A Motion was moved by Mr. Fenicle to approve Resolution No. 2-2012 authorizing application to the PA Municipal Assistance Program dated as of March 13, 2012. The Motion was seconded by Mr. Enterline and passed unanimously.
- Resolution No. 3-2012 DCED Authorization for Funds was presented for approval.
 - A Motion was moved by Mr. Eshelman to approve Resolution No. 3-2012 DCED Authorization for Funds. The Motion was seconded by Mr. Enterline and passed unanimously.
- Resolution No. 4-2012 Designating Stephen Gabriel as Manheim Borough's Agent for PEMA/FEMA Flood Disaster Aid requests was presented for approval.
 - A Motion was moved by Mr. Eshelman to approve Resolution No. 4-2012 Designating Stephen Gabriel as Manheim Borough's Agent for PEMA/FEMA Flood Disaster Aid requests. The Motion was seconded by Mr. Enterline and passed unanimously.
- The execution of the Contract with C. M. High for traffic signal pre-emptor device installations on Main Street at Stiegel, Ferdinand, High and Gramby Streets and Charlotte/High Street was presented for approval.
 - A Motion was moved by Mr. Eshelman to approve the execution of the Contract with C. M. High for traffic signal pre-emptor device installations on Main Street at Stiegel, Ferdinand, High and Gramby Streets and Charlotte/High Street. The motion was seconded by Mr. Fenicle and passed unanimously.
- The Manheim Downtown Development Group Commitment Letter from Manheim Borough in the amount of \$10,000 for the exit grant process was presented for approval and signature.
 - A Motion was moved by Mr. Eshelman to approve the Manheim Downtown Development Group Commitment Letter in the amount of \$10,000. The Motion was seconded by Mr. Enterline and passed with a vote of 5 to 1. President Martin was the nay vote.

Other Business:

- Mr. Fenicle requested the borough building be open longer on meeting nights. The security schedule will be changed for the nights there are meetings in the building.
- The acoustic problem in the council chambers was discussed and several options were suggested to help eliminate some of the problem.

Executive Session:

- A Motion was moved by Mr. Eshelman to go to Executive Session for the discussion of personnel matters at 8:09 PM. The Motion was seconded by Mr. Enterline and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 8:35 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Borough Council will be starting to schedule work sessions with the Zoning and Planning committees to discuss the goals of each group and then work together to reach these goals through long range planning.

Ms. Deloris Miller thanked council for helping to schedule a meeting with the borough engineer to investigate the stormwater issues on her property.

Adjournment:

- A Motion was moved by Mr. Eshelman to adjourn at 8:45 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted

Linda Gerhart

MANHEIM BOROUGH
COUNCIL MEETING
March 27, 2012

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

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

Approval of the March 13, 2012 Minutes:

- A Motion was moved by Mr. Enterline to approve the Minutes of the March 13, 2012 Borough Council Meeting. The Motion was seconded by Mr. Eshelman and passed unanimously.

Financial Reports:

- A Motion was moved by Mr. Enterline to approve the voucher list in the amount of \$57,951.94. The Motion was seconded by Ms. Bowers and passed unanimously.

Visitors:

- Ms. Marcie Staffieri was present to question the 3 Strikes Ordinance for rental properties. Chief Stauffer explained the process used for citing tenants who violate the ordinance. She explained several problems that she has been encountering at her home involving neighboring properties. A meeting at the property will be scheduled with the Interim Borough Manager, Mr. Tuscan, Police Chief Stauffer, Council President Martin and Ms. Staffieri to investigate these allegations.
- Mr. Doug Shaub was present to voice his concerns on the zoning request to have an auto dealership license at 24 North Wolf Street. It will be presented at the Zoning Hearing Board meeting on Monday, April 2nd.
- Mr. Joe Staffieri was present to voice his concerns on the handling of trash problems and handling of police calls concerning his daughter
- Ms. Emily Ditzler was present to voice her concerns about a property on the corner of Penn Street and West Stiegel Street, which constantly has 5 to 7 untagged old vehicles parked on the property. The property is zoned correctly for that type of car recycling.
- Mr. Scot Funk was present to question the status of the police station project and to check on money from football parking that was to be deposited in the pool account.
- Dr. Jury was present to inquire about the answers to questions he had presented at the last council meeting concerning the process and possible expectations being considered for the hiring of a new borough manager. Discussion on this inquiry will be handled under new business.

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

- Chief Stauffer distributed his report and reviewed it with council.
- Mr. Robert Dorwart has volunteered space in Rapho Township for a satellite office for the Police Department. His written directive will be forwarded to the solicitor for review.
- Council was updated on grants received for new bikes and bullet proof vests.
- Chief Stauffer addressed the concerns of Ms. Staffieri regarding calls to the police officers.

- Officers Kristopher Keller and Jeffrey Kiesel were presented to council for approval to end their probationary period. Their assessments were above average and they come highly recommended for approval.
 - A Motion was moved by Mr. Simon to end the probationary period for Officers Kristopher Keller and Jeffrey Kiesel. The Motion was seconded by Mr. Eshelman and passed unanimously.

Borough Managers Report (See attached):

- Mr. Gabriel, the Interim Borough Manager distributed his report and reviewed it with council.
- Council was updated on the current status of the FEMA disaster assistance reimbursements and the alternate project being submitted in place of replacing the pedestrian bridge in Memorial Park.
- Updates were given on the South Main Street Project as well as the Traffic Signal Emergency Pre-emptor Device Project and the current status of grants being pursued for the Market Square Improvement Project.
- The Liquid Fuels Street Project will be going out to bid early in April.
- It was discovered that the bids for the Hollinger Field fence were for 4 feet high fencing instead of 5 feet, so an amended quote is being submitted to cover the cost difference. This is a FEMA reimbursed item.
 - A Motion was moved by Mr. Simon to accept the amended bid with the increase of \$650.00 to replace the fence at Hollinger Field. The motion was seconded by Mr. Enterline and passed unanimously.
- Council was updated on the status of the pool preparation and the current major maintenance items and roof replacement. It was decided that the Parks/Pool Committee will meet to discuss the operation of the concession stand for the season. There will be a decision presented at the next council meeting.
- It was decided to donate a pool membership for 2012 season to the auction which is part of the 250th Gala being held on April 29th.
- Street sweeping will be held the first week of May.
- Council was updated on the donated Covered Bridge Painting Project and the need to replace the benches in the Mini-Park.
- In kind services for sport teams in lieu of paying fees were discussed and will be researched for the next meeting.
- Mr. Gabriel gave a brief explanation of his hours needed so far to start his interim services and stressed that hopefully they will be reduced in future weeks.

New Business:

- A request from F & M to waive the pavilion rental fee for two dates to offer programs to needy middle school students from Manheim Central was presented for consideration.
 - A Motion was moved by Mr. Eshelman to approve the request from F & M to waive the pavilion rental fee for two dates this summer. The Motion was seconded by Ms. Bowers and passed unanimously.
- The Masonic Lodge requested to advertise their medallion on the two welcome signs in the borough. The request will be given to the Manheim Chamber of Commerce because they are actually the owners of the sign.
- Manheim Downtown Development Group Cooperation Agreement with the Borough was presented for approval.
 - A Motion was moved by Ms. Bowers to approve the Manheim Downtown Development Group Cooperation Agreement with the Borough. The Motion was seconded by Mr. Enterline and passed unanimously.

- The appointments of Representatives to the Board of Appeals of Mr. Steve Sipe to a term ending December 31, 2015 and Mr. Steve Gergely, Chair at Large to a term ending December 31, 2014 were presented for approval.
 - A Motion was moved by Mr. Eshelman to approve appointments of Representatives to the Board of Appeals of Mr. Steve Sipe to a term ending December 31, 2015 and Mr. Steve Gergely, Chair at Large to a term ending December 31, 2014. The Motion was seconded by Mr. Simon and passed unanimously.
- Discussion was held concerning the community room options and it was decided that the Public Works Committee would meet and bring their recommendation back to council at the next meeting.
- Mr. Gabriel reported on the Stormwater Assessment at 154 North Laurel Street.
- The quote to repair the fence and backstop at Logan Park from Eyman Fencing for \$6,800 was presented for approval.
 - A Motion was moved by Mr. Fenicle to approve the quote to repair the fence and backstop at Logan Park from Eyman Fencing for \$6,800. The Motion was seconded by Mr. Enterline and passed unanimously.
- The School District Lease at Memorial Park was presented for approval. Mr. Gabriel gave a brief review of a few changes made to the final draft.
 - A Motion was moved by Mr. Eshelman to approve the School District Lease at Memorial Park. The Motion was seconded by Mr. Enterline and passed unanimously.
- The Kauffman Park Lease was presented for consideration and approval. Mr. Gabriel gave a brief review of the request and reasons from Mr. Shank to go back to original lease he had with the borough. Discussion was held by council as to rules needed for this new lease as well as a future back up plan for use of this property.
 - A Motion was moved by Mr. Simon to approve the Kauffman Park Lease with the lease starting in April each year. The Motion was seconded by Mr. Enterline and passed unanimously.
- Mr. Gabriel gave a brief presentation on the Borough Manager Recruitment Proposal process status. After some discussion on the direction council needs to move on this recruitment process it was decided to advertise and hold a special council meeting on Tuesday, April 3rd to discuss the total recruitment process as well as compile a list of questions for the firms submitting proposals. The firms will be asked to attend the next regular council meeting on Tuesday, April 10th to be interviewed and questioned on what their proposals actually entail.

Executive Session:

- A Motion was moved by Mr. Enterline to go to Executive Session for the discussion of personnel and real estate matters at 9:30 PM. The Motion was seconded by Ms. Bowers and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 10:25 PM. The Motion was seconded by Mr. Enterline and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Simon to adjourn at 10:27 PM. The Motion was seconded by Mr. Eshelman and passed unanimously.

Respectfully Submitted

Linda Gerhart