

MANHEIM BOROUGH COUNCIL

May 28, 2013

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

Staff: Mark Stivers, Borough Manager, Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

Visitor Comments:

- The Swearing in of K-9 Officer Bayne and Officer Aaron Szulborski, as his handler was conducted by Magisterial District Judge Scott Albert.
- Mr. Brad Roth questioned whether the temporary action taken on January 29, 2013 to have vouchers available to residents at council meetings would become permanent.
 - A Motion was moved by Ms. Bowers to approve having copies of the voucher list permanently available to residents at the council meetings. The Motion was seconded by Mr. Fenicle and passed unanimously.
- Mr. Rob Geib of South Hazel Street was present to question if anything can be done about the growing problem of stray cats. The volunteer who takes care of trapping the cats will be notified that the problem of stray and feral cats seems to be increasing.
- Ms. Delores Miller was present to question whether anything further will be done with the stormwater issue at her property. Mr. Gabriel explained the results of the Borough Engineer's research on the problem. The swale in that area was also reviewed and found not to be a contributing factor to Ms. Miller's stormwater issue. Nothing further will need to be done by the borough as the actual work will need to be done on the Miller property to slope the water from the spouting and roof away from the house.
- Residents questioned how the sidewalk and curbing repairs are monitored in the borough. They were questioning how this work is coordinated with the street projects scheduled in the borough for this summer. There are standards that have been compiled by the Public Work Committee for future projects, but due to lead time they will not be implemented for the current street project. The Codes Enforcement Officer will be involved in the future to enforce the curb and sidewalk ordinance issue.

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

- Chief Stauffer distributed his report and reviewed it with Council.
- Council was updated on the current hiring status for the new officer. A traffic study was conducted on the five point intersection of Stiegel, New Charlotte and South Charlotte Streets that was requested at the last Council Meeting. It does not warrant additional stop signs. Chief Stauffer offered to address questions from residents that were raised at the last meeting concerning the Police Contract, budget items and the new building. An update was given on the plan for traffic control and emergency management for the 5K Rock and Glow Race. The news releases were reviewed and certification for monitoring truck weights is currently being completed by some of our officers. Ms. Emily Ditzler questioned the procedure for reporting unusual activities.
- Comments on continuing Right to Know Requests for information on the Police and Borough Budget items were raised by Ms. Claudia Zug. She was concerned about the reference to a conspiracy comment referenced in a Police Chief Report from May 14th. Chief Stauffer explained his reasoning at the time for writing the conspiracy comment and explained he has changed his thinking and feelings since the report had been written. He stated that as he had

mentioned earlier in his report, he will gladly address questions presented directly to him about any function with the Police Department. Residents are continually encouraged to ask questions and attend council meetings. It was noted that questions, can be addressed to all areas of the borough management team.

- The Emergency Management Office will be opened during the 5K Glow Race on Saturday, June 1st.
- Other options for the operation of our Police Department were offered as a suggestion by a resident as an alternative.

Borough Manager Report:

- Mr. Stivers distributed his report and reviewed it with Council.
- Mr. Stivers read the immediate resignation of Mr. John Eshelman as councilman. The process for filling the vacant council seat was explained it was noted that his replacement will need to be from Ward 2. It was noted that Mr. Eshelman gave a lot of continued time and effort for the borough and his resignation is a great loss to the community.
 - A Motion was moved by Ms. Bowers to accept the immediate resignation of Mr. John Eshelman. The Motion was seconded by Mr. Enterline and passed unanimously.
- This was the last meeting for Mr. Steve Gabriel who has served as the Interim Borough Manager since February of 2012. He was thanked for all his time and effort during the last 15 months and a job well done.
- Mr. Gabriel gave a brief overview of the annual MS4 process and comments on issues pertaining to stormwater management. He described what is involved with each of the 6 components of the state permitting process. The annual report from March 2012 to March 2013 is currently due on June 9th. The water usage for the Recon Shops was questioned concerning where water is discharged after they wash vehicles.
 - A Motion was moved by Mr. Simon to approve the filing of the Annual MS4 Report by Rettew Associates to DEP. The Motion was seconded by Mr. Fenicle and passed unanimously.
- An update of the Logan Park project was provided as we are the applicant for the project. Mr. Stivers reviewed the current grant process they are following to fund this project and reported that he will be signing the applications on behalf of the borough. As of now there is still no cost to the borough for this project.
- An update on the progress of the pool renovations and opening was presented. Everything will be completed and ready to go by the official full opening for the rest of the season on June 7th.
- Mr. Stivers reported on a meeting with DocStar, an electronic document management system for possible consideration by the borough that would allow us to store documents electronically. The state is currently subsidizing this program until at least the end of June.
 - A Motion was moved by Mr. Simon approve a monthly lease with DocStar. The Motion was seconded by Mr. Fenicle and passed unanimously.

Action Items:

- Approval of the May 14, 2013 Minutes:
 - A Motion was moved by Mr. Simon to approve the Minutes of the May 14, 2013 Borough Council Meeting. The Motion was seconded by Ms. Bowers and passed unanimously.
- Approval of the Voucher List for May 28, 2013.
 - A Motion was moved by Mr. Simon to approve the voucher list in the amount of \$141,689.50. The Motion was seconded by Ms. Bowers and passed unanimously.

- Approval to pay our 2013 contribution to the Manheim Downtown Development Group in the amount of \$10,000.
 - A Motion was moved by Mr. Simon to pay the 2013 Borough contribution to the Manheim Downtown Development Group in the amount of \$10,000. The Motion was seconded by Mr. Enterline and passed unanimously.
- Approval for a street closing on Market Square on June 9th for the Red Rose Celebration from 2:30 PM to 5:30 PM.
 - A Motion was moved by Mr. Enterline for a street closing on Market Square on June 9th for the Red Rose Celebration from 2:30 PM to 5:30 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Committee Reports:

- The Finance Committee met to discuss possible reductions in finance rates by refinancing. It will be researched and a recommendation will be brought to council for possible consideration.
- The Personnel/Police Committee will be meeting on Thursday May 30th to conduct interviews with 4 possible candidates for the position of Codes Enforcement Officer. Police negotiations will be starting as well.
- The Public Works Committee met to discuss the 45 Market Square Building and how they want to proceed with getting the best facility for our Police Department. Mr. Stivers presented all the options that were discussed at the meeting including a new concept presented by the Ambulance Association to possibly have the Police Department share the new building they are planning on West Colebrook Street. The Ambulance Association is merging with Northwest Regional EMS, but will be keeping their operation in the borough. Mr. Fenicle reiterated that they are not starting over but are looking to review all options and present them in a timely manner to move this project forward as quickly possible. The financial aspects are being researched and the effect of not using 45 Market Square and selling it will be presented as part of the new cost estimate. It was noted that the profit from selling 45 Market Square needs to be put against repaying the current loan obligation and cannot be used for construction costs. The best use of all the borough buildings will be reviewed to see what needs to be sold and what the borough wants to keep. Utilization of the buildings with the possibility of having all the municipal offices in the same building will be considered and researched.
 - A Motion was moved by Mr. Simon to pursue the recommendation of the Public Works Committee to look in other directions for properties for the new Police Station. The motion was seconded by Mr. Enterline and passed with a vote of 3 to 2. Ms. Martin and Ms. Bowers were the nay votes.

New Business:

- The closing of the Square on Friday June 14th for Flag Day Ceremony was discussed.
 - A Motion was moved by Mr. Enterline to close Market Square on Friday June 14th for the Flag Day Ceremony. The Motion was seconded by Ms. Bowers and passed unanimously.
- It was noted that the property at 148 East Stiegel Street has been sold as a commercial space.

Workshop Items:

- President Martin gave a brief summation of the items discussed at the Town Meeting. Market Square items that residents would like to see addressed are the gazebo roof, landscaping, wiring, and removal of the bricks and repair of curb work. It was suggested that the gazebo roof be replaced with the same cedar shakes that are there now. A program to

replace street lights each year was suggested. The old lamp posts will be offered for sale as a fund raiser. Sidewalks need to be repaired.

- The purchase of the Christmas Lights for Market Square from the American Legion was discussed.
 - A Motion was moved by Mr. Simon to purchase the Christmas Lights for Market Square from the American Legion. The Motion was seconded by Ms. Bowers and passes unanimously.

Discussion was held concerning replacement of the lamp posts in the center of Market Square versus who is going to be responsible for any additional lamp post work in the future. Other improvements are being researched on Market Square. Community groups will be contacted to see if they are interested in helping with some of the renovations on Market Square.

- The draft of a Shade Tree Ordinance was presented for council review. Ms. Gates and Mr. Stivers will go over the ordinance and bring back recommendations for the ordinance to council. Property owner responsibility and assistance with tree planting will be reviewed. Tree roots and damage to sewer and water line were also a problem that needs to be considered. Chapter 64 of the Code of Ordinances will be researched to see if it needs to be amended.

Executive Session:

- A Motion was moved by Mr. Simon to adjourn to Executive Session for the discussion of real estate matters at 9:26 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.
- A Motion was moved by Mr. Simon to adjourn from Executive Session at 9:50 PM. The Motion was seconded by Mr. Enterline and passed unanimously.
 - A Motion was moved by Mr. Simon to direct staff to look at the properties that were discussed to see if they could be purchased for use for the new the police facility. The Motion was seconded by Mr. Fenicle and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Simon to adjourn at 9:55 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted,

Linda Gerhart