

MANHEIM BOROUGH
COUNCIL MEETING
May 8, 2012

Roll Call: President Bonnie Martin, Pro-Tempore Philip Enterline, Dave Fenicle and Rebekah Bowers

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

Approval of the April 24, 2012 Minutes:

- A Motion was moved by Mr. Enterline to approve the Minutes of the April 24, 2012 Borough Council Meeting. The Motion was seconded by Ms. Bowers and passed unanimously.

Financial Reports:

- A Motion was moved by Mr. Enterline to approve the voucher list in the amount of \$97,613.62. The Motion was seconded by Ms. Bowers and passed unanimously.

Visitors:

- Mr. Barry Geib and Mr. Curt Diffenderfer from the Manheim Farm Show gave a brief presentation on the proposed new building being designed for the Farm Show Complex in Memorial Park to replace the modulars currently at that location. They would like to start their capital campaign in the fall of 2012. It was also mentioned that some work will need to be coordinated between the Borough, School District and the Farm Show Committee in the future on the covered bridge supports. President Martin will check on this with the Borough Engineer.
- Ms. Marcie Staffieri was present to request a meeting with the Borough Council Personnel Committee. She was glad to report the hole in her house has been repaired. The meeting will be scheduled sometime after May 11th when all the members of the committee are available.

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

- Chief Stauffer distributed his report and reviewed it with council.
- He updated council on a grant they received from the Office of the Attorney General. This gave the department two (2) additional Preliminary Breath Test Readers. He presented officer statistics and updated council on an armed robbery arrest of a juvenile who is being charged as an adult.
- Council was presented updated information concerning the replacement of the cruiser that currently needs a new transmission.
- Discussion was held concerning vehicle maintenance, budget items, parking of police vehicles at the rear of the borough building and the new police station timeline.

Borough Managers Report (See attached):

- The Borough Manager's Report was presented and reviewed by council.
- It was suggested that the street sweeping be held in June. It was explained that the sweeper is used to pick up gravel and stones and not tree debris.
- Ibach Tree Service is scheduled to trim the trees at Hollinger Field.
- The pool preparation is moving along. It was suggested that with all that still needs to be completed before opening day, the college students who will be working at the pool this summer be contacted to start working now to help with the preparation. The future of the

mushroom pool was discussed. The operation of the concession stand was discussed. President Martin volunteered to get the concession stand running until a suitable manager to operate the stand for the summer was found. The Parks/Pool Committee will be meeting on Wednesday, May 9th with Tammy Agesen.

Committee Reports:

- The Finance Committee met before the council meeting and offered the following updates. The Audit is complete. The MD&A letter is the final step for the audit and is currently being completed. The PEMA Alternate Project Needs List letter has been drafted and will be submitted as soon as it is approved by Council. The committee recommends paying the registration fee of \$225.00 for the Mayor to attend the convention in Lancaster in July. The borough will be receiving a health insurance rebate.

Old Business:

- Recommendations were requested as to the handling of the leases for the sports organization that use the fields for sporting events throughout the borough. The mowing contract for all the fields was discussed.
 - A Motion was moved by Mr. Fenicle to have the leases between the sports organizations be executed as written and the organizations be invoiced for mowing if they are utilizing the contracted mowing service. The Motion was seconded by Mr. Enterline and passed unanimously.
- FEMA Alternate Project Needs List letter was presented for approval. The recommendations from the Finance Committee were explained and discussed.
 - A Motion was moved by Mr. Fenicle to approve the submission of the FEMA Alternate Project Needs List letter to PEMA. The Motion was seconded by Ms. Bowers and passed unanimously.
- The CDBG Streets Improvement Project Bid from Handwerk was presented for approval. It was suggested that the Borough Engineer closely monitor this project.
 - A Motion was moved by Ms. Bowers to approve the bid from Handwerk for the CDBG Street Improvement Project in the amount of \$119,904.90 pending receipt from the County of the Federal go-ahead to sign the contract. The Motion was seconded by Mr. Fenicle and passed unanimously.
- The Liquid Fuels Street Project Bid from Martin Limestone, DBA Burkholder Paving was presented for approval.
 - A Motion was moved by Mr. Fenicle to approve the bid from Martin Limestone, DBA Burkholder Paving for the Liquid Fuels Street Project in the amount of \$86,764.51. The Motion was seconded by Mr. Enterline and passed unanimously.
- The Pool Clubhouse Roof Repairs Project Bid from Shea Roofing was presented for approval.
 - A Motion was moved by Mr. Enterline to approve the bid from Shea Roofing for the Pool Clubhouse Roof Repairs Project in the amount of \$17,919.00 plus \$6.00 per square foot for replacement plywood deck boards as necessary. The Motion was seconded by Mr. Fenicle and passed unanimously.
- The memo concerning 19 New Charlotte Street (Delight Reidenbach property) was presented for approval.

- A Motion was moved by Mr. Enterline to approve the course of action recommended in the memo prepared by Mr. Gabriel and Mr. Tuscan for the 19 New Charlotte Street property. The Motion was seconded by Ms. Bowers and passed unanimously.

Council Reports:

- J. L. Honberger will be advised that they can work Saturday and Sunday if necessary to complete the work at the Community Pool as soon as possible.
- Discussion was held concerning replacement of the flag pole in the square versus painting the current pole. The Rotary Club will be notified that it would be less expensive to have the current pole painted rather than replacing it with a shorter 54' pole. The current pole is 75' high. Since this is a grant project for the Rotary Club other suggestions were given for enhancements to the Mini-Park and Market Square.
- There are three suggestions for pursuing a borough manager. The first choice is using the East Petersburg Resumes from their borough manager search. The second choice would be reaching out to the borough business's Human Resource Departments to utilize their personnel along with representatives from the borough to form a search committee. The third choice to consider is the companies that have already presented proposals to complete a search for a borough manager. It was decided to table this decision until all council members are present at the next meeting. If someone is not available for the next meeting they would be asked to submit in a sealed envelope, their choice of the three presented choices for consideration.
- The request from the Rotary Club to use the Pool Field Concession Stand the week of the Farm Show was presented for consideration.
 - A Motion was moved by Mr. Fenicle to approve the request from the Rotary Club to use the Pool Field Concession Stand the week of the Farm Show. The Motion was seconded by Mr. Enterline and passed unanimously.

Executive Session:

- A Motion was moved by Mr. Enterline to go to Executive Session for the discussion of personnel matters at 9:17 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.
- A Motion was moved by Mr. Fenicle to adjourn from Executive Session at 9:54 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

An employee had requested a pay increase and was denied.

Adjournment:

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

Respectfully Submitted

Linda Gerhart

MANHEIM BOROUGH
COUNCIL MEETING
May 29, 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: Stephen Gabriel, Interim Borough Manager, Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

Approval of the May 8, 2012 Minutes:

- A Motion was moved by Mr. Enterline to approve the Minutes of the May 8, 2012 Borough Council Meeting. The Motion was seconded by Ms. Bowers and passed unanimously.

Financial Reports:

The invoice from Elm Ridge Construction was pulled from the voucher list to be researched further before being presented for payment.

- A Motion was moved by Mr. Eshelman to approve the voucher list minus the Elm Ridge Construction invoice in the amount of \$85,709.10. The Motion was seconded by Mr. Simon and passed unanimously.

Visitors:

- Ms. Deb Korzon President of the Chiques Creek Watershed Alliance was present to update council on the current status of their master plan for improvements to Logan Park and to request a letter of support for future grant submissions.
- Mr. Aaron Szulborski, President of the Police Association was present to request permission to pursue a Canine Program for the Police Department. He gave a brief overview of what is involved with acquiring a trained canine and was given council approval to continue this process.
Mr. Szulborski was also present as a Representative of the Police Association to question and voice concerns about the wording of the current Ordinance #628 that has been advertised and being considered for approval by council. The Police Department understands PA Act 51 covering the Killed in Service Benefit is being taken over by the State and is in favor of the change. The Police Department is requesting further clarification on other definitions in the ordinance concerning salary definitions. Council will be getting further clarification on these definitions before approving this Ordinance as presented. Meetings will be scheduled by the appropriate committees to review the ordinance changes concerning salary definitions.
- Ms. Doreen Ober of the Manheim Downtown Development Group was present to update the council on the activities of the group and to check on the current status of the vendor ordinance concerning the requested changes to the fee and sign restrictions. The fee reduction to \$300 had already been approved at an earlier meeting.
 - A Motion was moved by Mr. Simon to amend the Vendor Ordinance to allow two daily temporary sandwich board signs per vendor not to exceed 2'x4'. The Motion was seconded by Mr. Eshelman and passed unanimously.

It was decided to change the date for the Christmas Tree Lighting to Saturday, December 8th and new paperwork will be signed and submitted to PennDOT to close Market Square. This is being organized with other holiday activities scheduled for that weekend. The PDC Assessment is scheduled for Friday, June 1st and elected officials were encouraged to attend. MDDG has received National Main Street Accreditation for the third year in a row.

Mayor Report:

- Mr. Brad Roth, Manheim Regional Emergency Management Officer was presented a Certificate of Commendation by the Mayor in recognition for his exceptional dedication during the flooding of 2011 and for recognition of his training and certification from PEMA and LEMA.
- Mayor Phillips reported on Stiegel Glassworks continued success and the Artisan Alley to be held this summer. He reminded everyone about attending the PDC Assessment for the Manheim Downtown Development Group. The Boy Scout Troop has a live tree they would donate for the square. The Red Rose Festival Weekend in Manheim Borough will be held June 8th through June 10th. The Police coverage in Rapho Township is going well. Architects are being considered for the renovations to the building at 45 Market Square.

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

- Chief Stauffer distributed his report and reviewed it with council.
- Chief Stauffer is currently reviewing the codification of ordinances and has recommendations of changes and additions.
- The three year contract to be negotiated with the school district by Chief Stauffer for the SRO position at Manheim Central High School was explained.
- Extra security will be added for the 250th Anniversary Event Saturday, June 9th.
- The Flag Day Ceremony on the square will be held Thursday, June 14th at 6:15 PM. It was requested that the road be closed to limit the noise generated by all the traffic.

Borough Managers Report (See attached):

- The Borough Manager's Report was presented and reviewed by council.
- Discussion had been held at a previous council meeting about applying for 2013 Community Development Block Grant money for Phase 2 milling and paving improvements to Fulton Street. The majority of the application will be handled by the borough office staff with a small amount being prepared by Rettew Associates.
 - A Motion was moved by Mr. Eshelman to proceed with the submission of the application for a 2013 Community Development Block Grant for Phase 2 milling and paving improvements proposed for Fulton Street. The Motion was seconded by Mr. Enterline and passed unanimously.
 - A Motion was moved by Mr. Eshelman to authorize the necessary engineering work by Rettew Associates for the 2013 Community Development Block Grant Phase 2 application for milling and paving improvements to Fulton Street for approximately \$800 to \$1,000. The Motion was seconded by Ms. Bowers and passed unanimously
- Discussion was held as to the necessity of having a part time person for the Street Department during the summer for possible work at the pool.
- The pool report from Tammy Agesen was presented. The cracks at the bottom of the Main Pool, employee handbook and the sound system were discussed. It was noted that we will not have any access to the building at 45 Market Square until at least June 15th. President Martin gave a report on the opening of the concession stand. She reported on the items she has purchased so far. Additional items needed for the concession stands were suggested and will be reviewed by the Parks & Pool Committee. A separate budget will be presented in the financial report.

Committee Reports:

- The Finance Committee met before the council meeting and offered the following. Things are going well with no problems. The insurance rebate has been received. Ms. Mitchell will be asked to calculate what percentage of the rebate is for the authority personnel. The audit amount for the contract between the Borough and Authority for 2011 was sent to the

Authority. A meeting will be set up between the Chairman and Vice Chairman of the Authority and the President and Vice President of Manheim Borough Council to discuss the audit as well as an invoice sent to the Authority for the first quarter of 2012. Mr. Fenicle will schedule the meeting.

- The Personnel Committee met with Ms. Staffieri to address her concerns about the handling of code and zoning issues.

New Business:

- The letter received from a resident inquiring about the need to pay municipal fees when he is only in Manheim for 6 months a year was presented. Mr. Gabriel will respond to the inquiry and explain the reason for the municipal fee.
- The request from the Hempfield Soccer Club to use our fields for one of their tournaments was discussed.
- Mr. Gabriel gave an update on the Rotary Club Improvement Project being considered for refurbishing the flagpole and landscaping at Market Square. An estimate has been received to paint the flagpole. Mr. Gabriel will discuss the painting of the flagpole with Mr. Tuscan and the company presenting the estimate as to how this project will be handled.
- The letter from the Rambling Roses Camping Club was discussed.

Old Business:

- The decision on how council is going to handle the recruitment process for the new borough manager was reached. After discussion it was decided that the Personnel Committee would take the lead on the recruitment process. Mr. Simon will be drafting an advertisement for the position and discuss it with the personnel committee before advertising. Local company Human Resource Departments will also be contacted for possible help with the recruitment process.

A unanimous roll call vote was taken to approve the handling of the recruitment process in house with the lead being taken by the Personnel Committee.

Dave Fenicle – yes

John Eshelman - yes

Philip Enterline – yes

Bonnie Martin – yes

Chris Simon – yes

Rebekah Bowers - yes

Council Reports:

- The Property Committee and Police Chief Stauffer will be meeting to start the process of renovating the building being purchased at 45 Market Square for the new Police Station.

Adjournment:

- A Motion was moved by Mr. Simon to adjourn at 9:39 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Respectfully Submitted

Linda Gerhart