

MANHEIM BOROUGH  
COUNCIL MEETING  
November 27, 2012

**Roll Call:** President Bonnie Martin, Vice President Chris Simon, David Fenicle, John Eshelman, Rebekah Bowers and Mayor Eric Phillips

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

An Executive Session was held Thursday, November 15, 2012 for the purposes of discussing personnel matters.

**Approval of the November 13, 2012 Minutes:**

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

**Financial Reports:**

- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$183,268.46. The Motion was seconded by Mr. Simon and passed unanimously.

**Visitors:**

- Ms. Doreen Ober from the Manheim Downtown Development Group was present to update council on the activities of the organization and to explain the Keystone Community Program as a continuation of the Downtown Development Group for the future now that they are in the process of exiting out of the Main Street Program. The Downtown Development Group was complimented on their continued efforts. Council was updated on the Christmas in Manheim activities planned for the weekend of December 7<sup>th</sup> thru 9<sup>th</sup>. Ms. Karen Neff was present to explain and request permission to hold a Glow in the Dark 5 K Run fundraising event on April 27<sup>th</sup>. The requested course and needed manpower for the race was discussed and will need to be reviewed with the Police Chief.
  - A Motion was moved by Mr. Simon to approve the request to hold a Glow in the Dark 5 K Run fundraising event on April 27<sup>th</sup> with the route still to be determined. The Motion was seconded by Ms. Bowers and passed unanimously.
- Ms. Gwen Newell, Senior Community Planner for the Lancaster County Planning Commission was present to introduce herself as the interim replacement for Mr. Theo Robinson our Community Planner who had died unexpectedly last month. She will also be meeting with the Planning Commission.
- Mr. Frank Swade, a resident of Hart Street was present to voice his concern over the street restoration at his property by UGI after the installation of a gas line. Discussion was held concerning the handling of these UGI permits and need for inspections of the work for future street opening permits since the current work is not acceptable. UGI will be contacted to schedule a meeting to address these issues.

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

- Mayor Phillips distributed his report and reviewed it with council. He highlighted the Christmas tree installation and lighting, Holiday Craft Faire, the ongoing success of Stiegel

Glassworks sales and encouraged the residents to fly their flags on Pearl Harbor Day on December 7<sup>th</sup>.

- Chief Stauffer distributed his report and reviewed it with council.
- Council was updated on the current heating and air conditioning work that was completed at 45 Market Square. Chief Stauffer also presented to council the current status of all the training that he and the officers have completed for the current year and Officers statistics. The annual policy review for his department is currently underway and should be changed and completed by the end of December 2012.

#### **Borough Manager Report:**

- Mr. Gabriel reviewed his report with council.
- Stouch Lighting had contacted the borough to offer a free review of the lighting in the borough to see if they could offer some cost saving measures. After discussion it was decided to just keep the information but not pursue the free review.

It was suggested that the borough contact the Lancaster County Office to see if it is possible to partner with them on the upcoming repair work that needs to be completed on the Shearer's Covered Bridge, since they are currently working on other Covered Bridge Projects in Lancaster County. Mr. Gabriel reported that the Borough Engineer is in the process of doing so.

#### **Committee Reports:**

- The Pool/Parks Committee met to discuss the pool rates for the 2013 season.
  - A Motion was moved by Mr. Eshelman to advertise the Request For Proposal for the operation of the pool and concession stand. The Motion was seconded by Ms. Bowers and passed unanimously.
  - A Motion was moved by Mr. Eshelman to keep the current rates used for 2012 Pool Memberships for the 2013 Pool Memberships purchased until December 24<sup>th</sup> with no limit on residency. The Motion was seconded by Ms. Bowers and passed unanimously.It was suggested that a Commission possibly be established to help with the feasibility study for the pool as well as a capital campaign for the much needed improvements and repairs. Mr. Gabriel reviewed the current repairs needed at the pool and what needs to be done to start the process so that most of work can be completed as soon as possible and before the start of the 2013 season.
- The Finance Committee met before the council meeting. The Budget for 2013 was presented for approval to be advertised for a public hearing and approval at the next council meeting
  - A Motion was moved by Mr. Simon to advertise the 2013 Budget for a Public Hearing and Approval at the December 11, 2012 Manheim Borough Council Meeting. The Motion was seconded by Mr. Eshelman and passed unanimously.

#### **New Business:**

- Mr. Gabriel explained the Code Analysis that was completed by General Code as they did the Codification of Ordinances. He was looking for direction on how Borough Council would like to handle the review process for this analysis. He explained what the analysis included in regard to what we need to review for changes or updates. Discussion was held as to how council wants to address these items. It was decided to have Mr. Gabriel present the critical issues to council for consideration and the remaining items will be addressed by the new Borough Manager and Zoning Officer.
- It was suggested that the enforcement of leaf pickup be addressed. Residents are not cleaning up their leaves as well as they had other years. There are more leaves in the gutters this year and they ultimately end up in the storm drains if they are not cleaned up. The Street

Department does vacuum up the leaves at the storm drains. Residents should be informed of the availability of Kraft Bags and that loose leaves in the gutters cause flooding problems.

**Old Business:**

- Mr. Clarence Newcomer representing the residents of the north side of West Colebrook Street had requested the Borough check on the stormwater during rain storms from Rapho Street that he thought was flowing to their backyards. The Street Department investigated the situation and found that the stormwater on the street stayed on the streets, but stormwater off the driveways on nearby private properties was the runoff water that was flowing into their backyards.
- 45 Market Square Space Allocation Plan was reviewed by Mr. Eshelman for council as to the current status in the process of finalizing the plan. The Public Works Committee hopes to have all the numbers for the next council meeting so they can make a comparison on prices for the project.
- A report on the North Point Subdivision South Drainage Swale was presented by Mr. Gabriel as to the results from Rettew Associates on the survey for the swale to bring it back to the original design configuration from 1992. The price is \$6,000 with seeding included and almost \$4,000 without seeding. Discussion was held concerning the involvement of the residents with respect to cost sharing for this project. Mr. Gabriel will contact the residents involved with this project.

**Council Reports:**

- The broken bracket on the flagpole that holds the Christmas Star was discussed and will be researched to see if it can still be repaired for the Christmas Season.

**Executive Session:**

- A Motion was moved by Mr. Eshelman to go to Executive Session for the discussion of personnel and real estate matters at 8:43 PM. The Motion was seconded by Ms. Bowers and passed unanimously.
- A Motion was moved by Mr. Eshelman to adjourn from Executive Session at 9:45 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Eshelman to adjourn at 9:46 PM. The Motion was seconded by Mr. Simon and passed unanimously.

Respectfully Submitted

Linda Gerhart