

MANHEIM BOROUGH  
COUNCIL MEETING  
September 25, 2012

**Roll Call:** President Bonnie Martin, Vice President Chris Simon, Pro-Tempore Philip Enterline, John Eshelman, David 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 September 11, 2012 Minutes:**

- A Motion was moved by Mr. Simon to approve the Minutes of the September 11, 2012 Borough Council Meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

**Financial Reports:**

- A Motion was moved by Mr. Eshelman to approve the voucher list in the amount of \$108,922.52. The Motion was seconded by Mr. Simon and passed unanimously.

**Visitors:**

- Ms. Deb Korzon from the Chiques Creek Watershed Alliance was present to answer any questions concerning the design phase of the Logan Park Watershed Restoration Project and the Memorandum of Understanding between the Borough and the Chiques Creek Watershed Alliance. She highlighted the grant funding involved with the project and noted that there would be no financial support needed from the Borough at this time. It was noted that the Borough would be the permittee on any applications for grants because they are the landowner.
- Ms. Carolyn Peters from the Rotary Club was present to update council on the flagpole painting and request permission to place a plaque at the base of the pole in Memory of Ray and Effie Baker. The plaque placement will be coordinated with future improvement plans being made to Market Square.
  - A Motion was moved by Mr. Eshelman to approve the request from the Rotary Club to place a plaque at the base of the flagpole in Memory of Ray and Effie Baker with placement being coordinated with future improvement plans being made to Market Square. The Motion was seconded by Ms. Bowers and passed unanimously.
- Mr. Clarence Newcomer from West Colebrook presented a letter from 5 residents on the north side of West Colebrook Street requesting possible suggestions on how to handle the stormwater flooding behind their properties coming off of Rapho Street. Mr. Gabriel will research the situation and come back to council with his findings.
- Mr. Scot Funk was present to inquire on the current status of the hiring of a new borough manager. A committee report will be presented later in the meeting.

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

- Mayor Phillips invited everyone to attend the Founder's Day weekend activities planned for September 29<sup>th</sup> and 30<sup>th</sup>, and also to attend the ceremony at the cannon in Veterans Memorial Park on Monday, October 1<sup>st</sup>. President Martin reported on the activities planned by the 250<sup>th</sup> Committee.

- Chief Stauffer distributed his report and reviewed it with council. All the security for the fireworks has been scheduled. The Fire Company and the Ambulance Association are also prepared to back up the Police if anything should happen.
- Chief Stauffer met with Alexandra Weisensale of Interior Planning Group concerning the design layout for 45 Market Square. She will be attending a meeting in October to present her finalized draft design of the building.
- The School Resource Officer Memorandum of Understanding with school district has been signed.
- Officer Kevin Oswald has successfully completed his probationary period and is recommended to be removed from probationary status.
  - A Motion was moved by Mr. Eshelman to remove Officer Kevin Oswald from probationary status. The Motion was seconded by Mr. Fenicle and passed unanimously.
- Council was updated on the status of the new county radio system.

#### **Borough Managers Report (See attached):**

- The Borough Manager's Report was presented for review by council.
- Mr. Gabriel complimented the work being performed on the benches and trash receptacles in the Mini-Park by Lisa Hollinger a community service volunteer from the Manheim Downtown Development Group. Recognizing community volunteer efforts throughout the borough was discussed. Also, complimented were Jerry Stehman, the Street Department and Dick Eyman for the work performed at Logan Park. It was also noted that a volunteer group had completed a lot of work at Swann Park.
- One quote has been received for the South Swale of the North Point Subdivision work to reconfigure the swale back to the original design of 1992. Another quote will be obtained to compare pricing.
- The 2013 CDBG grant application that had been submitted for consideration for the second Phase of the Fulton/West End Neighborhood Street Improvement project has been recommended by the county review committee for full funding. The recommendation will be presented to the Housing and Redevelopment Authority at their meeting on October 15<sup>th</sup>. Mr. John Eshelman will attend that meeting as a representative from the borough.
- D. G. March, Inc. will be visiting the pool complex on Thursday to give an evaluation of the work needed for the 2013 season.
- Mr. Gabriel will be contacting the property owner who had shown interest in repairing the outlet pipe on the other side of the basin discussed earlier in the meeting.
- An update was given on the Shearer's Bridge repairs that will need to be addressed in 2013. Temporary repairs will be made now until the major work can be scheduled in the summer of 2013. The school district and farm show committee will be notified of this project. Options for funding this project were discussed.

#### **Committee Reports:**

- The Parks/Pool Committee met with two representatives from Hammerguard Aquatics to discuss submitting a proposal for services for the 2013 season.
- Finance Committee updated council on current operations which are going well and reported that projections to the end of the year look good. It was recommended by the Finance Committee to approve the final comparison work on the codification which will be presented for approval later in the meeting. Consideration has been recommended by the Finance Committee to budget \$1,000 for Amy Wagner to use for the TNR (Trap, Neuter & Release) Program that she continues to voluntarily manage each year.
  - A motion was moved by Mr. Simon to budget \$1,000 in 2013 for Amy Wagner to use for the TNR (Trap, Neuter & Release) Program that she continues to voluntarily manage

each year, with documentation presented to council showing the use of the money. The Motion was seconded by Ms. Bowers and passed with a vote of 4 to 1. President Martin was the nay vote.

- The Public Works Committee updated council on the current status of the property at 45 Market Square. Discussion was held on street paving projects for next year and what work would be considered for Mill Street. An update was given on what would possibly be considered for a CDBG 2014 application. A better time line and more detailed information to residents involved in street projects by the contractor will be addressed for future projects. Discussion was held on the necessity of council being notified when properties owned by the borough but used by our service organizations make improvements to the properties. The lease for Kauffman Park has still not been finalized for 2012.
  - A Motion was moved by Mr. Fenicle to have an agreement signed with Mr. Shank by the first council meeting in November for the lease on Kauffman Park. The Motion was seconded by Mr. Simon and passed unanimously
- Mr. Simon gave an update to council on the progress the personnel committee has made in the hiring process of a borough manager. They have compiled a list of potential candidates and a list of questions to ask at the phone interviews which will be scheduled within the next week. After completion of the phone interviews Mr. Gabriel will present his recommendations to the personnel committee; who will then after their review present their recommendations to the full council at the next meeting for the next step of the interview process. These interviews will hopefully be scheduled the week of October 22<sup>nd</sup>.

#### **New Business:**

- Resolution 7-2012 - Minimum Municipal Obligation for Police and Non-Uniformed Pension Plans was presented for approval.
  - A Motion was moved by Mr. Eshelman to approve Resolution 7-2012 covering the Minimum Municipal Obligation for Police and Non-Uniformed Pension Plans. The Motion was seconded by Mr. Enterline and passed unanimously.
- Ordinance 630 establishing the parking at the Wolf Street Parking Lot for a 48 hour limit was presented for approval to advertise for consideration at the October 9<sup>th</sup> Council Meeting. Mr. Gabriel gave a brief review of what this ordinance who involve.
  - A Motion was moved by Mr. Fenicle to advertise Ordinance 630 establishing the parking at the Wolf Street Parking Lot for a 48 hour limit to be presented for approval at the October 9<sup>th</sup> Council Meeting. The Motion was seconded by Mr. Eshelman and passed unanimously.
- Recodification Adoption Ordinance was introduced to council for their consideration to approve advertising at the next council meeting.
- It was recommended by the Finance Committee during their report to approve the invoice for the final comparison work on the codification.
  - Motion was moved by Mr. Enterline to approve the invoice for the final comparison work on the codification. The Motion was seconded by Ms. Bowers and passed unanimously.
- Memorandum of Understanding with Chiques Creek Watershed Alliance: Logan Park Watershed Restoration Project stating the Borough responsibilities was presented for approval. Mr. Gabriel gave a brief explanation of the Memorandum. The Borough will be the permittee for any paperwork, because they are the landowner.
  - A Motion was moved by Mr. Eshelman to approve signing the Memorandum of Understanding with Chiques Creek Watershed Alliance. The Motion was seconded by Mr. Enterline and passed unanimously.

- A County Radio System Narrow Band Waiver was presented for approval. Mr. Gabriel gave a brief explanation of the Waiver. This is a narrow band obligation with the county that begins January 1<sup>st</sup> with all license holders being narrow banded.
  - Motion was moved by Mr. Eshelman to approve the County Radio System Narrow Band with the county. The Motion was seconded by Mr. Fenicle and passed unanimously.
- A request from the 250th Anniversary Committee to store event food at the Pool Concession Stand September 27<sup>th</sup> to 29<sup>th</sup> was granted.

**Old Business:**

- Signage in the hallways of the borough building and the books stored in the basement was discussed and will be addressed.
- Old stormwater pipes from the project at Route 72 and Fruitville Pike are laying along the creek bed at that intersection. Mr. Gabriel will check to see about removing them.
- C.M. High was called to check the reason the traffic signals at the intersection of Route 72 and Fruitville Pike randomly start blinking.
- It was requested that the last two items to make the separation of the borough and the authority complete be resolved as soon as possible since both parties are currently working on their budgets. A decision will need to be made about the insurance rebate reimbursement check and payment of the service contract invoice. President Martin will address this issue.

**Executive Session:**

- A Motion was moved by Mr. Enterline to go to Executive Session for the discussion of personnel matters at 8:19 PM. The Motion was seconded by Mr. Eshelman and passed unanimously.
- A Motion was moved by Mr. Enterline to adjourn from Executive Session at 9:01PM. The Motion was seconded by Mr. Simon and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Eshelman to adjourn at 9:02 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Respectfully Submitted

Linda Gerhart