

Manheim Borough Council Meeting

Reorganization Meeting

January 2, 2018, 6:30 PM

Manheim Borough Building, Manheim

Newly Elected Manheim Borough Officials were sworn in by Mayor Funk:

Councilperson, Brad Roth

Councilperson, Chad Enck

Councilperson, Bryan Howett

Mayor Scot Funk called the meeting to order at 6:32 PM.

Roll Call: President Carol Y. Phillips, Vice President Brad Roth, Pro Tempore Bryan Howett, Chad Enck, Jean Gates, Elaine Leech and Mayor Scot Funk

Staff: Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Pledge of Allegiance and Moment of Silent Meditation

Election of Officers

Dr. Phillips nominated for President by Mr. Roth, no further nominations, passed unanimously.

Mr. Roth nominated for Vice President by Mr. Enck, no further nominations, passed unanimously.

Mr. Enck nominated for Pro Tempore by Ms. Gates, no further nominations, passed unanimously.

Police Department Action: The Civil Service Commission reorganized prior to this meeting and were thanked for their continued service to the borough. They did a Certification of Records for the Sergeant Promotion Process they completed for the candidate they are presenting for approval, Officer Jason Riggle. Chief Stauffer is looking for Borough Council to approve the endorsement from the Civil Service Commission. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously. Officer Riggle was sworn in by Mayor Scot Funk as a Sergeant. Sergeant Riggle was congratulated by council and introduced his family.

Remarks from the President Elect: President Phillips is looking forward to continuing to work with council for the next two years and thanked them for their committed service to the borough.

Approval of Minutes: 12/12/17 Borough Council Meeting Minutes: Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously.

- Appointment of Committees for 2018/2019
 - Personnel: Dr. Phillips, Chairman, Mr. Enck, Mr. Roth

- Public Works: Mr. Roth, Chairman, Ms. Leech, Mr. Howett
- Parks, Pool & Rec: Ms. Gates, Chairman, Mr. Howett, Dr. Phillips
- Finance: Mr. Roth, Chairman, Ms. Gates, Mr. Enck

Discussion was held on the membership for the Council Committees concerning resident members being appointed as well as council members and the guidelines that would need to be established for residential members.

Motion moved by Mr. Roth, seconded by Mr. Howett for approval of Resolutions 1-2018 thru 27-2018. Dr. Phillips asked for comments or questions on each of the resolutions. With no comments or further discussion on any of the resolutions, motion passed unanimously. It was noted there are no vacancies on any of the commissions and boards.

- a. Resolution 1-2018 – James R Fisher: Secretary
- b. Resolution 2-2018 – James R Fisher: Treasurer
- c. Resolution 3-2018 – James R Fisher: Chief Administrative Officer
- d. Resolution 4-2018 – Linda Gerhart: Assistant Secretary
- e. Resolution 5-2018 – Anna Weaver: Assistant Treasurer, Benefits Coordinator, Privacy Official for Benefits
- f. Resolution 6-2018 – Donna Czeiner: Zoning Officer, Code Enforcement Officer, Building Code Official
- g. Resolution 7-2018 – Zelenkofske Axelrod LLC: Auditor
- h. Resolution 8-2018 – Lancaster Civil Engineering, Inc.: Borough Engineer
- i. Resolution 9-2018 - Kozloff Stoudt Solicitor (rates unchanged from 2017)
- j. Resolution 10-2018 - David Lockard: Sewage Enforcement Officer
- k. Resolution 11-2018 – Planning Commission Members
- l. Resolution 12-2018 – Zoning Hearing Board Members
- m. Resolution 13-2018 – Historic Commission Members
- n. Resolution 14-2018 – Civil Service Commission Members
- o. Resolution 15-2018 – MAWSA Members
- p. Resolution 16-2018 – Fire Protection Services
- q. Resolution 17-2018 – Emergency Medical Services
- r. Resolution 18-2018 – Bank Depositories and Bank Signators
- s. Resolution 19-2018 – Andy Nelson: Building Code Official, and Building Code Plan Review and Inspection Services
- t. Resolution 20-2018 – Participation by Telecommunication Device
- u. Resolution 21-2018 – Payroll and Bills Between Meetings
- v. Resolution 22-2018 – Manager and Police Chief: Open Records Officers
- w. Resolution 23-2018 – 2018 Fee Schedule
- x. Resolution 24-2018 – Disposition of Records
- y. Resolution 25-2018 – Markley Actuarial: Pension Plans Auditor
- z. Resolution 26-2018 – Opposition to HB 1620
- aa. Resolution 27-2018 – Various Policies and Procedures
- bb. Motion by Mr. Roth, seconded by Mr. Howett to approve the Vacancy Board of Borough Council and David Fenicle who shall serve as Chairman (registered elector of the Borough), passed unanimously.

cc. Motion by Mr. Howett, seconded by Mr. Roth to approve Tax Collectors as Real Estate Tax, EIT: LCTCB/Lancaster County Treasurer and LST: Berkheimer, passed unanimously.

Additional Action Items:

- Financial Report:
 - Ratification of bills paid between 12/12/17 and 12/31/17. Motion by Mr. Enck, seconded by Mr. Roth to approve ratification of all General Fund and Capital Fund bills.
 - General Fund \$76,688.33
 - General Fund (Trash Bill Postage) \$584.76
 - Capital Fund \$119.46

- Additional Business:
 - Approval of continuing Memberships to Lancaster County Co-op and Costars for 2018/2019. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
 - Penn Township Fire Police Request for the mud sale in March was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Correspondence was included in the packets.

Motion by Mr. Roth to adjourn the Council Reorganization Meeting at 6:55 PM, seconded by Ms. Leech, passed unanimously.

Respectfully submitted,

Linda Gerhart

January 2, 2018