

Manheim Borough Council Meeting

April 12, 2016, 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Y. Phillips, Vice President Brad Roth, Pro Tempore Bryan Howett, Jean Gates, Elaine Leech & Jr. Council Person Kayla Heiserman
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Public Comments: Mr. Smith of 255 Rapho Street introduced himself and will address council later in the meeting.

Approval of Minutes: 3/29/16 Borough Council Meeting, Motion to approve, as presented by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors: Ms. Kelly Lauver from the Manheim Chamber of Commerce was present to request approval to pursue the creation of a community map with the Chamber of Commerce. Council was in agreement that this is a worthwhile project and should be pursued with the help of borough staff and input. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously.

Ms. Doreen Ober from the Manheim Downtown Development Group was present to update council on the future dissolution of the organization. Council was updated on the organizations and groups that will be continuing some of the efforts of the MDDG such as the social media, newsletter and large fundraising events. Ms. Ober thanked all the volunteers and the borough for their help through the years. She in turn was also thanked for her great leadership during her employment with MDDG.

Mayor and Police Chief Report:

Police Chief Stauffer presented his report and reviewed it with council. Council was updated on the six bomb threats at Manheim Central High School and the IT thefts as well as the presentation he made to the high school students concerning the consequences for bad decisions and actions. Officer Kevin Oswald's resignation was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. Council was updated on Officer Kirk Colwell being selected to receive a 2015 Lancaster County "DUI Top Gun" Award for his 48 DUI Arrests in 2015.

Borough Engineer Report: Mr. Benjamin Craddock updated council on the progress of the new Police Building and the work directive processed for the Police Station electric line for approximately \$4,000 to \$5,000 to be split with NWEMS. Council was updated on the current status of the Penn & Stiegel Streets project. Adele Avenue Stormwater Project should be basically completed in approximately a week except for the paving. Mr. Craddock explained additional mill and overlay for trench work not part of the original contract, for which he received a quote of \$31,536. This could be accomplished with some CDBG funds with the borough's additional cost being approximately \$13,000. Motion by Mr. Roth for change order for additional mill and overlay, seconded by Mr. Howett, passed unanimously. Payment

Application in the amount of \$76,356.00 for the Redevelopment Authority was explained and presented for approval. Motion by Ms. Leech, seconded by Ms. Gates, passed unanimously. Traffic Signal Replacement AFP #3 in the amount of \$9,609.75 was explained and presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. There will be one more request presented for payment on this project.

Borough Code Officer Report: Mr. Moyer presented his report to council. He updated council on the continued progress with the rental inspections and the rental property applications. Both cases presented to the Zoning Hearing Board at their meeting on April 4th were approved. The current status of the property at 69 N. Charlotte Street was questioned.

Borough Manager Report:

- a) The Borough Manager presented his Summary Report and updated council on the direction of the future of the MS4 permitting for the borough. The prospect of an inter-municipal agreement for the municipalities included in our watershed to work together on more substantial projects to help share the credit from these projects for our permit requirements was explained.
- b) Last September approval was received to use the still open Kauffman Park grant for \$4,800 awarded in 2005 if the work is completed by 6/30/16. Land Studies and BR Kreider will be able to complete work covered by this grant by the end of May.
- c) Mr. Lee Barshinger of 259 Rapho Street questioned the fill being placed behind his house on borough land that he thought was wetlands. Mr. Fisher will research the situation to see who is doing the dumping and what is actually being placed in this area and report back to the Public Works Committee for their meeting on May 10th.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #6 in the amount of **\$54,714.91** Motion by Ms. Leech, seconded by Mr. Howett, passed unanimously. **General Fund** in the amount of **\$68,751.41** and **Fulton Police Construction** in the amount of **\$54,714.91** Motion by Ms. Leech, seconded by Mr. Howett passed unanimously.

Committee Reports:

- a) Finance Committee – Nothing to report.
- b) Parks and Pools – Nothing to report.
- c) Personnel/Police – Nothing to report.
- d) Public works –. The committee met before the council meeting. The committee reviewed several phone system quotes and are recommending the proposal from Electsys located on North Main Street in the Borough for an Allworx System. Motion by Ms. Gates, seconded by Mr. Howett, passed unanimously.

Future street repairs were also discussed. Mr. Craddock presented to the committee his report compiled with help from the Public Works Director on recommended street repair priorities for consideration. Mr. Fisher reviewed the streets discussed and recommended by the committee for priority repairs. Adele Avenue is already being repaired. The additional streets are South Pitt, North Charlotte and North Grant, which would include milling and overlay as well as patching. Also included

with these repairs would be the geotextile paving fabric. Mr. Fisher updated council on the funds available for these projects. The Committee is recommending that these three streets go out to bid separately to see where they fall in relation to the budgeted funds available. Mr. Roth explained the procedure and wording being used for bidding as each bid will be reviewed individually to be considered for approval or rejection on the proposed amount compared to the initial estimate for the project. Motion by Ms. Leech to approve South Pitt Street, North Charlotte Street and North Grant Street being put out to bid seconded by Ms. Gates, passed unanimously. Mr. Craddock explained that the geotextile paving fabric cost of \$8,600 was not included in the estimate for the additional work on the Adele Avenue project. Motion by Mr. Roth to approve the \$8,600 for inclusion in the proposed amount for this work as well, seconded by Ms. Leech, passed unanimously. Mr. Fisher updated council on the procedure for handling curb and sidewalk repairs in conjunction with street projects. Motion moved by Mr. Roth to have staff inspect curb and sidewalks that need repairs for the proposed street projects so residents can be notified that they need to make these repairs as part of the project, seconded by Mr. Howett, passed unanimously.

The tour of the buildings owned by the borough that will become vacant with the new construction projects was discussed. It will be tentatively scheduled for the next Public Works Meeting if time allows, or in the near future. Questions were raised by residence concerning how the borough decides which sidewalks need to be repaired. This issue is addressed when the borough does street projects, but it was suggested that they can be reported to the borough for consideration if they need to be repaired as a safety issue.

New Business:

- a. The posting of draft meeting packet information on Borough website prior to the council meetings was presented for discussion and approval. Motion to approve by Ms. Gates, seconded by Ms. Leech, passed unanimously.
- b. A proposal from LandStudies to provide maintenance services to comply with permit requirements for Logan Park maintenance which is the Borough's responsibility per the requirements of the DEP permit for a not to exceed amount of \$6,525.00 was presented for discussion and approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- c. A request from Mount Joy Fire Department for Fire Police for their Memorial Day parade on Saturday May 28th was presented. Motion by Mr. Howett, seconded by Ms. Gates, passed unanimously.

Old Business:

- a. Verizon Wireless –Waiting for response from Verizon Wireless
- b. Borough Building & EMS Building – Ongoing evaluation – planning tour of these areas possibly at next PW Committee meeting.
- c. Street light conversion – Upfront costs would be approximately \$8,000. Based on the remainder of our current electric contract and the upcoming contract that will begin in 2017, the simple payback period would be >50 years (annual generation savings of approx. \$5600 with current contract, approx. \$4700 with new contract – however, PPL INCREASES annual distribution charge with conversion by approx. \$4600.) Any future increases in electric generation costs beyond our next contract would shorten the payback period. This information was presented to council for future decisions.

Public Comment:

Mr. Ken Smith of 255 Rapho Street was present to request permission to take trim limbs and other debris he is clearing off of borough land to a pile already started on another portion of borough land behind his house. Mr. Fisher will be researching this before the council meeting on May 10th.

President Phillips welcomed the Lebanon Valley College Students who were present at the meeting as part of a requirement for their politics class.

Borough Council recessed to Executive Session for Personnel Issues (Candidate for Police Officer position and DTF pay) at 8:28 PM.

Executive session adjourned at 9:30 PM. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Motion by Mr. Roth, seconded by Ms. Leech, to approve permission for a narrow search advertising and applicant screening process for the vacant police officer position, passed unanimously.

Motion by Mr. Howett, seconded by Mr. Roth, to approve DTF officer pay increase to detective pay rate, plus addition of pay difference for the period of January 1, 2016 to the current pay period to be added to future pay as a pay adjustment, with all withholdings being accounted for within the pay period(s) that the pay adjustment occurs, and when said officer returns to the regular Borough force the pay rate will revert back to the Borough officer pay rate, passed unanimously.

With no further business Motion to adjourn at 9:35 PM by Mr. Simon, seconded by Mr. Roth, passed unanimously.

Respectfully submitted,

Linda Gerhart

April 12, 2016