

Manheim Borough Council Meeting

January 31, 2017 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, Elaine Leech, Chad Enck and Jean Gates
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Public Comments: No comments

Approval of Minutes: 1/10/17 Borough Council Meeting, Motion to approve as amended by Ms. Leech, seconded by Mr. Roth passed unanimously.

Visitors:

Mr. Russ Burke Co-Executive Director with McFee was present to request permission and update council on the Manheim Car Show, they plan to host on Saturday, October 14th with a rain date of Saturday, October 21st. He was checking the process to follow for filing paperwork to close Market Square with PennDOT. The change of location off of Market Square to another location was questioned and discussed. He will take the idea of a new location back to his committee for consideration.

Fire Chief Dan Wagner presented and reviewed with Council the annual 2016 Fire Company Report. The fire calls from different areas that they respond to were questioned and explained. The Fire Company was thanked for their service.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on December statistics, the new facility that is completely operational, the new Medication Disposal Box, dog recovery statistics for 2016 and the Craigslist Safe Spot location at the new building. Quotes for cleaning services at the Police Building were presented for consideration and approval. Motion by Mr. Roth to approve Personalized for the cleaning services at the Police Building for 2017, seconded by Ms. Leech, passed unanimously. A proposal from Winter Engine-Generator Service, Inc. for the Police Buildings Diesel Generator Preventative Maintenance Agreement for \$580.00 was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Borough Engineer Report: Mr. Craddock presented his report to council. He updated Council on the current status of the Traffic Signal project at the Northwest corner of North Main Street and the current rewiring of all Traffic Signals in the borough. The Traffic Signal project at the Fulton Bank location on Market Square has gone out to bid and Mr. Craddock is currently working with the Fulton Bank to have this light moved further away from the curb. The handling of Curb & Sidewalk permits for the upcoming street project was discussed. Mr. Fisher highlighted the costs involved with the permit work. The cost for these permits will be covered in the Fee Schedule for 2017 that is being presented later in the meeting for approval. President Phillips recessed the Council Meeting for the CDBG Public Hearing.

CDBG Public Hearing Minutes

The CDBG Public Hearing was called to order by President Carol Phillips at 7:31 PM after recessing from the Manheim Borough Council Meeting.

Mr. Ben Craddock, Manheim Borough Engineer presented the scope of work proposed for the 2017 CDBG Grant Application currently being compiled for submission to the Lancaster County Redevelopment Authority. It will include Stormwater Inlets and Piping work on North Main Street from West Danner Alley to East Gramby Street. The hearing has been advertised and is one of the requirements for the application process. This project has been designed primarily to get the Stormwater off the street since as it is very flat and flooding, along with splash against adjacent properties and sidewalk areas, is a constant problem. The project will also include a proposed water quality filtration system. Support letters from Representative Fee and Senator Aument were presented and a property owner from the project area was present to give his whole-hearted support for the project. He distributed copies of pictures showing the constant problem during rain events and explained the history of the effect at his property.

With no further comment, the hearing was recessed back to the Council Meeting at 7:40 PM.

Motion by Ms. Leech to move forward with the grant process, seconded by Ms. Gates, passed unanimously.

Mr. David Reist of 60 N. Main Street presented his views on how he feels we could improve the flow of traffic and resolve parking issues on Main Street. He also offered his feelings on moving the Car Show to a different location.

Mr. Craddock also presented another grant opportunity for water quality improvements to be used in conjunction with the CDBG grant by the Chesapeake Bay Trust. Motion to pursue this grant opportunity by Ms. Leech, seconded by Mr. Howett, passed unanimously. Council was also updated on the status of the Traffic Grant from Lancaster County that had been allocated, but is currently in limbo with PennDOT. The NWEMS Financial Security Reduction Request was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Borough Code Officer Report: The Commonwealth Code Officer report was distributed to council as a wrap up of their services. Council was updated on the payment situation with 69 N. Charlotte Street as no payments have been received. The new Code Enforcement Officer, Donna Czeiner was introduced and she offered a few comments on hoping to bring good changes to the Borough. Resolution 5-2017 Appointment of Code Enforcement Officer was presented for adoption. Motion by Mr. Enck, seconded by Ms. Gates, passed unanimously.

Borough Manager Report: Mr. Fisher presented his report to council for review. He highlighted the installation of the lights in the North Wolf Street Parking Lot. An update was given on the MS4 Meetings and the current status of the procedures that are being discussed for meeting the requirements individually as municipalities for the June deadline. Activities are also being discussed for possible future regionalization as everyone gets into the 5 year permit cycle. The MS4 audit with DEP went well as it was well organized by our Engineer and his team as well as Barry Weidman. The Borough Planning Commission Annual Report was submitted for approval. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. The Parole Office Lease (changing from the old location to the new Police Building) was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously. Authorization for the Borough Manager to sign the DEP

Module Mailer for the Gramby Elementary School Project was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. Council was reminded that the PSAB Conference is scheduled for May 7th thru the 10th so they can let the office know if they are interested in attending.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #22 in the amount of **\$11,229.55** Motion by Mr. Enck, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount of **\$124,990.37**, **Capital Fund** in the amount of **\$9,800.00** and **Fulton (Police Construction)** in the amount of **\$11,229.55**. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing to report.
- b) Parks and Pools – The Committee met prior to the meeting. They discussed the request from the Burgard and Stiegel Elementary School PTO to hold a Color Run in Memorial Park in May, the Aarons Acres Special Party in July and a reminder from a resident to keep working on the Ash Tree problem in Memorial Park. Rolling the baseball fields will be addressed at the next meeting.
- c) Personnel/Police – There was nothing to report.
- d) Public Works – A walk-through of the Old Police Station will be scheduled before the next Public Works Committee Meeting. The squad room (original council chambers) has a new coat of paint and the carpeting is being replaced with carpet tiles donated to the library that they will not be using. Also, the blinds do not need to be replaced and the ceiling tiles are good. Mr. Fisher gave an update of what is being considered for the rest of station space, which will be renovated in the near future. It is hoped that the Council Chamber will be ready for use as soon as the carpet is installed. Motion by Mr. Roth for staff to use their judgement on the price to install the carpet, seconded by Mr. Enck, passed unanimously.
- e) Shade Tree Commission – Ms. Gates is looking for direction for the committee from council on planting trees on Main Street. It was noted that the Shade Tree Commission deals with street trees and their meetings need to be advertised.

New Business:

- a. Resolution 6-2017 - 2017 Fee Schedule (to update Code Enforcement Fees and consolidate Non-Code Enforcement Fees) was presented for adoption. Motion by Ms. Leech, seconded by Mr. Enck, passed unanimously.
- b. A request from Ms. Christine Hershey to use the Gazebo for Girl Scout Cookie Sale was presented for approval. Motion by Mr. Enck, seconded by Ms. Leech, passed unanimously.
- c. A question was raised about the cost of Handicap Parking Spaces. It will be researched further.

Old Business:

- a. Old NWEMS Building – There has been some interest shown in this building since it is a historical building and they will be contacting Mr. Fisher with questions and for additional information. It was noted that a request was received to bring the ladder truck from the fire company to this building to check the bell since this building was the old Fire Station.
- b. Veterans Memorial Project – There will be a meeting on February 9th of the committee and they will prepare a presentation for council as to the status of the project.

Correspondence: This was distributed to council.

Public Comment: Mr. Dave Reist noted that there is a need for better signage of the parking areas. It will be addressed by the Public Works Committee.

Council Meeting adjourned at 8:38 PM. Motion by Ms. Gate, seconded by Mr. Enck, passed unanimously.

Respectfully submitted,

Linda Gerhart
January 31, 2017