

Manheim Borough Council Meeting

October 10, 2017 7:00 PM

Manheim Borough Building, Manheim, PA

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Y. Phillips, Vice President Brad Roth, Chad Enck, Jean Gates, Elaine Leech, Junior Council Person Destiny Lebron and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Public Comments:

No Public Comment.

Approval of Minutes: 9/26/17 Borough Council Meeting minutes: Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.

Visitors:

- a) Ms. Wendy Johnson of 112 Miller Drive was present to voice her complaints on the customer service from the trash hauler. After discussion it was requested by council that a letter of complaint be sent to the hauler and that they have a representative from Lebanon Farms Disposal attend the next council meeting to address the issues. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Borough Codes:

The Codes Officer Report will be presented at the 2nd Council Meeting of the Month.

Borough Engineer Report:

- a) Mr. Craddock updated council on the curb and sidewalk notices along Main and High Street that were recently sent out to residents involved with the 2018 Street Project and the concerns from residents that they may not be able to complete the work in the time frame allowed because of winter weather. It was noted that they should be able to get the work completed, but if weather does become a problem the situation will be reevaluated at that time. He is currently working on the design of the storm pipes for the Main Street project. The Redevelopment Authority was notified of the schedule for this work as well, which will probably be in March also. This is in preparation for the PennDOT paving next summer.

Mayor and Police Chief Report:

Mayor Funk updated council on the New Elementary School project. The demolition is going well. He participated in the Dedication Ceremony for the new arena at the Farm Show Complex and spoke at the Opening Ceremonies as well. He complimented the Farm Show Committee on their continued excellent management of the Farm Show and the facilities.

Chief Stauffer presented and reviewed his report with council. They were updated on test date for the Sergeant Exam being proctored by the Civil Service Commission. The Crossing Guards are all trained and working out well so far this school year. He reported on the continued fraud incidents victimizing residents, especially targeting senior citizens and the officers that were injured on October 4th during a domestic disturbance. A donation was received by Salem United Methodist Church for the purchase of a new Powerheart AED. There have been no issues with the security at the Farm Show. A regional EMA Meeting was held at the Police Station. PennDOT has asked the Police Department to agree to extend the Click It or

Ticket/Aggressive Driving Grant. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously. Questions were raised and answered on enforcement of texting while driving. It was requested that the Police monitor the 4 Way Stop Sign intersections.

Mayor Funk reported that the training with Officer Colwell and Nash, the new canine is going well.

Borough Manager Report:

- a. Mr. Fisher presented his report to council. Council was updated on the results of the Flood Resiliency Study that was presented at the meeting with the Army Corp of Engineers and SRBC last week. He briefly explained the results and the marginal effect the suggestions for improvements would have in the borough with the floodplain elevations. The study will be revised as they review some suggestions presented by the borough and then meet again in November with the borough to present the final results. The borough will receive all their data for use in analyzing projects in the future. Mr. Fisher explained the different areas that were reviewed and their impact on the Study as well the possibility of being part of our MS4 work. He explained the effect of the peak flows in the portions of the stream north of the borough.
- b. Mr. Fisher distributed a copy of the FEMA Community Rating System proposal to council for their review and possible consideration at a later council meeting. He gave a brief explanation of how it would affect the possibility of our residents who need flood insurance to receive lower rates. There are different options available for consideration to improve the ratings.
- c. A copy of the CMIS Pricing Sheet Proposal for a permit/code management system was presented for approval. It would be a central software page data base combining all the data bases currently used by the borough. MAWSA is also looking into using the same system to share modules. The Public Works Committee is recommending approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- d. Hard copies of the completed audit were made available to council and it was noted that the audit went well.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #35 in the amount of **\$2,100.00** Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. **General Fund** in the amount of **\$282,656.82 (including \$1,500.00 from the 250th account)**, **Capital Fund** in the amount of **\$12,114.00** and **Fulton (Police Construction)** in the amount of **\$2,100.00**. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Committee Reports:

- a) Finance Committee – A Budget Meeting was held Tuesday, October 3rd. The next Budget Meeting is scheduled for Tuesday, November 7th and is open to the public. It was noted that the budget process is going very well. Mr. Fisher explained the process for handling the remaining funds for the GO Note as this is a Loan and not a Line of Credit. This was for the Police Station project, which is complete. There is approximately \$232,000 left to be drawn out and the bank needs to be notified of the borough's intention at the end of the month. It is not restricted to be used for this project only. Motion by Mr. Enck to reclassify the remaining balance to be used for the future MS4 Projects, seconded by Mr. Roth, passed unanimously.
- b) Parks and Pools – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.

- d) Public Works – The Committee met before the council meeting. They reviewed the capital budget and it looks good. A request from Graybill Tool & Die for the borough to partner with them on the repairs to the alley behind their property was presented for approval. Motion by Mr. Enck to approve the borough portion of the repair for \$1,010.00, seconded by Ms. Gates, passed unanimously.

- e) Shade Tree Commission – Ms. Gates updated council on the scheduled removal of the dead tree on Market Square by Ibach Tree Service. The work at Swan Park has been completed by the Public Works Department and it is ready for the trees to be planted there. The Pin Oaks that are dying at the Fulton Bank property were discussed. Discussion was held on the preparation of Memorandum of Understandings for the maintenance of trees that are planted by the borough under the guidance of the Shade Tree Commission. Council was updated on the maintenance we cover for trees that were planted with funds from grants. It was recommended that the MOU between the property owner and the borough for the trees the borough plants needs to be in writing before the trees are actually planted. The submitting of an e-mail would also cover this maintenance MOU stipulation for the future. It was noted that the 63 trees MAWSA is planning to remove at the water reservoirs in budget years 2017/2018 are on their property.

New Business:

- a. There was no new business.

Old Business:

- a. Old NWEMS Building – There has been no further communication yet from the other possible interested party to lease this property.

Correspondence: This was distributed as part of the packet.

Public Comment: There was no public comment.

Mr. Enck noted that he will be providing information at the next council meeting from DCNR for fuel wood cutting permits in reference to how the State handles this permitting process. Mr. Fisher answered questions on the current status of the Ash Tree project and possible future plan direction of this project, as well as the time frame for completion.

Council Meeting was adjourned to Executive Session by President Phillips for personnel and contract matters at 8:06 PM.

Executive Session was adjourned at 8:55 PM by President Phillips.

Motion by Mr. Roth, seconded by Mr. Enck that “any future considerations of expanded police services to other municipalities shall be presented to Borough Council for approval prior to providing information or making any contacts with other municipalities”, passed unanimously.

Motion by Mr. Roth, seconded by Ms. Gates to approve sending the final draft of the Police contract, dated 10/10/2017, to the Police Association for their approval and signature, and then to be formally approved by Resolution at the 10/31/2017 Borough Council Meeting, passed unanimously.

With no further business, the Council Meeting was adjourned at 9:05 PM.

Respectfully submitted,

Linda Gerhart
October 10, 2017