

Manheim Borough Council Meeting
October 31, 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 and Junior Council Person Destiny Lebron
- **Staff:** Borough Manager, James R. Fisher, and Recording Secretary, Linda Gerhart

Public Comments:

No Public Comment.

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

Resolution 19-2017 Approval of the Police Contract from January 1, 2018 thru December 31, 2022 was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously. Officer Miller, President of the Police Association was present to thank council for the negotiations that went very smoothly and their continued support.

Visitors:

- a) Mr. Mike Williams was present to request approval for a Fireworks Permit for a display to be set off Friday, November 3rd after the football game at the Manheim Central High School. Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- b) Mr. Josh Barry from Lebanon Farms Disposal was present to address some issues concerning placement of cans on the curbs, blocked mail boxes, language and spill clean ups on trash days. He apologized for the problems and will address the issues with his employees. He noted that he welcomes calls about the problems so they can immediately be addressed. He was thanked for attending the meeting to discuss these matters.
- c) Mr. Jay Mylin Head of Operations for the Manheim Community Farm Show Committee was present to thank the borough for all their help and support in making the farm show a success and give a recap of the week of events. He was also looking for feedback and suggestions for improvements from the borough so they can keep making it successful each year. It was noted there is a new Farm Show President, Mr. Glenn Stoltzfus. Ms. Tracy Zimmerman, Chairman of the Parade Committee was also present to updated council on another successful parade, thank the borough for their support and to request approval to again hold the parade on October 10, 2018. Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.

Borough Codes:

- a) Ms. Czeiner presented her monthly codes report and reviewed it with council. She offered to have council attend the hearings with her if they are interested to see how the whole citation process works. Council was updated on the upcoming Zoning Hearings scheduled for Monday November 6th. Mr. Fisher explained "use" terminology for the changing of zoning for properties. He explained council input on Zoning Hearing Board decisions as they are a separate decision making board from council.

Borough Engineer Report:

- a) The Borough Engineer Report was presented to council and was self-explanatory. Some of the items will be discussed at the next Public Works Committee Meeting to then be presented to council.

Mayor and Police Chief Report:

There was no report from the Mayor.

- a) The Police Chief Report was presented to council for their review.

Borough Manager Report:

- a) Mr. Fisher presented his report to council. Council was updated on the first placement of the Turkey Vulture Effigies by the USDA on Wednesday, November 8th. The audit by Richards Energy has resulted in a sales tax refund of \$2,930.60.
- b) The FEMA Community Rating System proposal in the amount of \$9,000 given to council at the last meeting for review was presented for approval. This study would help the residents that need flood insurance for their properties be able to obtain lower rates. Mr. Fisher explained the way the 3 tiers of the proposal would work for the borough residents to receive lower rates when they apply for future flood insurance. Motion by Mr. Roth to approve the entire study proposal, seconded by Ms. Leech, passed unanimously.
- c) Enforcement of snow related violations was discussed. Sidewalk clearing will continue to be handled by the codes officer. Blowing/shoveling snow into the streets will be handled by the Codes Officer in conjunction with the Police Department since the police officers will have more opportunities to see these violations while they are occurring.
- d) Replacement of the Borough/Codes vehicle at a cost of \$17,278 with the trade-in through COSTARS was presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- e) A quit-claim Deed for the property at 16 East Stiegel Street was presented for approval. Mr. Fisher explained the way the deed works as there is a garage partly on our property and partly on the neighboring property. Mr. Fisher explained the deed research completed by our solicitor. Initiating the quit-claim deed for these properties will be the cleanest way to bring this situation up to date by the borough giving up rights to just the driveway and garage as recommended by the solicitor. Costs for this process will be paid by owner of the other property. Motion to approve the quit-claim deed and for the Council President to sign the deed on behalf of the Borough by Mr. Enck, seconded by Ms. Gates, passed unanimously.
- f) A request was presented from the Manheim Central School District for a reduction in the street cut permit fee to \$2,635.00 for the work on East Gramby Street for the new elementary school. Mr. Fisher explained the difference in calculating the charges due to the way the work will be performed now compared to the original plan of performing three individual cuts. The current plan will be more advantageous for the street restoration. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Treasurer Report/Payment of Bills: Final Construction Loan Disbursement in the amount of **\$232,338.27** as approved at the October 10th Council Meeting will be deposited in the Borough's Capital Account. It was also noted that the final police station project invoices are paid and the Fulton Bank construction account is closed. **Presented for approval – General Fund** in the amount of **\$122,101.05** and **Capital Fund** in the amount of **\$1,363.00**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – A final Budget Meeting will be held Tuesday, November 7th.
- b) Parks and Pools – The committee met before the council meeting. They discussed the pool and will be looking for upcoming discussions on a strategic plan for the future of the pool. Proposed rates will be presented at the next council meeting for approval. Representatives from Aarons Acres attended the meeting and will be working with the borough on this strategic plan.
- c) Personnel/Police – The Police Contract is complete.
- d) Public Works – The Committee will be meeting before the next council meeting.

- e) Shade Tree Commission – Ms. Gates updated council on the removal and replacement of the dead tree on Market Square. All the other trees that will be planted this year are ordered and will be coming in November. Other places for tree replacement were discussed.

New Business:

- a) There was no new business.

Old Business:

- a) Old NWEMS Building – The other party interested in leasing this property is currently still working on the possibility of a lease with us.

Correspondence: This was distributed as part of the packet.

Public Comment: There was no public comment.

The next partner's meeting is November 15th and will be hosted by the borough in the council chambers.

Mr. Enck gave information to the Parks/Pool Committee for consideration on permitting for the tree removal in Memorial Park. It was not discussed at their meeting due to time constraints but will be presented in the future for consideration. He gave a brief explanation of what it would entail. This information will be forwarded to council for consideration.

Council Meeting was recessed to Executive Session by President Phillips for personnel matters at 8:23 PM with possible action.

Executive Session was adjourned at 8:36 PM by President Phillips.

Motion by Mr. Roth, seconded by Ms. Gates to amend the non-uniform pension plan, changing definition of compensation to the following: **"Compensation shall mean the base wages paid to an employee by the Borough and does not include overtime or unused Paid Time Off (as defined in the Borough Employee Manual)"**, passed unanimously.

With no further business, the Council Meeting was adjourned at 8:38 PM.

Respectfully submitted,

Linda Gerhart
October 31, 2017