

Manheim Borough Council Meeting  
November 14, 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, Pro Tempore Bryan Howett, Chad Enck, Jean Gates, Elaine Leech, Junior Council Person Destiny Lebron and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joe Stauffer and Recording Secretary, Linda Gerhart

**Swearing in of K9 Officer Casper by Mayor Scot Funk:**

Mayor Funk read the Oath for K9 Officer Casper and then swore in his new partner and handler Officer Kirk Colwell with him as they become the Manheim Borough Police Department's new canine team.

**Public Comments:**

No Public Comment.

**Approval of Minutes:** 10/31/17 Borough Council Meeting minutes: Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.

**Visitors:**

- a) Ms. Kelly Lauver of the Manheim Chamber of Commerce presented to council the completed Manheim Community Map, which was compiled as a joint effort with the Manheim Chamber of Commerce and the Manheim Borough Office. A copy will be mailed to all the residence of the borough.
- b) Mr. Donald Evans was present to discuss and request a solution to the increasing problem of excessive speeding in the borough on North Main Street as well as many other streets in the borough. It seems to increase during the time in the morning with students going to school, when school leaves out in the afternoon, and weekends. A Speed Sign telling drivers how fast they are going is being suggested. A speed limit sign will need to be in close proximity and a post will need to be installed to mount the digital sign. Chief Stauffer updated council on some changes that have been made on the way speed limits are enforced and monitored by the officers. The borough will need to contact PennDOT to coordinate signage on their streets. The noise from the vehicles was also discussed.

**Borough Codes:**

- a) The Codes Officer Report will be presented at the 2<sup>nd</sup> Council Meeting of the Month.

**Borough Engineer Report:**

- a) The Borough Engineer Report was presented to council and was self-explanatory. Some of the items will be discussed when the Public Works Committee report is presented later in the meeting.

**Mayor and Police Chief Report:**

There was no report from the Mayor.

Police Chief Stauffer distributed his report and reviewed it with council. He updated council on the rise in domestic violence in the borough, the increase in drug involved arrests and how the two situations are intertwined. There has been an increase in complaints of speeding in the borough as well as car break-ins and packages being stolen off of porches.

### **Borough Manager Report:**

- a) Mr. Fisher presented and reviewed his report with council. They were updated on the final reassessment figures received from the county and the next step for the budget. The Turkey Buzzard situation seems to be improving with the placement of the effigy. Council was updated on the meeting with SRBC, Army Corp of Engineers and also Representative Fee on the Flood Resiliency Study, which should be complete by the end of the year. The process is starting for the Flood Insurance Community Rating System and the first meeting with them will be scheduled in the near future with the Borough Manager and the Emergency Management Coordinator.
- b) A draft of the Borough Meetings for 2018 was distributed to council for their consideration and possible approval at the next council meeting so it can be advertised. There are a few suggested changes to be considered.
- c) Resolution 20-2017 for Prohibiting the location of a category 4 Licensed Gambling Facility within the Borough was presented for approval. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. Discussion was held on future amendments to the Zoning Ordinance to address Medical Marijuana facilities and other zoning uses that may arise.

### **Treasurer Report/Payment of Bills:**

**Presented for approval – General Fund** in the amount of **\$89,525.61**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

### **Committee Reports:**

- a) Finance Committee – After Executive Session tonight the budget should be complete and will be distributed to council for review so it can be voted on to advertise at the next council meeting for approval at the first meeting in December.
- b) Parks and Pools – The committee met before the 10/31/17 council meeting. The pool rates for 2018 were presented to council for approval. Mr. Howett explained the changes made to the rates for next year. After council discussion, Motion to approve the 2018 Pool Rates as presented by Mr. Howett, seconded by Mr. Roth, passed unanimously. The joint venture of fundraising efforts between the borough and Aarons Acres for 2018 season was mentioned and more details will be forthcoming. The recommendation of the committee is to keep the pool open for 2018 as they look to raise capital and lower the operating cost for next summer. They will continue to try and make the pool attractive for members as they work to address some of the water usage issues. Aarons Acres is dedicated to partnering with the borough on all aspects of a strategy for promoting the pool. The needed repairs for next season were explained and discussed, as some of the leaking issues have already been addressed. The patching on the bottom of the main pool was also explained and will be addressed in the spring. The 2018 Lititz Rec Maintenance Agreement, which is a 3% increase over last year and the Operational Agreement for 2018 season were presented for approval. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously.
- c) Personnel/Police – There will be an Executive Session for personnel matters tonight.
- d) Public Works – The Committee met before the Council meeting. The Cost Sharing Agreement with MAWSA for South Charlotte Street restoration/paving will be tabled and a request was proposed by the committee to send it out to bid as the preliminary numbers for the project are much higher than anticipated. Motion to send out to bid by Mr. Roth, seconded by Mr. Enck, passed unanimously. The Connections Study Consultant Company of Erdman Anthony was presented by the committee for approval. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously. The North Main Street Storm Sewer Project was presented for approval to Bid. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. The South Hazel Street Project was presented for approval to bid. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. The Engineer will be instructed to start the curb and sidewalk letters for the South Hazel Street project as well as the future Linden Street project. The

snow plowing proposal from Warihay Enterprises, Inc. at the Police Station was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

- e) Shade Tree Commission – Ms. Gates updated council on the planting of four trees in the borough the week after Thanksgiving.

**New Business:**

- a) It was requested that the Codes Officer research the placement of Dish Satellites on buildings in the borough.
- b) Discussion was held on the zoning restrictions for properties to be used as rentals and the Codes Officer who is citing a lot of the rental properties for code violations.

**Old Business:**

- a) Old NWEMS Building – The party interested in leasing this property is currently still working on the possibility of a lease with us, but they are currently going through some organizational changes.
- b) The current status of the vacant school building was questioned and it was noted that there is discussions being held by the school district for pending action.

**Correspondence:** This was distributed as part of the packet.

**Public Comment:** Mr. Eric Phillips was present to discuss the letter he had sent to council concerning a permit for a structure at a residence on Market Square. He was concerned about permits being issued on properties that have current code violations. It was explained that Code Violations do not affect the issuing of a permit on a property if the requested permit meets requirements. Maintenance of the property does not have an effect as they are two separate issues, as long as the property is compliant the permit would be issued. The process of citing properties for violations was explained. There are two different codes involved that of Property Maintenance and the other Zoning at the property in question. It was explained that code issues are not a reason to stop a permit from being granted. Mr. Phillips also questioned the need to continue posting the 2 hour parking limit on the square since it is not enforced. Council will take this under review.

The next partner's meeting scheduled for November 15<sup>th</sup> has been cancelled.

**Council Meeting was recessed to Executive Session for personnel matters at 8:26 PM. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously.**

**Executive Session was adjourned at 9:10 PM by President Phillips.**

Motion by Mr. Roth, seconded by Mr. Enck to approve 2018 non-uniform wage rates as presented, passed unanimously.

**Motion by Mr. Roth, seconded by Mr. Howett to adjourn the Council Meeting at 9:15 PM, passed unanimously.**

Respectfully submitted,

Linda Gerhart  
November 14, 2017