

Manheim Borough Council Meeting
November 28, 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, Jean Gates, Elaine Leech, Junior Council Person Destiny Lebron and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joe Stauffer, Codes Enforcement Officer, Donna Czeiner and Recording Secretary, Linda Gerhart

Public Comments:

No Public Comment.

Approval of Minutes: 11/14/17 Borough Council Meeting minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors:

- a) There were no visitors.

Borough Codes:

- a) The Codes Officer presented her report to council. She presented to council research she compiled on satellite dish placement on homes, as well as information on possible Medical Marijuana and Lead Paint Ordinances for future consideration by council for regulation. She updated council on the focus of her codes work for the rest of the year dealing with outstanding letters to be closed out and new ways to handle bed bug infestation inspections.

Borough Engineer Report:

- a) The Borough Engineer Report was presented to council. Bids for the various street projects will start coming in.

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 monthly statistics as well as the current solicitation incidents in the borough, the Santa 5K Run road closings, the introduction and retirement for the K9 Unit at the Christmas Tree Lighting and the next phase for the Civil Service Commission in the Sergeant promotion process.

Borough Manager Report:

- a) Mr. Fisher presented and reviewed his report with council. They were updated on the two-step process for establishing the millage rate for 2018 because of the recent property reassessments. The budget summary is complete. Mr. Fisher met with the Penn Township Manager, LCPC and PennDOT to discuss the scope change for the sidewalk project on East High Street going into Penn Township. He updated them on the proposed changes to only have sidewalk on one side of the street. It was noted that he had talked to Norfolk Southern about having the loose train tracks repaired in the area of South Penn Street.
- b) 2018 Meeting Schedule was presented for approval. The time for the Reorganization Meeting was changed to 6:30 PM on Tuesday, January 2, 2018. Motion to advertise the 2018 Meeting Dates by Mr. Roth, seconded by Ms. Gates, passed unanimously.

- c) Resolution 21-2017 Authorizing the Execution of the Connections Study Agreement was presented for approval. Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.
- d) Resolution 22-2017 for Appointment of Mr. Dennis Brennan to the Historic Commission was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. Mr. Brennan was present to introduce himself to Council.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$359,123.99**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – The Committee presented the 2018 Budget of \$4,964,231 for approval to advertise. Mr. Fisher gave an overview of the budget expenses and revenue for 2018 and explained the effect of the two step ordinance process for establishing the tax millage for 2018. The initial tax rate must be established to result in a net-zero with regard to real estate tax revenues based on the new reassessment. This tax rate is defined as the Initial Tax Rate, and will be required to be set at 4.4181 mills. The Initial Tax Rate may not be increased more than 10% in a reassessment year. In order to balance the 2018 budget a tax millage increase of 0.2219, yielding a Final Tax Rate of 4.64 mills, is needed to cover the projected 73,000 deficit that would exist without a tax increase. Discussion was held on the Capital Fund Budget, what items affect this budget as the borough prepares for future projects and the effect on the General Budget. Motion by Mr. Roth to authorize advertisement of the budget for adoption at the December 12th Council Meeting with a Final Tax Rate of 4.64 mills. Discussion ensued on the possibility of any other adjustments or fund transfers that could be made to lower the proposed tax increase. The unknown effect of the MS4 Requirements project on budgeting for the future was discussed and explained. Motion seconded by Ms. Gates, passed with a 3 to 1 vote. Ms. Leech was the nay vote stating that she is not in favor of a tax millage increase to balance the budget. Motion by Mr. Roth to authorize advertisement of the two tax rate ordinances (Initial Tax Rate and Final Tax Rate), seconded by Dr. Phillips, passed with a 3 to 1 vote. Ms. Leech was the nay vote stating that she is not in favor of a tax millage increase.
- b) Parks and Pools – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – There was nothing new to report.
- e) Shade Tree Commission – There was nothing new to report.

New Business:

- a) The Shack, which is the leased property owned by the Borough in Penn Township, submitted a request for approval of a proposed new sign and posts. They are making this request because the borough is the owner of the property. Motion to approve and subject to receipt of all necessary approvals by the applicable approving agencies by Ms. Leech, seconded by Ms. Gates, passed unanimously.
- b) Interest from an area television station to lease a small part of the Borough Office for a satellite newsroom/work space to establish a home base in the borough was presented for consideration. After discussion on the space the Borough would have available, Motion by Ms. Leech to approve pursuing this request to entertain the possibility of leasing them space, seconded by Mr. Roth, passed unanimously.

Old Business:

- a) Old NWEMS Building – There was nothing new to report.
- b) An update on the request from Emerald City Treasures for consideration on the enforcement of the Pawn Shop Ordinance was questioned. Chief Stauffer has been in contact with them on their reporting of items in their store and staying compliant. He will contact them again.

Correspondence: This was distributed as part of the packet.

Public Comment: Ms. Catherine Prozzillo questioned what effect the lease for a television station satellite office would possibly have on the budget. She questioned if there was any space available for a dog park in the borough which could possibly be a revenue source. It was suggested that possibly the area currently closed in Memorial Park because of the ash bore infestation could be considered.

President Phillips adjourned the Council Meeting at 8:07 PM.

Respectfully submitted,

Linda Gerhart
November 28, 2017

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