

# Manheim Borough Council Meeting

February 14, 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, Jean Gates and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher and Recording Secretary, Linda Gerhart

**Public Comments:** No comments

**Approval of Minutes:** 1/31/17 Borough Council Meeting, Motion to approve by Mr. Enck, seconded by Mr. Howett passed unanimously.

**Visitors:** No Visitors.

## **Mayor and Police Chief Report:**

The Police Chief report was distributed and it was reviewed with council by the Mayor. Council was updated on community and safety events that the Police Department is looking to possibly host in 2017 at their new facility as well as other locations in the Borough. The 2016 Year-end Report is being completed and should be available no later than the March 14<sup>th</sup> Council Meeting. Council was updated on the cruiser damaged during an accident, which was not the fault of the officer. Current news releases were also part of the report. It was noted that the street lamps on Market Square are not working correctly. It was noted that the Police could also contact the Manheim Chamber when they do their outreach to the community businesses for their possible involvement.

**Borough Engineer Report:** Mr. Craddock presented his report to council. He updated council on the Fulton Bank Traffic Signal Project, as the bids are due February 15<sup>th</sup>. The street projects for 2017 will be going out to bid next month. Mr. Steve Gergely from Harbor Engineering and Mr. Robert Schuster from EI Associates were introduced and presented the Preliminary/Final Subdivision and Land Development Plan submission for the Gramby Elementary School. The plan had already been presented and reviewed by the Manheim Borough Planning Commission fairly extensively at their January meeting and they have recommended the approval pending Mr. Craddock's comments being addressed by the Engineer. The timeline for the project, concerning demolition and construction was explained. The street work and alley work involved with the project was explained as there will be an increase in width of Gramby Street and the alley at the site will actually be moved as it is not currently at the correct location. This issue will be addressed as the project progresses. The possible vacation of this alley will be reviewed, as this item does not need to be handled at this time to keep the project moving forward. The school district is looking to maintain the alley (the portion that is proposed to be dedicated to the Borough that has been historically used in the past). The handling of the construction traffic during demolition and construction was discussed. The design of the building was presented by Mr. Schuster as he updated council on the energy efficiency, the façade and the Media Center design. The project would go out for bid in March 2017 and demolition would be scheduled when school year is ended in June 2017. There will be several waivers that need to be approved for this project. Motion by Mr. Roth to approve waiver of comment #11 from Engineer Craddock's review letter for the alley area providing that the school district maintains that section, seconded by Mr. Enck, passed with a vote of 5 to 0, Mr. Howett abstained, as he is an employee of the Manheim Central School District. Motion by Mr. Roth to direct staff to start the process to consider the vacation of the land involved with the alley to the bordering property land owners, seconded

by Ms. Leech, passed with a vote of 5 to 0, Mr. Howett abstained, as he is an employee of the Manheim Central School District. Motion by Mr. Roth to approve the Planning Commission recommended Waiver Requests as listed in the January Planning Commission minutes, seconded by Ms. Leech, passed unanimously with a vote of 5 to 0, Mr. Howett abstained as he is an employee of the Manheim Central School District. Motion by Mr. Roth, seconded by Mr. Enck, to approve the final plans conditioned upon all outstanding items of Engineer Craddock's January 25<sup>th</sup>, 2017 being addressed to the satisfaction of the Engineer and Solicitor, passed with a vote of 5 to 0, Mr. Howett abstained as he is an employee of the Manheim Central School District. If time allows and it is acceptable to the School District and their contractors, as applicable, the Police Department can use the school building for active shooter training before demolition begins, as well as the Fire Company before the Notice to Proceed is signed.

**Borough Code Officer Report:** Mr. Fisher was looking for direction from Council on the transition process and reporting to council for the Codes Department. He is suggesting that Ms. Czeiner attend Council Meetings once a month and present a report for every meeting. Council indicated that a monthly report and meeting attendance would be acceptable, with additional reports or attendance as needed or requested by Council.

**Borough Manager Report:** Mr. Fisher presented his report to council for review. He highlighted council on the ongoing MS4 process, as he will have a better update after the meeting scheduled for February 27<sup>th</sup> as to the actual progression. The engineers are working on some preliminary items in the meantime that need to be accomplished for the deadline for this year no matter what the outcome will be from the next meeting. An update was given on the Flood Resiliency Study being conducted by SRBC and the Army Corp of Engineers for the Borough. It was explained that tying together the Flood Resiliency Study and the MS4 program would open up more positive grant opportunities when applying for those moneys. Council was reminded about the PSAB Conference scheduled for May 7<sup>th</sup> to the 10<sup>th</sup> if anyone is interested in attending. A request from Rapho Township to participate in the community shredding event being held May 6th at Pleasant View Retirement Community was presented for consideration. Our cost would be \$400.00 with the cost to our residents being a donation to the Manheim Food Pantry. Motion by Mr. Enck, seconded by Ms. Gates, passed unanimously.

**Payment of Bills: Presented for approval - Construction Loan Draw Requisition #23** in the amount of **\$91,604.85** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount of **\$95,218.27** and **Fulton (Police Construction)** in the amount of **\$91,604.85**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

**Committee Reports:**

- a) Finance Committee – There was nothing to report.
- b) Parks and Pools – There was nothing to report.
- c) Personnel/Police – There was nothing to report.
- d) Public Works – Committee met prior to the council meeting. A tour was given of the old police area. A proposal of \$4,406.00 was presented for approval for installation of the donated carpet tiles in the old police area, plus installation of VCT in that area of the building. The lobby of the borough office is also being considered for flooring, which would be a possible additional \$500.00. Motion by Mr. Roth to approve up to \$5,000 for this work, seconded by Mr. Enck, passed unanimously. A proposal for a ceiling mounted projector for the upstairs Council Chamber in the amount of \$1,470, plus ceiling mount and wiring was presented for approval. Motion by Mr. Enck, seconded by Mr. Howett, passed unanimously. It was noted that the Fire Company had checked the condition of the bell at the old ambulance building.
- e) Shade Tree Commission – Ms. Gates is looking for guidance on the handling of planting trees throughout the borough as memorials. After discussion it was decided to set up a policy for the handling of these requests

instead of just having random plantings. It was also suggested to research the possibility of using another form of memorializing as a central focal point.

It was noted that there will be 4 of the old original lamp post from Market Square installed at the Fasig and Keath Houses on East High Street. Council was in approval.

**New Business:**

There was no new business.

**Old Business:**

- a. Old NWEMS Building – Nothing new to report.
- b. Veterans Memorial Project – There was a meeting on February 9<sup>th</sup> and they will be attending a future council meeting to present an update.

**Correspondence:** This was distributed to council. President Phillips gave a brief update of the library looking forward to taking over their new spaces.

**Public Comment:** Mr. David Trovinger and Ms. Karen Trovinger of 45 South Charlotte Street were present to update council on continued property maintenance problems with their neighbor. They were looking for guidance on how to proceed with handling these ongoing issues.

Comments were offered on working to clean up the borough with regards to reducing crime related situations.

**Council Meeting adjourned at 8:26 PM by President Phillips.**

Respectfully submitted,

Linda Gerhart  
February 14, 2017