

Manheim Borough Council Meeting

March 28, 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, Elaine Leech, Chad Enck, Jean Gates, Junior Council Person Aiesha Elwadky and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer, Code Officer Donna Czeiner and Recording Secretary, Linda Gerhart

Announcements:

Manheim Borough is being recognized as the 2017 MV Participant Program by the PSAB with the presentation of a Plaque and Traveling Trophy.

The Summer Playground Program received a \$750.00 contribution from the Germania Club.

Public Comments:

Dale Peters updated council on his request made at the last council meeting to hold an outdoor wedding/reception at his property at 132 East Gramby Street on June 10th from 5:30 PM to 10:00 PM, specifically as it relates to the noise ordinance issues. He distributed a copy of the notification he distributed to his neighbors about the event. He received no negative responses to his request to hold the wedding. Motion to approve the exception to the noise ordinance by Ms. Leech, seconded by Mr. Enck, passed unanimously.

Approval of Minutes: 2/28/17 Borough Council Meeting minutes: Motion to approve by Mr. Enck, seconded by Ms. Leech passed unanimously.

Visitors:

Mr. Tom Reiner from the Manheim Central Little League was present to update council and request permission for the proposed activities for the opening day event in Memorial Park which included a Bouncy House and Chicken BBQ on Saturday, April 22nd. Motion by Mr. Enck to approve request, seconded by Mr. Roth, passed unanimously.

Ms. Bea Kreiner, Curator for the Manheim Historical Society distributed a handout showing the chronological timeline from the inception of the organization to the present and gave a very informative presentation of the group's history and their activities. The Manheim Historical Society was thanked for all they do for the Borough.

Borough Code Officer Report: Ms. Czeiner presented her report, discussed updates she is working on related to procedures, policies, forms and property maintenance inspections.

- a. A request from Lake View Bible Church for a waiver of their street opening permit fee was presented for approval. Mr. Fisher explained the fees involved with the permit. After discussion it was decided to table this action so the fee schedule amounts could be researched further. Motion by Mr. Enck to postpone the decision, seconded by Ms. Gates, passed unanimously.
- b. The scheduling of a Conditional Use Hearing before the council meeting on April 25th at 5:30 PM was presented for approval. Mr. Fisher explained the procedure for a Conditional Use Hearing. The application will be forwarded to the Planning Commission for their recommendation before the hearing. Motion by Mr. Roth to schedule the hearing, seconded by Ms. Gates, passed unanimously.

Borough Engineer Report:

Council was updated on the status of the CDBG application for 2017 for the inlets on North Main Street. He has also applied for an additional grant from the Chesapeake Bay Trust as well to use for this project. The field surveys for the project are scheduled for the upcoming Thursday. The street work bids are due Tuesday, April 4th. The scope of the 2017 street project was explained so everyone understood that preservation and maintenance of the streets included in the project for this year versus the significant restoration that was done in the street projects last year. The SW Corner Main/High Streets (at Fulton bank) Traffic Signal project is moving along. There are a few items that are still being addressed at the Police Building. They will be discussed at the next Public Works Meeting.

The Annual MS4 Meeting which is a requirement for our MS4 permit was conducted by Mr. Craddock. He explained the different types of NPDES Permits. He reviewed the Minimum Control Measures: MCM 1: Public Education & Outreach, MCM 2: Public Involvement & Participation, MCM 3: Illicit Discharge Detection & Elimination, MCM 4: Construction Site Runoff Control, MCM 5: Post-construction Stormwater Management and MCM 6: Pollution Prevention/Good Housekeeping. An explanation of what we have implemented for each of these measures was explained and discussed. These are the measures that are the borough responsibility and requirements for our current permit which we continually monitor and document. The future new permit cycle will have additional responsibilities for municipalities.

Mr. Fisher updated council on the DEP Audit performed a few months ago, which came back fine. Council was also updated on the progress of the municipal meetings that are taking place to discuss the MS4 projects in our area and the possibility of forming a Multiple Municipal Agreement.

Mayor and Police Chief Report:

Mayor Funk updated council on the snow event and the snow emergency that was declared. Approximately a dozen tickets were issued and one car was towed. The Mayor and Police Chief attended the Fire Company Banquet. It was noted that the work on the upgrades for the Market Square lights continues.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on department statistics, Active Shooter Training to be held at the Doe Run Elementary School on Gramby which is being demolished this summer, the Firearms Transition totally funded by donations and the need for additional pedestrian crossing signage for High Street at Charlotte Street.

Borough Manager Report: Mr. Fisher presented his report to council for review. He updated council on the turkey vulture issue and the course of action recommended by the USDA representative. The newsletter is complete and at the printer and will be mailed next week. There is a vacancy on the Historic Commission. The resolution for the snow emergency had been prepared if it had been needed. The King Zoning Hearing Board decision will be discussed at the executive session. Mr. Fisher reminded Council that the PSAB Annual Conference will be held May 7 thru 10 and early bird registration is due April 7th. Council will need to approve attendees by the end of March for registration purposes. Mr. Fisher, President Phillips and Mr. Enck are interested in attending. Motion by Mr. Roth to approve attendees, seconded by Ms. Leech, passed unanimously. President Phillips will be the voting delegate for the Conference and Mr. Fisher will be the alternate. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #25 in the amount of **\$5,194.00** Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. **Ratified** (general fund) in the amount \$101,741.86, **Ratified** (capital fund) in the amount of \$9,544.60, **General Fund** in the amount of

\$80,539.70, and Fulton (Police Construction) in the amount of **\$5,194.00**. 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 – Mr. Enck gave an update on the current status of the Community Heritage Days scheduled for the second weekend in June and distributed and reviewed with council a tentative schedule of events. A free day at the pool is being requested as part of the celebration. Motion to approve free community pool day on Saturday by Mr. Enck, seconded by Ms. Leech, passed unanimously. Mr. Fisher updated council on the current direction he is researching for the handling of the ash tree infestation in Memorial Park. The annual VFW Ballfield Lease was presented for approval. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.

c) Personnel/Police – Notice was received from the Police Association regarding the start of negotiations for the new police contract. They are also requesting a few times and dates for the meetings to be scheduled. Motion by Mr. Roth to notify the Police Associations that the Borough will start negotiations, seconded by Ms. Leech, passed unanimously.

d) Public Works – The Public Works Director Report was presented. Mr. Fisher made a few comments about the snow event and items that will be improved and implemented for next winter.

e) Shade Tree Commission – Ms. Gates reported her commission will meet on April 19th at Noon for discussion on the placement of street trees for 1st block of North and South Main Street. Motion by Mr. Roth to advertise the meeting of the Shade Tree Commission for Noon on April 19th for consideration of placement of street trees for the 1st block of North and South Main Street, seconded by Mr. Enck, passed unanimously.

New Business:

- a) Request from Mount Joy Fire Police for help with Memorial Day Parade on Saturday, May 27th was presented for approval. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- b) Request from MCFEE for donation of a family Manheim Community Pool pass for their annual auction was presented for approval. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- c) Request from the Manheim VFW for the Manheim Memorial Day Parade on Monday, May 29th at 10:00 AM was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.

Old Business:

- a. Old NWEMS Building – Mr. Fisher did meet with TONO and work continues on prospective options on how to proceed. Should have additional information next month.
- b. Veterans Memorial Project – Mr. Fisher had met with Mr. Jim Williams and Mr. Dave Christian and they will be meeting again on April 13th with Mr. Craddock concerning engineering items and will then come to council with an update of the project.

Correspondence: This was distributed to council.

Public Comment: No comments

Council Meeting adjourned to Executive Session at 9:25 PM for personnel matters and for potential litigation related to a zoning hearing decision, Motion by Mr. Roth seconded by Mr. Enck, passed unanimously.

Executive session was adjourned at 9:48 PM. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Motion by Mr. Enck to authorize the activation of the Civil Service Commission for purposes of beginning the process for promoting one MBPD officer to detective, seconded by Mr. Roth, passed unanimously.

With no further business, President Phillips adjourned the Council Meeting at 9:50 PM.

Respectfully submitted,

Linda Gerhart
March 28, 2017