

# Manheim Borough Council Meeting

April 25, 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, Junior Council Person Aiesha Elwakdy and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

## **Public Comments:**

No Public Comment.

**Approval of Minutes:** 4/11/17 Borough Council Meeting minutes: Motion to approve by Mr. Roth, seconded by Mr. Howett passed unanimously.

## **Visitors:**

Mr. Jamie Schlesinger of Public Financial Management presented to council an update to his original presentation at the last council meeting, of the final refinancing options that will be pursued by MAWSA for their 2014 bank loans. He presented the final numbers for the two separate loans being refinanced with BB&T Bank. He was also looking for Manheim Borough to guarantee the authority debt which is a fairly standard procedure for this type of refinancing to obtain a better rate of interest. He reviewed an analysis that had been prepared to show a summary of the 2017 refunding. It covers the Low Cost proposal for Series of 2017 at a fixed rate of 2.44% and Series A of 2017 at a fixed rate of 2.71 %. After questions were answered, it was moved to ratify to advertise the Ordinance for consideration at the May 9<sup>th</sup> Council Meeting. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously.

Ms. Nancy Husser from the Manheim Lions Club was present to ask approval for the club to once again sponsor the Santa Run and the Christmas Tree Lighting on December 2<sup>nd</sup> on Market Square. The Santa Run would be held at 8:30 AM and the Christmas Tree Lighting being held from 5:00 PM to 6:30 PM. The course for the race would stay the same as last year. These events are held in conjunction with all the other annual Christmas Events scheduled in the Borough that weekend. Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously.

Ms. Elwakdy introduced Ms. Lebron who is interested in the Junior Council Position that will be coming available in June.

## **Borough Codes:**

Ms. Czeiner presented her report and updated Council on procedures, policies, newly improved forms, permits and property maintenance notices and rental inspections. Property inspections are going well. Control of weeds in the gutters was questioned. The posting of door hangers on properties for grass and weed violations was discussed and explained. The maintenance issues at 2 North Charlotte Street and 69 North Charlotte Street were questioned. It was noted that the liened properties will be addressed for further action at a future meeting. The presence of lead base paint in the older homes in our borough was noted as it is becoming a growing issue and there is lead paint abatement available in the county. Exposure to lead-based paints used in houses built before 1978 is a key source of lead poisoning.

**Borough Engineer Report:**

Mr. Craddock had nothing to present to council.

**Mayor and Police Chief Report:**

Mayor Funk updated council on the Little League opening day at Memorial Park. The annual benefit softball game held for the K-9 Fund will be held on Wednesday, June 21<sup>st</sup> on the Pool Field in Memorial Park with a rain date of June 28<sup>th</sup>. They will be playing the Manheim Central football team. The weeds at the new police building need to be trimmed. B. R. Kreider still needs to finish the planting of grass.

Police Chief Stauffer distributed his report and reviewed it with council. He distributed the Lancaster County Drug Task Force Report for the 1<sup>st</sup> Quarter of Year 2017 from the Office of the District Attorney of Lancaster County. Council was updated on aggressive driving patrols in the borough, the earlier start in the season for vandalism and juvenile incidents, the laundromat theft and the barking dogs at the kennel located at the Public Works Facility. The hiring of approved and recommended Crossing Guard Robin Maymi at entry level pay at the earliest opportunity was presented for approval. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.

**Borough Manager Report:**

- a. Mr. Fisher presented his report to council for review. The traffic signal was replaced on the North East corner of North Main Street and that the pedestrian button is still being worked on. It was noted that the yellow light on the new light may need to be checked to see if it is working correctly. The other traffic signal pole will be installed as soon as it is received from the manufacturer. DCNR is working in Memorial Park to mark the trees that will need to be removed. Council was again updated on the ongoing meetings being held on the MS4 Permit requirements and it looks most likely for the present time the municipalities will be individually working on the requirements. However, as there is some flexibility when projects do become apparent in the future this could change to group projects as the dialogue with group involved continues if they would find it to benefit multiple municipalities. It was noted there is an unbudgeted reimbursement from the Intergovernmental Insurance Cooperative for 2016 of approximately \$65,000. It was noted that since we have now used Quick Books for over a year, more comparative reports can be generated for use in the future. It was noted that the Personnel/Police Committee had met on April 18<sup>th</sup> and 19<sup>th</sup> regarding police contract negotiations and there will be more meetings scheduled in the future. There was no action taken at these meetings.
- b. Resolution 10-2017 – From PSAB in Support of continuing funding for the CDBG program was presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- c. Resolution 11-2017 – Appointing Ms. Donna Czeiner as Borough Building Code Official was presented for approval. Motion to approve by Mr. Howett, seconded by Mr. Enck, passed unanimously.
- d. A request from PNC Bank to update the signature card for the Non-Uniformed Pension Plan was presented for approval. The only person that needed to be replaced was Chris Simon. Motion to replace Chris Simon with Carol Y. Phillips by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- e. The proposal/Change Order to the mowing contract from Warhay Enterprises, Inc. to add the new Police Station was presented for approval. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously.

**Payment of Bills: Presented for approval - Construction Loan Draw Requisition #26** in the amount of **\$1,907.00** Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously. **General Fund** in the amount of **\$68,025.21**, **Capital Fund** in the amount of **\$6,490.00** and **Fulton (Police Construction)** in the amount of **\$1,907.00**. 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 – There was nothing to report.
- c) Personnel/Police – There was nothing to report.
- d) Public Works – There was nothing to report.
- e) Shade Tree Commission – There was nothing to report.

**New Business:**

- a) Chief Stauffer requested appointment of a solicitor for the Civil Service Commission. Motion to appoint Kozloff Stoudt as the solicitor for the Civil Service Commission by Mr. Roth, Seconded by Mr. Howett, passed unanimously.

**Old Business:**

- a. Old NWEMS Building – A brief Executive Session was requested to discuss a real estate matter.
- b. Veterans Memorial Project – The committee will be coming to a council meeting in the near future to present their update.
- c. The status of the Market Square streetlight repairs was questioned. Mr. Fisher reported that the electrician has been in contact with manufacturer as they continue to research all the possibilities that may be causing the problems. All the suggested warranty possibilities have been exhausted. They are still actively working on the problem.
- d. The need for possible part time summer help was questioned. An update was given on the progress being made for the pool start up.
- e. Removal of the graffiti on the pool wall and inside the covered bridge was requested for the Heritage Day Weekend at Memorial Park. It was suggested to schedule this work closer to the event.
- f. It was noted that the Employee Appreciation Dinner was well attended and appreciated by all in attendance. Motion by Mr. Roth to begin planning the Employee Appreciation Dinner for next year, seconded by Ms. Leech, passed unanimously.

**Correspondence:** This was distributed to council.

**Public Comment:** Mr. Mike Connelly was present to question whether the Merchant Marines were going to be included in the Memorial Project at Memorial Park currently in the planning stages with the VFW. He saw they were not listed on the plans. He was told to take his request to the committee for consideration.

**Council Meeting adjourned to Executive Session for Real Estate discussions at 8:23 PM, Motion by Mr. Roth seconded by Mr. Enck, passed unanimously.**

**Executive session was adjourned at 8:35 PM.**

With no further business, President Phillips adjourned the Council Meeting at 8:36 PM.

Respectfully submitted,

Linda Gerhart  
April 25, 2017