

# Manheim Borough Council Meeting

June 13, 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, Chad Enck, Jean Gates, Junior Council Person Destiny Lebron 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:** 5/23/17 Borough Council Meeting minutes: Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

## **Visitors:**

- a) Mr. Richard Eyman was present again to address council concerning maintenance issues at his property on North Main Street which are being handled by the Codes Enforcement Officer.

## **Borough Codes:**

The Codes Report will be presented at the meeting on June 27<sup>th</sup>.

## **Borough Engineer Report:**

Mr. Craddock attended the Public Works Committee meeting. All the items concerning his report will be presented with the committee report later in the meeting.

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

Officer Szulborski was presented with a lifesaving award for his actions during an off duty incident. His training as a police officer had a direct bearing on his successful actions during this life saving situation on May 26, 2017. He was presented a personal letter and a lifesaving ribbon that can be worn on his Class A uniform. Police Chief Stauffer distributed his report and reviewed it with council. They were updated on the Rock N Glow Race, the Stiegel Elementary Parade, the Memorial Day Parade, Graduation Ceremony coverage, the Manheim Heritage Day event and the Bike Patrol. The K9 benefit softball game between the Police Department and the Manheim Central Football Team is scheduled for Wednesday, June 21<sup>st</sup> at 6:30 PM at the Manheim Pool Field. A copy of the Fleet Management report for the Police Department was distributed.

Mayor Funk offered his comments on the Stiegel Elementary Parade, the positive direction of the borough, the Rock N Glow Event, Heritage Day Event. He offered the suggestion of barriers being placed where the Traffic Light Pole at Fulton Bank will be located to deter trucks from running up over the curb since there will be more room at the corner. He requested a letter be sent to MAWSA concerning the issue of installing risers for the manholes on West High Street that he had discussed with council previously. Motion by Mr. Enck, seconded by Mr. Roth to send a letter to MAWSA, passed unanimously. The Historical Society was complimented on the installation of the lights at the Fasig House. The Heritage Days committee was complimented on the success of the event and the continuation of the event for future years.

## **Borough Manager Report:**

- a. Mr. Fisher presented his report to council for review.
- b. Resolution 12-2017 – Historic Commission Appointment of Deborah Kimmet was presented for approval. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- c. Mr. Fisher explained and presented two agreements necessary for the Gramby Elementary Project. The Gramby Elementary Land Development Plan MOU (Developer’s Responsibility to install required improvements) and Stormwater O & M Agreement were presented for approval. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- d. Council was updated on the final cost of the Kauffman Park stormwater improvements, which came in at \$190.00 more than originally approved.
- e. Resolution 13-2017 covering the Police Vehicle Lease was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.

**Payment of Bills: Presented for approval - Construction Loan Draw Requisition #29** in the amount of **\$3,096.81** Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously. **General Fund** in the amount of **\$204,490.29**, **Capital Fund** in the amount of **\$93.00** and **Fulton (Police Construction)** in the amount of **\$3,096.81**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

**Committee Reports:**

- a) Finance Committee – Budget meetings will be scheduled in the near future.
- b) Parks and Pools – Since there is a larger number of children attending the summer Playground Program at Mummau Park this year, the committee is recommending to add an additional staff person to our contract with Lititz Rec at the cost of \$1,020.00 to meet the requirements necessary for the staff to children ratio. Motion to approve the increase by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- c) Personnel/Police – The committee met with the Police Association in executive session on June 6<sup>th</sup> at 6:30 PM to discuss the upcoming police contract.
- d) Public Works – The committee met before the council meeting. Council was updated on the recommendations presented and discussed to help with traffic and parking situations in the borough from the Walkability Study Assessment. The committee is recommending that West Stiegel and South Penn Street be changed to no parking, no stopping, no standing. They also recommend that all streets in the borough be set at 25 MPH, which would mean the speed limit on West High Street and West Colebrook Street would need to be lowered. They are also recommending the posting of more speed limit signs if needed and allowed based on PennDOT standards on Hamaker Road and Laurel Street, as well as painting more parking lines on South Main Street. Motion to authorize pursuing the next step for the recommendations presented by the Public Works Committee by Mr. Roth, seconded by Mr. Enck, passed unanimously. Mr. Fisher also updated council on the current status of the hiring process for the new Public Works position. It was noted that the Public Works Department is currently crack sealing the borough streets.
- e) Shade Tree Commission – Council was updated on the planting of shrubs on Market Square by Ms. Gates and the Public Works Department. It is being requested that the access to the water supply on the Market Square be upgraded and repaired to make watering easier. A plumber will be contacted for this work. Professional resources are being researched to help the committee develop a master plan for future tree planting in the borough. The current status of the ash tree project in Memorial Park was questioned. Mr. Fisher updated council on the work so far with DCNR as they have been involved with marking the trees and generating the board feet of wood available in the park. It is anticipated that an RFP would go out in late summer for tree removal, which would occur in late fall/early winter.

**New Business:**

There was no new business.

**Old Business:**

- a. Old NWEMS Building – There will be an Executive Session for discussion associated with real estate.
- b. Veterans Memorial Project – The committee will be coming to a council meeting in the near future to present their update.

**Correspondence:** This was distributed to council as part of their packet.

**Public Comment:** Representatives from Stiegel Glassworks were present to express their support for the FJ Glass Enterprises LLC as they pursue the possibility of leasing the borough property at 26 East High Street.

**Motion by Mr. Roth to adjourn to Executive Session for real estate matters at 7:55 PM, seconded by Mr. Enck, passed unanimously.**

**Motion by Mr. Roth, seconded by Mr. Enck to adjourn from Executive session at 8:08 PM, passed unanimously.**

Motion by Mr. Roth, seconded by Ms. Gates to authorize staff to begin preparation of draft lease agreement documents for FJ Glass Enterprises LLC as prospective tenant for 26 East High Street building, passed unanimously.

With no further business, President Phillips adjourned the Council Meeting at 8:10 PM.

Respectfully submitted,

Linda Gerhart  
June 13, 2017