

# Manheim Borough Council Meeting

July 11, 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, Jean Gates, Chad Enck, 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:** 6/27/17 Borough Council Meeting minutes: Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.

## Visitors:

- a) Mr. James Williams of the Veteran's Memorial Committee was present to update council on the current status of the project in Memorial Park. It was noted that the Merchant Marines will be included in the memorial as they were considered by congress as part of the Armed Forces from 1941 to 1945. Mr. William introduced several other members of committee who also presented information on their finances and fundraising efforts as well as the establishment of a Web Page and their presence on facebook. Motion by Mr. Roth to contribute \$1,500 to the committee for startup costs for their website, seconded by Mr. Enck, passed unanimously. Discussion was held on the burial of the time capsule. The process of establishing non-profit status for the committee was explained.

## Borough Codes:

The Codes Report will be presented at the next council meeting. Council was reminded about the Conditional Use Hearing scheduled before the council meeting on August 8<sup>th</sup> at 5:30 PM.

## Borough Engineer Report:

- a. Mr. Craddock had distributed his report to council for review. Council was updated on the Seal Coating that will be performed next week for the streets project.
- b. A change order from BR Kreider in the amount of \$8,999.95 for a sinkhole repair at the New Police Station was presented for approval. Motion by Mr. Enck, seconded by Ms. Leech, passed unanimously. Discussion was held on the placement and enforcement of the new No Standing No Stopping No Parking signs and the offloading situation at different businesses.
- c. Mr. Fisher gave a brief outline of the process for MS4 Permits. Notice of Intent for our permit needs to be submitted in September. There needs to be a 30 day period for public comment. Mr. Craddock gave a presentation on the MS4/Pollution Reduction Plan for our Permit Term 2018-2023. He gave a history of past projects and explained the base line loading calculations to show the scope of the large stream restoration project in Memorial Park that is being proposed to satisfy our permit requirements. He presented what has been decided to be the most cost effective direction for the borough to pursue. This project should be able to satisfy the requirements for this permit cycle as well as the next permit cycle. It would be broken into two phases. The project would involve all borough owned property. This project would have multiple sources for grant options to pursue, such as water quality/sediment reduction, flood mitigation, and open space/park/recreation. Some final decisions on the

handling of these projects still need to be determined by DEP. The Flood Resiliency Study by the Army Corp of Engineers was also explained as this is the same area being looked at by them as well. The upgrades to recreational aspects of the plan for the park was explained. The impact of the removal of 269 the ash trees infested with ash borers that is planned for the fall was also discussed. The cost for the project was explained as the design work and preparation would be upfront costs for the beginning of the project. Questions from council members were fielded by Mr. Fisher and Mr. Craddock concerning all aspects of the project. A copy of the Public Notice which needs to be advertised for the public review period was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. The plan would then be adopted at the last council meeting in August after the public review period is complete.

- d. Northwest EMS Escrow reduction in the amount of \$11,758.72 was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.

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

Chief Stauffer presented and reviewed his report with council. The Civil Service Commission has completed their promotion process work for the position of Detective. The Commission is presenting Sergeant Aaron Szulborski for promotion to Detective. The Civil Service Commission will need to be activated again as there is now an opening for a Sergeant. Motion by Mr. Roth to approve both of these requests, seconded by Ms. Leech, passed unanimously. The Civil Service Commission was thanked for their continued efforts in this capacity. Council was updated on the show and tell held for Aarons Acres Camp in conjunction with Northwest EMS and upcoming station tours, the plans for the National Night Out 2017 being held at the pool on August 1<sup>st</sup> and the lifesaving effort by Officer Ryan Goss in Rapho Township. The Police Department is still looking for contributions for more AED Units.

Mayor Funk updated council on the Aarons Acres Carnival scheduled for Saturday, July 22<sup>nd</sup> from 12:00 Noon to 4:00 PM, Farm Show arena project and the budgeting and charging for police work for extra security requests (which the Finance Committee will research when they begin the budget process).

#### **Borough Manager Report:**

- a. Mr. Fisher presented his report with council.
- b. A real estate tax exoneration for Hedwig Hontz of 244 East High Street, which was approved by the Pennsylvania State Veteran's Commission was presented for approval. Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.

**Payment of Bills: Presented for approval - Construction Loan Draw Requisition #31** in the amount of **\$52,964.14**. Motion by Mr. Enck, seconded by Ms. Leech, passed unanimously. **Ratified** in the amount of **\$574.82, General Fund** in the amount of **\$114,077.52** and **Fulton (Police Construction)** in the amount of **\$52,964.14**. Motion to approve by Ms. Leech to pay the bills as presented, seconded by Mr. Enck, passed unanimously.

#### **Committee Reports:**

- a) Finance Committee – There was nothing new to report.
- 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. Public Works Report was in the packet.
- e) Shade Tree Commission – There was nothing new to report.

#### **New Business:**

It was noted the weeds need to be trimmed at some of the borough properties.

**Old Business:**

- a. Old NWEMS Building – This will be discussed in Executive Session.

**Correspondence:** There was no correspondence.

**Public Comment:** There was no public comment.

**Council Meeting adjourned to Executive Session at 8:20 PM for real estate matters, Motion by Mr. Roth seconded by Mr. Enck, passed unanimously.**

**Executive session was adjourned at 9:05 PM. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.**

With no further actions taken after the executive session, Council Meeting was adjourned at 9:06 PM.

Respectfully submitted,

Linda Gerhart  
July 11, 2017