

Manheim Borough Council Meeting

January 10, 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 and Jean Gates
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Public Comments: No comments

Approval of Minutes: 12/13/16 Borough Council Meeting, Motion to approve as presented by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Visitors:

Ms. Kelly Lauver from the Manheim Chamber of Commerce was present to update council on the current status of the Rock N Glow Race scheduled for June 3rd. She will periodically attend Council Meetings to update everyone on the progress of her committee. They are currently working on their timeline for the event.

Mr. Andy Nelson of Commonwealth Codes Services was present to address the in-house hiring of a Code Officer. He explained to Council the difference between the PA Uniform Construction Code and the Property Maintenance & Rental Inspection Program and the reason they are two totally different programs. He explained his role in the Borough enforcing the PA Uniform Construction Code since its implementation. He would like to continue in this role as we transition into having the in-house Code Officer for enforcement of property maintenance. He also updated council on a project that he and his church are currently involved in with Love, Inc. to provide housing for people involved with their transition program.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the status and current move to the new Police Building. They are hoping to be totally moved in and operating out of the new building by January 12th. The Ribbon Cutting will be scheduled at a later date. Information was presented and explained for the lease option quotes for new cruisers. He explained the time frame involved with ordering and equipping new cruisers and recommended possibility of keeping the Tahoe for bad weather use, which council agreed too. Discussion was held concerning the donation of the used Crown Vic to the County Training Center. He is looking for approval to move forward with his recommended lease option. Motion by Mr. Roth, to approve the purchase as recommended by Chief Stauffer, seconded by Ms. Gates, passed unanimously. The current problem with turkey vultures in the Borough was discussed. Chief Stauffer explained a possible noise ordinance variance request from a residence to set off a noise maker to scare them away. After discussion it was decided that this would not be a feasible solution to the problem and very disruptive for the Borough, however if they wanted to try placing a fake vulture they would have no problem with that.

Borough Engineer Report: Mr. Craddock presented his report to council. Mr. Craddock discussed with Council the current status of the Police Building. The current punch list has been reduced from 45 pages to 4 pages

with the walk through held January 4th. The administrative submittals, warranties etc. have also been received. After further review Mr. Craddock and the Architect decided that no liquid damages will be assessed for this project. A certificate of substantial completion was issued by the Architect. It is recommended the decision to withhold liquid damages approved at the last meeting not be pursued after further review and duly noted in these minutes. There is a temporary Certificate of Occupancy currently in place, which is good for 180 days. Council was updated on the current status of our consideration for CDBG funds, which after the initial meeting with Housing and Redevelopment Authority seems favorable. A public hearing will be held at the January 31, 2017 Council Meeting. An update was given on the Traffic Signal replacement at the Fulton Bank and the 2017 Street Projects. The annual MS4 Audit has been scheduled for Thursday, January 12th. An update was given on the current plan status for the new Gramby Street school project. The damaged pole on the Subway corner should be repaired by March. All the principles from the Police Building will be invited to the Ribbon Cutting.

Borough Code Officer Report: The Commonwealth Code Officer report was distributed to council. Two resumes have been received to date for the Code Enforcement Officer position. An e-mail from the owner of 69 N. Charlotte Street and an e-mail from Mr. Moyer was distributed for council review. An update was given on the issues still involved with this property. A payment plan is being requested by the owner and was explained. An update was given on current status of payments being received for the new procedure in handling Rental License Fees. Discussion was held on the handling of enforcement of the 69 N. Charlotte Street property as well as other delinquent properties in similar situations with liens and past due amounts. The length of time to be allowed to bring delinquent accounts current to receive Rental Licenses was discussed. The appeal process for being taken to the District Justice for these situations was explained. The recommendation for 69 N. Charlotte Street by council would be to pay \$4,000 to the Borough by Saturday, January 14th as he suggested in his e-mail and have him pay \$5,000 by March 20th. Mr. Fisher will contact the owner with this option and will monitor the situation to see if he makes the payments offered in his e-mail. The matter will be discussed further at the next council meeting.

Borough Manager Report: Mr. Fisher presented his report to council for review. A request from Mr. Kevin Cunrod of 323 Hamaker Road for real estate tax exoneration effective September 15, 2016 (already approved by the Pennsylvania State Veteran's Commission) was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. Council was updated on a situation of disruptive and rowdy behavior by students at the library after school and in the evenings.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #21 in the amount of **\$211,326.12** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **Ratified General Fund** in the amount of \$73,417.60, **General Fund** in the amount of **\$44,424.95**, **Capital Fund** in the amount of **\$9,400.00** and **Fulton (Police Construction)** in the amount of **\$211,326.12**. Motion to approve by Mr. Roth, seconded by Ms. Leech, 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 – A utility cut repair by the Public Works Department on New Charlotte Street was explained. A Snow Plowing Proposal for the new Police Building by Warihay was presented for approval. Motion by Ms. Leech, seconded by Ms. Gates, passed unanimously. It was noted that the sidewalks can only be treated with sand the first winter. It was also noted that sidewalks will only be cleared by Warihay Enterprises if requested.

e) Shade Tree Commission – There was nothing to report.

New Business:

- a. Resolution 1-2017- Appointment of MAWSA Board Members was presented for approval. Motion by President Phillips, seconded by Ms. Leech, passed unanimously.
- b. Resolution 2-2017 – Appointment of Historic Commission Members was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- c. C M High Annual Traffic Signal Maintenance Contract was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- d. Resolution 3-2017 - Manheim Borough Participation by the Borough Manager in the PSAB Borough Management Caucus was presented for approval. Motion by President Phillips, seconded by Ms. Gates, passed unanimously.
- e. Resolution 4-2017 – Disposition of Records was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- f. Penn Township Fire Police Request for help with their Mud Sale coverage was presented for approval. Motion by Ms. Leech, seconded by President Phillips, passed unanimously.
- g. Chief Stauffer will bring the proposals for a cleaning crew for the new Police Building to council for approval when they are all received.

Old Business:

- a. Old NWEMS Building – The building has been winterized.
- b. Veterans Memorial Project – There is a team of Veterans working with the committee for this project.
- c. Authorization for advertising the Public Hearing for the CDBG Project at the January 31st Council Meeting was presented for approval. Motion by President Phillips, seconded by Ms. Leech, passed unanimously.
- d. It was noted that the Fire Company thanks the Borough for help with half the cost of the furnace work and for any portion they can provide for the roof project in the future.

Correspondence: Was distributed to council.

Public Comment: There was no public comment.

President Phillips adjourned the meeting at 8:33 PM to Executive Session for Personnel Matters.

Executive Session was adjourned at 8:51 PM.

Council Meeting adjourned at 8:52 PM. Motion by Ms. Gate, seconded by Ms. Leech, passed unanimously.

Respectfully submitted,

Linda Gerhart
January 10, 2017