

MANHEIM BOROUGH
COUNCIL MEETING
January 29, 2013

Roll Call: President Bonnie Martin, Vice President Chris Simon, Pro-Tempore Philip Enterline, David Fenicle and Rebekah Bowers

Staff: Stephen Gabriel, Interim Borough Manager, Linda Gerhart, Recording Secretary and Police Chief Joseph Stauffer

Approval of the January 8, 2013 Minutes:

- A Motion was moved by Mr. Simon to approve the Minutes of the January 8, 2013 Borough Council Meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

Financial Reports:

- A Motion was moved by Mr. Simon to approve the voucher list dated in the amount of \$145,279.57. The Motion was seconded by Mr. Enterline and passed unanimously. Since there were vouchers for the Manheim Borough Authority, Mr. Fenicle abstained from voting.

Visitor Comments:

- Ms. Deloris Miller was present to inquire about the current status of the estimates for the swale reconstruction work at her property. Mr. Gabriel updated her on the current status of the project.
- Ms. Angela Hammer and Ms. Christina Donnelly of HammerGuard Aquatics, LLC were present to introduce themselves as the new management company for the Manheim Community Pool for 2013. They answered the questions about the hiring process.
- Ms. Emily Ditzler was present to inform council that she was accosted after the last council meeting and to let them know that she will not let that happen again and if it does she will be contacting the Attorney General's Office.

Mayor and Police Chief Reports: (See attached News Release and Report)

- Retiring Officer Ronald Shank was praised for his 25 years of service to the community and presented with his duty firearm, a plaque, photo ID and his retired officer badge by Chief Stauffer.
- Chief Stauffer distributed his report and reviewed it with Council.
- Chief Stauffer presented options to the handling of stray dogs in the borough since the contract with Playful Pups will soon be ending February 28th. He presented several options and explained the pros and cons. Rapho Township approved the contract with the SPCA, but was waiting to see what direction the borough was taking.
 - A Motion was moved by Mr. Fenicle to approve SPCA Contract Option #1 and to keep the dogs here in the borough for the first 24 hours. The Motion was seconded by Ms. Bowers and passed unanimously.
- The damage to police cruisers was questioned. Chief Stauffer explained the disciplinary procedure for the officers. It was mentioned that there was only one vehicle accident in the borough the month of December which was unusual.

Borough Manager Report:

- The Borough Manager Report was distributed to Council for their review.
- Mr. Gabriel gave an update of the School District Elementary School Proposal for a campus in Rapho Township to house approximately 1,000 elementary school students along with renovations proposed for the Doe Run Elementary School in Penn Township. The next Facilities Committee meeting will be held February 11th. A Traffic Study is currently being performed. It has been suggested that the scope of the Traffic Study be reviewed by Manheim Borough and Penn Township. Mr. Gabriel also shared information from the County concerning the Regional Comprehensive Plan which will need to be updated. It was suggested that plan should be reviewed by all three municipalities involved and that all three municipalities approve the updated plan, instead of only Rapho Township where the project is located.
- The Codes Enforcement Officer position structure will be discussed by the Personnel Committee before the next council meeting so recommendation can be presented for consideration.
- Mr. Gabriel discussed the protocol for contacting the solicitor since the Interim Codes Enforcement Officer needs to contact the solicitor's office concerning questions on a subdivision that was approved years ago and was never constructed. When it is necessary to contact the solicitor these questions would be processed through the Borough Manager or the Council President.
- Mr. Gabriel was asked at the last council meeting to contact the Auditor for clarification on distribution of the vouchers to the public at the council meeting before they are approved. The Auditor indicated that in his 30 years in this business none of his municipalities have ever distributed the voucher list before it was approved. If it is available at all it would be made available after the meeting where they are approved. However, there is not a law to mandate this action, so it is up to the council as to how they want to handle this request. He suggested making them available the next morning after the meeting, then if there was a question staff would be able to answer them. Pros and cons to the handling of the distribution of the voucher list were discussed with input by residents and council members. The difference between the treasurer for the Authority and the Borough was explained as being two different types of positions.
 - A Motion was moved by Mr. Fenicle to uphold the January decision to have the vouchers available to the public at the council meetings as a trial period for another 4 months. The Motion was seconded by Ms. Bowers and passed unanimously.
- Mr. Gabriel gave a brief overview of the suggested workshop sessions to be held to better inform council on the budget and financial aspects of the operation of the borough as well as the other Council Committees. The Revenue and Expense Reports would be covered during the Finance Workshop sessions. Discussion was held concerning the scheduling of workshops to be held monthly at the second meeting of the month. A schedule will be compiled for the workshops session with the first one on February 26th featuring the Parks/Pool and Public Works Committees. It was suggested to utilize the input of the citizen of the borough for the borough projects.
- Establishing Long Range Goals for the borough and scheduling a town meeting in the future were discussed. Council Members will start making lists of goals they would like to achieve as the Borough Council. Goals will also be discussed during the workshop sessions.
- A new date is being scheduled in the near future for the Partners Meeting between Penn Township, Manheim Borough and Rapho Township.
- The Borough has currently received 46 applications for the Borough Manager position.

- The MS4 Program for municipalities was explained and the 2013 responsibilities required for our borough will be discussed with the Borough Engineer to see what can be handled by the staff versus what will need to be handled by the Engineer.
- Mr. Gabriel updated council on the possible scheduling of work this spring at the Covered Bridge in Memorial Park.

Committee Reports:

- Discussion was held concerning regular schedules for council committee meetings. Public attendance at committee meetings was discussed.
 - A Motion was moved by Ms. Bowers to allow public attendance at Borough Council Committee Meeting unless the Chairperson advises that the meeting is closed to public attendance and the Chairperson will also decide whether public comment will be allowed during the meetings. The Motion was seconded by Mr. Enterline and passed with a 4 to 1 vote. Mr. Enterline was the nay vote.

A calendar will be discussed at the next council meeting workshop as to a regular schedule for committee meetings.

New Business:

- Markley Actuarial 2013 Pension Plan Services Contract in the amount of \$8,000 was presented for approval.
 - A Motion was moved by Mr. Enterline to approve the Markley Actuarial 2013 Pension Plan Services Contract in the amount of \$8,000. The Motion was seconded by Mr. Fenicle and passed unanimously.
- C M High 2013 Traffic Signals Maintenance Contract was presented for approval.
 - A Motion was moved by Mr. Fenicle to approve the C M High Traffic Signals Maintenance Contract for 2013. The Motion was seconded by Mr. Enterline and passed unanimously.
- The Grant Contract for the acceptance of the 2013 CDBG funding for Phase 2 of the Fulton Street Project from the Lancaster County Housing and Redevelopment Authorities was presented for approval.
 - A Motion was moved by Mr. Fenicle to accept the Grant Contract for the 2013 CDBG funding for Phase 2 of the Fulton Street Project from the Lancaster County Housing and Redevelopment Authorities in the amount of \$180,000. The Motion was seconded by Mr. Simon and passed unanimously.
- The Positions Open for 2013 May Primary Ballot in Manheim Borough were discussed as the County is gathering this information and has requested that it be forwarded to them no later than February 19th. Three council positions and the Mayor would be up for re-election.
- The Phase 2 Proposal from Interior Planning Group for 45 Market Square was presented to council for their review and consideration. Mr. Gabriel explained the next step in the approval process for this project.

Old Business:

- Ordinance 633 amending the Borough's Non-Uniform Pension Plan was presented for approval. Mr. Gabriel highlighted the changes being amended in the Ordinance.
 - A Motion was moved by Mr. Fenicle to adopt Ordinance 633 amending the Borough's Non-Uniform Pension Plan. Mr. Enterline seconded the motion and it passed unanimously.
- Policies for the Pool were discussed and the Lap Pool policy will be handled the same as it was when the pool was managed by McRec. Adults age 18 and over may use the 25 meter pool. Children age 4 and under are permitted in the 25 meter pool with a parent or guardian.

Swimming Laps only is allowed for those individuals under 18 years of age. Horseplay will not be tolerated. Swimming laps is limited to 1 person per lane and no use of starting blocks. Adults have priority in lap lanes at all times.

- A Motion was moved by Mr. Fenicle to accept the Lap Pool policy as presented. (Adults age 18 and over may use the 25 meter pool. Children age 4 and under are permitted in the 25 meter pool with a parent or guardian. Swimming Laps only is allowed for those individuals under 18 years of age. Horseplay will not be tolerated. Swimming laps is limited to 1 person per lane and no use of starting blocks. Adults have priority in lap lanes at all times.) Mr. Simon seconded the Motion and it passed unanimously.
- The Concession Stand was discussed and items that HammerGuard has suggested for operation of the Concession Stand were presented for consideration. It was suggested that the Parks/Pool and Finance Committees reviewed these items.
- President Martin reported on her meetings and phone conversation with residents concerning the replacement of missing signs at Gramby and Grant Streets and the possibility of not having the Gramby and Penn Streets intersection as a 4 Way Stop. A review of minutes from past Planning Commission Meetings and Council will be researched to if any action was taken.
- Discussion was held concerning problems with the Snow Plow during the last snow storm.

Council Reports:

- It was noted that the Public Works Department is doing a good job with snow plowing so far this year.
- It was announced that President Martin had met with Mr. Roth, Mr. Kratzer and Mr. Rohrer about emergency management requirements. Mr. Roth would like a Laptop Computer and Cell Phone purchased for Emergency Management Coordination with the cost to be shared equally with Penn Township and Manheim Borough. The ministerial group will be contacted to see if they can use some of the donated money in the emergency management fund for blankets, clothing and cots for future emergency situations. The Penn Township building will be the location used by Mr. Roth for emergency management situations as they have a generator available at that building.

Executive Session:

- A Motion was moved by Mr. Enterline to adjourn to Executive Session for the discussion of personnel matters at 8:53PM. The Motion was seconded by Mr. Fenicle and passed unanimously.
- A Motion was moved by Mr. Enterline to adjourn from Executive Session at 9:26 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Simon to adjourn at 9:27 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

Respectfully Submitted

Linda Gerhart