

MANHEIM BOROUGH COUNCIL WORKSHOP

November 12, 2013

Roll Call: Vice President Chris Simon, Pro-Tempore Philip Enterline, Rebekah Bowers, Brad Roth and Dave Fenicle

Staff: Mark Stivers, Borough Manager, Linda Gerhart, Recording Secretary, Sandra Mitchell, Fiscal Assistant and Police Chief Joseph Stauffer

Visitor Comments:

- Ms. Carol Phillips & Ms. Barbara Basile from the Manheim Community Library gave an overview of the library activities and statistics for the year. Council was updated on the new location search for the library. The new Friends of the Library campaign brochure was distributed to council. The borough was thanked for their continued support of the Library with their donations and use of the building and community room.
- Mr. Chris Edie owner of 148 Stiegel Street property were present to request tax relief for this property since it is part of the KOZ which expires at the end of 2013. They gave a brief overview of the renovations made to the property so far and explained their reasoning for the tax relief request. Mr. Stivers explained the difference between granting tax relief versus dealing with the total KOZ approval process.
- Mr. Scott Funk questioned the slow clean-up process currently taking place at 178 South Charlotte Street. Mr. Stivers noted the property is currently being dealt with by the borough staff. It was noted by Mr. Fenicle that there is a need to use safety fencing to corridor off the properties that are being demolished. Mr. Funk also noted that Ms. Bowers did not abstain from a vote on an issue at her property in July. The issue was discussed so council members will note in the future that they need to abstain from voting on issues that affect them personally.
- Mr. Simon welcomed and congratulated the newly elected 2014 borough officials who were in attendance. They were Mr. Roth and Mr. Howett who will serve on council and new Mayor Scot Funk.

Police Chief Report:

- Chief Stauffer distributed his report and reviewed it with Council.
- A handicap parking space request was submitted for approval from a resident at 52 W. Gramby Street. Chief Stauffer researched the request and presented his findings. It was also mentioned that there is a need to increase the price for handicap parking space requests as noted at a council meeting earlier this year. The price increase is part of the fee schedule resolution for 2014.
 - A Motion was moved by Ms. Bowers to approve the handicap parking space request to be placed in front of 104 N. Charlotte Street. The Motion was seconded by Mr. Fenicle and passed unanimously.
- A donation was received from the VFW for a weapon storage system for \$1,630. The continued donations from them have been greatly appreciated.
- It was noted that Rose Gallagher, secretary for the Manheim Police Department for 23 years will be retiring on December 31, 2013. Chief Stauffer commented on the hiring process that will be used and hopefully there will be a new secretary in place very soon.

Borough Manager Report:

- Mr. Stivers distributed his report and reviewed it with Council.
- Mr. Stivers gave a brief update on the very productive meeting that was held on the morning of November 12th at the Manheim Twin Kiss. There were many key attendees at the meeting from PennDOT, FEMA, PEMA, Emergency Management and DEP. State Representative Mindy Fee, a representative from Senator Brubaker's Office as well as representatives from Manheim Borough and Manheim Borough Authority, private businesses and the neighboring Townships were also in attendance. The Army Corp Engineer's Reports for this area were presented and they have offered to cover the cost to update this study with current fresh flow rates and data. Positive comments were received from the PennDOT Representative concerning repair work on our bridges and it was noted what a safety issue our flooding situation has become. The Scope of work was questioned. Reprofiling the stream is needed to get rid of the sediment build up in order to improve the water flow. They will need to look at the bridges to see what can be done to clear the water more efficiently. The banks on the creeks will need to be stabilized. Only 6% of the watershed is actually urbanized so sediment accumulated during rain events will need to be addressed. It was noted that future site development in the municipalities may need to be reviewed so all stormwater is not sloped to the creeks. A very positive point of the meeting was the commitment from private businesses to help fund this effort along with the support of state and federal agencies.
- Council was updated on the East High Street/Doe Run Road Sidewalk Project. This is a joint project with Penn Township to connect the sidewalks on East High Street with the sidewalks on Doe Run Road up to the Shopping Center.

Action Items:

- Approval of the October 29, 2013 Minutes: Mr. Roth noted a change was sent to Mr. Stivers concerning the wording of his motion for advertisement of committee meetings for 2014.
 - A Motion was moved by Mr. Roth to approve the Minutes of the October 29, 2013 Borough Council Meeting as amended. The Motion was seconded by Mr. Enterline and passed unanimously.
- Approval of the Voucher Lists for November 12, 2013:
 - A Motion was moved by Mr. Enterline to approve the voucher list in the amount of \$83,806.26. The Motion was seconded by Mr. Roth and passed unanimously. Mr. Fenicle recused himself.
- Mr. Bill Loercher secretary of the Manheim Tennis Club was present to discuss the contract lease with the borough for the tennis courts. He gave a brief overview of the tennis club operation. Mr. Stivers outlined the intended changes. The future lease will be a 10 year lease for \$2,000 a year for the first 5 years and then cost of living adjustments will be applied each year after that. The Tennis Club is also interested in purchasing a small parcel adjacent to their courts from the borough.

Committee Reports:

- The Public Works Committee met before the Council Meeting. The committee discussed the sale of the borough property at 45 Market Square. The committee is recommending to have a sealed bid auction with a tentative due date of January 16, 2014 with a minimum threshold price to be determined. The bids would be opened publicly that day and then would be presented for approval and award at the next council meeting.

- A Motion was moved by Mr. Roth to proceed with a sealed bid auction for 45 Market Square with a tentative due date of January 16, 2014 and a minimum threshold price to be determined. The bids would be opened publicly that day and then would be presented for approval and award at the next council meeting. The Motion was seconded by Mr. Enterline passed unanimously.
- The paving projects for 2014 were also discussed. They are looking at paving West Stiegel Street starting at South Penn Street and then applying for CDBG funds for the Mill Street project. A Letter of Intent does need to be sent to the Lancaster County Housing and Redevelopment Authority for the Mill Street project if that is council's intention.
 - A Motion was moved by Mr. Roth to file a Letter of Intent to the Lancaster County Housing and Redevelopment Authority for consideration for CDBG Funds for 2014 for the Mill Street project. The Motion was seconded by Mr. Enterline and passed unanimously.
- The Public Works Committee also discussed the next step for the Police Station project. Mr. Stivers will be working to have conceptual plan options available to present at a council meeting in the near future. The beginning of this process will be started Wednesday, November 13th, as there is a meeting scheduled with the architect.
- The Parks/Pool Committee met before the council meeting to discuss the management of the pool. They have received a bid for next year, but the YMCA is also planning to visit the complex for possible consideration and then the committee will have a recommendation at one of the next two council meetings for council to discuss.
- An offer from the Tennis Club for them to purchase a small parcel of borough land that they already take care of was discussed. It will be researched to see if the sale is even possible.
- The annual scheduling meeting for the sports fields will be held at Rapho Township with Mr. Stivers, Mr. Fenicle and Mr. Newcomer attending.

Old Business:

- The draft 2014 Budget was presented for review and comment. It is a balanced budget with an annual increase for Municipal Fees of \$2.00. The consideration of tax exemption request for 148 E. Stiegel Street property was questioned, as to the effect it would have on the budget. The ambulance association is asking for workmen compensation insurance to be taken off their contribution, but the gas portion to continue. Next year the \$5,000 façade improvement contribution starts. Discussion and recommendations were offered as to the handling of the ambulance contribution. Mr. Stivers explain the advertising process for the budget hearing and approval.
 - A Motion was moved by Mr. Fenicle to advertise the 2014 Budget with no tax increase to be adopted at the December 10, 2013 council meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

Executive Session:

- A Motion was moved by Mr. Fenicle to adjourn to Executive Session for real estate and personnel matters at 8:20 PM. The Motion was seconded by Mr. Roth and passed unanimously.
- A Motion was moved by Mr. Enterline to adjourn from Executive Session at 9:55 PM. The Motion was seconded by Mr. Fenicle and passed unanimously.

- A Motion was moved by Mr. Fenicle to grant a 5 year tax deferment for Municipal Taxes for the property at 148 East Stiegel Street owned by Waggoner Gap Road, LLC. The Motion was seconded by Mr. Enterline and passed unanimously.
- A Motion was moved by Mr. Roth to approve the Tennis Club Contract as presented during the regular council meeting. The Motion was seconded by Mr. Enterline and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Fenicle to adjourn at 10:05 PM. The Motion was seconded by Ms. Bowers and passed unanimously.

Respectfully Submitted,

Linda Gerhart