

Manheim Borough Council Meeting  
April 9, 2019 7:00 PM  
Manheim Borough Building, Manheim, PA

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Phillips, Vice President Brad Roth, Pro Tempore Chad Enck, Bryan Howett, Jean Gates, Elaine Leech, Junior Council Person Brian Lauver and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart.

President Phillips welcomed Boy Scout Troop 307 and Lebanon Valley College Students who were visiting this evening.

**Approval of Minutes:** 3/26/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**The CDBG Public Hearing** was called to order by President Carol Phillips at 7:03 PM after recessing from the Manheim Borough Council Meeting.

Mr. Fisher gave a brief explanation of the requirement for advertising and scheduling this hearing, which is part of the application process.

Mr. Ben Craddock, Manheim Borough Engineer presented the scope of work proposed for the 2019 CDBG Grant Application currently being compiled for submission to the Lancaster County Redevelopment Authority. The hearing is to allow for public input for this project before the application is submitted to the Redevelopment Authority. The project will include the installation of pedestrian improvements and ADA accommodations within the proposed school routes for Baron Elementary School as well as the work on the first block of North Wolf Street from East High Street to the public municipal parking lot, which would include installation of new curb, sidewalks and ADA curb ramps and minor repaving. The cost estimate would be approximately \$100,000 for the work proposed for the North Wolf Street portion and approximately \$120,000 for the pedestrian and ADA Improvements within the proposed school route for a total construction cost of \$220,000. He noted that there are before and after videos on the Borough Website showing the vast improvements to the North Main Street drainage project which was funded by CDBG funds that Manheim Borough received last year. It was also suggested researching the drainage issues on East High Street as well for future funding. It was also mentioned that we will have more areas in the borough qualifying for this funding next year. The enforcement of parking in the North Wolf Street Parking Lot was questioned. There were no public comments.

Motion by Mr. Roth to approve proceeding with the CDBG application, seconded Ms. Leech, passed unanimously.

**With no further comment, the hearing was recessed back to the Council Meeting at 7:14 PM.**

**Visitors:**

- a) There were no registered visitors.

**Borough Codes:**

- a) Ms. Czeiner presented her report to council. She briefly reviewed the report with council highlighting daily code activities, completed Annual Rental Occupancy Permits, outstanding notices, several re-inspections for rentals and other enforcement and citation issues and complaints. She updated them on her progress with her Floodplain Management Training. The Civil Action fee of \$353.20 has been paid.

- b) Discussion and comments from council were requested on the short term lodging zoning amendment draft. Comments were offered on limiting the zones that this should be allowed due to disruption and parking issues. It is felt that all the comments from council should be organized and presented in a markup draft for consideration. The short term lodging comments will be addressed with this Amendment to help make the definition, regulations and limitations for this type of accommodations more clear. All the comments and discussion offered at this meeting will be part of the final draft. The amendment will then be sent to council for review and comments to “fine tune” the final draft to be sent to our Planning Commission for consideration and comments. Public comments from the visitors were also offered.
- c) It was also noted the sign ordinance needs to be reviewed, discussed and finalized.
- d) It was also noted that the Variance request for the Old Stiegel Elementary School was approved at the last Zoning Hearing Board.

**Borough Engineer Report:**

- a) Mr. Craddock presented his report to council.
- b) Authorization to advertise for bids for the Oak Street Bridge Repairs was presented for approval. Mr. Craddock explained that the construction bid documents were complete for this project as approved by council and a motion is now needed to advertise. Motion to approve authorization for advertising the bid for the Oak Street Bridge Repairs by Mr. Enck, seconded by Ms. Leech, passed unanimously. It was noted that this is the bridge located near G & G Feeds at the railroad tracks and not the closed bridge.

**Mayor and Police Chief Report:**

Mayor Funk updated council on the upcoming annual K9 Fundraiser Guns & Hoses Softball Game to be held on June 12<sup>th</sup> at 6:30 PM with a rain date of June 19<sup>th</sup>. The Police Department will play against the Fire Company.

Police Chief Stauffer presented his report to council. He welcomed the LVC Students and the Boy Scouts also. Council was updated on the handling of abandoned vehicles by the Police Department versus the Codes Officer and the Coffee with a Cop event being held at Mill 72 on North Main Street on Wednesday, April 10<sup>th</sup>.

A request was received by the Police Department from Mr. Michael Pyle, Principal of H. C. Burgard Elementary School for a parade to celebrate the closing of the school on Friday, May 31<sup>st</sup>. Chief Stauffer updated council on the schedule of events for that afternoon. Motion by Mr. Roth to approve the request for the parade, seconded by Ms. Leech, passed unanimously. The control of truck traffic flow for the businesses in that area during the parade was discussed.

Chief Stauffer presented correspondence from the District Attorney’s Office concerning Domestic Violence and Defiant Trespassing. He gave a comparison how this case law would possibly affect short term lodging situations in the borough.

A request from the Lancaster County District Attorney’s Office for our annual contribution for the Drug Task Force in the amount of \$4,858.00 was presented for approval. It was noted that the borough does historically contribute every year to this fund. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**Borough Manager Report:**

- a) Mr. Fisher reviewed his summary report with Council. The newsletters will be sent this week to the residents.
- b) Mr. Fisher updated council on the Lancaster County Housing & Redevelopment Authority Land Bank presentation that will be given to the School District on April 15<sup>th</sup> and then will be made to Borough Council at the next council meeting on April 30<sup>th</sup>, to explain the benefit to the borough.
- c) The Annual DCED Financial Report has been filed. Mr. Fisher explained that the Borough Audit is complete and there were no red flags, but still needs to be finalized as the audit for MAWSA is incorporated in our final audit.

### **Treasurer Report/Payment of Bills:**

**Presented for approval – Ratified** in the amount of **\$6,780.05** and **General Fund** in the amount of **\$120,508.20**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

### **Committee Reports:**

- a) Finance Committee – There was nothing new to report.
- b) Parks and Pools – Mr. Fisher explained the need for a decision on keeping the high diving board and the replacement of the low diving board. After discussion on cost and liability issues, a Motion was made by Mr. Roth to remove the high diving board and replace the low diving board, seconded by Mr. Howett, passed unanimously. Mr. Fisher gave an update on the current status of maintenance and repairs that are being started at the Pool Complex. A leaking pump has been pulled and the needed parts have been ordered. The pool covers are scheduled to be pulled in the next week and Public Works is preparing for the painting and patching of the bottom of the pool. Drain covers that need to be replaced have been ordered. Concession stand will be open this year and is being operated by the Brick House.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works –
  - I. The Public Works Report was in the packet.
  - II. Mr. Craddock explained the 3 options for the bid on the work for the South Hazel Street/North Linden Street Project. It was noted that awarding the bid for Option 1 and Option 2 separately instead of Option 3 which was for the total project contract would save \$8,517.60. The Committee is recommending awarding Option 1 Contract to E. J. Breneman for \$168,231.00 and Option 2 Contract to Pennsy Supply for \$299,710.20. Motion to approve the contract awards as presented by Mr. Howett, seconded by Ms. Leech, passed unanimously.
  - III. Council was updated on the current status of the walkability study recommendation of restricting left turns from West Gramby to South Main. More accurate numbers for a request to PennDOT would be available when school is in session, so this is being tabled until the school is open.
  - IV. Discussion was held on the need for painting windows and trim on the Borough Office Building, since we are enforcing maintenance codes for our residents. Staff is being authorized to present quotes for this work to the committee and council.
  - V. Discussion was held on the current traffic flow on Danner Alley and the available public parking. Staff will be looking at the signage in the Alley. They will be updating any that are confusing and posting any new signs place where they may be missing first before any major changes are considered.
  - VI. Residents directly affected by the West Chestnut Street paving situation will be contacted to see what their preference is for repairing that section of the street.
- e) Shade Tree Commission – The Commission has developed the new shade tree ordinance. They are looking to have a replacement program in effect in hope of giving residents guidance in selecting new trees if they are willing to replace them. They are also looking at a pruning program. They are looking to set up options to educate residents on good replacement trees for their properties, as some may not be interested in replacing trees they have removed. Discussion was held on many suggestions that could help with the tree replacement program in the borough in the future.

### **Old Business:**

- a) There is still a need for a Borough Liaison to MAWSA.
- b) Old Fire House – It is still being considered by the Historical Society, as they continue researching if the building is structurally sound and checking for estimates of restoration and remodeling costs. Comments and updates were offered on our Borough being listed on the National Historical Register and the current memberships count with the Historical Society.
- c) PSAB Conference - Mr. Enck, President Phillips and Mr. Fisher would like to attend the PSAB Conference. Motion to approve authorization for them to attend the PSAB Conference by Ms. Leech, seconded by Mr. Howett, passed unanimously.

- d) President Phillips volunteered to be the Borough Voting Delegate for the PSAB Conference. Motion to approve President Phillips as the Voting Delegate by Mr. Howett, seconded by Mr. Enck, passed unanimously.
- e) The Warihay proposal for mowing at the Police Station was presented for approval. Mr. Fisher had provided council with additional information requested at the last council meeting concerning the increase in cost. Motion by Mr. Howett to approve the proposal, seconded by Mr. Roth, passed unanimously.

**New Business:**

- a) The donated sign to be added to the building at Hollinger Field was presented for approval. Motion to approve Mr. Enck, seconded by Mr. Roth, passed unanimously.

**Correspondence:** The correspondence was in the packet (Carel Letter)

**Public Comment:**

- There was no public comment.

Council Meeting was adjourned at 8:37 PM by President Phillips.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
April 9, 2019