

Manheim Borough Council Meeting
Reorganization & Regular Business Meeting
January 6, 2020, 7:00 PM
Borough Council Chambers
15 East High Street, Manheim PA 17545

Re-elected & Newly Elected Manheim Borough Council Members were sworn in by Mayor Funk:

Councilperson, Carol Y. Phillips
Councilperson, Jared Longenecker
Councilperson, Noah Martin

Mayor Scot Funk called the meeting to order at 7:00 PM.

Roll Call: President Carol Y. Phillips, Vice President Brad Roth, Pro Tempore Chad Enck, Bryan Howett, Jared Longenecker, Noah Martin, Junior Council Person Makayla Regan and Mayor Scot Funk

Staff: Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Pledge of Allegiance and Moment of Silent Meditation

Election of Officers

Dr. Phillips nominated for President by Mr. Roth, no further nominations, passed unanimously.

Mr. Roth nominated for Vice President by Dr. Phillips, no further nominations, passed unanimously.

Mr. Enck nominated for Pro Tempore by Mr. Roth, no further nominations, passed unanimously.

Remarks from the President Elect: President Phillips is looking forward to continuing to work with council current members & new members for this term as they continue to make great things happen in the borough. She is looking forward to the new younger ideas and fresh approaches that can be brought to council by the new members. Council has been a strong team showing in all that they have accomplished in the past 4 years. She complimented Mr. Fisher as the Borough Manager for his leadership and his staff for all their hard work.

Remarks from the Mayor: He congratulated Dr. Phillips, Mr. Martin and Mr. Longenecker on their election and thanked them for volunteering to serve as it is a rewarding experience. He reflected on his past 6 years in the Borough. He complimented the highly respected Police Department and Chief Stauffer for their outstanding service in Manheim Borough and Rapho Township and thanked Council for all their support. He highlighted the New Police Station

Building Project with the NWEMS, the Booking House, the Supply on Oak Street, Carel USA expansion offering new jobs, Big Dreams on Market Square, Ident-A-Card on East Stiegel, The Weary Traveler on South Charlotte Street, and REO Market Place on North Main Street. He is looking forward to the continued community building improvements in the future working with the Land Bank as well as new uses for the Burgard and Stiegel Elementary School Buildings. He complimented the Memorial Park Project and the great work Mr. Fisher and Mr. Craddock did on grants. He is looking forward to the Market Square upcoming project. He complimented the great work of the Manheim Chamber of Commerce working with the businesses under their new leadership. He likes the great vibe in the borough right now and the direction we are headed.

- Appointment of Committees for 2020/2021
 - Personnel: Dr. Phillips, Chairman, Mr. Enck, Mr. Roth
 - Public Works: Mr. Roth, Chairman, Mr. Enck, Mr. Howett
 - Parks, Pool & Rec: Mr. Howett, Chairman, Mr. Martin, Mr. Longenecker
 - Finance: Mr. Roth, Chairman, Mr. Martin, Mr. Enck

Motion moved by Mr. Howett, seconded by Mr. Roth for approval of Resolutions 1-2020 thru 24-2020. Dr. Phillips asked for comments or questions or concerns on the resolutions. With no comments or further discussion on any of the resolutions, motion passed unanimously. It was noted there are no vacancies on any of the commissions and boards.

- a. Resolution 1-2020 – James R Fisher: Secretary
- b. Resolution 2-2020 – Linda Gerhart: Assistant Secretary
- c. Resolution 3-2020 – James R Fisher: Chief Administrative Officer
- d. Resolution 4-2020 – James R Fisher: Treasurer
- e. Resolution 5-2020 – Anna Weaver: Assistant Treasurer, Benefits Coordinator, Privacy Official for Benefits
- f. Resolution 6-2020 – Donna Czeiner: Zoning Officer, Code Enforcement Officer, Building Code Official
- g. Resolution 7-2020 – Zelenkofske Axelrod LLC: Auditor
- h. Resolution 8-2020 – Kozloff Stoudt Solicitor
- i. Resolution 9-2020 – Lancaster Civil Engineering, Inc.: Borough Engineer
- j. Resolution 10-2020 – Manager and Police Chief: Open Records Officers
- k. Resolution 11-2020 – Andy Nelson: Building Code Official, and Building Code Plan Review and Inspection Services
- l. Resolution 12-2020 – Bank Depositories and Bank Signatories
- m. Resolution 13-2020 – Disposition of Records
- n. Resolution 14-2020 – Civil Service Commission Members
- o. Resolution 15-2020 – David Lockard: Sewage Enforcement Officer
- p. Resolution 16-2020 – Fire Protection Services
- q. Resolution 17-2020 – Emergency Medical Services
- r. Resolution 18-2020 – TRA: Pension Plan Auditor
- s. Resolution 19-2020 – Payroll and Bills Between Meetings
- t. Resolution 20-2020 – Zoning Hearing Board Members
- u. Resolution 21-2020 – Historic Commission Members
- v. Resolution 22-2020 – Planning Commission Members
- w. Resolution 23-2020 – Shade Tree Commission
- x. Resolution 24-2020 – MAWSA Members Resolution

- y. Public Works Director – Appointment of Lindsey Uhlig, effective January 1, 2020. Motion by Mr. Roth to appoint Lindsey Uhlig as Public Works Director effective January 1, 2020, seconded by Mr. Enck, passed unanimously.
- z. Appoint Mark Hiester as the primary municipal voting delegate and James Fisher as the alternate municipal voting delegates to serve on the Lancaster County Tax Collection Bureau’s Management Committee for 2020. Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.
- aa. Vacancy Board Approval – Borough Council and Duane Ober who shall serve as Chair. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Regular Business Items:

Approval of Minutes: 12/10/19 Borough Council Meeting Minutes: Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.

Visitors:

- a) Barney & Suzanne Reiley from the Manheim Chamber of Commerce were present for two requests. The Chamber would like to once again organize the Borough Spring Clean-up on April 4th from 9:00 AM to 11:00 AM in the Central Business District. Motion to approve by Mr. Howett, seconded by Mr. Martin, passed unanimously. The second request is to install welcome signs at the Southern and Western Borough limits similar to the ones that installed last year at the Eastern & Northern Borough limits. The ones already installed last year were fairly inexpensive since all the infrastructure, footers etc. were already there. These new signs will be more expensive than the first two since there is no infrastructure with estimate being approximately \$22,000 to \$25,000. The signs will be on borough property and the Chamber is requesting allocation of \$25,000 of the MAEDC funds being given to the borough for this project. MAEDC is in favor of using this portion of the funds for this project. Motion by Mr. Howett to approve pending receipt of the funds for economic development from MAEDC not to exceed \$25,000 with a historic plaque showing the establishment date of the borough added to all 4 signs, seconded by Mr. Enck, passed unanimously.

Treasurer Report/Payment of Bills:

Presented for approval – Ratified General Fund in the amount of **\$67,410.55** and **Ratified Capital Fund** in the amount of **\$31,368.95. General Fund** in the amount of **\$39,163.68** and **Capital Fund** in the amount of **\$4,045.50**. Motion to approve by Mr. Roth, seconded by Mr. Martin, passed unanimously.

Old Business:

Borough Codes Report:

- a) Ms. Czeiner presented her monthly report and Total Annual Report and reviewed it with council. She congratulated and welcomed the new Council Members. She updated council on her future goals outreach for codes addressing Floodplain insurance. She is

changing addresses so they match the county parcel files and explained the reasoning. She is looking to also make introductions to businesses and work more closely with them. She is working on the Lead Paint Ordinance. The next Zoning Hearing Board is scheduled for January 13th.

Borough Manager Report:

- a) Mr. Fisher reviewed his summary report with Council. He highlighted the end of year financial report and commented on the reserves which are holding steady and in good shape comparing to the last 4 years. He commented on the budget figures holding true each year as costs and revenue increase.
- b) He updated council on the signage at the curve on South Oak Street as you are entering the borough. Two large arrow signs have been posted to make sure cars are aware of the curve and do not go straight and end up on the railroad tracks, which unfortunately does happen. New striping has also been added as well as a new street light.
- c) Mr. Fisher has met with Representative Fee to discuss the Flood Resiliency Study that is ongoing in the borough for a grant covering the area upstream and downstream on the Chiques Creek from the area dredged at the bridge on South Main Street. SRBC is actually spearheading this process to keep it moving. It involves the Borough and Penn Township.
- d) The lien process for our large past due accounts is moving along to the next civil action phase and the payment plan participants are making their payments on time.
- e) We have received another grant for the stream restoration project and details will be released in the near future, as this puts the total grants for this project over the million dollar mark. It was questioned when the plans for the Memorial Park Stream Restoration Project will be released. They are just about complete and will be available in the near future. The current plans to date are on the website. Mr. Fisher and Mr. Craddock were thanked for all the great work and leadership on the grant process for this stream restoration project in Memorial Park.

Police Chief Report:

- a) Police Chief Stauffer presented his report to council. He thanked the mayor for all his great leadership. He also thanked council, Mr. Fisher and Borough Staff for all their help.
- b) Chief Stauffer presented information on the lease program for the cruisers and the quotes for the cruiser that needs to be replaced this year. The replacement of this cruiser falls in line with the budgeted amount. Motion by Mr. Enck to approve lease/purchase of a new cruiser for up to the budgeted line item amount for the yearly lease payment for the cruiser (\$12,500.00), seconded by Mr. Roth, passed unanimously.
- c) He noted the donations received by the Police Department. He updated Council on the preparation of the BWC Body Worn Camera Program for when the equipment is actually delivered. It is tentatively scheduled for installation on February 15th.
- d) He is starting to compile the data for the 2019 year-end report from the department.
- e) CRASE Training (Civilian Response to Active Shooter Events) from the Police Department is available for non-profits and businesses in the community.

New Business:

- a) Continuing Membership to the Lancaster County Co-Op and Costars for 2020/2021 was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- b) MCFEE - Pool Pass request for their Auction was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- c) South Hazel Street & Linden Street Improvements - Change Order No. 1 for Increase to Pennsy Supply for \$18,877.77 and Change Order No.1 for Decrease to EJ Brenneman for \$27,587.96 were presented for approval. Both of these were recommended by the Borough Engineer. Motion to approve by Mr. Howett, seconded by Mr. Roth, passed unanimously.

There was no correspondence.

Police Department Action: The Civil Service Commission reorganized prior to this meeting. The minutes from that meeting are included with these minutes.

Motion by Mr. Roth to adjourn the Council Reorganization & Regular Business Meeting at 8:18 PM, seconded by Mr. Howett, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary

January 6, 2020

Civil Service Commission Meeting Minutes – 1/6/2020

Present at the Meeting:

Mike Reif, Doug Shaub, Randy Lauver, Joe Stauffer & Scott Funk

The Meeting was called to order at 6:30pm

The Commission discussed and decided to appoint the following:

- Mike Reif – Chairman of the Commission
- Randy Lauver – Secretary of the Commission
- Doug Shaub – Member of the Commission

No new business was discussed.

The Meeting was adjourned at 6:43pm