

Manheim Borough Council Meeting
March 10, 2020 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, Noah Martin, Jared Longenecker, Bryan Howett, Junior Council Person Mikayla Regan and Mayor Scot Funk
- **Staff:** Borough Manager/Secretary, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 2/25/2020 Borough Council Meeting Minutes: Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.

Visitors

- a) Fire Chief Andrew Kirchner presented and reviewed the Fire Company Report for January and February 2020 with Council. The Fire Company was thanked for their continued service to the Manheim Community.
- b) Ms. Lisa Alcala who operates The Shack in Penn Township was present to affirm the approval for the BYOB Policy that is in affect for their establishment on weekends and to request continuing the policy, since it is a Borough property. Motion to approve by Mr. Howett, seconded by Mr. Martin, passed unanimously. She also presented the possibility of establishing a playground at this property, since there is not a park in that area of Penn Township.

Mayor and Police Chief Report:

Mayor Funk updated council on the parade planned for Wednesday, March 11th for the newly crowned State Wrestling Champion, Will Betancourt from Manheim Central High School.

Police Chief Stauffer presented and reviewed his 2019 Year End Report with council. He reviewed the department structure, the statistics of both Manheim Borough and Rapho Township and their Mission Statement. He explained the different levels of crimes and offenses handled in Manheim Borough and Rapho Township and the clearance rate statistics. The clusters of accidents in the borough shown on the map in the report was questioned as to the possible reasoning for this area as the speed limit is 30 MPH. The comparison of DUI's to theft and assaults was questioned as they are all related.

Borough Codes:

- a) Ms. Czeiner presented her monthly code report and reviewed it with council. She is using new software to help make reporting more streamlined. She explained steps for processing citations and Year 2 Inspections that will start to be scheduled. The serving of citations by the Sheriff's Department was questioned and explained.

Borough Engineer:

- a) Mr. Craddock presented his monthly engineering report.
- b) Council was updated on the North Linden/East High Street Drainage Improvements. Since the Highway Occupancy Permit was received from PennDOT, authorization to advertise the project was presented for approval. Motion to approve by Mr. Martin, seconded by Mr. Longenecker, passed unanimously. There is a grant application pending for this project.
- c) The New Charlotte Street Drainage Improvements are scheduled to start next week with our Public Works Department.
- d) The East Stiegel Street Bridge repair bid and construction documents are also progressing on schedule.

Borough Manager Report:

- a) The Manager Summary Report will be presented at next meeting.
- b) Council was updated on the concern of a resident on South Charlotte Street near the recently approved client parking space. He suggested in the future that it would a good idea to contact the residents in the

area of these parking space requests to get their feedback before approval. He has some disabilities and it makes it harder for him to park near his home. He asked that his comment be forwarded to Council for future consideration when dealing with parking decisions.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$89,115.58 & Additional General Fund Check for a Cruiser Lease** in the amount of **\$12,375.48**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Mr. Fisher gave a brief explanation of the bank balances as our general fund at this point of time is in good shape. The capital fund is less than in prior years as projects are being completed. He also explained the current status of Liquid Fuels Account as we had reserved this for two years for the current Liquid Fuels Project completed at Linden & Hazel Streets, so that amount is low. There are no red flags on any accounts to date. The reserves are in good shape as well.

Committee Reports:

- a) Finance Committee – There was nothing new to report.
- b) Parks /Pool Committee – There was nothing new to report
- c) Public Works Committee – They met before the meeting tonight.
 - i. Public Works Department Report was in the Packet.
 - ii. Discussion was held about the cemetery on West Gramby Street, which the borough does not own but is responsible for maintaining. The sidewalk is in need of repair from old trees, which need to be taken down that are lifting up the concrete. A quote for removing the trees from Gebhart for \$2,700 was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously. The price for the tree removal does include the stumps. It was recommended to contact the Shade Tree Commission for possible tree replacement. Estimates will also be obtained for the work to replace the sidewalk. Mr. Fisher will coordinate the work for the tree removal and the sidewalk replacement.
 - iii. A lack of sidewalk on South Hazel Street at the borough property (Swan Park) near East Stiegel Street was questioned. Mr. Fisher will investigate this further.
 - iv. A flooring quote for \$6,390 for carpet tiles in the entry areas of the Borough Building and for the entry area, lobby and kitchen area for the Borough Office was presented for approval. This decision will be tabled until after the Executive Session at the end of the meeting.
- d) Shade Tree Commission – There was nothing new to report.
- e) Land Bank – Nothing new to report. However, a question was raised as to the status of condemned property at 6 North Charlotte Street and the possibility of this property being considered by the Land Bank. They will be looking at this property at their next meeting as it is on their list.

Old Business:

- a) Draft Shade Tree Ordinance – Mr. Fisher is waiting to hear back from the Commission about attending an upcoming council meeting.
- b) Draft Lead Paint Ordinance – A representative from the LCHRA will be attending the council meeting on April 14th to discuss their experience with lead paint ordinances.
- c) Chair placement during Farm Show Parade – This was briefly discussed. It will be suggested, requested and encouraged that people do not place them curbside before 4:00 PM, as this is a hard situation to police and cannot be enforced.

New Business:

- a) Council was updated on the Manheim Central Elementary School PTO Carnival scheduled for Friday May 15th in Memorial Park. This is the third year for this event, which is attended by over 1,300 people.
- b) Participation in the Community Shredding Event with Penn & Rapho Townships on June 20th at Pleasant View Retirement Community's Green Event for the cost of \$215.00 per municipality was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- c) MAA has requested approval to install fencing to make the Logan & Island Fields safer at the back stops. There is no cost to the Borough as this will be covered by MAA. They are also asking to install new player benches at Logan Field like they did at Island Field. Motion to approve by Mr. Longenecker, seconded by

Mr. Howett, passed unanimously. Mayor Funk questioned doing upgrades to the fencing, back stop etc. at the Pool Field in Memorial Park. It will be put on the agenda for the Parks & Pool Committee Meeting.

Correspondence: Manheim Fire Department and NWEMS reports were provided in the packets.

Public Comment:

It was noted by Catherine Prozzillo that there is a property near the Police Station that could be used by the borough.

Mr. Luke Fisher asked that the leaf pick up dates be reviewed to be scheduled later than the current schedule. It will be researched by the Borough Office to see if there can be a change made to the contracted dates.

It was requested by Council Member Martin that future discussion be held on the policy for Public Comment.

Executive Session:

President Phillips adjourned Council to Executive Session at 8:24 PM.

Motion by Mr. Martin to move from Executive Session back to the Regular Council Meeting at 8:52 PM, seconded by Mr. Enck, passed unanimously.

Motion by Mr. Roth to approve the Borough Manager's Tuition Reimbursement Request per the employee handbook, seconded by Mr. Howett, passed unanimously.

Motion by Mr. Roth to approve the flooring replacement in the Borough Building in accordance with the quote from Adair's Flooring, utilizing the carpet tile option, seconded by Mr. Enck, passed unanimously.

Adjournment:

With no further business President Phillips adjourned the Council Meeting at 8:55 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
March 10, 2020