

Manheim Borough Council Meeting
10/31/2023 at 7:00 PM
15 E High St., Manheim, PA 17545

ROLL CALL: President Noah Martin, Pro Tempore Jim Blanck, Brad Roth, Carol Phillips, Adam Buchmoyer and Mayor Scot Funk.

STAFF: Borough Manager/Secretary James R. Fisher.

Borough Engineer Benjamin Craddock and Borough Solicitor Daniel Becker were also in attendance.

This meeting was held in person and via Zoom. The information for public viewing via Zoom was provided on the Borough's website. These proceedings were recorded for the purpose of preparation of meeting minutes.

The meeting was called to order by President Mr. Martin at 7:01 PM followed by the Pledge of Allegiance and a Moment of Silence.

Motion to approve the 10/10/23 Borough Council meeting minutes with the correction of the address listed for the Oak St. property under the Zoning Officer's report to read 35 by Dr. Phillips, second by Mr. Roth. Approved unanimously.

HEARING OF VISITORS:

Kristie Schmid and Jason Horst from the Chamber of Commerce presented the application for the Baron Brew Fest to be held in 2024. Motion by Dr. Phillips, second by Mr. Blanck. Approved unanimously.

They also presented information regarding the installation of new welcome signs at the west end of town and the south end of town. Everyone agreed on the locations and it was stated that the Chamber will need to obtain the necessary permits, including flood ordinance permits. It was also discussed about the possibility of having the PW crew assist with installation of the signs. It was agreed that Council would first need to see the cost estimates for installation and the entire proposal could be considered for approval at the November 14, 2023 Council meeting.

Financial (Bill Lists, Budget YTD reports in packet)

a) **Approval of Contractor Invoices**

1) **AFP 2 – Martin Paving \$10,656.19**

b) **Payment of bills (list in packets)**

1) **Ratified – \$643.40**

2) **General Fund – \$455,610.60**

3) **Capital Fund – \$15,974.03**

4) **Liquid Fuels - \$-0-**

A motion to approve the payment of the bills was made by Dr. Phillips, seconded by Mr. Roth, passed unanimously.

MAYOR AND POLICE CHIEF REPORTS:

- a) Mayor Funk shared the police report in Chief Stauffer's absence.
- b) Intoximeter Purchase. The need for a replacement was discussed along with costs and finance options, and a motion was made by Mr. Roth, second by Dr. Phillips, to approve the purchase and finance through the 5 year lease option. Approved unanimously.
- c) Mayor Funk expressed his appreciation to Mr. Horst for the murals in town, and Mr. Horst gave a brief explanation of the process and future plans.

Motion by Mr. Roth, second by Mr. Blanck to Amend Agenda to add the subject of hiring of police officer. Approved unanimously.

Motion by Mr. Roth, second by Dr. Phillips to approve the hiring of Usiel Reyes as a police office. Approved unanimously.

BOROUGH ENGINEER: Benjamin Craddock, PE, reviewed his report and updated the status of the ongoing projects.

- 1) Stevens Feed Mill LD Plan time extension – motion by Mr. Roth, second by Dr. Phillips to approve. Passed unanimously.

- 2) CDBG Project AFP #1 – Passerini & Sons – Motion by Mr. Roth, second by Mr. Buchmoyer to approve. Passed unanimously.

BOROUGH MANAGER:

Mr. Fisher notified Council that the new PW crew member started Monday 10/30/23. He also noted that the budget preparation is approaching the final stages, with a few outstanding items yet to be determined.

The office administrative and PW Director reports were noted as being in the packets.

NEW BUSINESS:

1. 2024 Trash Rates – information regarding costs associated with the hauler contract and LCSWMA and Columbia Borough charges were reviewed, indicating a need for an increase of slightly under \$30/year for annual trash bills. After additional discussion, a motion was made by Mr. Roth, second by Mr. Blanck to approve a \$15/per semi-annual trash bill increase, resulting in an annual cost of \$378. Approved unanimously.
2. Resolution 18-2023 Small value sales of surplus property. A motion was made to approve the Resolution by Mr. Roth, second by Dr. Phillips. Passed unanimously.
3. Mr. Fisher explained that due to the most recent mandatory biannual bridge inspection, the state-certified inspectors determined that the Oak Street Bridge over the Chiques Creek, which has been closed since the 1980s, will need to be removed. This would not include the foundations but just the bridge structure. Preliminary estimates indicate the cost will be at least \$70,000. It was discussed that it is possible that this could be converted to a pedestrian trail at some point in the future. However, due to its location within the FEMA designated floodway (the existing deck elevation is lower than the base flood elevation), replacement of the superstructure would be subject to Federal floodway regulations and requirements, which – if allowed – would involve substantial changes to what currently exists.
4. A support letter for a grant for the Regional Comprehensive Plan update was reviewed. Motion by Dr. Phillips, second by Mr. Blanck to approve the support letter. Passed unanimously.

OLD BUSINESS:

1. Market Square improvement Project – Mr. Phillips questioned why this is still on the agenda since he thought it was no longer being pursued based on council's previous decision. Mr. Fisher explained that as was stated at previous meetings, the project was not completely scrapped as the borough would still be looking at upgrading the traffic signals and looking at crosswalk improvement options. It was explained that these are still under review, the borough has received conflicting answers to questions, that at the present time there are no definitive answers from PennDOT about any crosswalk reconfigurations or additions, and therefore everything is still under review and when Council has more answers on the options Council will be providing that information on the website and at meetings.
2. Flood Ordinance draft information was presented by Mr. Fisher. He shared that the Planning Commission met earlier in the month and did a very thorough job of reviewing the ordinance and those items which are higher standards and not mandated by FEMA. The Planning Commission recommendations were presented to Council for their consideration:
 1. Allowing storage of materials in regulatory flood areas in accordance with the emergency plan for storage policy.
 2. Prohibiting new construction, or expansion, of principal use buildings in any regulatory flood areas unless a variance would be received.
 3. Allowing accessory use structures in regulatory flood areas but only up to a maximum of 400 sf unless they would receive a variance.
 4. Including the Army Corps detailed study results as a Community Identified Flood Hazard Area and therefore these areas would also be subject to the requirements of the flood ordinance.
 5. Retaining the existing 1.5' freeboard requirement in the ordinance.Council agreed to review the ordinance and recommendations with the intent to have a final draft authorized at the November 14, 2023 meeting.
3. YMCA – update posted on website, decision on commitment from Y possible in 2025, project completion approx. 3-4 years after commitment, if received, and grants/financing are secured. Questions were raised about the need to wait on the YMCA – it was explained that they offered to consider partnering with the borough to upgrade the facility and provide the necessary funding. Additional comments were made about the costs of needed improvements to the existing pool to safely open it, and that while it is understood that

community pools are not money-makers, the question to be answered by the public and borough council is how much of an annual taxpayer subsidy for those who use the pool is acceptable, and how much is acceptable to pay for upgrades and improvements.

4. Lap Pool – Mr. Fisher reviewed the costs for items needed for this pool.
 - a. Pool cover, \$15,880, chemical control unit \$4,251 and caulking \$4,400. It was noted that the caulking may not be needed now and this could be reviewed at a later date. Motion by Mr. Roth, second by Mr. Blanck to approve the pool cover and chemical control unit. Approved unanimously.
 - b. YMCA (possibility of opening for weekends/holidays). The YMCA indicated their willingness to try to staff the facility during these time as they tried last year. The cost would be \$26,482 less any revenue from day passes at \$10/person/day. They used 40 people per day as an example, which would result in a net borough taxpayer subsidy of \$14,082. After further discussion, motion by Mr. Roth, second by Mr. Blanck to not proceed with this. Approved unanimously. Mayor Funck suggested that consideration be given to allowing for lap pool rentals, especially in combination with pavilion rentals, conditioned on proper insurance be in place and whoever would be renting the facility would provide the necessary licensed lifeguard(s). It was agreed that this could be considered, and future discussions on the details would take place.
 - c. Swim Team – request for use during 2024 season, proposing 3% increase. Motion by Mr. Roth, second by Mr. Blanck to approve. Passed unanimously.

EXECUTIVE SESSION: A motion was made to recess to executive session for personnel and real estate matters at 8:27 PM by Mr. Roth and seconded by Mr. Blanck, passed unanimously.

Council reconvened from executive session at 9:20 PM.

Chief Stauffer, participating via Zoom, stated that the motion to hire the police officer should include a start date. Motion by Mr. Roth, second by Mr. Blanck to authorize the start date to be as soon as the Police Chief deems appropriate. Passed unanimously.

ACTIONS FROM EXECUTIVE SESSION:

A motion was made by Mr. Roth to authorize the Borough Manager and Solicitor to proceed with the real estate acquisition process through eminent domain for 60 W. Colebrook St as discussed in executive session, seconded by Mr. Blanck, passed unanimously.

ADJOURNMENT: With no further business, motion by Mr. Roth, second by Mr. Blanck to adjourn at 9:24 PM. Passed unanimously.

Respectfully submitted,

James R Fisher
Secretary
10/31/2023