

MANHEIM BOROUGH COUNCIL  
Reorganization Meeting  
January 6, 2014

Newly Elected Manheim Borough Officials were sworn in by the Honorable Scott Albert,  
District Justice:

Mayor, Scot Funk  
Councilman, Christopher Simon  
Councilman, Bryan Howett  
Councilman, Bradley Roth  
Police Chaplain, Matthew Burr

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

**Roll Call:**

Rebekah Bowers - Present  
Bryan Howett - Present  
Chris Simon - Present  
Dave Fenicle - Present  
Brad Roth - Present

**Staff:** Mark Stivers, Borough Manager, Linda Gerhart, Recording Secretary and Police Chief  
Joseph Stauffer

- Mayor Funk announced that the floor was open for nominations for the office of Council President.
  - A Motion was moved by Mr. Simon to nominate Bryan Howett as Council President. The Motion was seconded by Mr. Howett.
  - A Motion was moved by Mr. Roth to nominate Dave Fenicle as Council President. The Motion was seconded by Ms. Bowers.
  - A Motion was moved by Ms Bowers to close nominations for Council President. The Motion was seconded by Mr. Howett.
  - A Motion was moved to elect Bryan Howett for Council President with the following Roll Call Vote of 2 to 3. Motion defeated.
    - Rebekah Bowers - No
    - Bryan Howett - Yes
    - Chris Simon - Yes
    - Dave Fenicle - No
    - Brad Roth - No
  - A Motion was moved and passed to elect Dave Fenicle for Council President with the following Roll Call Vote of 3 to 2.
    - Rebekah Bowers - Yes
    - Bryan Howett - No
    - Chris Simon - No
    - Dave Fenicle - Yes
    - Brad Roth - Yes
  - A Motion was moved by Bryan Howett to nominate Chris Simon for Vice President.

- A Motion was moved by Ms. Bowers to nominate Bonnie Martin for Vice President.
  - A Motion was moved by Ms. Bowers to close nominations for Vice President. The Motion was seconded by Mr. Roth.
  - A Motion was moved and passed to elect Chris Simon for Vice President with the following Roll Call Vote of 3 to 2.  
 Rebekah Bowers - No  
 Bryan Howett - Yes  
 Chris Simon - Yes  
 Dave Fenicle - Yes  
 Brad Roth - No
  - A Motion was moved by Ms. Bowers to nominate Brad Roth as Pro-Tempore. The Motion was seconded by Mr. Roth.
  - A Motion was moved by Mr. Simon to nominate Bryan Howett as Pro-Tempore. The Motion was seconded by Mr. Howett.
  - A Motion was moved by Mr. Fenicle to close nominations for Pro-Tempore. The Motion was seconded by Mr. Howett.
  - A Motion was moved and passed to elect Brad Roth as Pro-Tempore with the following Roll Call Vote of 3 to 2.  
 Rebekah Bowers - Yes  
 Bryan Howett - No  
 Chris Simon - No  
 Dave Fenicle - Yes  
 Brad Roth – Yes
- President Fenicle gave a few brief remarks emphasizing a positive year as borough council moves forward to work together in 2014.
  - Mayor Scot Funk gave remarks as well. He outlined his thoughts for positive decision making and emphasized the need for a united borough council. He explained the chain of command for all inquiries to the Police Department. Mr. Funk requested that a copy of his remarks be made part of the permanent record. A copy is hereby attached.
  - Civil Service Commission Reorganization Meeting: The Council Meeting went into recess, so the Civil Service Commission could open their meeting to reorganize. Mr. Stivers explained that according to State Borough Code this Commission reorganizes at this meeting. Police Chief Stauffer explained the importance of this Commission during the hiring process for Police Officers.  
 Mike Reif – Chairman  
 Doug Shaub - Vice Chairman  
 Randy Lauver - Member

The Civil Service Commission Reorganization Meeting was closed and the Borough Council Meeting was called back to session.

- CDBG Hearing for 2014 Project:
  - A Motion was moved by Ms. Bowers to open the CDBG Hearing for the 2014 Project. The Motion was seconded by Mr. Roth and passed unanimously.
 Mr. Stivers gave a brief explanation of the purpose of the hearing since this is a project being submitted for consideration for Community Development Block Grant funds. Mr. Stivers introduced Lauren Zumbrun from Rettew Associates who gave a brief presentation on the

project, which consists of milling and over lay of the rest of West Stiegel Street to South Penn Street with stormwater improvements on South Penn Street. The grant application submission package is currently being completed and will be submitted for consideration later this week. She explained the funding available this year for this type of improvements by the County and the process that is used to review each of the grant applications submitted. The possibility of utilities improvements with this project was questioned. These types of improvements are always researched with the different utility companies as part of the street projects. Mr. Stivers gave a brief explanation of the current status of the new initiative by Susquehanna River Basin Commission and other state and federal agencies to repair the flooding issues in Manheim.

- A Motion was moved by Mr. Roth to approve the CDBG Project for 2014. The Motion was seconded by Mr. Howett and passed unanimously.
- A Motion was moved by Mr. Roth to close the CDBG Hearing for the 2014 Project. The Motion was seconded by Ms. Bowers and passed unanimously.
- Mr. Scot Funk's resignation from the Zoning Hearing Board was presented for approval.
  - A Motion was moved by Mr. Howett to approve Scot Funk's resignation from the Zoning Hearing Board. The Motion was seconded by Mr. Roth and passed unanimously.
- The following appointments were presented for approval: Mark Stivers: Secretary, Treasurer, Assistant Codes Officer, Assistant Zoning Officer & Right to Know Officer; Linda Gerhart: Assistant Secretary; Sandra Mitchell: Assistant Treasurer & Privacy Official (Health Insurances); Candie Johnson: Zoning Officer & Codes Officer; Tax Collectors: Real Estate Tax: Lancaster County Treasurer and LST: Berkheimer; Building Code Plan Review and Inspection Services: Commonwealth Code Inspection Services, Andy Nelson; Bank/Depository: Susquehanna Bank – Manheim; Bank/Depository: PNC – Manheim; Auditor: Brown, Schultz, Sheridan and Fritz, James Koontz (by Contract); Borough Engineer: Rettew Associates, H. Scott Russell; Borough Solicitor: Barley Snyder LLC, Michael Davis; Zoning Hearing Board Solicitor: Goodman & Kenneff, John A. Kenneff; Zoning Hearing Board Stenographer: Michele Parke; Sewage Enforcement Officer: David Lockard; Vacancy Board: Borough Council President, Chair when Board is called to service & Membership – entire body of Council.
  - A Motion was moved by Mr. Simon to approve Mark Stivers: Secretary, Treasurer, Assistant Codes Officer, Assistant Zoning Officer & Right to Know Officer; Linda Gerhart: Assistant Secretary; Sandra Mitchell: Assistant Treasurer & Privacy Official (Health Insurances); Candie Johnson: Zoning Officer & Codes Officer; Tax Collectors: Real Estate Tax: Lancaster County Treasurer and LST: Berkheimer; Building Code Plan Review and Inspection Services: Commonwealth Code Inspection Services, Andy Nelson; Bank/Depository: Susquehanna Bank – Manheim; Bank/Depository: PNC – Manheim; Auditor: Brown, Schultz, Sheridan and Fritz, James Koontz (by Contract); Borough Engineer: Rettew Associates, H. Scott Russell; Borough Solicitor: Barley Snyder LLC, Michael Davis; Zoning Hearing Board Solicitor: Goodman & Kenneff, John A. Kenneff; Zoning Hearing Board Stenographer: Michele Parke; Sewage Enforcement Officer: David Lockard; Vacancy Board: Borough Council President, Chair when Board is called to service & Membership – entire body of Council. The Motion was seconded by Mr. Roth and passed unanimously.

- The following Board and Commission Appointments were presented for approval: Historic Commission -Brett Hallacher – Reappointment (5 Year Term) and Andrew Nelson – Appointment (5 Year Term); Planning Commission - Carol Phillips – Reappointment (4 Year Term), Brett Hallacher – Reappointment (4 Year Term), Rebekah Bowers – Reappointment (3 Year Term) and Claudia Zug – Appointment (3 Year Term); Zoning Hearing Board - Dale Peters – Appointment (5 Year Term) and Brian Kresge – Appointment (2 Year Term); Manheim Borough Authority - Paul Shaffer - Appointment (5 Year Term) and Council Liaison
  - A Motion was moved by Mr. Roth to reappoint Brett Hallacher to a 5 year term on the Historic Commission. The Motion was seconded by Mr. Howett and passed unanimously.
  - A Motion was moved by Mr. Roth to appoint Andy Nelson to a 5 year term on the Historic Commission. The Motion was seconded by Mr. Simon and passed unanimously.
  - A Motion was moved by Ms. Bowers to reappoint Carol Phillips to a 4 year term on the Planning Commission. The Motion was seconded by Mr. Howett and passed unanimously.
  - A Motion was moved by Mr. Howett to reappoint Brett Hallacher to a 4 year term on the Planning Commission. The Motion was seconded by Mr. Simon and passed unanimously.
  - A Motion was moved by Mr. Roth to reappoint Rebekah Bowers to a 3 year term on the Planning Commission. The Motion was seconded by Mr. Howett and passed unanimously.
  - A Motion was moved by Mr. Howett to appoint Claudia Zug to a 3 year term on the Planning Commission. The Motion was seconded by Mr. Simon and passed unanimously
  - A Motion was moved by Mr. Howett to appoint Dale Peters to a 5 year term on the Zoning Hearing Board. The Motion was seconded by Mr. Roth and passed unanimously.
  - A Motion was moved by Mr. Roth to appoint Brian Kresge to a 2 year term on the Zoning Hearing Board. The Motion was seconded by Ms. Bowers and passed unanimously.
  - A Motion was moved by Mr. Roth to appoint Paul Shaffer to a 5 year term on the Manheim Borough Authority. The Motion was seconded by Ms. Bowers and passed unanimously by a vote of 4 to 0. Mr. Fenicle abstained.
  - A Motion was moved by Mr. Simon to appoint Bonnie Martin as Council Liaison on the Manheim Borough Authority. The Motion was seconded by Mr. Howett and passed unanimously by a vote of 4 to 0. Mr. Fenicle abstained.

**Action Items:**

- Resolution 1-2014 – SEO Fee Schedule was presented for approval.
  - A Motion was moved Mr. Roth to approve Resolution 1-2014 - SEO Fee Schedule. The Motion was seconded by Ms. Bowers and passed unanimously.
- The Ratification of the Voucher Lists for December 30, 2013 and January 6, 2014 were presented for approval. Mr. Stivers explained a minor change that will be made to the presentation of the Treasurer Reports in the future.
  - A Motion was moved by Mr. Simon to ratify the voucher list dated December 30, 2013 in the amount of \$85,595.35 and voucher list dated January 6, 2014 in the amount \$17,403.34. The Motion was seconded by Mr. Roth and passed with a vote of 4 to 0. Mr. Fenicle recused himself.

- Preapproval of Sandra Mitchell for Permission to Process Recurring Voluntary Employee Payroll Reduction Items and Postage Needs between Council Meetings was presented.
  - A Motion was moved by Mr. Simon to preapprove Sandra Mitchell for permission to process recurring voluntary employee payroll reduction items, postage and any other items as needed between council meetings. The Motion was seconded by Ms. Bowers and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Simon to adjourn at 7:51 PM. The Motion was seconded by Mr. Roth and passed unanimously.

Respectfully Submitted,

Linda Gerhart