

# Manheim Borough Council Meeting

October 13, 2015, 7:00 P.M.

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President, David Fenicle, Vice President, Chris Simon, Pro-Tempore, Brad Roth, Carol Phillips, Mayor, Scot Funk, Diana Netherton, Recording Secretary.
- **Staff:** Borough Manager, James R. Fisher, PE, Police Chief, Joseph Stauffer.

**\*A motion was asked for to approve the appointment of James Fisher as the Borough Treasurer, moved by Mr. Roth, seconded by Mr. Simon, and passed unanimously.**

**\*A motion was asked for to approve Anna Weaver as the Assistant Treasurer, moved by Mr. Roth, seconded by Mr. Simon, and passed unanimously.**

4. Approval of Minutes, 9/29/15, of Council meeting.

**\*A motion was asked to approve the 9/29/15 Borough Council meeting minutes, moved by Mr. Simon, seconded by Ms. Phillips, and passed unanimously.**

5. Police Station Project:

a. Cost sharing agreement between Manheim/NW EMS related to the new police station.

This agreement was tabled at the 9/29/15 Council meeting in order due to concerns about the snow plowing and grass cutting provisions in the original agreement. NW EMS agreed to remove those provisions, with the remainder of the agreement remaining the same as the original. It was noted that the month (September) shown on the original agreement was still on the revised agreement and will need to be changed to October.

**\*A motion was asked for to approve the Manheim/NW EMS agreement, with the corrected date change, moved by Mr. Roth, seconded by Mr. Simon, and passed unanimously.**

## 6. Visitors:

(a) Doreen Ober provided a written request regarding a leaf pickup change. Ms. Ober was not present, and Mr. Fisher discussed the details of the request. Request was for the pickup to commence on 12/12 at midnight due to the availability of the removal truck and an event in the Borough. Concern over the price increase and suggestion was made that this subject be tabled and revisited at the next Council meeting to verify the price increase and other available times.

(b) Barbara Basile – Library presentation and budget request. Ms. Basile presented Council with the monthly report with the statistics attached.

## **7. Mayor and Police Chief Report:**

### **(a) Lowes letter.**

A letter was drafted by Mayor Funk and read to the Council, thanking Lowes for their work on the pool and surrounding area. The letter will be signed by Borough Council members and staff and mailed to Lowes.

### **(b) Police Chief Report.**

No action items needed on the Police Chief Report. In addition to the usual items, Officer Stauffer mentioned the 101 Drug Program that will be offered to parents, sponsored by the Borough Police Department. This program will be offered on 10/29/2015 at Manheim Central Middle School.

## **8. Borough Engineer Report:**

Ben Craddock was not in attendance but submitted his report to Council for review. Adele Avenue bid openings will take place within the next week. Permit from DEP for Chiques Creek will be issued very soon.

## **9. Borough Code Officer Report:**

Rob Moyer was not in attendance. A discussion was held regarding the vacancies on the Zoning Hearing Board and how this could affect hearings if a quorum is not present. Suggestions were made of possible candidates. Council agreed to revisit this issue towards the end of the meeting. (See letter (n).)

## **10. Borough Manager Report:**

(a) Manager's Summary Report attached.

(b) Public Works Report attached. Discussion over whether Council should have a fall street sweeping as in previous years. Mr. Fisher indicated the cost for renting a sweeper with vacuum for one week has historically been approximately \$5,000. A brief discussion followed regarding the options of purchasing or renting a street sweeper in the future. All Council members were in agreement that the street sweeping is necessary and should continue as in previous years with a rented street sweeper, and that we should look for opportunities to partner with other municipalities to consider purchasing a street sweeper in the future..

(c) **Action: Approve Resolution 12-2015, Minimum Municipal Obligation**, amending Resolution 6-2014, which contained a mathematical error on yearly contribution.

**\*A motion was asked for to approve Resolution 12-2015, moved by Mr. Roth, seconded by Ms. Phillips, and passed unanimously.**

(d) **Action: Approve Resolution 13-2015, Disposition of Records.** This a resolution stating that the Borough will follow the record retention and disposition rules established by the state.

**\*A motion was asked for to approve Resolution 13-2015, moved by Mr. Roth, seconded by Mr. Simon, and passed unanimously.**

(e) **Action: Approve Resolution 14-2015, Disposition of Records.** The authorization for the actual disposition of the records in accordance with the proper schedule.

**\*A motion was asked for to approve Resolution 14-2015, moved by Mr. Roth, seconded by Mr. Simon, and passed unanimously.**

(f) **Action: Set Trick-or-Treat night and time**

**\*A motion was asked for to approve the Trick-or-Treat night date as Friday October 30<sup>th</sup>, 2015 from 6 to 8 pm. Moved by Mr. Simon, seconded by Mr. Roth. However, further discussion ensued about the conflict of the football home game scheduled for the same evening. Following this discussion the vote was called with Mr. Roth, Mr. Simon, Mr. Fenicle voting yes and Ms. Phillips voting no – motion passed.**

(g) **Action Item: Market Square Street closure application, 11/14 and 1/9 with alternates of one week later, 7:00 a.m. until noon, for the installation of holiday lights (same as previous years.)**

**\*A motion was asked for to approve the closing of Market Square on above listed dates and times, move by Mr. Roth, seconded by Mr. Simon, and passed unanimously.**

(h) **Action Item: Market Square Street closure application, 12/5, alternate, 12/6, from 3:00 p.m. to 8:00 p.m. for Christmas Tree Lighting.**

**\*A motion was asked for to approve the closing of Market Square on above listed dates and times, moved by Mr. Roth, seconded by Ms. Phillips, and passed unanimously.**

(i) **Action item: PNC Bank non-uniform pension authorized individuals (related to certifications, access to account information, deposits, etc.)**

**\*A motion was asked for to approve Mr. Fisher, Fiscal Director Ms. Weaver, Mr. Roth and Mr. Simon to be added to the account access information, moved by Ms. Phillips, seconded by Mr. Roth, and passed unanimously.**

(j) Verizon Wireless – Request to place equipment on traffic signal facilities. Lease has been reviewed by the borough solicitor who has raised a few concerns. The procedure to accomplish this through PennDot is quite detailed and the costs were discussed. It was suggested that the agreement state that Verizon be required to pay all applicable fees relating to the placement of equipment, including attorney's fees, application fees and all costs needed for the project to move forward. Mr. Fisher announced that he will look further into this with the assistance of the borough solicitor to address some of the concerns surrounding the project before the decision is made to continue to proceed with the project.

(k) Cohen Group – This is a proposal for an audit/renewal of negotiations related to the cable franchise agreement with the Blue Ridge Cable. The Cohen Group has proposed a fee of \$8,820 to perform all services outlined in the proposal. The cable franchise agreement is a five-year agreement. The current agreement expires November 15<sup>th</sup>, 2015. After discussion on the services outlined in the proposal, **a motion was made by Mr. Simon and seconded by Ms. Phillips to accept the Cohen Group proposal to provide these services to the Borough, passed unanimously.**

(l) Request by Council person Martin for a proposed ordinance amendment (attached.) After discussion, Council decided that no further action would be taken on the matter and that it would not be forwarded to the Solicitor or Planning Commission for further review.

**(m) Action: Accept resignation of Michele Weiss from the Zoning Hearing Board. A motion was made to accept the resignation of Ms. Weiss, seconded by Mr. Simon. The motion was brought to questions, and after further discussion a vote on the motion was taken, with all members voting “no” – motion to accept Ms. Weiss’s resignation did not pass.**

**(n) Action: Approve Resolution 15-2015 to appoint Terry Shaffer to fill unexpired term of Michel Weiss until 12/31/17 on the Zoning Hearing Board.** Mr. Fisher informed council that after the agenda was completed it was discovered that while Mr. Shaffer owns property in the Borough he is not a resident, and therefore he is not allowed to serve on the Board. Other possible members were considered, and Glenn Frailey was contacted and agreed to serve. The Resolution was amended to replace the name of Terry Shaffer with Glenn Frailey, and a new Resolution 15-2015 was prepared and presented to Council.

**\*A motion was asked for to approve Resolution 15-2015 for the appointment of Glenn Frailey to serve on the zoning hearing board, moved by Mr. Roth, seconded by Mr. Simon, and passed unanimously.**

**11. Action: Treasurer’s Report/Payment of bills:**

**General Fund - \$211,661.37 A motion was made to approve payments by Mr. Simon, seconded by Ms. Phillips, and passed unanimously.**

**MAWSA - \$3,086.18 A motion was made to approve payments by Mr. Roth, seconded by Ms. Phillips, and passed unanimously.**

**Capital Fund - \$6,202.20 A motion was made to approve payments by Mr. Roth, seconded by Ms. Phillips, and passed unanimously.**

**12. Committee Reports:**

a) Finance Committee – Met prior to Council meeting. Only a few line items remaining to finalize proposed budget, expected by the end of October.

b) Parks and Pools – No meeting held

c) Personnel/Police – Personnel Committee meeting after Council meeting.

d) Public works – Meeting needs to be scheduled to address certain issues. An e-mail will be sent to the members with possible dates of availability to hold a meeting.

**13. New Business:**

Overgrown shrubbery discussed at Snyder Street and Baron Circle. Obstructing motorist’s view. Also concern for shrubbery on Charlotte Street, across from church. Will be looked into and addressed, and if needed, action will be taken.

**Old Business:**

None.

**Executive Session:**

Not needed.

**Adjournment:**

\*A motion was asked for to adjourn the meeting at 8:38 p.m., moved by Mr. Simon, seconded by Mr. Roth, and passed unanimously.

Respectfully submitted,

Diana Netherton

October, 15, 2015