

# Manheim Borough Council Meeting

September 8, 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; Brian Howett (via telephone); Bonnie Martin (via telephone); Mayor Scot Funk; Kayla Heiserman, Junior Council; and Diana Netherton, Recording Secretary.
- **Staff:** James Fisher, Borough Manager, and Police Chief Joseph Stauffer.

## **Bids/New Police Station:**

- The meeting opened with a lengthy discussion started by Ben Craddock concerning the police station project. Everyone is in agreement that the police need a new facility. Ben Craddock stated the bids have come in. There were nine bids. The lowest bid came in at \$1,978,000 and \$2.15 million at the highest. The price for the building and a carport is \$2.5 million. However, the purchase of the property, furnishings, equipment, and consultant fees will take the costs closer to 3 million. There is still a \$518,000 shortage of funds to complete the project with the funds that are currently available, but this figure would include utilizing all of the capital fund account, which was discouraged by Council. Therefore the difference is approximately \$1 million dollars, and this figure will be verified by the consultants. There was discussion about the costs and different options on lowering the overall costs, including scaling down on the square footage. The site contractor is ready to begin. It was suggested that all of these options be reviewed and presented to Council at a further meeting in order for the costs to be gone over so as to have a better understanding of what dollar figure will need to be financed. Re-bids would take another three to four months at a minimum, and there will have to be new design meetings and new recommendations that will be brought forward at the next meeting.

\*A Motion was moved by Mr. Roth to direct staff to look at the refinancing options based on top dollar amount with everything in it, then come back to discuss the options at the next Council meeting, seconded by Ms. Phillips. All in favor; opposed by Ms. Martin.

- David Christian asked for a motion to record the land development plans for the site to the County. Deadline is in October. This will not affect the overall plan.

\*A Motion was moved by Mr. Simon to record the plans, seconded by Mr. Roth, and passed unanimously.

\*Council members, Brian Howett and Bonnie Martin, terminated their phone calls at this point as enough Council were present for a quorum.

**Visitors:**

- Tracy Zimmerman, a representative from the Farm Show, announced the annual parade is set to go as normal. She presented some new banner designs and requested permission to post them on telephone poles, with signage to be placed in the neighboring yards. These signs will outline the parade route and direct the visitors to the parking areas.

\*A Motion was moved by Mr. Roth to approve the banners, seconded by Ms. Phillips, and passed unanimously.

\*A Motion was moved by Mr. Roth to approve the parade, seconded by Mr. Simon, and passed unanimously.

\*A Motion was moved by Mr. Roth to approve the overtime pay for the Manheim Police Department's work covering the parade, seconded by Mr. Simon, and passed unanimously.

- Borough resident, Peter Coleman, brought up the issue of parking his trailers at his business on Fuller Street. There is currently an exemption in the Ordinance to permit the parking of trailers and generators at the site. The concern is that more trailers would park there, but it was previously agreed to by the police department at an earlier meeting that Mr. Coleman could park his trucks there with the police/Borough's continuing permission. A motion was asked for to permit two trailers and one generator to be parked there with continuing Borough permission.

\*A Motion was moved by Mr. Roth to permit Mr. Coleman to park two trailers and a generator on the north side of Fuller Street, seconded by Mr. Simon, and passed unanimously.

- Mr. Robert Garris, a Borough resident, voiced concerns about his current neighbor, who is allegedly harassing him and the other neighbors. A letter written by a neighbor was handed over to Council and reviewed, and Council will turn it over to the Chief of Police. Chief Stauffer stated that his officers will monitor it, and an appointment was set up between Mr. Garris and Chief Stauffer to discuss this situation.

**Mayor and Police Chief Reports:**

- The Mayor announced that Rife Run is coming to a nice conclusion. Finishing up the soccer fields. There are going to be some new trees added, possibly this fall. The storm water system is in good working order.

- Lowe's started pool project for Aaron's Acres. The sign is up and the outside of the pool has been pressure washed. Paving has been done from lot to pavilion and the path from the bridge to the small pavilion. Aaron's Acres is bringing their whole staff in for the event.
- Chief Stauffer distributed his report and reviewed it with Council, and thanked them for their support in the new police building construction.

**Action Items:**

- A Motion was asked for the August 25, 2015, Minutes to be approved.
  - \*A Motion was moved by Mr. Simon to approve the August 25, 2015 Minutes, seconded by Mr. Roth and passed unanimously.

**Borough Manager Report:**

- Truck route grant application was applied for, notification sent, and set for interview the following Wednesday or Thursday.
- Adele Avenue out to bid. As of yet, there is only one bid. The bid is \$25,000 more than anticipated. There is a need for at least two bids to move the project forward. It was decided that the bid will be put out for a re-bid at the beginning of 2016. A Motion was asked for to allow the re-bidding process to move forward at the beginning of 2016 and that the sole bidder's quote be rejected and put out for re-bid.
  - \*A Motion was moved by Mr. Roth to allow the bidding process to move forward at the beginning of 2016, and that the appropriate letter be sent to the CDBG office. The Motion was seconded by Ms. Phillips, and passed unanimously.
  - \*A Motion was moved by Mr. Simon to reject the sole bid from the contractor, seconded by Ms. Phillips and passed unanimously.
- Chiques Creek permit – There has been correspondence with DEP and it's hoped that the permit will go through in early October. PennDOT is ready to begin moving dirt in mid-October. Two access points, one closer to the bridge and another close to Rettew's Catering.
- Regarding the traffic signal that was hit, the insurance company will not get the project contracted, as this will need to be done by the Borough. The insurance company will require all invoices for all aspects of the project (design, bidding, construction). These costs are being tracked.
  - \*A Motion was moved by Ms. Phillips to authorize Ben to put this project out to bid, seconded by Mr. Roth, and passed unanimously.

- Mr. Moyer distributed his reports to Council and discussed the amount of complaints regarding 69 North Charlotte Street. The basement collapsed and building is now condemned. Structural engineers are assessing the situation.
- Historic Commission is still ongoing with the 181-185 South Main Street covered bridge.
- Planning Commission is still working on the new Subdivision and Land Development Ordinance.
- Other projects: Three zoning hearings coming up in October.
- Discussion took place about the sign at the covered bridge and what is going to be approved. Information will be provided detailing the configuration of the sign. Since it is a historical site, it was suggested that the \$100 fee be waived. More details are going to be provided to investigate whether it's a historical site or not. They are going to get a professional quote, either by an independent contractor or by the Historical Society.
- An offer was made and accepted to the new Financial Director. She will be starting on the 28<sup>th</sup> of September. The same terms were offered as the previous position.
- CM High traffic signal maintenance did their semi-annual review, and came back with items that were over and above the maintenance contract. There are repairs and upgrades that need to be done. The cost of repairs is \$4,678.98. There is enough money in the budget and it is recommended that CM High be permitted to do the work that is listed in the report.
 

\*A Motion was moved by Mr. Roth that CM High be permitted to make the necessary repairs, seconded by Mr. Simon, and passed unanimously.
- Verizon is proposing to place cell phone towers on some of the traffic lights. They offered \$20,000 upfront. The contract was sent to Mike Davis but still needs to be reviewed.

**Committee Reports:**

- The Treasurer's report was shared with Council. The total was \$64,959.88. Approval asked for payment, followed by the request to approve the water and sewer payment.
 

\*A Motion was moved by Mr. Roth to approve the payment, seconded by Mr. Simon, and passed unanimously.

\*A second Motion was moved by Mr. Roth to approve the water and sewer payment, seconded by Mr. Simon, and passed unanimously.

- A budget meeting is scheduled for September 22<sup>nd</sup> at 6:00 p.m. Mr. Roth reported he has been working with the police department and a draft will be created for the preliminary budget.
- Parks and Pool Reports – It was reported that the pool rates will stay the same for the upcoming year. There were increases in membership this past year. Still waiting for the estimate for necessary repairs for the 25-foot pool. The water cost savings was \$9,000 from the last repairs. Friends’ of the Pool account was discussed. No one from that committee showed up for the previous meeting. There is agreement that an account will be set up. There was a pledge that any money up to \$100,000 would be matched, however, nothing has been heard. Council would like to hear from the Friends to inquire if the funds are still being offered. The donor who offered to match the funds has not been identified.
- Personnel/Police Committee – Nothing to report.
- Public Works Committee – Nothing to report but are planning on meeting soon.

**New Business:** Nothing to report.

**Old Business:**

- New lights will be added to the Council chamber. The areas of replacement will be identified.

**Executive Session:**

- A Motion was moved by Mr. Simon to adjourn to Executive Session at 9:30 p.m., to discuss personnel matters. The Motion was seconded by Mr. Roth and passed unanimously.
- A Motion was moved by Mr. Simon to adjourn from Executive Session and return to the public meeting at 9:36 p.m. The Motion was seconded by Mr. Roth and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Simon to adjourn at 9:37 p.m. The Motion was seconded by Ms. Phillips and passed unanimously.

Respectfully submitted,

Diana Netherton