

Manheim Borough Council Meeting

January 12, 2016, 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Y. Phillips, Vice President Brad Roth, Pro Tempore Bryan Howett, Jean Gates, Elaine Leech & Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Approval of Minutes: 12/8/2015 Council Meeting. Motion to approve, as presented, by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Approval of Minutes: 1/4/16 Borough Council Reorganization Meeting, Motion to approve, as presented by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Visitors: There were no visitor comments.

Mayor and Police Chief Report:

Police Chief Stauffer presented and reviewed his report with council. Council was updated on the decrease in vandalism at the parks and the pedestrian accident in the parking lot of the Cat's Meow. Chief Stauffer gave a presentation and additional information on the purchase of vehicles for 2016 for the Police Department. Discussion was held by council on the choice of vehicles comparing SUV versus Dodge Chargers, Motion moved by Mr. Howett to lease two (2) 2016 Dodge Chargers from Hondru, seconded by Mr. Roth, passed unanimously.

Chief Stauffer is currently applying for a 2016 PA Aggressive Driving Enforcement and Education Project Grant from the state which requires a signature of an Elected Official or Designee (e.g. Grants Administrator) who is authorized to legally sign contracts, grants, etc. Motion moved by Mr. Roth to apply for the Aggressive Driving Enforcement and Education Project Grant and to designate the Borough Manager as the Designee to sign for the borough, seconded by Ms. Leech, passed unanimously.

Mayor Funk updated council on his presentation to Cub Pack #47. Mayor Funk will be hosting the Lancaster County Mayors Meeting on Wednesday, January 13th at the Train Station including a tour of the Call Center on South Hazel Street.

Borough Engineer Report: Mr. Benjamin Craddock presented and reviewed his report with Council. He updated them on the Adele Avenue project changes. Mr. Craddock will be meeting with the School District and UGI on Friday, January 15th to discuss the project. The Fruitville Pike work is continuing in the stream with the removal of sediment. The Police Building project is proceeding well since the weather has been in our favor. He updated them on changes to the project which are being addressed and estimates for this work will be forwarded to council. Mayor Funk suggested some possible costs saving options to be researched.

Borough Code Officer Report:

Mr. Rob Moyer's report was distributed to council. Any questions concerning the report can be addressed at the next council meeting.

Borough Manager Report:

- a) The Borough Manager's Summary Report was presented for review.
- b) Manheim Chamber of Commerce met with Mr. Fisher to resolve issues with their lease terms. After discussion a Motion was made by Ms. Gates to adopt Option #2 proposed by the Chamber to start January 1, 2016 with payments of \$230 a month with annual increases per year of \$120 as specified, seconded by Mr. Howett, passed unanimously.

Financial/Bills – The financial reports starting next month will include year to date budget amounts for tracking purposes.

Construction Loan Draw Requisition #1 in the amount of \$ 150,970.68 was presented for approval. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously.

Payment of Bills: Presented for approval - General Fund in the amount of **\$78,756.70**, **Capital Fund** in the amount of **\$485.50** and **Fulton Police Construction Fund** in the amount of **\$150,970.68** Motion by Ms. Gates, seconded by Mr. Howett, passed unanimously.

Committee Reports:

- a) Finance Committee – Nothing to report.
- b) Parks and Pools – Nothing to report. Committee will be meeting January 26th at 5:30 PM before the council meeting.
- c) Personnel/Police – Nothing to report.
- d) Public works – The Committee met before the council meeting tonight. Mr. Fisher and Mr. Craddock updated the committee on the status of the all the projects. It was noted another catch basin was installed by the Public Works Department on North Penn Street which has helped during rain events. Staffing issues were also presented for future consideration.

New Business:

- a) McFee Benefit Auction has requested a donation of the old street lights for their auction. This was done in 2015, and the request is to continue with the remaining lights, one per year. Suggestion was given to consider possible other uses for them. Motion by Mr. Roth to approve this request, seconded by Ms. Leech, passed unanimously.
- b) CM High 2016 Traffic Signal Maintenance Contract was presented for approval. Motion by Mr. Howett, seconded by Ms. Leech, passed unanimously.
- c) Richards Energy Agreement to procure best offers for electric and gas supplies and to audit past bills – include Scope Items 3.1 and 3.2 only, or also include Scope Item 3.3 – no cost to Borough for all Scope Items was presented for approval. Mr. Fisher gave a brief explanation of the

options he was researching for an audit of the prices we are currently paying for utilities. Motion by Mr. Howett to approve this agreement with all three scope item options 3.1, 3.2 and 3.3, seconded by Ms. Gates, passed unanimously.

- d) SALDO – Has been provided for Council review for our 1/26/16 meeting.
- e) Traffic Ordinance Amendment – Currently being reviewed by our Solicitor. This covers a No Parking Area at the School.

Old Business:

- a) NW EMS Reimbursement - It was reported that NW EMS has reimbursed 50% of the site design costs (\$73,894.77)
- b) **Cable Franchise Agreement Public Hearing**: President Phillips called a Recess of the Council Meeting to open the public hearing on Cable Franchise Agreement for the purpose of taking public input on the past performance of Blue Ridge Cable and future needs for the borough. Motion to open the hearing by Mr. Roth, seconded by Ms. Leech, passed unanimously. This hearing was for public comment. Mr. Roth updated council on the fact that the whole borough can be covered by the current cable company. This will be noted to see if there are any other areas than some of the businesses in the Southwest quadrant of the borough that are not currently covered. Rates will be checked for the new police building. The council meeting was reconvened by President Phillips.
- c) Noise Ordinance. Proposed revisions to the Noise Ordinance are under review by the Solicitor as directed at December Council meeting.
- d) Verizon Wireless – Mr. Fisher had contacted Cohen Group to see if they have experience in reviewing these types of leases, which they do extensively. He updated council on their proposal and what would be involved. They would review our information for \$675, including a mark-up of the proposed Verizon agreement based on their experience. Motion by Mr. Roth to authorize approval of Cohen Group to review the agreement and provide recommended provisions beneficial to Borough for \$675, seconded by Ms. Leech, passed unanimously.
- e) Borough Building/ EMS Building – Mr. Fisher contacted Tom Creighton as directed, met with him and other board members on 12/8 for initial discussions. He provided additional information related to the building costs, etc.
- f) Pool/Park Security – Council was updated on the security measures that are being taken at the bridge and pavilion areas in Memorial Park as well as Mummau Park, including the installation of security cameras. Evaluation is continuing for additional system options for pool area.
- g) Traffic Signal Insurance Claim – Mr. Fisher consulted with our insurance carrier. The claim is now being handled through our carrier to assure full reimbursement for all costs. Expenditures already made have been reimbursed.

Meeting adjourned by President Phillips at 8:18 PM.

Respectfully submitted,

Linda Gerhart

January 12, 2016