

## **Manheim Borough Council Meeting**

Reorganization Meeting

January 4, 2016, 7:00 PM

Manheim Borough Building, Manheim

Newly Elected Manheim Borough Officials were sworn in by Mayor Funk:

Councilperson, Jean Gates

Councilperson, Elaine Leech

Councilperson, Carol Phillips

Mayor Scot Funk called the meeting to order at 7:02 PM.

### **Roll Call:**

Jean Gates - Present

Bryan Howett - Present

Elaine Leech - Present

Carol Phillips - Present

Brad Roth – Present

Chris Simon – Present

**Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

### **Pledge of Allegiance and Moment of Silent Meditation**

#### **Election of Officers**

Dr. Phillips nominated for President by Mr. Roth, passed unanimously.

Mr. Roth nominated for Vice President by Ms. Gates, passed unanimously.

Mr. Howett nominated for Pro Tempore by Mr. Roth, passed unanimously.

Remarks from the President: President Phillips summed up her hopes for the future of the current council as we move the community forward.

Remarks from the Mayor: Mayor Funk welcomed the new members and is looking forward to a new start with hopes for a lot to be accomplished in the coming years. Manheim has a lot to look forward to in the future with a new Police Building as well as finding uses for the other properties the borough owns.

- Appointment of Committees
  - Personnel: Dr. Phillips, Chairman, Mr. Simon, Mr. Roth
  - Public Works: Mr. Roth, Chairman, Ms. Leech, Ms. Gates
  - Parks, Pool & Rec: Mr. Howett, Chairman, Ms. Gates, Dr. Phillips

- o Finance: Mr. Roth, Chairman, Mr. Howett, Mr. Simon

Motion moved by Mr. Simon, seconded by Mr. Roth for approval of Resolutions 1-2016 thru 27-2016 was made. With no comments or discussion on any of the resolutions, motion passed unanimously.

- a. Resolution 1-2016 – James R Fisher: Secretary
- b. Resolution 2-2016 – James R Fisher: Treasurer
- c. Resolution 3-2016 – James R Fisher: Chief Administrative Officer
- d. Resolution 4-2016 – Linda Gerhart: Assistant Secretary
- e. Resolution 5-2016 – Anna Weaver: Assistant Treasurer, Benefits Coordinator, Privacy Official for Benefits
- f. Resolution 6-2016 – Commonwealth Code Inspection Services, Inc., Robert Moyer: Zoning Officer, Code Enforcement Officer and Andy Nelson: Building Code Official, and Building Code Plan Review and Inspection Services
- g. Resolution 7-2016 – Brown, Schultz, Sheridan and Fritz, James Koontz: Auditor
- h. Resolution 8-2016 – Lancaster Civil Engineering, Inc.: Borough Engineer
- i. Resolution 9-2016 - Barley Snyder LLC, Michael Davis: Borough Solicitor (rates unchanged from 2015)
- j. Resolution 10-2016 - David Lockard: Sewage Enforcement Officer
- k. Resolution 11-2016 – Planning Commission Members
- l. Resolution 12-2016 – Zoning Hearing Board Members
- m. Resolution 13-2016 – Historic Commission Members
- n. Resolution 14-2016 – Civil Service Commission Members
- o. Resolution 15-2016 – MAWSA Members
- p. Resolution 16-2016 – Fire Protection Services
- q. Resolution 17-2016 – Emergency Medical Services
- r. Resolution 18-2016 – Bank Depositories and Bank Signators
- s. Resolution 19-2016 – Robert’s Rules of Order
- t. Resolution 20-2016 – Participation by Telecommunication Device
- u. Resolution 21-2016 – Payroll and Bills Between Meetings
- v. Resolution 22-2016 – Manager and Police Chief: Open Records Officers
- w. Resolution 23-2016 – 2016 Fee Schedule
- x. Resolution 24-2016 – Disposition of Records
- y. Resolution 25-2016 – Markley Actuarial: Pension Plans Auditor
- z. Resolution 26-2016 – Steve Sipe: UCC Appeals Board Member
- aa. Resolution 27-2016 – Various Policies and Procedures
  
- bb. Motion by Mr. Roth, seconded by Mr. Howett to approve the Vacancy Board of Borough Council and David Fenicle who shall serve as Chairman (registered elector of the Borough), passed unanimously.
- cc. Motion by Mr. Roth, seconded by Mr. Simon to approve Tax Collectors as Real Estate Tax, EIT: LCTCB/Lancaster County Treasurer and LST: Berkheimer, passed unanimously.

- Reorganization of Civil Service Commission:  
Council went into recess for the Reorganization of Civil Service Commission:

Mr. Shaub called the reorganization meeting of the Civil Service Commission to order.

Motion by Mr. Shaub to appoint Mr. Reif as Chairman, seconded by Mr. Lauver, passed unanimously. Mr. Lauver will serve as secretary and Mr. Shaub will be the other member.

Mr. Shaub explained the function of the Commission and Chief Stauffer praised their past work in helping with the hiring of new Police Officers.

Motion by Mr. Shaub to adjourn the reorganization meeting, seconded by Mr. Lauver, passed unanimously.

Additional Action Items:

- Financial Report:
  - Ratification of bills paid between 12/8/15 and 12/31/15. Motion by Mr. Howett, seconded by Mr. Roth to approve ratification of all General Fund and Capital Fund bills, passed unanimously. Mayor Funk questioned the fire hydrant invoice and it will be researched with MAWSA.
    - General Fund \$73,889.97
    - Capital Fund \$8,642.22
- Additional Business
  - Approve 2016 crossing guards, hourly wage rates. Motion by Mr. Simon, seconded by Ms. Leech to approve all 2016 crossing guard hourly wage rates, passed unanimously.
    - Dave Deck: \$9.53 per hour
    - Keely Raifsnider: \$9.53 per hour
    - Cindy Witmer: \$12.36 per hour

Approve 1/4/16 Employee Manual

Motion by Mr. Howett, seconded by Ms. Gates to approve the 1/4/16 Employee Manual as presented, passed unanimously.

**Motion by Mr. Roth seconded by Mr. Simon to recess to Executive Session for personnel matters at 7:45 PM, passed unanimously.**

**Executive session adjourned at 8:10 pm, Mr. Simon moved to adjourn, seconded by Mr. Roth, passed unanimously.**

Motion by Mr. Roth, seconded by Mr. Simon to deny the grievance filed by the Manheim Borough Police Association, dated 12/22/15 addressed to the Manheim Borough Council and support the findings of Chief Stauffer and Mayor Funk regarding the grievance, Motion passed unanimously.

With no further business President Phillips declared the meeting adjourned at 8:15PM.

Respectfully submitted,

Linda Gerhart

January 4, 2016