

# Manheim Borough Council Meeting

December 8, 2015, 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President David Fenicle, Pro-Tempore Brad Roth, Carol Phillips, Bryan Howett, Bonnie Martin, Junior Council Person Kayla Heiserman & Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Presentation: Dr. Phillips updated council members on Places 2040 a plan for Lancaster County, PA comprehensive planning by the Lancaster County Planning Commission.

President Fenicle introduced Ms. Elaine Leech and Ms. Jean Gates the newly elected council persons.

**Approval of Minutes:** 11/24/15 Council Meeting. Motion to approve, as presented, by Mr. Roth, seconded by Dr. Phillips, passed unanimously.

**Approval of Minutes:** 5/12/15 Council Meeting, Motion to approve, as presented by Mr. Howett, seconded by Mr. Roth, passed unanimously.

**Approval of Minutes:** 5/26/15 Council meeting. Motion to approve, as presented, by Mr. Roth, seconded by Dr. Phillips, passed unanimously.

**Visitors:** Mr. Jay Mylin and Ms. Tracy Zimmerman representing the Manheim Community Farm Show were present to update council on the very successful 2015 Community Farm Show and to see if there is any suggestions for improvements. Many thanks were offered to all the participants and volunteers for working together so well. Ms. Zimmerman also requested permission for the Community Farm Show to proceed with the planning for the 2016 Manheim Community Farm Show Parade. Motion to approve by Dr. Phillips, seconded by Mr. Roth, passed unanimously.

**Mayor and Police Chief Report:** Mayor Funk updated council on the 5K Santa Run scheduled for Saturday, December 12<sup>th</sup> by the Manheim Downtown Development Group with 630 preregistered runners.

Police Chief Stauffer presented and reviewed his report with council. Council was updated on the successful lifesaving event on December 4<sup>th</sup> with the use of Narcan and the continuing increased vandalism in the area of Memorial Park. Discussion was held concerning increased efforts to curtail the continuing vandalism. Officer Keller and Chief Stauffer participated in the annual Shop with a Cop Program in Lancaster City. He updated council on the security that will be in place for the Santa Run. Everything seems to be going well with Rapho Township and their budget for the continuing Police Coverage for 2016. No action items were presented.

**Borough Engineer Report:** Mr. Benjamin Craddock updated Council. The Police Building waterline reconnect and excavation is going well. The sedimentation removal at the bridges is currently making progress.

Mr. Craddock was thanked by council president for his work as the borough engineer during 2015.

**Borough Code Officer Report:**

Mr. Rob Moyer distributed and discussed his report Council was updated on the situation at 18 N. Main Street. He answered question on the 45 N. Charlotte Street Zoning Hearing Board decision. Act 90 is being researched to see what help it will be with enforcement issues in the borough.

**Borough Manager Report:**

- a) The Manager's Summary Report was presented for review.
- b) According to the Capital Expenditure Policy the request to order the new public works vehicle was presented for approval. After discussion the approval for the vehicle was tabled pending the approval of the 2016 budget. Options for selling the vehicle that is being replaced were discussed. Co-Stars purchasing was also discussed.
- c) NWEMS was contacted concerning their portion of the cost of the design work for the new campus on Colebrook Street to see how they want to proceed with reimbursement to the borough for those costs.
- d) Council was updated on the damaged traffic signal replacement on South Main Street. The solicitor was contacted to see what the recourse would be for us only being reimbursed for half the cost of the replacement by the insurance company. The borough insurance company will be contacted to see what help they can give us to be fully reimbursed.
- e) Mr. Fisher met with Mr. Creighton to discuss options for use of the ambulance building by the Manheim Historical Society. They will be given more information concerning the operating costs for use of the building. The information concerning upgrades to the building will also be forwarded to them.

**Financial/Bills** – The current revenue for the year is at 97.1% and the expenses are at 89.4%. Financial reports were presented to Council, and the following bills payable were approved.

**GENERAL FUND \$150,596.64** Motion by Ms. Martin, seconded by Mr. Howett passed unanimously.

**CAPITAL FUND \$5,058.25** Motion by Mr. Howett, seconded by Dr. Phillips, passed unanimously.

**LIQUID FUELS \$460.75** Motion by Ms. Martin, seconded by Dr. Phillips, passed unanimously.

It was noted that all the PNC funds have now been transferred over to Fulton Bank.

**Old Business:**

- a) The Pool Rates for the 2016 Season, which are the same as 2015 were presented for approval. Motion to approve by Mr. Roth, seconded by Dr. Phillips, passed unanimously.

b) a. The Budget for 2016 was presented for approval. Motion to approve the budget as presented by Dr. Phillips, seconded by Ms. Martin, passed unanimously.

b. The Tax Rate Ordinance 645 for a tax rate increase of .20 mill for 2016 was presented for approval. Motion by Mr. Roth, seconded by Dr. Phillips, passed unanimously.

**Committee Reports:**

a) Finance Committee – Nothing to report.

b) Parks and Pools – Nothing to report.

c) Personnel/Police – Nothing to report. There will be a matter to discuss in Executive Session.

d) Public works – Nothing to report.

**New Business:**

a) Approval to cancel the December 29th Council Meeting was presented for consideration. Motion by Ms. Martin, seconded by Mr. Howett, passed unanimously.

b) Authorization to pay bills due before the end of 2015 by borough staff was presented for approval. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously.

c) Motion by Mr. Howett to purchase the new Public Works Department truck in 2016, seconded by Mr. Roth, passed unanimously.

d) Out going Council Members: An engraved clock and gift certificate were presented to Ms. Martin for her years of service to the borough since November 2000, with 6 years as president. An engraved clock was presented to Mr. Fenicle for his 4 years of service to the borough, with 2 years as president.

**Old Business:**

a) The Noise Ordinance with revisions had been distributed to Council for review and approval to forward to the solicitor for review. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.

b) Mr. Fisher updated council on the Verizon Wireless lease agreement which has been reviewed by our solicitor Mike Davis and the solicitor's recommendations. Discussion was held concerning all the costs that would be incurred by the borough that would be part of the lease compensation and the concern of the borough being compensated correctly. Liability issues were also discussed. It was decided that Verizon would need to present a better offer. Mr. Fisher will check with Cohen to see if there is a better lease deal available.

c) Stricter security upgrades are currently being researched to help curtail the increased vandalism at the Pool and the Memorial Park. Options and suggestions for upgrades were discussed. Motion by Mr. Roth to have the Police Chief and Borough Manager prepare a game plan for stricter security at the Pool and Memorial Park and bring it back to council for consideration at the next council meeting, seconded by Dr. Phillips, passed unanimously.

**Motion by Mr. Roth seconded by Mr. Howett to recess to Executive Session for personnel matters at 8:18 PM, passed unanimously.**

**Executive session adjourned at 8:21, Mr. Roth moved to adjourn, second by Ms. Martin, passed unanimously.**

Motion by Dr. Phillips, seconded by Ms. Martin to allow Mr. Fisher and Police Chief Stauffer to each carry over up to 80 hours of PTO from 2015 to 2016. Motion passed unanimously.

Motion to adjourn meeting at 8:23 by Ms. Martin, seconded by Mr. Fenicle. Motion passed unanimously.

Respectfully submitted,

Linda Gerhart

December 8, 2015

DRAFT