

# Manheim Borough Council Meeting

May 10, 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 and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

**Public Comments:** No public comments.

**Approval of Minutes:** 4/26/16 Borough Council Meeting, Motion to approve, as presented by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**Visitors:** Ms. Nancy Husser representing the Manheim Lions Club presented a request to council for approval of the Santa Run which they will be taking over for the MDDG. She outlined the changes they are hoping to make and the reason it would be an improvement. The race would be scheduled the first Saturday in December to coincide with the Christmas in Manheim Celebration and would have a new start time of 8:30 AM. They are proposing a new route featuring the other side of the borough not used for the Glow Run. She handed out copies of the proposed route for council to review and consider. All the events for the weekend would be marketed together. The new route was discussed and will be reviewed further. The certificates of insurance needed for the race were explained. It was requested that the Emergency Management Coordinator and Rapho Township be included on the contact list for the race. The Lions Club was approved to proceed with their proposed plans for the Santa Race. Additional activities were suggested for events in the square.

**Mayor and Police Chief Report:** Mayor Funk presented and read a Proclamation issued in honor of National Police Week. The Mayor complimented the professionalism of the Police Department.

Police Chief Stauffer distributed and reviewed his report with council. Chief Stauffer presented a handicap parking space application for 6 North Charlotte Street and listed some of his concerns. It was noted that the ordinance for parking would need to be amended. After discussion it was decided that the fee for the application will not be waived as requested by the applicant. Chief Stauffer will suspend the application until he talks with the applicant about the fee and the amendment to the ordinance. The Prom Promise event held on April 28<sup>th</sup> was well received and very impactful for the junior and senior classes of Manheim Central High School. He also updated council on the need to keep cars locked and explained the "seat belt enforcement zone" and the Click it or Ticket grant.

**Borough Engineer Report:** Mr. Benjamin Craddock was not present, but his report was provided to Council for review as these item had been discussed with Mr. Craddock at the Public Works Committee Meeting. Presented for approval for the Adele Avenue project was **AFP #3 (Final) - \$95,643.00 CBDG, \$40,340.00 Liquid Fuels (included in payment of bills)**. Motion by Mr. Roth, seconded Ms. Gates, passed unanimously.

**Borough Code Officer Report:** Mr. Moyer presented his report to council. He updated council on the progress of the repairs needed at 69 N. Charlotte Street and the start of letters for high grass violations being sent to residents. Mayor Funk updated council on the renovations at the former Summy House.

**Borough Manager Report:**

- a) The Borough Manager presented his Summary Report and noted the FEMA meeting concerning reimbursements for the blizzard from this past winter is scheduled for Monday.
- b) It was noted that the next Partners' Meeting will be held on May 18<sup>th</sup> at Rapho Township.

**Payment of Bills: Presented for approval - Construction Loan Draw Requisition #7** in the amount of **\$176,931.52** Motion by Mr. Howett, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount of **\$76,456.32**, **Capital Fund** in the amount of **\$91.00**, **Fulton (Police Construction)** in the amount of **\$176,931.52** and **Liquid Fuels Fund** in the amount of **\$43,156.11** Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.

**Committee Reports:**

- a) Finance Committee – Committee will begin meeting in July for budget related work with Chief Stauffer for his department.
- b) Parks and Pools – Committee will be meeting on May 31<sup>st</sup>. Representatives from the Lititz Rec will be present to give an update on the pool and the playground program.
- c) Personnel/Police – Nothing to report.
- d) Public works – Met before the council meeting tonight. They met with the company that will be handling the networking for the Police Building. The issue concerning the wetlands infringement at the Public Works Building that was brought up at the last council meeting was researched. It was found that no wetlands infringement was actually occurring. The resident who has been mowing the triangle of borough property in that area, will keep mowing it if he is allowed to plant a garden on part of it. After discussion it was decided to pursue the option of planting trees. Discussion was held concerning inclusion of the curb and sidewalk work in the street project contract. The committee recommendation would be to continue as in the past and notify the residents involved that they would be responsible to repair their sidewalk and curb in conjunction with the project. This was also the consensus of council. 3T Security had provided quotes for cameras at the pool. Mr. Fisher explained the committee recommendation of taking the lowest quote of \$5,533.75 for 6 cameras as a start and if need be they can expand to more cameras if necessary. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.

**New Business:**

- a. The process for approval of temporary signs on Borough Property was presented for discussion. Mr. Fisher explained the need to clarify our sign policy for borough property to be kept content uniform and neutral no matter who is requesting the signage which is currently for one week before the event. It was suggested to include the decision in the sign ordinance, instead of just having a sign policy. We would also need to notify owners of signs if we remove them for not abiding by our policy. After discussion it was decided to have staff continue to handle the

current sign policy approval for borough property. Motion by Mr. Roth, seconded by Bryan Howett, passed unanimously.

- b. Mr. Dave Newcomer submitted his resignation from the Public Works Department effective May 22nd. Motion by Mr. Howett to accept Dave Newcomer's resignation and to authorize advertisement of the position, seconded by Ms. Leech, passed unanimously. Mr. Fisher and Mr. Weidman will handle the interview process. Mayor Funk suggested hiring a part time employee as a summer groundskeeper with the Public Works Department. Motion by Ms. Leech, seconded by Ms. Gates, passed unanimously.

**Old Business:**

- a. The Cable Franchise Agreement was presented for discussion and approval. Motion by Mr. Roth to Adopt Resolution 31-2016 which authorizes the signing of the franchise agreement for 5 years, seconded by Ms. Leech, passed unanimously.
- b. Scoreboard – Continuing to work on getting 3 quotes for a solar replacement which will lower the cost of the new scoreboard project. 50% of the cost will be reimbursed by our insurance carrier.
- c. Wetlands Inquiry – The wetland encroachment issue at the Public Works property brought up at the last council meeting was determined by DEP to not be an encroachment.
- d. Verizon Wireless – Still waiting for a response from Verizon Wireless.
- e. Borough Building & EMS Building – Ongoing evaluation with plans to tour these areas probably at the June PW Committee meeting.

**Correspondence:** President Phillips updated council on the information included in their packets concerning the New Process for Property Disposition known as a Land Bank to be established by the County Commissioners.

Council was reminded of the 30 day window that starts today for replacement of the vacated council seat in the 1<sup>st</sup> Ward.

**Public Comment:** No public comment.

**With no further business the Meeting was adjourned at 8:25 PM by President Phillips.**

Respectfully submitted,

Linda Gerhart

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