

Manheim Borough Council Meeting
January 30, 2018 7:00 PM
Manheim Borough Building, Manheim, PA

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

Public Comments:

There was no Public Comment on agenda items.

Approval of Minutes: 1/9/2018 Borough Council Meeting minutes: Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.

Visitors:

- a) Fire chief Dan Wagner of the Manheim Fire Department presented and briefly reviewed the 2017 Year End Report. He reviewed the statistics and gave an overview of their activities. He thanked Borough Council, the Borough Staff and the Manheim Police Department for all their help and support. Borough Council and the Police Department in turn thanked them for their continued service to the community. It was noted that there will be a Guns & Hoses Softball Game between the Police Department and Fire Company scheduled for this summer with the proceeds going to Aarons Acres.
- b) Mr. Sean Raney presented to council what he is proposing for consideration as a use for the borough building at 26 East High Street. He is looking for approval by council to use the building for a Craft Brewery, serving the beers manufactured onsite as well as other alcoholic beverages as permitted by the state license governing such uses, and a game room. It had been previously explained to Mr. Raney, and was further explained to Council and the members of the public, that he would need a letter of approval for the use from Borough Council for his Zoning Variance application to be heard by the Zoning Hearing Board since the Borough is the property owner and would be the landlord. The application was advertised for the Zoning Hearing Board meeting on February 5th. The Raney's noted it was their choice to proceed with submitting the application and the advertisement for the Zoning hearing on February 5th prior to the proposal being presented to, and receiving approval from, Borough Council in order to potentially expedite the process. He explained what was included in his manufacturing license for brewing and noted the distribution of the brewed beer will only be local. This would not be an establishment that would serve prepared food and would only offer snacks, but patrons could bring their own food. He explained the background and years of experience that he and his wife would bring to the establishment both in brewing and restaurant trade. It was noted that they will have more detailed layout drawings for the building after they know they have approval for the variance. Mr. Fisher explained that the variance is needed since the proposed use is not a restaurant, which is a permitted use within the CBD zoning district, but rather a manufacturing use which is not a use permitted within the CBD zoning district. The primary use of onsite serving of the alcoholic beverages without a restaurant would fall within the tavern use which is permitted by Special Exception within this district. The lease agreement specifics still need to be prepared. Council wants to be sure when they compile the lease terms that it is comparable with other for-profit business rentals in the borough. It was also noted they would like to discuss further how the various parts of the building would be used. Council explained that they were not against such a use being located within the Borough, but since it would be within a Borough owned building, and since they were hearing the proposal for the first time, they asked that the Raney's provide some additional information on the proposal. After some additional questions and discussion on this request, a motion

was made by Mr. Roth, seconded by Mr. Howett to table this request until at least the next council meeting so that the additional information could be submitted and reviewed, passed by a vote of 4 to 1. Ms. Leech was the nay vote. It was noted that since the matter was tabled and therefore a letter of approval could not be issued at this time, the Raney's could request that the variance application be continued until the March 5th Zoning Hearing Board meeting, and that such request should be submitted to the Borough and would be provided to the Zoning Hearing Board. This way council can positively discuss this at the next council meeting and will have additional time to review all the unanswered questions that were presented tonight concerning lease amounts and wording as well as liability. A conceptual drawing was requested so council has a better idea of what the layout of the operation would be.

- c) Ms. Catherine Prozzillo was present to update council on her continued research in the potential future dog park project she is spearheading. She was looking for council approval to start getting estimates on fencing, dog waste stations and other needed items for this project for the different park locations being proposed. The possibility of several dog parks was presented for consideration to rotate the spots. Some locations other than the borough parks were suggested and will be researched. The option of dog friendly areas with dog waste stations if not an actual dog parks was presented. Some fee options were also presented for consideration for this project. Registration paperwork for the dogs using the facility would also be needed for owner approval to use the facility. Ms. Prozzillo was given the okay to continue her research on this project. She will attend the April 24th Parks/Pool Committee Meeting with her results.

Borough Codes:

- a) The Codes Officer Report will be presented at the next meeting. The need of enforcement of clearing sidewalks after storms was discussed and the ordinance will be reviewed to see what steps need to be taken to make this actually enforceable and citations issued. Mr. Fisher explained the time table for getting these sidewalks cleared from the time of issuing the citations. The issue of actually getting these sidewalks cleaned will be reviewed by staff.

Borough Engineer Report:

- a) The Borough Engineer Report will be presented at the next meeting.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on statistics, Officers injured on duty, response of drug overdoses, unlocked car break-ins, active shooter incident improvements and press releases. Council had approved purchase of a new car at the last council meeting. Chief Stauffer is looking for council direction and approval on how they would like to dispose of the car being replaced. Motion by Mr. Roth to trade in the car being replaced, seconded by Ms. Leech, passed unanimously. The car will remain in service until the new vehicle arrives.

Borough Manager Report:

- a) NW EMS security reduction per the Borough Engineer recommendation in the amount of \$33,651.55 was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously.
- b) The Manheim Borough Planning Commission Annual Report of Activities for 2017 was presented to Council.
- c) The Street Light LED conversion findings that had been researched last year through PPL, were explained by Mr. Fisher since this topic had come up at the last council meeting. No council action had been taken on these findings last year when originally presented for review. He will forward his findings to the Public Works Committee to see if they would like to reconsider the conversion at this time.

- d) The Community Rating System Project meeting with FEMA is scheduled for next week.
- e) Council was updated on a meeting for the Connections Study that was attended last week by Mr. Fisher and the Borough Engineer with the consultants that had been selected for this study to start working on the scope of the project. Meetings can then be scheduled with the businesses, school and emergency management agencies as well as others that will be important participants in this study.
- f) Meeting was held concerning the potential for grant opportunities to help with the costs of Memorial Park and the MS4 Project. Hopefully we can get an early start on submissions.
- g) Meeting was held with East Petersburg Borough Manager to discuss cooperative efforts, which will be discussed at the next Public Works Committee Meeting. There is also a contract consideration to be presented at the executive session at the end of the meeting.
- h) Mr. Fisher made a presentation at the Chamber of Commerce Roundtable Breakfast meeting.
- i) Meeting was held with Aarons Acres concerning the pool for this summer.
- j) The Salem United Methodist Church Subdivision PA DEP Planning Module Mailer for sewage was presented for approval. Motion to approve by Mr. Howett, seconded by Mr. Roth, passed unanimously.
- k) The costs from Markley Actuaries for the Police Pension Post Employment Benefit evaluation report based on new GASB standards for \$2,500, the Police Pension annual plan service for \$5,500, and the Non-uniform Pension annual plan service for \$4,800 was presented for approval. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Treasurer Report/Payment of Bills:

- a) Financial reports (2017 unaudited budget vs actual, and reserves)
 - 2017 Revenue 108.7% of budget amount, Expenses 103.3% of budget amount
 - 2017 Budget: **\$113,200** deficit to be covered by 2016 surplus
 - Dec 11, 2017 projection: \$153,326 surplus (without application of 2016 surplus)
 - 2017 Actual: \$189,921 surplus (without application of 2016 surplus)

Presented for approval – Ratified in the amount of **\$18,613.92**, **General Fund** in the amount of **\$131,730.92** (2017 Bills **\$42,931.27** & 2018 Bills **\$88,799.65**) and **Capital Fund** in the amount of **\$17,289.00**. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing new to report.
- b) Parks and Pools – The committee met tonight before the council meeting. Ms. Gates updated council on their discussion concerning the operation of the pool for the future. Next year would be the 5th year for the projected improvement plan. There will be a meeting scheduled in February of interested parties including Aarons Acres to pursue fundraising to continue the operation of the pool. They are looking to organize a capital campaign. This is needed to make the increasing operating costs more feasible to offset the increasing operating deficit, as well as the substantial capital improvements that are required to keep the pool operational. They discussed how to increase attendance, with possibly enhancements, upgrades or special scheduled events. A dog swim was suggested as well.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The MAWSA MOU for the South Charlotte Street project – equal splitting of all costs with the exception of the ADA ramps was presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech passed unanimously. The replacement doors for the old police station side of the borough building have been ordered.
- e) Shade Tree Commission – There was nothing new to report.

New Business:

- a) There was no new business.

Old Business:

- a) Old NWEMS Building – This was discussed earlier in the meeting.

- b) Mayor Funk requested executive session for discussion on a pay matter for the Administrative Assistants in the Police Department that had been brought up previously.
- c) It was requested that more items be taken to the appropriate committees for discussion first before being presented to open council.

Correspondence: This was distributed as part of the packet. It was noted that the librarian has resigned and the status of the library relocation is still not complete. Mr. Howett commented on the current status of the property that was the Stiegel Elementary and it was noted that the School Board had taken action to allow private sale of the property and there is interest from several parties.

Public Comment:

Mr. Luke Fisher of 152 Rapho Street offered the following comments:

- He is in favor of the proposed Brew Pub at 26 East High Street. This could also become part of community events.
- It is a concern he noted that the inexpensive rock salt used for icy pavements is not as environmentally friendly as the magnesium based more expensive ice melts. This was noted as residents need to use ice melts every time we have an ice event to quickly clear their sidewalks and avoid being cited.
- He mentioned the crosswalk at North Grant & West Gramby Streets has one set of markings that are Thermoplastic and more visible. It does make a difference as it quickly grabs the attention of drivers.
- He offered comments on the LED streetlight conversion as he feels they would be safer, brighter and more reliable.
- He had suggestions for the pool and was asked to become part of the pool fundraising campaign committee.

Discussion was held on the temporary Beer Gardens for the day for special events in the borough and temporary daily licenses.

Council Meeting was recessed to Executive Session at 8:31 PM for personnel and contract matters by President Phillips.

Executive session was adjourned at 9:11 PM by President Phillips.

There was no further actions taken after the executive session.

Motion to adjourn the Council Meeting at 9:12 PM by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Respectfully submitted,

Linda Gerhart
January 30, 2018