

Manheim Borough Council Meeting
January 9, 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, Pro Tempore Chad Enck, Jean Gates, Junior Council Person Destiny Lebron and Mayor Scot Funk
- **Staff:** Police Chief, Joe Stauffer and Recording Secretary, Linda Gerhart

Public Comments:

There was no Public Comment on agenda items.

Approval of Minutes: 1/2/18 Borough Council Reorganization Meeting minutes: Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.

Visitors:

There were no visitor comments

Borough Codes:

- a) The Codes Officer Report for December and year end was presented. The Codes Officer attends the second meeting of the month. It was noted that the street cuts on the South Penn Street project may need some additional work. Mr. Enck commended the company performing the work for UGI on this project for working well with the work schedules of the businesses in that area of the borough. The Codes Officer will be asked to inspect the borough for any sidewalks that still need to be cleared from the recent inclement weather.

Borough Engineer Report:

- a) The Borough Engineer Report was presented.

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 and presented reports on the current status of the cruisers leases. Chief Stauffer requested approval for a new lease from New Holland Auto to replace Cruiser #1. He explained the timeline involved for putting a new cruiser in service from the time it is ordered. Motion to approve the lease with New Holland Auto by Mr. Roth, seconded by Mr. Enck, passed unanimously. Council was updated on county research for a new RMS (Police Reporting System) since County IT can no longer support their current RMS in the future. Chief Stauffer presented a 5 Year Proposal Agreement for the CODY System and is requesting approval for this budgeted purchase for 2018 as the county moves to standardize this system. It was noted that several Municipalities are already using this system. Council was presented with a timeline for implementation of the system and information on all the services included in this quote. The server capacity will need to be researched and it was recommended to go Cloud based. Motion to approve the CODY System by Mr. Enck with system being Cloud based, seconded by Roth, passed unanimously. The 2017 Year End Report will be presented at the next council meeting. It was noted that a \$3,000 donation was received from Rohrer's Quarry as well as other generous local businesses. A request for review of an issue with Administrative Assistant's Salaries will be sent to the Personnel/Police Committee.

Borough Manager Report:

There was no report from the Borough Manager.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$28,655.51** (2017 Bills **\$22,680.31** & 2018 Bills **\$5,975.20**). 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 – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – Committee met before the Council Meeting.
 - i. The monthly Public Works Director report was presented to council.
 - ii. The Bid Results for the South Charlotte Street project were presented for consideration and approval. It is the recommendation of the committee and the borough engineer to award the base bid and the alternate bid to the lowest responsible bidder, United Tectonics Corporation (UNITEX) in the amount of \$89,229.00. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.
 - iii. Quotes for replacing the door at the entrance of the old Police Station were presented for consideration and approval by the Borough Manager. Motion to approve the total installed price of \$4,560.00 with glass inserts and standard panic hardware by Mr. Enck, seconded by Ms. Gates, passed unanimously. There will be an additional expense to have it keyed by Morris Locksmith for the Building Master Key System.
- e) Shade Tree Commission – There was nothing new to report.

New Business:

- a) Discussion was held on the maintenance of the landscaping at the new Police Building. There may be a need to get a better handle on the weed control and possibly check with a lawn care company to handle items outside the scope of our mowing contract. It may be a matter of reseeding the areas around the station.

Old Business:

- a) Old NWEMS Building – There was nothing new to report.

Correspondence: This was distributed as part of the packet. A Letter of Thanks was received by Senator Aument for “opting out” of hosting a mini-casino in our borough. An invitation was received from LCSWMA for a Public Officials Breakfast they are hosting at the Eden Resort on Wednesday, January 31st from 7:30 AM to 9:30 AM.

Public Comment:

Mr. Luke Fisher who lives close to the Police Station offered comments on the possibility of grubs being part of the problem with growing new grass in that area as they are prevalent in the yards of neighboring properties.

Ms. Catherine Prozzillo questioned the handling of Streetlights repairs and suggested switching to LED for all the streetlights. She also questioned the current status of the Old Bickels Building on North Main Street. Mayor Funk updated council on the current and future plans for this property by the owners. Ms. Prozzillo offered comments on working on enhancing our downtown foot traffic. Comments were offered by several council members and the mayor on enhancements to Market Square as well. The through traffic patterns in the borough were also discussed. It was noted that there is a traffic study in the works since we have two state routes bringing high volumes of traffic through the borough daily.

Motion by Mr. Enck to adjourn the Council Meeting at 7:44 PM, seconded by Mr. Roth, passed unanimously.

Respectfully submitted,

Linda Gerhart
January 9, 2018