

Manheim Borough Council Meeting  
February 13, 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, Chad Enck, Jean Gates, Elaine Leech, Junior Council Person Destiny Lebron 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:** 1/30/2018 Borough Council Meeting minutes: Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

**Visitors:**

- a) Ms. Tina Thompson representing Senator Aument's Office was present to let Council know that his office is available for help on items on a state level as well as in the Manheim Area. She also extended the invitation to council again to attend the outreach breakfast he is sponsoring later in the week. They are available at both the Lititz and Harrisburg Offices.

**Borough Codes:**

- a) Ms. Czeiner presented the Codes Officer Report and reviewed it with council. She reviewed the current status of collection of 2018 licenses, as the response is much better this year than last year. Enforcement of snow removal on sidewalks was presented as part of the report and council will be receiving comparative information on how other municipalities handle this type of winter weather enforcement. Shortening the process for citations will be reviewed for consideration and an ordinance change.

**Borough Engineer Report:**

- a) Mr. Craddock updated council of the current status of the Salem United Methodist Church Subdivision Plan. He reviewed the history of the review process that has been followed to bring it to the Manheim Borough Planning Commission recommendation for approval being presented at this meeting. Diehm & Sons had addressed most of the review comments with their revised plan. Mr. Craddock's recommendation is to approve all of the waivers requested as noted in his letter of February 7<sup>th</sup> which is also the recommendation of the Manheim Borough Planning Commission. Motion to approve the 4 Waivers as requested by Mr. Howett, seconded by Mr. Roth, passed unanimously. Motion to approve the Salem United Methodist Church Subdivision Plan including the conditions outlined in the February 7<sup>th</sup> Preliminary/Final Subdivision and Land Development comment letter from Ben Craddock of Lancaster Civil by Mr. Roth, seconded by Ms. Leech, passed unanimously. The agreements for this plan are also listed in the February 7, 2018 as well the Developer Agreements and Memorandum of Understanding for the Stormwater Management Facilities. These agreements will be presented to council at a later date.
- b) Authorization for advertisement of the Traffic Signal Battery Back-up Bids was presented for approval. This is for the completed specifications for the awarded grant money received from the PennDOT Green Light Go Grant. Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously.

- c) Authorization for the completion of the design and to advertise for bid of the South Hazel Street Project was presented for approval. Motion by Mr. Enck to authorize the project to be advertised, seconded by Ms. Leech, passed unanimously.
- d) It was noted that the South Penn Street UGI project temporary patching needs to be monitored for completion in the spring. The schedule for this repair is not available at this time.

**Mayor and Police Chief Report:**

There was no report from the Mayor.

Police Chief Stauffer distributed his Manheim Borough Police 2017 Year End Report and reviewed it with council. Council was updated with major items, including the different levels of crime statistic compared with statistics from past years, both locally, regionally and on a national average. The issue of drugs and the large effect on the rate of crime in the borough was noted. Crash data was also shared, as well as traffic arrest data and increasing parking issue information with possible solutions. Agency Assists data was included and explained. Chief Stauffer is very pleased with the clearance rate of the department and officer performance. The department was thanked for the continued success in serving the borough.

**Borough Manager Report:**

- a) A Member Alert from PSAB for support of House Bill 914 was presented to council for consideration. Mr. Fisher gave an overview of what the bill entails for the borough assessing stormwater fees in the future. PSAB is recommending municipal support for this House Bill be sent to our senator for consideration for approval in its present form. Motion to approve sending a notice of support to our senator by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- b) A letter was received from PennDOT regarding their intention to perform an Engine Brake Retarder Restriction Study as requested by the borough. Mr. Fisher explained the reason we are having this Restriction Study performed by PennDOT. The proper signs needed in our borough for enforcement will be installed when we receive the results of the study. A brief discussion was held on the necessity of addressing the current safety concerns and continued truck damage at the Fulton Bank corner on Market Square. It was recommended to call PennDOT now to inspect the problem at this corner and not wait until the Truck Study for the borough is complete.

**Treasurer Report/Payment of Bills:**

**Presented for approval – General Fund** in the amount of **\$101,905.48**. Motion to approve by Mr. Roth, seconded by Ms. Leech, 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 will be an executive session at the end of the meeting to discuss personnel matters.
- d) Public Works – The met prior to the meeting.
  - i. Discussion at the committee meeting was held on the future use of the Old Fire Hall and the current Borough Building. It is the committee recommendation to have both these buildings appraised to see exactly what their current value would be, to help with discussions and decisions on their future use. Motion to acquire appraisals for 15 and 26 East High Street properties by Mr. Enck, seconded by Ms. Leech, passed unanimously. It was noted that there is a desire from the community to work to increase the opening of more restaurants in the borough.
  - ii. The Public Works Director Report was included in the Packet.
  - iii. The Bid Results for the Main Street Drainage Project was presented for consideration and approval. Mr. Craddock explained the low and recommended bidder was Barrasso Excavation with a bid of \$221,489.00. The committee is also recommending to add Alternate 2 to this bid

package which would be at a cost of \$9,600.00 for Flowable Backfill (Inlet) as well. The Committee recommends Barrasso Excavation for approval as low bidder for this project for both the base bid and the addition of Alternate 2. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

- iv. Requested updated figures for the conversion of the PPL Street Lights to LED as discussed at the last council meeting were presented to council. It would be an upfront cost of \$7,825.00. Motion to approve the street light conversion for \$7,825 by Mr. Roth, seconded by Ms. Gates, passed unanimously.
  - v. East Petersburg Borough has contacted the borough to let us know that they have purchased a street sweeper. They would sweep our streets at a rate of \$90.00 an hour with an estimated cost of less than \$3,000.00 per event, which is much less than our current rental rate with one of our employees operating the rented machine. Motion to approve the East Petersburg offer by Mr. Enck, seconded by Mr. Howett, passed unanimously. The Committee is recommending to have street sweeping in the spring and fall.
  - vi. East Petersburg Borough would be interested in sharing the cost this year for a crack sealer. Penn and Rapho Townships would be interested in this as well but not until 2019. Committee is recommending Mr. Fisher to continue negotiations with East Petersburg now, with the possibility of Penn and Rapho Townships participating and buying in next year. Motion by Mr. Howell to continue the dialogue on this partnership with East Petersburg, seconded by Ms. Leech, passed unanimously.
  - vii. Trinity ECC on Market Square has again submitted a request for reimbursement for asphalt and land for an alley repair project completed with them several years ago. After discussion it was moved by Mr. Roth to deny this request, seconded by Mr. Enck, passed unanimously.
- e) Shade Tree Commission – There was nothing new to report.

**Old Business:**

- a) There was no old business.

**New Business:**

- a) There was no new business.

**Correspondence:** This was distributed as part of the packet.

**Public Comment:**

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

- He is in favor of the barrier placement at Market Square and offered his suggestions for some of the heavy duty barriers used in New York City.

Mr. Ryan Hauger of 60 South Main Street questioned what the stormwater program mentioned during the meeting entailed:

- Mr. Fisher gave a brief description of the work that is now needed to be performed by the borough for the DEP mandated MS4 program, currently being addressed by all municipalities in the state. The contributing stream restoration projects in our borough were briefly outlined. The main contributing problem in the borough is stormwater runoff. He explained the fees that could be assessed for stormwater permits in the future. It would be a fairer allocations for these charges to larger properties versus small properties. It could basically become a utility in the future.

**Council Meeting was recessed to Executive Session at 7:50 PM for personnel matters by President Phillips.**

**Executive session was adjourned at 8:19 PM by President Phillips.**

There was no further actions taken after the executive session.

Motion to adjourn the Council Meeting at 8:20 PM by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Respectfully submitted,

Linda Gerhart  
February 13, 2018