

Manheim Borough Council Meeting  
March 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, Pro Tempore Chad Enck, Bryan Howett, Jean Gates, Elaine Leech, and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher and Recording Secretary, Linda Gerhart

**Public Comments:** The VITA program for assistance of the preparation of Income Taxes for 2017 will be held here at the Borough Building in the Council Chamber on Saturday, April 7<sup>th</sup> from 9:00 AM to 3:00 PM.

**Approval of Minutes:** 2/27/2018 Borough Council Meeting Minutes: Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.

**Visitors:**

- a) Ms. Nancy Husser from the Manheim Lions Club and Ms. Kelly Lauver from the Manheim Chamber of Commerce were present to discuss the proposed Public Works and Police Department charges that will be assessed their organizations for their events in 2018 and the future. Valuable information was presented from the organizations for consideration as well as from the borough and the police. After a lengthy discussion between council and the representatives of the organizations, a favorable agreement was reached. Motion by Mr. Roth to not charge for the Public Works hours and charge only 50% of what the charges would be for the Police Department coverage for Manheim Borough special events, seconded by Ms. Leech, passed unanimously.

**Borough Codes:**

- a) Ms. Czeiner presented her report to council. She updated council on her current work with rental licenses and inspections, and what she plans as enforcement issues for the spring and summer. She updated council on the on-going enforcement for the property on North Main Street concerning exterior painting and the new software for the Codes Department.

**Borough Engineer Report:**

- a) Mr. Craddock presented his report to council. Council was updated on the Main Street drainage improvements and the sidewalk repair questions and concerns from residents who were notified to repair curbs and sidewalks for our current street projects. The Battery Backup Units Project for each of the borough traffic signals has gone out to bid with the bids due April 5<sup>th</sup>. The recommendation for award will be available at the April 10<sup>th</sup> Public Works Committee Meeting and Council Meeting. Work is currently being done on the Hazel Street Project bid, with the anticipated bid opening to be mid-April with possible award at the April 24<sup>th</sup> Council meeting. It was noted that he did follow up with UGI about the restoration on their trench work on South Penn Street and UGI will be checking with the restoration supervisor to follow up on the repair.

**Mayor and Police Chief Report:**

Mayor Funk noted that he did follow up with Turkey Hill about the pay phone at their location on South Main Street that was discussed at the last council meeting and it has been removed.

- a) The Police Chief was not available for the meeting due to a meeting at the Police Station. His news release report was presented to Council by Mayor Funk. He will have a full report for the next council meeting.

- b) The SPCA Agreement for 2018 was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

The ticketing of unlicensed vehicles in the borough was discussed.

**Borough Manager Report:**

- a) It was noted that the current Borough office phone system has been having increasing problems, and staff is still evaluating replacement options.
- b) Resolution 28-2018 and the PPL Street Light Conversion Contract were presented for approval. Mr. Fisher gave a brief update of the contract and the price which he found to be considerably less than originally stated after he discussed it further with PPL. Motion to approve Resolution 28-2017 and the PPL Street Light Conversion Contract by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- c) The Warihay proposal for mowing the Police Station area was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- d) The resignation of Mr. Tony Patschorke from the Zoning Hearing Board was presented approval. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously. It will be posted so we can fill the vacancy quickly.
- e) The Annual Logan Park Compliance Monitoring and Maintenance Agreement from LandStudies for the Logan Park Stream and Floodplain Restoration Project for \$5,730.00 was presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

**Treasurer Report/Payment of Bills:**

**Presented for approval – General Fund** in the amount of **\$68,458.23** and **Capital Fund** in the amount of **\$2,265.00**. Motion to approve by Mr. Roth, seconded by Mr. Howett, 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 –
  - i. Old Fire Hall – Currently waiting for building appraisals.
  - ii. Mr. Craddock presented a request for approval for the North Main Street Storm Sewer relocation of UGI services for up to \$48,000.00, to be invoiced for the actual figure when the work is complete. The calculations by UGI for the work were explained. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
  - iii. Approval for Letter of Intent to be sent for CDBG funds for the North Wolf Street/East High Street crosswalk improvements for accessibility to the Borough Building was requested. It was also suggested to submit Letter of Intent for the Linden Street project as well since more than one letter can be submitted at a time. Motion to approve the submission of both Letters of Intent by Ms. Leech, seconded by Mr. Roth, passed unanimously.
  - iv. It was requested that the lack of storm drains in the area of North Hershey, North Laurel and North Point Streets going into Hamaker Road be researched.
- e) Shade Tree Commission – Ms. Gates asked for input from Council on where they would suggest more trees be planted. Suggestions on how to have trees that are removed by residents be replaced was discussed.

**Old Business:**

- a) There was no old business.

**New Business:**

- a) A request was presented from Mr. Tom Reiner of the Manheim Central Little League for approval of the opening day activities on April 21<sup>st</sup> being held in Memorial Park. Motion by Mr. Howett, seconded by Mr. Enck, passed unanimously.
- b) A request from the Manheim Performing Arts Community Theatre (formerly iStage) to use the Community Room for play rehearsals on Saturday until the end of May free of charge was presented for approval. Motion by Mr. Howett, seconded by Mr. Enck, passed unanimously.

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

**Public Comment:** There was no public comment.

**Motion by Mr. Roth to adjourn to Executive Session at 8:27 PM for personnel matters, seconded by Ms. Leech, passed unanimously.**

**Executive session was adjourned at 8:52 PM by President Phillips.**

Motion by Mr. Roth to hire full-time Public Works staff person at the rate of \$18.00 per hour, seconded by Ms. Gates, passed unanimously.

Motion by Mr. Howett to cancel extra maintenance services pool contract with Lititz Rec, seconded by Mr. Roth, passed unanimously.

With no further business, Council President Phillips adjourned the Council Meeting at 8:55 PM.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
March 13, 2018