

Manheim Borough Council Meeting  
April 10, 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, Junior Council Person Destiny Lebron and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

**Approval of Minutes:** 3/27/2018 Borough Council Meeting Minutes: Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.

**Visitors:**

- a) Ms. Kelly Lauver from the Manheim Chamber of Commerce and Ms. Nancy Husser from the Manheim Lions Club were present to thank council for their continued financial support for their upcoming events and presented participation statistics for the events.

Ms. Husser also requested approval from council to schedule the 5K Santa Run on Saturday, December 1<sup>st</sup> in conjunction with the Christmas in Manheim Event being held that same weekend. Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously.

**Borough Codes:**

- a) Ms. Czeiner presented her report to Council. She discussed with council her recommendation for the implementation of a business registration ordinance and explained the advantages of having this ordinance in place. She also updated Council on the current transition to using the iPad system for inspection and code work, which is going well. It was noted that there is also work being done on the Snow and Ice Ordinance. The project at 201 North Main Street was also questioned and explained. A compromise with the property owner has been reached as to what he is allowed to do at that property.

**Borough Engineer Report:**

- a) Mr. Craddock presented his report to Council. He reviewed the report with council, highlighting the current status of several road work projects starting in the near future. Council was updated on the current status of the work being proposed to remedy the situation at the Fulton Bank corner to make this corner safer for pedestrians.
- b) Change Order #1 for the North Main Street Drainage Improvements Project for \$21,230.00 based on PennDOT requirements for trench construction was explained and presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- c) A modification request from Strausser Engineering for the Stormwater Work at 306 Lake View Drive was presented for approval by Mr. Craddock. The proposed project is a single-family residence on an existing vacant lot. The amount of disturbance on the lot causing the issue was explained as well the reason for recommending it for approval. Motion to approve the modification request by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- d) There is a site meeting being scheduled with PennDOT after all the design is complete to move the stop bars at Fulton Bank intersection to help the turning radius problems.

**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 the Coffee with a Cop event sponsored by the Manheim Chamber of Commerce, the Lancaster County Crisis Incident Stress Management Team Meeting hosted by the Police Department, identification improvements for cards and badges for the officers between the Department and IDenticard located on East Stiegel Street, the yearly weapons qualifying for the Officers and Prom Promise scheduled for May 1st. News Releases were also presented.

**Borough Manager Report:**

- a) Preliminary Flood Rate Study has been received and is being reviewed to see what is needed to proceed to the next phase.
- b) The field prep agreement for Baseball and Softball for the 2018 Sports Season was explained and presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.

**Treasurer Report/Payment of Bills:**

**Presented for approval – General Fund** in the amount of **\$91,498.16** and **Capital Fund** in the amount of **\$3,835.00**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**Committee Reports:**

- a) Finance Committee – There was nothing new to report. They will start meeting later in the year.
- b) Parks and Pools – They will be meeting before the next council meeting.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works –
  - i. Public Works Director Report was presented as part of the packet.
  - ii. The appraisals for the Old Fire Hall for \$160,000 and the current Borough Office Building for \$650,000 were presented for discussion. The committee would like to see the borough offices moved to the Old Fire Hall after it is remodeled and have the current borough building eventually sold. Committee gave a timeline of having these changes completed by the end of 2019. Discussion was held on when to start the process for the remodeling, as well as scheduling the sale of the current borough building. Motion by Mr. Roth to have staff start the process for getting preliminary ideas of what would need to be done to convert the Old Fire Station/Ambulance Building to the new borough office space, seconded by Ms. Gates, passed unanimously. Further discussion was held on the many possible uses for both of the appraised properties.
  - iii. The Traffic Signal Battery Backup bids were received. Due to some irregularities, the Borough Solicitor recommended rejecting all bids and rebid. Motion to reject all bids and rebid the project by Mr. Roth, seconded by Ms. Leech, passed unanimously.
  - iv. The poor condition of Saylor Alley was brought to the attention of Council at the last meeting. The proposal to repair the one end for \$2,900 was presented to council. Since both ends of Saylor Alley are bad between Penn Street and Fulton Street, it is the recommendation of the committee to approve the repair of both ends not to exceed \$6,500.00. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.
  - v. Mr. Craddock explained the application for a DCNR Grant and DCNR Resolution he is completing for pathways/walkways along the creek and part of the work associated with the MS4 creek restoration. Motion to approve the DCNR Grant Application and the DCNR Resolution for the Manheim Loop Greenway, Memorial Park Phase 1 Project by Mr. Howett, seconded by Ms. Leech, passed unanimously.
  - vi. The committee is recommending the borough proceed with requesting proposals/cost estimates for the paving of Chestnut Street between Fulton Street and Mummau Park for future budgeting.
  - vii. Mr. Roth and Mr. Fisher met with the President and Vice President of the Manheim Fire Company to discuss the Fire Company continuing to move forward with the process of the company taking over the present fire station building. It was noted that this is the general consensus of the general membership of the Fire Company after it was presented for discussion at their meeting on April 4<sup>th</sup>.
  - viii. It was questioned if there has been any decision on what will be done to upgrade the crosswalks. Mr. Craddock addressed some of the questions concerning safety and what will be provided by

PennDOT with their projects including school crossing signs. This will be researched and discussed further to see what is going to be included in the current street projects for the coming year as well as what the borough will do to enhance crosswalks including Gramby and Ferdinand Street intersections for the walking students. The long crosswalks at either end of Market Square were also discussed concerning safety issues and possible reconfiguration.

- e) Shade Tree Commission – Ms. Gates updated council on the meeting with Julie Fisher, PA State Forester and the need for an overall master plan to be created to "green up" Main Street. Recommendations were made as to the types of trees that would work for Main Street. There are grants available to help with the plan costs. The bushes on each end of Market Square may be removed this year to help with site issues for cars, as well as enhancing the landscaping on these endcaps.

**Old Business:**

- a) The Resolution 29-2018 appointing Ms. Catherine Prozzillo to the Zoning Hearing Board was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- b) Mr. Fisher gave an update on the current status of the Rental Property Ordinance Amendment that had been approved at the last council meeting for advertisement. The final wording is being reviewed by our solicitor and staff. It will then be advertised.

**New Business:**

- a) It was suggested that the sign ordinance needs to be reviewed for changes. Council directed staff to prepare amendments to address the various issues discussed.
- b) Mayor Funk requested a review of the mowing contract for the Police Building and consideration that the Public Works Department could do this mowing instead. Mr. Fisher will research this request.
- c) The need for painting the exterior window sills of the borough building was mentioned, and it was noted that this is already part of the maintenance list for this year.

**Correspondence:** Correspondence was part of the packet.

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

Council was recessed to Executive Session at 8:40 PM for personnel matters by Vice President Roth.

Council was adjourned from Executive session at 9:25 PM and the regular Council meeting was reconvened.

With no further action, Motion to adjourn the Council Meeting at 9:26 PM by Mr. Roth, seconded by Mr. Howett passed unanimously.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
April 10, 2018