

Manheim Borough Council Meeting
May 8, 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, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 4/24/2018 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors:

Mr. Eric Phillips was present to discuss with the council the importance of Historic Preservation in the borough. He was especially concerned with the different classes of historic preservation assigned to properties on Market Square and how it applies to the current modification and painting project underway at 36 Market Square. He is concerned about consistency of zoning permit approval for projects being permitted in the Historic District. Ms. Czeiner gave a brief update on the status of the project at the property on Market Square and the classes currently on record for the properties in the Historic District. Discussion was held by council on the classes assigned to the areas of the Historic District on the overlay map and if they are assigned correctly. This information will be presented to the Historic Commission for review and possible updating and adjustments. The reason new permits are still approved for properties that are in violation on previously approved permits, was explained. Council was shown the current list of historic properties by historic class, which will be sent the Historic Commission for review and clarification.

Borough Codes:

- a) Ms. Czeiner presented her report to council. She updated them on current permitted projects, status of rental licenses, high grass and weeds notifications and property maintenance notifications that have been processed. Quick tickets are being issued for property notices. The District Justice has been very supportive in dealing with Borough issues. Registration of businesses in the borough was discussed. It will be helpful to have the information on new businesses moving into the borough, especially when dealing with permitted uses and the need for upgrades to utilities. Individual property questions were addressed concerning the involvement of the owners of business properties that have tenants making permitted construction improvements.

Borough Engineer Report:

- a) Mr. Craddock presented his report to Council. Council was updated on the start of the North Main Street project, which is scheduled to officially start May 21st with the detour in place. The street light conversion should be complete in 70 days once the paperwork is complete, hopefully by the end of summer.
- b) The MS4 Public Information presentation is scheduled for the next Borough Council Meeting on May 22nd.

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 Prom Promise event, the Rock N Glow meeting, the Manheim VFW Parade scheduled for May 28th and the Guns and Hoses Softball game on June 13th. Ms. Toniell Fetter and Mr. Eric Morgan were sent Citizen Commendations for their help in coming forward to stop what could have been a more serious police situation. News releases were also included.

The Mayor offered comments on the Prom Promise event as well. The Mayor also voiced his concern on the need for more volunteers to cover all intersections during the Rock N Glow race to stop traffic from entering the route.

Borough Manager Report:

- a) The Manager's report was presented and briefly discussed. Mr. Fisher reported that he is working on the updates for sign regulations and the ordinance and asked that council review the copy they were sent for comments as each section is reviewed for changes. A meeting was held with the architects involved with the proposed project at the old Stiegel Elementary School building. A summary of the meeting was sent to council for review. The borough was informed that they can continue the process for the submitted TreeVitalize Grant Letter of Intent. Council was updated on the current status of the patching project at the pool and minor damage to two of the bathrooms in the borough building. The Vulture Effigies will be removed this week.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$100,601.24**. 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 – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The committee did not meet prior to the council meeting. The Public Works Department Report was presented to council.
 - i. Motion by Mr. Roth to move forward sending out the RFP for an Architect for the Old Fire Hall/Borough Office Building project, seconded by Mr. Howett, passed unanimously.
 - ii. Resolution 31-2018 & PennDOT Permit Application for the relocation of stop bars at West High Street/Main Street/Market Square was presented for approval. Motion by Mr. Howett seconded by Ms. Leech, passed unanimously.
 - iii. Mr. Craddock presented and recommended for approval Change Order No. 2 for a Time Extension for the North Main Street Stormwater Project. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.
 - iv. Resolution 32-2018 for DCED Greenways, Trails & Recreation Program Grant application in the amount of \$250,000.00 was presented for approval. Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.
 - v. Resolution 33-2018 for DCED Watershed Restoration & Protection Grant application in the amount of \$300,000.00 was presented for approval. Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.
- e) Shade Tree Commission – The commission will continue to move ahead with the submission of the application for the TreeVitalize Grant.

Old Business:

- a) Mr. Enck has been in contact with Mr. Graybill concerning the safety issues at the stream in Memorial Park for the Fishing Derby, he organizes every year scheduled for Sunday, May 27th. After checking the area in the park, Mr. Enck is recommending that additional "Danger – No trespassing" signs like the one on High Street be added to the whole area, before this event. This way everyone will be aware that they cannot fish on the far bank of the stream and only on the side in Memorial Park where permitted. It was recommended to check possible trees that need to come down immediately, for safety reasons on the Memorial Park side of the creek as summer events scheduled in the park are starting.

New Business:

- a) Approval of Brian Lauver as the next Junior Council Person was presented for approval. Motion by Mr. Howett, seconded by Ms. Gates, passed unanimously. The borough is waiting to hear from the PSAB for

the date that Ms. Lebron will be honored for her service to the borough this past year. It will most likely be at the May 22nd Council Meeting.

Correspondence: This was distributed as part of the packet.

Public Comment: There was no public comment.

With no further action, Motion to adjourn the Council Meeting at 8:31 PM by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
May 8, 2018