

# Manheim Borough Council Meeting

October 11, 2016, 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Y. Phillips, Vice President Brad Roth, Pro Tempore Bryan Howett, Jean Gates, Elaine Leech, Chad Enck and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer

**Public Comments:** No comments

**Approval of Minutes:** 9/27/16 Borough Council Meeting, Motion to approve as presented by Mr. Enck, seconded by Ms. Gates, passed unanimously.

**Visitors:** None.

**Mayor and Police Chief Report:** Mayor Funk reported on the Farm Show, stating that everything went well and there were no issues.

Chief Stauffer presented and discussed his report to council.

**Borough Engineer Report:** Mr. Craddock discussed the progress being made on the new police station and that everything appears to be on schedule and within budget.

Mr. Craddock discussed the NW EMS Financial Security Reduction Request of \$20,211.92, leaving a balance of \$100,868.75. Mr. Craddock recommended approval. Motion by Mr. Roth, second by Mr. Howett to approve, passed unanimously.

**Borough Code Officer Report:** The Commonwealth Code Officer report was distributed to council. Mr. Fisher stated that Mr. Moyer contacted him at the end of the day to say that he would not be able to attend the meeting, and that Mr. Moyer would be providing additional information to Council on the quick ticket process.

**Borough Manager Report:** Mr. Fisher presented his report to council. The draft letter to be sent to rental property owners was discussed. Mr. Fisher also discussed information he had sent to council regarding offering property owners who are delinquent with their municipal services fees an option to pay off balances with forgiveness of penalties and interest. Council directed Mr. Fisher to prepare a draft letter for their review which would include a 90 day period for owners to take advantage of this option, and that it would be clear that this would be a one-time offer.

Resolution 35-2016 – Mr. Fisher presented the resolution regarding the annual Minimum Municipal Obligation for the police and the non-uniform pension plans. Motion by Mr. Roth to approve Resolution 35-2016, second by Mr. Enck, passed unanimously.

**Payment of Bills: Presented for approval - Construction Loan Draw Requisition #16** in the amount of **\$290,135.90** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount

of **\$267,879.27, and Fulton (Police Construction)** in the amount of **\$290,135.90**. Motion to approve by Mr. Howett, seconded by Mr. Enck, passed unanimously.

**Committee Reports:**

a) Finance Committee – The committee is scheduled to meet on November 1<sup>st</sup>.

b) Parks and Pools – The committee is scheduled to meet prior to the next Council meeting.

c) Personnel/Police – Nothing to report.

d) Public Works – The Public Works Committee (PWC) met prior to tonight’s Council meeting. Mr. Fisher and Mr. Roth presented the following recommendations from the PWC to Council:

Wolf Street Parking lot Lighting – several proposals were received, and PWC recommends approving up to \$10,000 to the lowest bidder (to account for the possibility of needing an additional pole if the existing utility pole cannot be used). Motion to approve by Ms. Leech, second by Ms. Gates, passed unanimously.

Traffic Signal Pole at E. High and Main Streets that was damaged by truck. Three proposals were received, and PWC recommends approving Kuharchik who submitted the lowest bid at \$16,150. Mr. Fisher noted that the cost will be covered by insurance. Motion to approve by Mr. Roth, second by Mr. Howett, passed unanimously.

Area of Rescue call box system. Bids were received from Select Security and 3T Security to provide this system in the Borough building, and PWC recommends the low bid of \$10,500 from Select Security be approved. Motion to approve by Ms. Leech, second by Mr. Howett, passed unanimously.

Curb/sidewalk repairs on streets where paving projects occurred in 2016 was discussed, noting that no damage was caused by the contractors performing the paving project work. PWC recommends requiring property owners to make necessary repairs. Motion by Mr. Roth to approve the PWC recommendation, allowing for the work to be completed by May 31, 2017, second by Ms. Leech, passed unanimously.

Window treatments and appliance for the new police station. PWC received two quotes for each, and recommends approving \$2,350 quote from Jackson for the window treatments. Motion to approve by Mr. Roth, second by Mr. Howett, passed unanimously. PWC recommends approving up to \$2,034 (quote submitted by Martin), and requesting Longenecker to be contacted regarding matching the quote. Motion to approve PWC recommendation by Mr. Enck, second by Mr. Howett, passed unanimously.

Proposed 2017 street improvement projects. PWC recommends preparing bids and advertising the following street projects for 2017: S. Veterans, S. Linden, Dover, N. Penn, Lorraine, N. Fulton. Motion to approve PWC recommendation, including providing notices to adjacent property owners for curb and sidewalk repairs, by Mr. Enck, second by Ms. Gates, passed unanimously.

e) Shade Tree Commission – Ms. Gates updated council on the committee’s progress with the project on Market Square. She noted that electric conduit was discovered in the middle of the proposed tree planting areas and will need to be relocated. A quote from Zeiset Electric to perform the work at a cost of \$1,250 was received. Motion by Mr. Howett to approve the quote, second by Ms. Gates, passed unanimously.

**New Business:**

a. The current mowing contract will expire at the end of this mowing season. Motion by Mr. Roth to advertise for mowing for the 2017-2019 mowing seasons, second by Ms. Leech, passed unanimously.

**Old Business:**

- a. Council was reminded that there is still a vacancy on the Zoning Hearing Board that needs to be filled.
- b. Verizon Wireless –There was nothing new to report. Mr. Fisher is still working with them to complete the final details of the agreement.
- c. Borough Building & EMS Building – Mr. Fisher updated council that winterization will begin as soon as NW EMS has completely vacated the building. The future use of the EMS building will continue to be addressed as the option of leasing it will be researched. Discussion was held on what renovations the borough would undertake to make the building more appealing.
- d. Tax Exempt Properties – There was nothing new to report.
- e. LERTA – Mr. Fisher reported that the hearing and ordinance has been advertised to occur at the October 25<sup>th</sup> Council meeting.
- f. Veterans Memorial Project – There was no update.

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

President Phillips adjourned the meeting at 8:00 PM.

Respectfully submitted,

James R Fisher, PE

Secretary

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