

Manheim Borough Council Meeting

October 25, 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, Junior Council Person Aiesha Elwadky and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Public Comments: No comments

LERTA Ordinance Public Hearing: President Phillips recessed the Council Meeting to open the LERTA Ordinance Public Hearing. Mr. Daniel Becker, Esq. was introduced and proceeded with the hearing. He outlined all the administrative portions of the Ordinance. There were no public comments or questions. The LERTA Ordinance Public Hearing was adjourned back to the regular council meeting. Motion by Mr. Roth to approve the LERTA Ordinance as advertised, seconded by Ms. Gates, passed unanimously.

Approval of Minutes: 10/11/16 Borough Council Meeting, Motion to approve as presented by Ms. Leech, seconded by Mr. Howett, passed unanimously.

Visitors: Mr. Terry Theal of the Manheim Fire Company presented council with the Annual Financial Statement for the Fire Company for 2015.

Mayor and Police Chief Report:

Mayor Funk updated council on the Historic Preservation Trust of Lancaster County's Annual Dinner where the Manheim Historical Society will be honored for their work on the restoration of the Keath House. He also updated council on the Digital Citizenship presentation being held at the Manheim Central Middle School on Thursday, November 10th from 7:00 PM to 8:00 PM by the Barnes Group. It will focus on choosing consciously when going on line and the consequences of students' actions on line.

Chief Stauffer presented and discussed his report with council. He updated council on statistics, the Santa Run, the new Police Building, the Car Show, the shooting at the intersection of North Charlotte and West Gramby Streets and their assistance with political events in the area. No Shave November has started again, which is their annual fundraiser the toy drive.

Borough Engineer Report: Mr. Craddock presented and discussed his report with council. He updated council on the 2 minor change orders that have been presented for the Police Building for \$1,800 and \$2,800. He is currently working on ordering streetlights for the Wolf Street Parking Lot and the pricing to raise the inlets on High Street that need to be adjusted. Ms. Susan Daugherty from 127 North Charlotte Street was present to request some consideration be given to her for paying for the curb that needs to be replaced at her property since the completion of the North Charlotte Street paving project. She believes this damage was a result of the paving project. There was a lengthy discussion with input from the borough engineer and council. A Motion was moved by Mr. Roth to have the Borough pay for macadam work after the curb has been replaced by the resident. The Motion failed due to the lack of a second. Input as to contacting the contractor first was presented by Mr. Becker, he suggested dealing on a case by case basis as the facts may be different for each property in these type of situations. Mr. Craddock will contact the contractor to see what they know about this curb issue. Council will wait for the report from Mr. Craddock to make a decision.

Borough Code Officer Report: The Commonwealth Code Officer report was distributed to council for review. Council was updated on the progress of 69 North Charlotte Street and discussion was held as to the 6 month time limit he had to get started, which was actually for the wall portion only and the necessity of signage since

the property is still condemned. They were also updated on the Caribbean Inn sidewalk and wall project. The time limit actually expires the day after this council meeting for it to start and there has been no activity to date. The Borough will move ahead on this project if there is no response from the owner. Council was updated on the current process used for Quick Tickets and the Labor & Industry Audit scheduled at the Borough Office on November 8th. There is a Zoning Hearing Board Hearing scheduled for Monday, November 7th for the property at 168 South Main Street.

Borough Manager Report: Mr. Fisher presented his report to council. Council was updated on the progress of the MS4 requirements for the Borough. He gave an update on the discussions held at the Chiques Municipal Team Meeting held on Monday, October 24th. The state agencies involved will be meeting with each municipality to discuss potential projects identified in the borough to meet these requirements and provide general information. They will also provide estimated cost and explanations of benefits for the municipality. The goal is for each municipality to review these findings to see if they are realistic for them to accomplish. They are hoping as a group to see if these projects would be beneficial to everyone for the possibility of forming an Intermunicipal Agreement. Working together does give more options for grants and the possibility of larger projects in the watershed. Mr. Fisher explained the issues that would be involved for the future of this type of agreement and not just the current affect for each municipality as they move forward to final decisions for everyone's best interest. All the municipalities involved in our region of the watershed have been for the most part actively involved in these meetings. The draft letter for landlords concerning an explanation of rental licenses was discussed. Consideration has been given to a forgiveness program for past due bills (penalties and interest), but more research will need to be considered for this option. Mr. Becker gave a brief explanation of things to be considered for this type of forgiveness program.

The change order for a decrease in cost from UNITEX in the amount of \$13,092.40 was presented for approval. Motion by Mr. Howett, seconded by Mr. Enck, passed unanimously.

Discussion was held on the procedure for the handling change orders for future projects. It was recommended to keep the current policy for structural problems, but consider not using this process for design changes on projects. Mr. Becker also offered a few solutions that could be considered. It was also noted that there would not be any street sweeping this fall.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #17 in the amount of **\$159,514.12** Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. **Ratified General Fund (Federal Government requires this to be paid by ACH)** in the amount of **\$1,188.00**, **General Fund** in the amount of **\$158,096.90**, **Capital Fund** in the amount of **\$84,113.95**, **Fulton (Police Construction)** in the amount of **\$159,514.12** and **Liquid Fuels** in the amount of **\$304,330.00**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

a) Finance Committee – The committee is scheduled to meet on November 1st. This would be to finalize a few items that are left in the budget process. The final budget amount for the Rapho Township Police Coverage Contract of \$1,216,410.19 which is a 4.97% increase was presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.

b) Parks and Pools – The committee met tonight before the Council meeting. They did receive a report from the Lititz Rec for the 2016 season with a fairly solid estimate of how the pool will finish for the year. Memberships were up from the Borough and Penn Township. They discussed items for the future that may boost revenue and the possibility of new activities. They also discussed the successful summer Playground Program and are recommending approval of the quote from Lititz Rec for \$4,692.00 for an 8 week program at Mummau Park for the summer of 2017. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously. It was noted that there will be an outreach to the community for possible corporate sponsors for this program.

c) Personnel/Police – Nothing to report.

d) Public Works – They will meet before the next council meeting.

e) Shade Tree Commission – They are currently waiting for the weather to become cooler to plant the trees for the Market Square project. In addition, all the weeding has been completed for this project and bushes will be planted near the gazebo.

New Business:

- a. Authorizing the advertisement for the Attorney's Fee Ordinance was presented for approval. Motion by Mr. Roth to authorize advertisement for adoption at the November 29th Council Meeting, seconded by Mr. Enck, passed unanimously.
- b. Authorizing the advertisement for the Solid Waste Ordinance was presented for approval. Mr. Fisher gave a brief description of the changes to this ordinance as it will now only cover Trash and Recycling services. Motion by Mr. Roth to authorize advertisement for adoption at the November 29th Council Meeting, seconded by Ms. Gates, 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 to complete the final details of the agreement to present to council.
- c. Borough Building & EMS Building – Mr. Fisher updated council on the winterization that has begun since the building is now vacant. The Wolf Street Parking Lot will be reconfigured to eliminate all the parking spaces reserved for the ambulances and personnel.
- d. Tax Exempt Properties – There was nothing new to report.
- e. Veterans Memorial Project – Work will be resuming on this project in the near future. This could possibly be an Eagle Scout Project.

Correspondence: The correspondence from the Historical Society for their annual donation request for 2017 will be handled through the budget process.

Public Comment: There was no public comment.

President Phillips adjourned the meeting to Executive Session for Personnel Matters at 8:40 PM.

President Phillips adjourned the Executive Session and the Council Meeting at 9:30 PM.

Respectfully submitted,

Linda Gerhart

Recording Secretary

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