

Manheim Borough Council Meeting

November 10, 2015, 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President David Fenicle, Pro-Tempore Brad Roth, Carol Phillips, Bryan Howett, Bonnie Martin, Kayla Heiserman, Junior Council & Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher & Recording Secretary, Linda Gerhart

Approval of Minutes, 10/27/15 Council meeting. Motion to approve, as presented, by Mr. Roth, seconded by Ms. Martin, passed unanimously.

Visitors: Mr. Martinez from St. Paul's Episcopal Church was present to request placement of signs on Market Square for their Christmas Bazaar since it is borough property. After further discussion on the request, Mr. Roth made a motion to allow placement of the signs for all requests one week before activity with removal no later than the day after the event, seconded by Mr. Howett, passed unanimously. This policy will be in effect until further guidelines can be established and provided for council review at a future meeting by the Codes Department.

Mayor and Police Chief Report: Mayor Funk presented the Police Chief Report in his absence and reviewed it with council. No action items were presented.

Borough Engineer Report: Mr. Fisher presented the Borough Engineer's Report and reviewed with it Council. Council was updated on the continuation of the Chiques Creek project. The new Police Station Project meetings continue to be held and are going well. The bids for the damaged traffic signal on South Main Street are due November 17th.

Borough Code Officer Report: Rob Moyer discussed his report and presented two (2) time extension requests for currently cited properties to be brought up to code.

Council was updated on the violations at 64 ½ South Grant Street. It was noted that there are sanitation issues, badly chipping paint and a sinkhole in the backyard and the owner was looking for a 60 day extension to bring it up to code. Mr. Roth made a motion to grant a 30 day not 60 day extension to the property owner, seconded by Dr. Phillips, passed unanimously.

Council was updated on numerous violations including no smoke detectors at 10 & 12 Market Square. It was noted that the dilapidated outside porch railing is a life safety issue and needs to be addressed immediately. All the other issues can be addressed with a 30 day time extension. Mr. Howett made a motion to have the life safety issues dealt with immediately and allow a 30 day time extension to address the other issues, seconded by Mr. Roth, passed unanimously.

Borough Manager Report:

- a) The Manager's Summary Report was presented for review.

b) Motion made by Mr. Roth and seconded by Mr. Howett to have Mr. Fisher, Ms. Weaver, Mr. Fenicle and Mr. Simon as signators for the 3 Fulton accounts to be established for the PNC Bank transfers and to also be listed on the Fulton Bank Account –Loan Proceeds Checking Account. Passed unanimously.

c) It was noted that the Borough will be hosting the Partners Meeting on Wednesday, November 18th starting at 7:00 PM in the Community Room. Mr. Roth will be in attendance to start the meeting.

d) A check in the amount of \$1,000 donated by the Elstonville Sportsmen’s Association to the Friends of the Pool Committee was deposited in the Pool Donation Account.

e) Council was updated on Mr. Fisher’s meeting with TONO Architecture concerning the use of space of our current buildings and the original reason for hiring TONO. It was noted the ambulance building across the street would be the most expensive option for us to move our borough office. Some historic memorabilia for the borough has been found as the disposition of records is being organized. Mr. Thomas Creighton had talked to President Fenicle about the Historical Society possibly purchasing the ambulance building across the street. The possibility of leasing the building to them will be researched further and Mr. Fisher will reach out to the Historical Society to continue the discussion.

Financial/bills – Financial reports were presented to Council, and the following bills payable were approved.

RATIFIED \$25,190.77 Motion by Dr. Phillips, seconded by Ms. Martin motion passed unanimously

GENERAL FUND \$86,996.95 Motion by Dr. Phillips, seconded by Mr. Howett motion passed unanimously

CAPITAL FUND \$6,339.44 Motion by Dr. Phillips, seconded by Mr. Howett motion passed unanimously

Committee Reports:

a) Finance Committee – Draft budget provided to Council to review in their packets. Personnel Committee will meet to provide their recommendations for any changes. The salaries will be addressed in Executive Session. After Executive Session a decision will be made for the timeline to follow to advertise and approve the budget. There were no other comments on the budget except for the possibility of up to \$3,000 to \$3,500 to be reallocated to be used for a playground program from the \$10,000 originally intended to be used for improvements.

b) Parks and Pools – A good meeting of the Committee was held before the council meeting. The Lititz Rec 2016 Pool Contract was recommended and presented for approval (which includes a budgeted 3% increase for 2016 as stipulated in the original contract of 3 to 5% annual per diem increase) Motion by Mr. Howett, seconded by Dr. Phillips, passed unanimously. Committee is recommending a playground program for the summer of 2016 supervised by the Lititz Recreation Center. The funds being allocated would be part of the money set aside for park improvements for 2016 not to exceed \$3,000 to \$3,500. Motion Mr. Roth, seconded by Dr. Phillips, passed unanimously.

c) Personnel/Police – Will be discussed in Executive Session.

d) Public works – Committee met after the Council Meeting on November 10th. Council was updated on equipment needs that were discussed. Future projects and properties were discussed. Mr. Fisher is working on a report on 2016 capital expenditures to present to council. A policy will be established for capital expenditures for 2016.

New Business:

a) Meeting dates for 2016 were discussed and will be presented for approval at the next council meeting.

b) The reorganizational meeting for 2016 will be held Monday, January 4th, 2016 at 7:00 PM. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Old Business:

a) The removal of the structures at Hollinger Field was discussed and an estimate for removal by a local contractor for a maximum cost of \$500 with our crews doing debris removal was presented for approval. Motion by Mr. Roth for approval, seconded by Mr. Howett, passed unanimously.

b) Discussion was held on a request for fence and foul pole installation at Island Field and the possibility of changes to the original request. The need of more ball fields was discussed as some of the fields have been relinquished for the Police Station and flooding losses. The recommendation of the committee was to not recommend the request for that specific field as presented. The decision was tabled as research on this request is continued to see if there is a better option in another area in the borough for additional fields that could also be fenced. Lengthy discussion was held concerning options for additional ball fields in the borough.

c) There is no new information from Verizon.

d) Quotes were received for lighting upgrades to the lighting in the community room (council chamber). Motion by Mr. Roth to approve quote from Sean Welling for \$570.00, seconded by Dr. Phillips, passed unanimously. Climate Control options for the community room for the summer time will be researched as the use of the room increases.

e) Mr. Fisher and Chief Stauffer are still researching the truck idling issue in the borough, which is covered under the Noise Ordinance. Council was provided a copy of information from PA DEP related to this issued. State laws do actually supersede the local ordinances.

f) It was suggested that capital expenditures with a value over \$10,000 be allowed only with full council approval. Policy for this limitation on purchases was discussed. Motion by Mr. Roth to establish policy that the borough adopt guidelines to this effect for capital expenditures, purchases and acquisitions including purchases of vehicles and leases, seconded by Ms. Martin, passed unanimously.

Adjournment: Motion by Mr. Roth seconded by Ms. Martin to adjourn to Executive Session for personnel matters at 8:11 PM, passed unanimously. Ms. Martin left at this time and was not a part of the executive session.

Executive session adjourned at 8:38, with no further action taken by Council, Mr. Roth moved to adjourn the meeting at 8:39, second by Mr. Howett, passed unanimously.

Respectfully submitted,

Linda Gerhart

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