

Manheim Borough Council Meeting

November 24, 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, Bonnie Martin & Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Police Presentation – White Oak Vet: Sergeant Szulborski & Baine were present to acknowledge the veterinarian practice with a plaque for their donation of veterinary care for the K-9 Unit.

Approval of Minutes: 11/10/15 Council meeting. Motion to approve, as presented, by Mr. Roth, seconded by Ms. Martin, passed unanimously

Approval of Minutes: 4/28/15 Council meeting. Motion to approve, as presented, by Mr. Roth, seconded by Ms. Martin, passed unanimously

Visitors: Mr. Mike Williams representing the NWEMS community volunteers fundraising campaign was present to request council consideration for a pledge for their new building project and operating expenses. Mr. Wayne Martin and Mr. Matt Shenk from the NWEMS Board of Directors were also present to reinforce the request of a pledge made by the community volunteer fundraising campaign. It was noted that the services to the borough have been enhanced to provide more Advanced Life Support.

Mayor and Police Chief Report: Mayor Funk updated council on the Drugs 101 Presentation held in partnership with the school district at the High School on October 29th with approximately 85 people in attendance.

Police Chief Stauffer presented and reviewed his report with council. Council was updated on the successful lifesaving efforts of two of the officer and the increased vandalism in the area of the high school, parks and in the area of the farm show buildings. Discussion was held concerning possible neighborhood watch programs and possible increased police presence in these areas as well as, increased lighting. Chief Stauffer was guest speaker at the Teen Challenge Banquet. No action items were presented.

Borough Engineer Report: Mr. Benjamin Craddock presented the Borough Engineer's Report and reviewed it with Council. The Adele Avenue project is moving along with a preconstruction meeting scheduled for December 11th. Council was updated and discussion was held on the expenses that have been incurred and covered by the borough so far for the ambulance building project. Mr. Fisher will review the possibility of professional services for our contribution to the Ambulance Building Project. Currently the waterline is being installed at the new Police Building and the project is up in the air right

now going week by week based on the weather conditions. The project is going well and is currently on schedule with the contract. The bids for the damaged traffic signal on South Main Street were opened and Mr. Craddock is recommending the Low Bid of \$23,500 from C M High be awarded. Motion to approve by Ms. Martin, seconded by Dr. Phillips, passed unanimously.

Mr. Craddock thanked council for the opportunity to serve as the borough engineer during 2015.

Borough Code Officer Report:

a) Rob Moyer discussed his report Council was updated on the two time extensions that were granted at the last council meeting for 64 ½ South Grant Street and 10 Market Square. The properties on East Ferdinand Street that failed inspections were questioned and discussed. Council was updated on the current situation at vacant properties at 19 & 21 New Charlotte Street. Mr. Fisher and the Codes Enforcement Officer will research it further to try and bring this situation to closure.

b) An Application for Zoning Hearing Board Special Exception approval is being submitted by the Manheim Community Farm Show to rent their facility to Heritage Baptist Church for services on Sunday mornings. Since the borough is the landowner; borough approval is needed for the submission. Mr. Barry Geib from the Farm Show Board of Directors and Pastor Lee Henise from Heritage Baptist Church were present to seek approval for this request. Motion to approve this rental use of the Farm Show Building if it is approved by the Zoning Hearing Board by Mr. Roth, seconded by Dr. Phillips, passed unanimously.

c) Council was updated on the wood testing issue on a property located on North Main Street. A residence on North Charlotte Street will also be researched for repair issues. Illegal rooming houses were also discussed.

Borough Manager Report:

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

b) A letter to be sent to PPL concerning our interest in possibly purchasing the borough street lights was presented for consideration. After discussion it was decided to not pursue this option at this time. Motion by Mr. Roth to not pursue the purchase of the street lights from PPL, seconded by Ms. Martin, passed unanimously.

c) Authorizing the Advertising of the public hearing on January 12, 2016 for Cable Franchise agreement was presented for consideration. Motion by Mr. Roth to advertise the public hearing, seconded by Dr. Phillips, passed unanimously.

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

RATIFIED \$45,557.71 (Transitional Reinsurance Contribution \$1,822.92 & October Health Insurance Bill \$43,734.79) Motion by Dr. Phillips, seconded by Ms. Martin motion passed unanimously

GENERAL FUND \$79,901.19 Motion by Dr. Phillips, seconded by Mr. Roth, motion passed unanimously

Committee Reports:

a) Finance Committee – These items will be handled under Old Business.

b) Parks and Pools – Discussion was held on the pool and contribution requests sent to Penn & Rapho Townships. Penn Township will not be making a contribution to the pool. Rapho will be presenting this request at the next supervisors meeting.

c) Personnel/Police – Committee met on November 17th to discuss wages. This information will be discussed in Executive Session.

d) Public works – Nothing to report.

New Business:

a) Meeting dates for 2016 were presented for advertisement. Motion by Mr. Roth, seconded by Dr. Phillips, passed unanimously.

Old Business:

a) The 2016 Budget was presented for discussion and approval to be advertised for public hearing and adoption at the December 8th Council Meeting. Motion by Mr. Roth to advertise the public hearing and 2016 Budget as written, seconded by Ms. Martin, passed unanimously.

Authorization to advertise Tax Rate Ordinance 645 was presented for approval. Motion by Mr. Roth, seconded by Ms. Martin, passed unanimously.

After discussion concerning the request from NWEMS for a contribution the matter will be tabled for future consideration. Motion by Mr. Roth, seconded by Dr. Phillips, passed unanimously.

b) There is no new information from Verizon.

c) The Noise Ordinance with revisions was distributed to Council. This item will be tabled until the next meeting.

d) The Capital Expenditure Policy was distributed to Council. Motion by Mr. Roth to approve the Capital Expenditure Policy memorandum as written, seconded by Dr. Phillips, passed unanimously.

e) Authorization to submit an invoice for \$9,980.00 to the Manheim Swim Team was presented for approval. Motion by Mr. Roth, seconded by Ms. Martin, passed unanimously.

Adjournment: Motion by Mr. Roth seconded by Dr. Phillips to recess to Executive Session for personnel matters at 8:55 PM, passed unanimously.

Executive session adjourned at 9:30, Mr. Roth moved to adjourn, second by Ms. Martin, passed unanimously.

Motion by Mr. Roth, second by Dr. Phillips to approve the wage rates as recommended by the Personnel Committee and discussed in Executive Session. Passed unanimously.

Motion by Ms. Martin and second by Dr. Phillips to award one-time discretionary bonuses to the police secretaries for their extra efforts related to the unique circumstances surrounding staffing issues in 2015. Passed unanimously.

Motion by Ms. Martin, second by Mr. Roth to approve the police secretary bonuses in the amount of \$500 each. Mr. Roth and Ms. Martin voted "yes", Dr. Phillips and Mr. Fenicle voted "no". Mayor Funk exercised his option to cast the deciding vote in accordance with Section 1003 of the Borough Code, and voted "no". Motion did not pass.

Motion by Ms. Phillips, second by Mr. Fenicle to approve the police secretary bonuses in the amount of \$750 each. Mr. Roth and Ms. Martin voted "no", Dr. Phillips and Mr. Fenicle voted "yes". Mayor Funk exercised his option to cast the deciding vote in accordance with Section 1003 of the Borough Code, and voted "yes". Motion passed.

Motion by Mr. Roth, second by Mr. Fenicle to adjust Borough Manager's salary as discussed in the executive session. Motion passed unanimously.

Motion to adjourn meeting at 9:38 by Ms. Martin, second by Mr. Roth. Motion passed unanimously

Respectfully submitted,

Linda Gerhart

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