

Manheim Borough Council Meeting

November 29, 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, Jean Gates, Elaine Leech, 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

Approval of Minutes: 11/8/16 Borough Council Meeting, Motion to approve as presented by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Visitors:

Mr. Randy Boll from Teen Challenge was present to update council on the joint church and Teen Challenge Light the Night event held on Halloween Night. It was a great success with approximately 300 participants both youth and adults. He thanked council for allowing the event to take place.

Ms. Melissa Foltz, Director of the Manheim Library was present to answer any questions concerning the letter she had sent to council requesting more space in the Municipal Building after the Police move to their new location. Motion by Ms. Gates to approve the space requested, seconded by Ms. Leech, passed unanimously.

President Phillips noted that there was a very complimentary Letter to the Editor in the Lancaster Newspaper noting several people from Manheim including Chief Stauffer for their help during a traffic accident on East High Street.

Mayor and Police Chief Report: Mayor Funk updated council on all the activities that will be taking place this coming weekend during the Christmas in Manheim event. He also noted and thanked the Fire Department for doing a great job installing the Christmas Lights on Market Square, Boy Scout Troop 47 for decorating the tree and the Canine Country Club for donating the tree, which was installed by Mr. Andy Baker. The German Band Club has started a ride home program for Thursday, Friday and Saturday Nights. It has been very successful.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the three traffic signals that have been hit this year by tractor trailers, the Noshember Holiday Cheer Event for a family in Manheim and the Taser and Use of Force Training.

Borough Engineer Report: Mr. Craddock presented his report to council. He updated council on the final walkthrough at the Police Station held on November 22nd and site inspection that was held earlier in the day. The landscaping will be completed in the Spring. A proposal from 3T Security was presented for approval for the card access system, set up and training and the camera system for time and materials. He will be discussing the proposal further with them for more detailed description of the work included to be sure it is correct. Motion by Mr. Roth to approve the proposal portion for the card access system only, seconded by Ms. Leech, passed unanimously. A Motion was moved by Mr. Roth to have the Chairman of the Public Works Committee and the Borough Manager make the decision on the final numbers for the camera portion of the proposal once the additional information is received, seconded by Ms. Leech, passed unanimously. Council

was updated on the costs for the traffic signal pole that was hit twice at Fulton Bank. Motion by Mr. Roth to authorize advertisement to bid for this project, seconded by Ms. Gates, passed unanimously. Information has been received for the next round of CDBG funds. Council was updated on the projects possibly being considered for this process. The intersection at East High and North Wolf Street would be one suggestion and was explained. Also, PennDOT is going to repave North Main Street in 2018 so this is also being considered for Handicap Ramps, more curb reveal and the addition of inlets and pipe along North Main Street. A letter of intent for this process is due December 6th. The actual application is not due until February 2017. Mr. Craddock will submit the letter for the project on North Main Street.

Borough Code Officer Report: The Commonwealth Code Officer report was distributed to council. Council was updated on the current situation at 69 N. Charlotte Street, which involves fees due the borough and code violations. Council was updated on the continuation of the Zoning Heard Board hearing from the beginning of November for 168 S. Main Street to be held on December 5th. Mr. King is asking for 3 variances and a special exception for the parking issue at the property for parking spaces he needs for an additional 7 rental units. Discussion was held concerning the handling of variances and the special exceptions for properties.

Borough Manager Report: Mr. Fisher presented his report to council. Council was updated on the Wolf Street Parking Lot Project. The trenching for the lights will be starting so it is ready for the installation of the new lights when they arrive. The resurfacing of the parking lot will be completed in the Spring.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #19 in the amount of **\$8,225.44** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount of **\$233,902.62, Fulton (Police Construction)** in the amount of **\$8,225.44** and **Liquid Fuels** in the amount of **\$659.55**. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Committee Reports:

a) Finance Committee – The final draft of the proposed budget was presented for approval to advertise. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. The tax rate ordinance was presented for approval to advertise. Motion by Ms. Leech, seconded Mr. Roth, passed unanimously.

b) Parks and Pools – The committee met prior to the council meeting. The contract for pool operation was presented and recommended for approval. Mr. Fisher explained the 3% increase. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously. The maintenance support contract was presented and recommended for approval. Mr. Fisher explained the items covered in the maintenance contract. Motion by Ms. Gates, seconded by Ms. Leech, passed unanimously. The 2017 Pool Fee Schedule was presented for approval. It was noted that there will be discounted rates for Manheim Borough residents. Motion by Ms. Gates, seconded by Ms. Leech, passed unanimously.

c) Personnel/Police – Council held an executive session on November 15th at 7:00 PM for personnel matters.

d) Public Works – Nothing to report. They will be meeting before the next council meeting.

e) Shade Tree Commission – Nothing new to report.

New Business:

- a. The Historic Commission currently has three vacancies.
- b. An agreement to Authorize Electronic Access to PennDOT Systems by the President of Council was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- c. Membership to Lancaster Co-op and Co-Stars for purchases in 2017 was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

- d. The draft of the 2017 Fee Schedule will be presented for approval at the next council meeting. It was noted that the pavilions totally maintained by the borough will also have discounted rates for the rental fee for borough residents.
- e. The need for the council meeting on December 27th will be decided at the next council meeting.
- f. The Meeting Dates for 2017 are available for review and will be adopted at the next council meeting.
- g. Resolution 38-2016 for appointment of Civil Service Commission Members was presented for approval. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- h. Resolution 39-2016 for appointment of Planning Commission Members was presented for approval. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Old Business:

- a. Verizon Wireless –There will be more information made available to council at the next meeting after the agreement is reviewed by Mr. Fisher with our solicitor.
- b. Old NWEMS Building – The building has been winterized.
- c. Tax Exempt Properties – There was nothing new to report. The status of the delinquent accounts for municipal fees for rental properties was questioned and explained.
- d. Veterans Memorial Project – The committee for this project has been organized and is beginning work.
- e. Attorney's Fees Ordinance – Ordinance 652 governing the collection of Attorney Fees was presented for adoption. Motion by Ms. Leech, seconded by Ms. Gates, passed unanimously. Resolution 40-2016 establishing Attorney Fees for the collection of delinquent accounts was presented for adoption. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- f. Solid Waste Ordinance - Ordinance 653 Solid Waste Ordinance was presented for adoption. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Correspondence: Mr. Fisher noted that there is a correspondence from NWEMS for a donation.

Public Comment: There was no public comment.

Ms. Gates noted she has funds left in her budget for 2016 and will be using it to plant trees in the borough.

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

Executive Session was adjourned at 9:45 PM.

Motion by Mr. Roth to approve 2017 wages for Manager, Police Chief, Public Works Staff, Crossing Guards and all Administrative Staff, seconded by Ms. Gates, passed unanimously.

Meeting adjourned at 9:47 PM.

Respectfully submitted,

Linda Gerhart
November 29, 2016