

Manheim Borough Council Meeting

December 13, 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, Chad Enck, Elaine Leech 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: 11/29/16 Borough Council Meeting, Motion to approve as presented by Ms. Leech, seconded by Mr. Roth, passed unanimously.

Visitors: No Visitors

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the money raised by the officers for the Blue Christmas Family they sponsored, the officer annual participation in the Shop with a Cop Program in Lancaster, the Santa Run Event held December 3rd and the Open Houses planned for the new Police Building.

Borough Engineer Report: Mr. Craddock presented his report to council. Mr. Craddock discussed with Council the ramifications of the Police Building not being completed by the deadline, as council had already extended the deadline at the last meeting. He explained what is actually covered under a contract with regards to reaching substantial completion for a project. The Site portion of the project has reached substantial completion but the building is still not there as the deadline of December 3rd has passed. He explained the administrative items that have yet to be provided by the contractor such as as-builts, warranties etc. all of which are stipulated in the contract. Liquidated damages were also explained as a way to push the project to completion which would be assessed at \$200.00 a day. This was brought to council's attention as leverage if they would like to act on this portion of the contract. Motion by Mr. Roth to enforce the penalties for the Police Building completion since the deadline is past, withholding the penalty amount from the final payment, seconded by Mr. Howett, passed unanimously. This will be calculated and adjusted through approval of the final payment for the project when it finally is substantially completed.

Borough Code Officer Report: The Commonwealth Code Officer report was distributed to council. It was noted that there are projects being started through the borough.

Borough Manager Report: Mr. Fisher presented his report to council. Council was updated on the increase for Insurance Costs for the borough being minimal. The Lighting for the Parking Lot has been temporarily delayed for several more weeks. Motion moved by Mr. Howett to approve Sara Gibson as the primary voting delegate for the LCTCB Executive Committee and James Fisher as the alternate voting delegate for our area, passed unanimously.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #20 in the amount of **\$125,626.67** Motion by Mr. Roth, seconded by President Phillips, passed unanimously. **General Fund** in the amount of **\$62,014.28**, **Capital Fund** in the amount of **\$13,277.90** and **Fulton (Police Construction)** in the amount of **\$125,626.67**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Committee Reports:

- a) Finance Committee – The final draft of the proposed 2017 budget as advertised was presented for approval. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously. The Tax Rate Ordinance #654 was presented for approval as advertised. Motion by Mr. Roth, seconded Mr. Enck, passed unanimously.
- b) Parks and Pools – There was nothing to report from the committee. Mr. Enck updated council on the current plans being considered for a 4th of July Celebration to actually be scheduled during the second weekend in June instead as a part of the Rose Celebration.
- c) Personnel/Police – There was nothing to report from.
- d) Public Works – Motion by Ms. Leech to pay for 50% of the repiping for the boiler at the Fire Company building for the invoice totaling \$2,594.00, seconded by President Phillips, passed unanimously. This was recommended by the Public Works Committee, since the building is our property and this actions was due to new regulations by the state and not the necessity of them needing to be replaced. The Fire Company also requested that council consider budgeting for a roof replacement at this building to be done in 5 to 6 years to help when this cost arises. The committee recommends help with this project. A Memorandum of Understanding with MAWSA was presented for approval for helping the Borough during extreme winter events of more than 18” of snow or forecasts lasting longer than 12 hours by their staff qualified to operate the necessary equipment. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. It was noted that the section of Stiegel Street near Harrington Hoist that was plowed by Andy Baker in the past would need to be handled by the Public Works Department, as it is no longer in his contract. Other options for handling snow removal were discussed, as well as the plowing options for the new Emergency Campus. The electric for the lighting installation at North Wolf Parking lot will be tied into the Historical Society’s Building boarding the property. It is recommended by the committee to reimburse the Historical Society for \$100 a year for this service. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously. Four options for door replacements in the borough building from Elm Ridge Construction were presented for consideration. It is recommended by the committee to do the work in phases with the first phase being option #1 for a cost of \$9,750.00 for the 3 doors listed in this option. This project is for safety upgrade issues. Motion by Mr. Enck to approve Phase 1, seconded by Ms. Leech, passed unanimously. The committee after further review of the lease proposal from Verizon Wireless is recommending not to pursue this negotiation any further. The committee is recommending that after the Police Department has moved, that the Borough Manager have the authority to check whatever furniture is left to see if it is salvageable and dispose of what is not, so council will be able to move immediately forward to clean out that portion of the building for renovations. Motion by Mr. Roth, Seconded by Ms. Leech, passed unanimously.
- e) Shade Tree Commission – Nothing new to report.

New Business:

- a. It was noted that the Historic Commission currently has three vacancies.
- b. The lowest bid for the mowing contract from Warihay Enterprises for \$31,817.00 was presented for approval contingent on receiving necessary certificates of insurance. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. It was noted that it is a 3 year contract.
- c. Resolution 41-2016 appointing Zelenkofske Axelrod LLC as the Borough Auditors was presented for approval. Motion by Mr. Howett, seconded by President Phillips, passed unanimously.

- d. Resolution 42-2016 appointing the MAWSA Board Members was presented for approval. Motion by Ms. Leech, seconded by President Phillips, passed unanimously. It was noted that there is still a vacancy.
- e. A letter was presented for approval by council to be sent to Zoning Hearing Board concerning discussions held at earlier council meeting concerning a decision they will be rendering for a property at 168 South Main Street at the hearing on January 9, 2017. Motion by President Phillips, seconded by Ms. Leech, passed unanimously.

Old Business:

- a. Cancellation of the December 27th Council Meeting was presented for consideration. Motion by Mr. Howett to cancel the December 27th Council Meeting, seconded by Mr. Enck, passed unanimously.
- b. Authorization for payment of bills due prior to the next Council Meeting was presented for approval. Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.
- c. The advertising of the 2017 Meeting Schedule was presented for approval. The Second meeting in May will be moved to May 23rd which is actually the 4th Tuesday instead of the last because of the Memorial Day Holiday. Motion by Ms. Leech, seconded by Mr. Howett, passed unanimously. It was suggested to have only one council meeting a month with the other scheduled day actually being held for committee meetings. The option will be reviewed for further discussion.
- d. Resolution 43-2016 for the 2017 Fee Schedule was presented for approval. This is the non-code fee schedule including the rental licensing fee only. Motion by Mr. Enck, seconded by President Phillips, passed unanimously. The possibility of resident landlords versus non-resident landlords having different fees will be researched.
- e. Verizon Wireless – This will not be pursued further.
- f. Old NWEMS Building – The building has been winterized.
- g. Tax Exempt Properties – There was nothing new to report.
- h. Veterans Memorial Project – The committee for this project will be meeting in December. It was noted that this would be a good Eagle Scout Project.

Correspondence:

Public Comment: There was no public comment.

President Phillips adjourned the meeting at 8:00 PM to Executive Session for Personnel Matters.

Executive Session was adjourned at 8:35 PM.

Motion by Mr. Roth to advertise for full-time position for code enforcement, including zoning, property maintenance, rental inspections and related services and to request proposals from qualified firms to provide UCC building code services, seconded by Ms. Leech, passed unanimously.

President Phillips adjourned the Council Meeting at 8:40 PM.

Respectfully submitted,

Linda Gerhart
December 13, 2016