

MANHEIM BOROUGH COUNCIL

February 24, 2015

Roll Call: President Dave Fenicle, Vice President Chris Simon, Pro-Tempore Brad Roth, Bonnie Martin, Kayla Heiserman, Junior Council, and Mayor Scot Funk

Staff: Mark Stivers, Borough Manager, Police Chief Joseph Stauffer, and Suzi Martin, Recording Secretary

Visitors:

- Mr. David Thompson was present to discuss ongoing parking issues at Dale Peters' auctions. He reported that there are cars parking along Dale Peters' building that are blocking the entire entrance. No one can get in or out, including the police department. It was established that Mr. Peters needs to abide by the Zoning Ordinance and the easement restrictions. Rob Moyer is in the process of researching Dale Peters' zoning approvals. Mr. Stivers will follow up with Rob Moyer on the status of his findings. Mr. Thompson was informed the parking issue is not a police matter because the easement is private property. The issues that need looked at by Council are the easement restrictions, conditional uses, the Zoning Ordinance, and the laws for not blocking emergency traffic. The zoning may resolve the issue completely. Further research will be conducted. Mr. Thompson reported that the previous issues with the 20 minute parking and the police department have been resolved. He also wanted to know what will happen with police department parking spaces when they move. It was decided he will need to come back and discuss this matter with Council closer to the time.
- Mark Hiester from Mount Joy was present at the meeting to observe.

Mayor & Police Chief Reports:

- Kayla Heiserman – was sworn in by the Mayor for the position of Manheim Borough Junior Council person. A Certificate was presented to Kayla Heiserman.
- The Mayor shared that the Lancaster County Mayors have been meeting as an informal group and will be having another meeting next month. They have been working on the important issue of heroin and how it is a problem that affects everyone. The group has been trying to get a presentation scheduled at the school, with no success, but will continue to try to get something scheduled. It was discussed how important drug education and awareness are for parents and students especially when it involves heroin. Mr. Simon questioned how we can get the school board more involved. The Mayor is also going to talk to a Drug Task Force agent about doing a presentation.
- Chief Stauffer distributed his report and reviewed it with Council.
- Officer Kirk Colwell's anniversary was February 12, 2015. He is a standout officer and Chief Stauffer asked Council to remove him from probation status and add him as a full time officer to the police department.

- A Motion was moved by Mr. Simon to move Officer Colwell from probationary status to full time police officer status. The Motion was seconded by Mr. Roth and passed unanimously.
- Rohrer's Quarry did not want to be publicly recognized at a meeting for their donation so Chief Stauffer had a laser engraved plaque made and delivered it to them personally at their office.
- Chief Stauffer reported that the department purchased new Tasers for all the officers. President Fenicle asked that it be noted that when the old tasers need to be destroyed Chief Stauffer will need to make a requisition of destruction for them, whether they are sold or destroyed, and it will need to be approved by Council.
- Mr. Stivers' resignation letter was received and reviewed by Council. He will be moving to Florida for personal reasons and his last day will be April 10th.
 - A Motion was made by Mr. Roth to accept the resignation of Mr. Stivers. The Motion was seconded by Ms. Martin and passed unanimously.

Borough Manager Report:

- Snow removal and sidewalk cleanup is always an issue this time of year. Mr. Stivers spoke to Chief Stauffer about how to enforce snow removal and Rob Moyer has filed citations when needed. Rental units are the most difficult to get to comply. It is the owner's responsibility for snow removal. Rob Moyer prepared a report about this matter that was passed out to Council.
- Community Room renovations are progressing. The ceiling has been painted and Council is waiting on one more estimate for replacing the lighting and for installing new carpet. There was discussion about possibly purchasing a partition for the room but it was decided to hold off until the other work is complete.
- Police building project update: There is a meeting scheduled for Friday morning, February 27th, to review and finalize details to provide the Land Development Plans to the County for approval. The plan is to get Land Development Plans approved and have the architectural plans finalized around the same time, so the staging of contracts can get started in order to break ground.
- President Fenicle asked Mr. Stivers what the plan is for the poor road conditions of the Borough roads and when repairs might begin. Mr. Stivers stated there is plenty of cold patch ready to go when weather permits.

Action Items:

- Pools/Parks Committee was unable to meet tonight, so further discussion concerning the Pool Fee Schedule will be tabled until next meeting.
- No parking sign in front of the Pavlik residence on West Stiegel Street – Chief Stauffer explained that the no parking sign is needed in order for tickets to be issued. The yellow curb is not enough to issue a parking ticket. The Zoning Ordinance states there must be a no parking sign before a ticket can be issued.

- A Motion was moved by Mr. Simon to approve the installation of a no parking sign on West Stiegel Street. The Motion was seconded by Mr. Roth and passed unanimously.
- Approval of Manheim Historical Society grant for Keath House at 32 East High Street was discussed. Mr. Stivers explained the terms of the Historical Society's application for the Keystone Grant. Council needs to impose a self deed restriction/covenant that the property will remain protected for the preservation the historical nature of the house. The house cannot be changed or torn down in the future in order for the grant money to continue.
 - A Motion was moved by Mr. Simon to approve the Manheim Historical Society grant and the covenant on the property. The Motion was seconded by Mr. Roth and passed unanimously.
- The Borough Council Meeting Minutes for February 10, 2015 were presented for approval.
 - A Motion was moved by Mr. Simon to approve the minutes for February 10, 2015. The Motion was seconded by Mr. Roth and passed unanimously.
- The Voucher List in the amount of \$12,710.00 was presented for approval.
 - A Motion was moved by Mr. Roth to approve the Voucher List in the amount of \$12,710.00. The Motion was seconded by Mr. Simon and passed unanimously.
- The Voucher List in the amount \$110,688.21 was presented for approval. There is a correction needed on Page 4. The Actuary services entry should be listed as a line item number 401 not 410.
 - A Motion was moved by Mr. Simon to approve the Voucher List in the amount of \$110,688.21 with the necessary correction on Page 4. The Motion was seconded by Ms. Martin and passed unanimously.

Committee Reports:

- The Finance Committee met after the last Council meeting. A Revenue and Expense Report was passed out everything looks good. There is only a \$7.09 difference from this year compared to last year. Mr. Stivers is to continue working on the liquid fuel money allocation report.
- Discussion of new accounting software took place. QuickBooks licensing needs were discussed.
 - A Motion was moved by Mr. Roth to approve the purchase of three (3) licenses of QuickBooks Pro not to exceed \$1,500.00. The Motion was seconded by Mr. Simon and passed unanimously.
- The Parks/Pool Committee did not meet.
- The Personnel/Police Committee will be meeting in executive session. Nothing for public meeting.
- The Public Works Committee provided a letter from Harbor Engineering regarding a proposed lot subdivision. Discussion was held on the terms of the subdivision. Price obtained from Harbor Engineering is to prepare necessary documents to complete subdivision.

- A Motion was moved by Mr. Simon to accept the proposal for the subdivision and the proposal of Harbor Engineering to complete the necessary subdivision work. The Motion was seconded by Mr. Roth and passed unanimously.

- There was no report from the MDDG.

New Business:

- Ms. Martin discussed ongoing plans for the burying of the time capsule event to be held the second weekend in June. Ms. Martin discussed possible events for kids, a car show, flea market, food trucks, a movie and possibly fireworks. Fundraising options were also discussed. A meeting with the VFW and Legion will take place soon concerning the location of the time capsule. Ms. Martin is to create a budget for what the event might cost. It was discussed to have the pool open during this event and what additional items might be put in the time capsule. It was decided to move this item to Old Business for all upcoming meetings and future discussions. Event to be called “Community Days” on the agenda.

Old Business:

- The Noise Ordinance continues to be worked on and will be discussed at the next meeting.
- New signs are needed by the pool.

Council Reports:

- None.

Executive Session:

- A Motion was moved by Ms. Martin to adjourn to Executive Session at 8:27 PM to discuss a personnel matter. The Motion was seconded by Mr. Simon and passed unanimously.
- A Motion was moved by Mr. Simon to adjourn from Executive Session and return to the public meeting at 9:22 PM. The Motion was seconded by Mr. Roth and passed unanimously.
- A Motion was moved by Mr. Roth to direct staff to advertise for the position of Borough Manager. The Motion was seconded by Ms. Martin and passed unanimously.

Adjournment:

- A Motion was moved by Mr. Roth to adjourn at 9:27 PM. The Motion was seconded by Mr. Simon and passed unanimously.

Respectfully Submitted,

Suzanne S. Martin