

Manheim Borough Council Meeting

February 9, 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, Chris Simon, Jean Gates, Elaine Leech & Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

President Phillips explained the change to the procedure for public comments during the council meetings. There will be 2 opportunities for public comments as listed on the agenda in the beginning of the meeting and at the end. There were no public comments on the agenda items.

Approval of Minutes: 1/26/16 Borough Council Meeting, Motion to approve, as presented by Mr. Roth, seconded by Mr. Simon, passed unanimously. 6/9/15 Borough Council Meeting, Motion to approve, as presented by Ms. Gates, seconded by Mr. Roth, passed unanimously. 7/14/15 Borough Council Meeting, Motion by Mr. Simon, seconded by Ms. Leech with one editorial correction to the spelling of MAEDC on page 2, passed unanimously.

Visitors: Ms. Doreen Ober was unable to attend the meeting due to the weather. Mr. Fisher presented her update on the Rock-N-Glow 5K Race scheduled for Saturday, June 4th. Permission for the event to take place following the same procedure as in past years and an application to PennDOT for a Special Events Permit was presented for approval, Motion by Mr. Simon, seconded by Mr. Howett, passed unanimously. A request to use time on the digital billboard on South Main Street for advertisement of the race was presented for approval. After discussion it was decided to table this request until the next council meeting for further research.

Mayor and Police Chief Report:

Mayor Funk had nothing to report.

Police Chief Stauffer made a presentation of plaques to the members of the Civil Service Commission, Mr. Mike Reif, Mr. Randy Lauver and Mr. Doug Shaub recognizing their many continued hours of services to the Police Department during the hiring and promotion process for the officers. Police Chief Stauffer presented and reviewed his report with council. Chief Stauffer gave a brief review of his year-end report and was complimented on the report.

Borough Engineer Report: Mr. Benjamin Craddock was not present. Mr. Fisher gave a brief update on the Police Building, the Penn Street Project and the stakeout on the Adele Avenue Project.

Borough Code Officer Report: Mr. Moyer reported on the Zoning Hearing Board hearing approvals for Mr. Bond and Mr. Eyman. The new administrative assistant is doing a nice job. Mr. Moyer explained the procedure and answered questions concerning the rental application process.

Borough Manager Report:

- a) The Borough Manager reviewed his Summary Report with Council. Mr. Fisher highlighted and explained the webinar for PEMA and the procedure for reimbursement consideration to the state. He updated council on the estimated costs for the snow removal during the recent blizzard event.
- b) An update to the Open Records Policy was explained and presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- c) A request for a \$2,500 contribution to Chiques Creek Watershed Association for 1/3 of the cost of the Nissley Tract Restoration Concept Plan (It does directly impact potential flood control within the Borough, and also assists in our compliance with MS4 requirements.) was explained and presented for approval. Motion by Mr. Howett, seconded by Ms. Gates, passed unanimously. It was noted that a Walk-through of the property will be held in February (Date TBD) that council members may want to attend. It was noted that the improvements to the creeks seem to help with flooding issues during rain events.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #2 and Payment of \$88,444.64 Motion by Mr. Simon, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount of **\$133,958.25** and **Capital Fund** in the amount of **\$5,043.28**. Motion by Ms. Leech, seconded by Mr. Simon, passed unanimously.

Committee Reports:

- a) Finance Committee – Nothing to report. The Revenue & Expense Report was distributed to council. Mr. Fisher explained the continuous updates to this report format to make information easily accessible. Chief Stauffer complimented Ms. Weaver on her work with the finances.
- b) Parks and Pools – Met prior to the last Council Meeting of January 26th and update was presented to council that evening.
- c) Personnel/Police – Police Chief Stauffer requested and recommended that Detective Ryan Yarnell be moved from probationary status to full time Detective status. Motion by Mr. Roth, seconded by Mr. Simon, passed unanimously. There was nothing else to report.
- d) Public works – The Committee met before the council meeting. Mr. Barry Weidman, Public Works Director was present. The Committee discussed the major storm event and brainstormed about improvements to the snow removal process for the future. Consideration is being given to having a formal agreement with MAWSA for relief drivers for extended snow events.

New Business:

- a) MCFEE Benefit Auction Request – Last year one family pool pass was donated by the Borough for their auction. They are requesting the same donation for this year. Motion by Mr. Simon, seconded by Ms. Leech, passed unanimously.
- b) Discussion was held considering the possibility of requesting RFPs for a new Borough Solicitor. Motion to proceed with RFP request to be prepared by staff by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Old Business:

- a) Traffic Ordinance Amendment – Authorization to advertise for adoption at February 23rd Council Meeting. Motion by Mr. Simon, seconded by Ms. Leech, passed with a vote of 5 to 0, Mr. Howett abstained since he is the Business Manager for the Manheim School District and made the request for this change.
- b) SALDO – Nothing new at this time to report.
- c) Noise Ordinance. Final draft of the ordinance provided to Council for review on 1/28 was discussed. Authorization for advertisement for adoption at February 23rd meeting. Motion by Mr. Roth, seconded by Mr. Simon, passed unanimously.
- d) Verizon Wireless – Marked up lease agreement provided to Council on 1/28. Continuation of review, proceed no further, or submit to Verizon Wireless was discussed. Mr. Fisher updated council on the solicitor and consultant comments. This will be tabled for further review.
- e) Borough Building/ EMS Building – Nothing new to report. Ms. Gates updated council on the interest for the building from the Historical Society. At this time it is not financially feasible for them to continue interest in the EMS building. This will be an item for discussion at the next Public Works Committee meeting.
- f) Pool/Park Security – Evaluating additional security system options for pool.
- g) Traffic Signal Insurance Claim – Nothing new – We have been reimbursed for all costs to date as well as the contract cost for the replacement, less the \$1,000 deductible, which our carrier is pursuing.
- h) Police Grievance – Awaiting response regarding settlement agreement.
- i) Mr. Fisher reported there 675 spots daily for at least 4 weeks each year for borough use on the digital billboard. He will check to see how long MDDG is looking to advertise on the sign.
- j) Mayor Funk updated council on Aarons Acres possible event for the spring in Memorial Park.

With no further business Motion by Mr. Simon seconded by Mr. Howett to adjourn at 8:20 PM, passed unanimously.

Respectfully submitted,

Linda Gerhart

February 9, 2016