

## MANHEIM BOROUGH COUNCIL

April 14, 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:** Police Chief Joseph Stauffer, and Suzi Martin, Recording Secretary

**Brief Executive Session:** A motion was made by Mr. Roth that Council attend a brief executive session prior to the meeting going forward. The Motion was seconded by Mr. Simon and passed unanimously. Council returned and Mr. Roth made a Motion to approve Jim Williams being appointed as Interim Borough Manager. The Motion was seconded by Mr. Simon and passed unanimously.

### Visitors:

- Ms. Gwen Newell from the Lancaster County Planning Commission attended to discuss the Borough's draft Subdivision and Land Development Ordinance. The County is now requiring that all Townships and Boroughs have their own Subdivision and Land Development Ordinance in place as it gives the Borough more control over development. She proposed that in order to save the Borough money, she could work directly with the Planning Commission to complete this project. The review could take from 6 months to one year to complete. If possible the County would like to have the Subdivision and Land Development Ordinance adopted in 2016. A Model Ordinance was provided to Ben Craddock and Mark Stivers at a previous meeting. It was brought up that the review of this Ordinance will not hold up the progress of the new police building since it was already passed under the County Ordinance. A Motion was made by Mr. Roth to move this matter to the Planning Commission to review and revise the Subdivision and Land Development Ordinance. The Motion was seconded by Mr. Simon and passed unanimously.
- Mr. Phil Fiore from Metro America Auto Sales submitted a Zoning Application for a parking lot located at 133 North Main Street. Ben Craddock spoke about the appropriate stone material to be used for the parking lot. Mr. Fiore is looking for guidance on what stone should be used. Mr. Fiore also agreed to absorb some of the costs associated with this matter. At this time he is asking Council for approval to use clean stone as the parking surface. A Motion was made by Mr. Simon to accept the proposal based on our engineers recommendation and approval. The Motion was seconded by Mr. Roth and passed unanimously.
- Ms. Delight Reidenbach was present and requested that the house on the property next to hers at 19 New Charlotte Street be demolished. It is a double house and the foundation at 19 New Charlotte has crumbled and affected both sides. She only has until September to get the house torn down. She wanted to know how to get a permit to complete this project. President Fenicle will follow up with the status of the Application and have Rob Moyer complete the Application process in time.
- Carol Phillips from W. Gramby Street was present at the meeting to observe.

## Mayor & Police Chief Reports:

- The Mayor shared that he and Chief Stauffer attended the Lancaster County banquet dinner. The Lancaster City Mounted Patrol was the guest speaker and provided an excellent presentation. Like the K-9 unit, the mounted patrol is not funded through tax payer dollars.
- The Mayor reported that the 2<sup>nd</sup> annual softball game to raise money for the MBPD K-9 fund is set for Wednesday, July 22, 2015, with a rain date of Wednesday, July 29, 2015. This year the Police Department will be playing against the Manheim Central High School basketball team. He will update closer to the time.
- The Mayor is part of the County Mayor's Association which is now a formal committee formed last month. They are looking into having the Susan Byrnes Health Association Center out of York put on a drug awareness presentation for parents and students. He is working with Matt Schwartz at the high school and looking at late September or early October to have the presentation. The cost for the presentation is \$950 and the Mayor is looking for sponsors to cover the cost.
- The Mayor discussed Ordinance No. 220-74 concerning outdoor cafes. As the Ordinance stands now there is a \$500 fee to have tables outside. In an effort to bring more business to the Central Business District, he and the Downtown Development Group approached A&M Pizza about putting tables on the sidewalk in front of their building. The Borough would provide tables to be placed in front of A&M Pizza to make it easier to have outside dining. At this time Council was asked if they would waive the \$500 fee only in the Central Business District in order to bring more business to the downtown. Also, Section E requires the tables to be moved inside every night and it was asked if that could be overridden; otherwise the Ordinance stays the same. After much discussion a Motion was made by Mr. Roth to table this matter for review until a new Borough Manager has been hired as he felt it is a Borough Manger's project. The Motion was seconded by Ms. Martin but not approved. After further discussion, a second Motion was made by Mr. Roth to table the matter and have Rob Moyer review the Ordinance and bring the matter back to Council for further review. The Motion was seconded by Mr. Simon and passed unanimously.
- Lastly, the Mayor shared that there has been a neighborhood cleanup of the Square and surrounding streets scheduled for Saturday, April 25<sup>th</sup> and that it will be put on the Borough website to encourage businesses and families to come out and help. The Downtown Development Group will be running the Great American Cleanup again from 9:00 a.m. to noon on April 25<sup>th</sup>.
- Chief Stauffer distributed his report and reviewed it with Council.
- Officer Jason Riggle has reached his one year anniversary. He has been training our new recruits and handling a majority of our fatal accidents. It was requested to remove him from probationary status and move him to a full time officer for the police department.
  - A Motion was moved by Mr. Roth to move Officer Riggle from probationary status to full time police officer status. The Motion was seconded by Mr. Simon and passed unanimously.

- Chief Stauffer presented and reviewed the Rapho Township year-end report and discussed the benefits of Drug Task Force being active recently in our area serving search warrants and conducting drug investigations in our area.
- Council had asked for and Chief Stauffer provided and discussed the mileage records for the cruisers.

### **Borough Manager Report:**

- Jill Millhouse started and is doing an exceptional job. She is now bonded. Hopefully after May 1<sup>st</sup> Quikbooks data can begin to be entered into the system.
- Triangle Press' proposal to have postcards printed and mailed for the pool was presented. Matter was moved to Pools and Parks portion of the Agenda.

### **President's Report:**

- President Fenicle discussed the need to fill the missing Council member position. It was decided to post the position on the Borough website. Mr. Roth motioned to accept Rebekah Bowers' resignation. The Motion was seconded by Mr. Simon and passed unanimously.

### **Action Items:**

- Ben Craddock presented information concerning the bids for the demolition of the American Legion building. Mr. Craddock advised that SDL Construction provided the lowest bid.
  - A Motion was moved by Mr. Roth to approve SDL Construction, pending the Solicitor review and approval, to complete the demolition of the American Legion building. The Motion was seconded by Mr. Simon and passed unanimously.
- Discussion concerning Right-To-Know Officers for the Police Department and the Borough took place.
  - A Motion was moved by Mr. Simon to appoint Chief Joseph Stauffer as the Right-To-Know Officer for the Police Department. The Motion was seconded by Ms. Martin and passed unanimously.
- - A Motion was moved by Mr. Roth to appoint Chief Joseph Stauffer as the Interim Borough Right-To-Know Officer. The Motion was seconded by Mr. Simon and passed unanimously.
- Ratification was made to authorize Jill Millhouse as a financial signature for the Borough.
  - A Motion was moved by Mr. Roth to approve the ratification. The Motion was seconded by Mr. Simon and passed unanimously.
- Amendments to Personnel Manual for part-time employees has been reviewed by Solicitor.
  - A Motion was moved by Mr. Simon to accept the amendments to the personnel manual. The Motion was seconded by Mr. Roth and passed unanimously.
- Approval for ARRO Proposal – Ben Craddock explained that the Police Department stormwater management system requires infiltration testing. ARRO's proposal is \$2,190.00 for the testing.
  - A Motion was moved by Mr. Roth to approve the required testing be done. The Motion was seconded by Mr. Simon and passed unanimously.

- Police Department Project – E&S and NPDES permits. Three (3) checks need approved for the E&S and NPDES permits in the amount of \$500.00, \$300.00 and \$1,000.00 for a total of \$1,800.00.
  - A Motion was moved by Mr. Simon to accept the permit fees. The Motion was seconded by Mr. Roth and passed unanimously.
- 2015 Fee Schedule was reviewed and discussed.
  - A Motion was moved by Mr. Simon to approve the 2015 Fee Schedule. The Motion was seconded by Mr. Roth and passed. Ms. Martin opposed. Motion approved.
- Approval of Release of Letter of Credit for Carl K. and Linda S. Fahnestock from Susquehanna Bank was reviewed and discussed relating to an old subdivision plan.
  - A Motion was moved by Ms. Martin to release the bank Letter of Credit. The Motion was seconded by Mr. Simon and passed unanimously.
- The Borough Council Meeting Minutes for March 10, 2015 were presented for approval.
  - A Motion was moved by Mr. Simon to approve the minutes for March 10, 2015. The Motion was seconded by Ms. Martin and passed unanimously.
- The Voucher List in the amount of \$20,000.00 for the Manheim Area Economic Development was presented for approval.
  - A Motion was moved by Mr. Simon to approve the Voucher List in the amount of \$20,000.00. The Motion was seconded by Mr. Roth and passed unanimously.
- The Voucher List in the amount \$24,631.55 for David Christian & Asso. and De Vitry Architects was presented for approval.
  - A Motion was moved by Mr. Roth to approve the Voucher List in the amount of \$24,631.55. The Motion was seconded by Mr. Simon and passed unanimously.
- The Voucher List in the amount \$3,054.94 for Park Utilities was presented for approval.
  - A Motion was moved by Mr. Simon to approve the Voucher List in the amount of \$3,054.94. The Motion was seconded by Mr. Roth and passed unanimously.
- The Voucher List in the amount \$84,366.72 for Invoices was presented for approval. On page 4, Adair’s Carpet Shop carpet installation was discussed and it was decided to hold payment of this invoice until the necessary repairs have been made to the carpet.
  - A Motion was moved by Mr. Roth to approve the Voucher List in the amount of \$84,366.72 with the exception of the check to Adair’s Carpet in the amount of \$5,670.00 until the carpet is fixed. The Motion was seconded by Mr. Simon and passed unanimously.
- A letter from Jessica Waltz was received and reviewed. The Manheim Central Little League would like to hold a candy drop at the football field on Saturday, April 25, 2015 from 12:30 p.m. to 1:30 p.m. They have insurance for the event.
  - A Motion was moved by Ms. Martin that a letter will be drafted by Council to approve the event as long as proof of insurance is provided and pending the School District’s approval. The Motion was seconded by Mr. Roth and passed unanimously.

### **Committee Reports:**

- The Finance Committee provided a year-to-date Voucher List as of the end of March. Revenue is down \$110,000.00 and expenses are up about \$120,000.00 from last year.
- The Parks/Pool Committee met and discussed current concession stand kitchen items that need replaced. It was discussed to look for prices on used equipment instead of new equipment. The need for painting the pool was also discussed. After a lengthy discussion it was decided to hold off on purchasing any kitchen items at this time.
- Postcards for the pool would cost about \$1,300.00 to print and mail. It was discussed that the postcards are not worth the cost as they would more than likely be thrown away. Alternative ways to promote the pool were considered. It was felt that an ad in the Merchandiser would be a better option.
- The pool sign at High Street needs replaced. Replacement options were discussed. It was decided that Barry Weidman will get quotes for different sign replacement options.
- The Personnel/Police Committee will be meeting in executive session. Nothing for public meeting.
- The Public Works Committee reported that a lot of paving has been completed. The committee also had a productive meeting concerning the new police building and is waiting for the drawings to come back before any further reviews can continue.
- There was no report from the MDDG. A full report will be provided at the next meeting.

### **New Business:**

- Mr. Simon has been approached by citizens who are concerned about who will be able to use the new scoreboard. They are under the impression that Council will be regulating who uses the scoreboard. For the record "Council does not dictate who uses the scoreboard". It is controlled by the school not Council. There is a misconception with the public of who can use the scoreboard. It is not a Council matter.

### **Old Business:**

- The Noise Ordinance was discussed and continues to be worked on. President Fenicle will contact the Solicitor to see if he has reviewed the Ordinance.
- Chief Stauffer discussed about skateboarders in the streets being warned and cited.
- Ms. Martin discussed ongoing plans for the burying of the time capsule event to be held the second weekend in June. Ms. Martin discussed a possible skateboard competition to be held during Community Days. Fundraising options and obtaining sponsorships were also discussed. Council was asked to pay some upfront costs, i.e., \$1,500 for entertainment (Ryan & Friends) and \$3,000.00 for startup costs. The timeframe for this event was discussed. After a lengthy discussion it was agreed that due to it being Graduation weekend and there not being enough time to properly plan for this event it should be moved to possibly Founder's day in October. In the meantime, Ms. Martin is to create a budget for what the event might cost. The community needs approached about sponsoring the event

and the committee should try to find more members. A plan needs to be put in place by the committee and brought it to the next meeting.

**Council Reports:**

- None.

**Executive Session:**

- A Motion was moved by Mr. Roth to adjourn to Executive Session at 9:37 PM to discuss personnel matters. The Motion was seconded by Mr. Simon and passed unanimously.
- A Motion was moved by Mr. Roth to adjourn from Executive Session and return to the public meeting at 10:20 PM. The Motion was seconded by Mr. Simon and passed unanimously.
- A Motion was moved by Mr. Roth to approve offers to Borough Manager and to approve part-time employee. The Motion was seconded by Ms. Martin and passed unanimously.

**Adjournment:**

- A Motion was moved by Mr. Roth to adjourn at 10:30 PM. The Motion was seconded by Ms. Martin and passed unanimously.

Respectfully submitted,

Suzanne S. Martin