Manheim Borough Council Meeting

May 31, 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, Jean Gates, Elaine Leech, Chad Enck, Junior Council Person Kayla Heiserman and Mayor Scot Funk

- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Public Comments: No public comments.

Approval of Minutes: 5/10/16 Borough Council Meeting, Motion to approve, as presented by Mr. Howett, seconded by Mr. Roth, passed unanimously.

Visitors: Mr. Chuck Mummert 1st Vice President of the PSAB presented Junior Council Person Ms. Kayla Heiserman with a plaque in recognition of her term of service to Manheim Borough.

Ms. Cheryl Burke and Mr. Russ Burke from McFee were present to request approval for the Car Show to be held on Saturday, October 15, 2016 in Market Square as in previous years. They will be the organization taking over for MDDG, who had planned the event in previous years. They presented the Special Event Permit paperwork with the same footprint as in previous years and the PennDOT HOP paperwork. Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.

Mayor and Police Chief Report: Mayor Funk updated council on the K-9 Fundraiser Softball game scheduled for Wednesday, July 13th at 6:30 PM against the Manheim Central High School Basketball Team. The Rain Date has been set for Wednesday, July 20th. Council was reminded that Saturday, June 4th is the Rock N Glow 5 K Race with a start time of 6:00 PM for the pre-race activities. This event in the future will be taken over by the Manheim Chamber of Commerce.

Chief Stauffer distributed his report and reviewed it with Council. He updated them on the cameras to be placed at the pool, the officers that were injured during a domestic incident, Officer Colwell being honored as Law Enforcement Officer of the Year for Lancaster County and pictures from the successful Prom Promise Event.

Borough Engineer Report: The Engineer Report was included in the packet. The Northwest EMS Escrow Reduction Request in the amount of $19,916.20 was presented for approval. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously. It was noted that there was low lying water on South Main Street near A J Automotive since the PennDOT work had been completed in that area. This situation is being addressed and monitored. Positive comments were given on the results of the Stormwater Project on Adele Avenue.

Borough Code Officer Report: Mr. Moyer presented a request from Trinity EC Church for a waiver of the $50.00 fee for their Building Permit Fee. Motion to deny the request by Mr. Roth, seconded by Ms. Leech, passed unanimously. Council was updated on the progress of the Just Wing It Project at 31 South Main Street, the 69 N. Charlotte Street Reconstruction Project, the start of the new project at the Bickel's Building on North Main Street and the project involving 19 & 21 New Charlotte Street rental restoration.

Borough Manager Report:

a) The Borough Manager presented his Summary Report and noted the scoreboard project is moving ahead. Rapho Township hosted the Partner's Meeting and were highly complimentary on the service being provided by Chief Stauffer and his entire department, as well as the Fire Company.
b) MAEDC met and reorganized as they are going through the process of reviewing their future goals and purpose. The corporate address for the organization is the borough office. Discussions are being held by their board as to who will be handling the accounting and administrative work from this time forward.
c) The full time public works position has been offered to an applicant, but no one has applied for the seasonal part time position. The school district will be notified of the summer employment opportunity.

Payment of Bills: Presented for approval Ratified Bills in the amount of $35,515.56, **General Fund** in the amount of **$81,160.69 + $400,000.00 transfer to new bank account**, **Capital Fund** in the amount of **$5,533.75 + $300,000.00 transfer to new bank account** and **Liquid Fuels Fund** in the amount of **$7,450.17.** Motion by Ms. Gates, seconded by Ms. Leech, passed unanimously.

Committee Reports:

a) Finance Committee – Committee will begin meeting in July for budget related work with Chief Stauffer for his department.

b) Parks and Pools – Committee met prior to the meeting and was updated by representatives from the Lititz Rec on the opening weekend for the pool. They pool is off to a good start, with a large attendance on the opening free admission day. The Lititz Rec will be providing updated figures on the pool as the season progresses. The playground program will start Monday, June 13th at Mummau Park in the mornings.

c) Personnel/Police – Nothing to report.

d) Public works – Committee will be meeting before the next council meeting. The building tour for the EMS Building and the current Police Station will be held on Tuesday, June 28th at 6:00 PM before the council meeting for all council members.

New Business:

a. The appointment of a new Council Member to fill Vacant Council position was discussed. Two letters of interest were received from Mr. Chad Enck and Mr. Jay Bell. Motion by Mr. Roth to approve Mr. Chad Enck to fill the vacant council seat, seconded by Mr. Howett, passed unanimously. Following Mr. Enck's approval he was sworn into office by Mayor Scot Funk and participated in the rest of the council meeting.
b. The approved Junior Council Person Aiesha Elwadky will be presented at the next council meeting for appointment.
c. Mr. Mark Murr of the Manheim Lions Club was commended for all his efforts to weed, mulch and beautify Market Square.
d. A request from the MC Boys Tennis Booster Club to hang advertising signs on the tennis court fences next season (March-May of 2017) was presented for approval. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.

e. East Stiegel Street borough property disposition was presented for discussion. Mr. Fisher and Mr. Roth gave some background on this disposition consideration. Contact will be made with MAEDC to see about their help in possibly selling this property.
f. Resolution 32-2016 - Appointment of the Shade Tree Commission was presented for approval. Motion by Mr. Howett, seconded by Ms. Leech, passed unanimously.

Old Business:

a. Scoreboard – Mr. Fisher presented the apparent low bidder: BSN (scoreboard) and KC Sign & Awning (installation) at $13,184.97 for approval. The Insurance will cover $7,727.48 of this work, leaving a balance (out of pocket) of $5,457.49. Information has been provided to the school district and they have agreed to split the cost. Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.
b. Verizon Wireless –Still waiting for a response from Verizon Wireless.
c. Borough Building & EMS Building – There is ongoing evaluations with plans to tour these areas on Tuesday, June 28th at 6:00 PM before the council meeting.
d. Outdoor Cafés Zoning Ordinance Amendment was presented for authorization to advertise for public hearing and adoption at the June 28th Council meeting**.** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Police Chief Stauffer updated council on the hiring process for the new police officer and the time frame for presenting to candidate to council for approval.

Mayor Funk updated council on the handling of billing for extra police service for the special events that in the past were handling by MDDG and will now be handled by several nonprofit organizations in the Borough. He requested that council continue the same practice of not billing for extra police coverage. Mr. Fisher also informed council that the public works fee has not been charged to the MDDG Events as well. Requests for waivers of these fees will need to be presented to council for approval.

Council adjourned to Executive Session at 8:25 PM for personnel.

Council adjourned from Executive Session at 8:28 PM.

Motion by Mr. Roth to maintain Borough Manager's 2015 Paid Time Off accrual rate in 2016 and moving forward, seconded by Ms. Gates, passed unanimously.

Public Comment: No public comment.

With no further business the Meeting was adjourned at 8:30 PM by President Phillips.

Respectfully submitted,

Linda Gerhart

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