

Manheim Borough Council Meeting

June 14, 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, Elaine Leech, Chad Enck and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Public Comments: No public comments.

Ms. Melissa Foltz, the new Librarian for the Manheim Community Library was present to introduce herself and thank the Borough for allowing the library to have their Summer Kick-off Party at the pool. The summer reading programs are in full swing.

Approval of Minutes: 5/31/16 Borough Council Meeting, Motion to approve, as presented by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Visitors:

Mr. Dwight Miller of the Manheim Project updated council on this year volunteer efforts, which will be held for two weeks July 18th through July 29th. This year there are 7 churches participating and they have expanded their work area to include Penn Township. His church will be camping at the Farm Show Complex as in previous years the second week of the project and are once again requesting permission to do so. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. It was noted that Lezzer Lumber and Longenecker's are huge contributors to this effort. It was suggested to have the pool available for an evening of swimming during this volunteer effort.

Mayor and Police Chief Report: Mayor Funk provided a proclamation to the VFW in honor of Flag Day which was read at the ceremony on the square earlier this evening. Ms. Leech was thanked for her generous donation to the K-9 Fund for Officer Bayne. Mayor Funk thanked Chief Stauffer, the Manheim Police Department and the School District for their handling of the situation that temporarily postponed Manheim Central's Graduation. Constable Kreiser organized several volunteer Constables to also help with graduation when it was held Friday Evening.

Chief Stauffer updated council on the current Civil Service Commission recommendation that will be presented at Executive Session for approval and final action after the Session. Council was updated on the proposed Crossing Guards agreement with ACMS (All City Management Services) which if approved by Council will also be approved by the Manheim Central School District Administration. The contract is for 6 crossing guard sites. Motion to approve ACMS for 2016-2017 School Year by Ms. Leech, seconded by Mr. Roth, passed unanimously. Chief Stauffer gave an update on what actually transpired with the graduation cancellation and the current reduction of charges against the student who was charged. Mayor Funk updated council on the Police Department's thoughts on changing the hours that Memorial Park is closed to dusk to dawn, instead of the current 9:00 PM to 6:00 AM. It is also being requested to have the hours changed to this for all the parks.

Mr. Fisher explained the procedure that will be used to process this request, with the recommendation initially coming from the Parks/Pool Committee. Chief Stauffer updated council on 2 police cruiser that will be decommissioned. He outlined the option choices for handling the process. Motion to approve donating them to the Lancaster County Training Center for use in their training sessions by Ms. Leech, seconded by Mr. Roth, passed unanimously. Mayor Funk updated council on the current status of the Radar House Bill, as it has finally made it out of committee and is going to the House of Representatives.

Borough Engineer Report: Mr. Craddock reviewed his report with council. Council was updated on the new Police Building as the roof trusses are being delivered on Friday June 17th. The Penn/Stiegel Streets paving project was started Monday, June 13th with Ramp and Inlet work. The MS4 Report for 2016 has progressed well since last year and has been submitted. Bid opening was held for the 2016 Street Projects, which had an Engineer's estimate of \$382,000. Bids received were UNITEX: \$388,331.35, Doug Lamb: \$390,212.0 and Pennsy Supply: \$396,331.35. UNITEX was the low bidder and is being recommended for approval. Mr. Roth explained the funding process for this project which is Liquid Fuels money, with the balance coming from the Capital Fund. Motion by Mr. Roth to award UNITEX the 2016 Street Projects, seconded by Ms. Leech, passed unanimously. Mr. Craddock presented the sample of the new Plaque for the Police Building. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Borough Code Officer Report: Mr. Moyer presented his report to council. He updated council on the status of the repairs for the damage at 25 East High Street and the current status of the property damage at 69 N. Charlotte Street as well as the renovations at 181 to 185 S. Main Street. Clean up efforts are being made and were noted by council members at a property on East High Street.

Borough Manager Report: Mr. Fisher presented his report to council. He updated them on the broken step incident at the borough building which is being handled by our insurance company as well as the damage from a tree on borough property that fell on a neighboring building. The playground program is going well. An update was given on the Chiques Creek Municipal Meeting. The group has prepared a list of questions to submit to DEP on the handling of an Intermunicipal Agreement to make sure all parameters are established for the municipalities involved to get the benefits of working as a group. Mr. Fisher explained how this is going to be more beneficial to all participants to submit as the total watershed versus each municipality individually. An update was given on the current Borough Community Committee organized by Representative Fee to help address quality housing issues in the borough as well as other issues in the borough including the use of the newly established County Land Bank. He also briefly explained the LERTA (Local Economic Revitalization Tax Assistance) Act to abate taxes which helps to give more incentive for improvements to existing properties in areas that may not be so inclined for property upgrades. Comments were offered by President Phillips as we continue to positively move this process forward. Mr. Enck offered points on issues in the borough that residents have suggested to him are reasons that people would not want to come to Manheim. Mr. Travis English was hired for the full-time public works position and started June 2nd. Mr. Bruce Gloss was hired for the part-time public works position and he will be starting June 20th.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #8 in the amount of **\$130,050.78**. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **Kauffman Park Grant Fund** in the amount of \$4,800.00, **General Fund** in the amount of **\$660,928.85 (including \$500,000.00 transfer to Fulton Bank Account)** and **Fulton (Police Construction)** in the amount of **\$130,050.78**. Motion by Ms. Leech to approve as noted, seconded by Mr. Enck, 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 – The Pool and Playground Programs are off to a good start. The cameras were just installed at the pool and will be monitored. The current AED at the pool is fine.
- c) Personnel/Police – Nothing to report.
- d) Public works – Committee met before the council meeting. They are recommending the computer network quote for the Police Station from Higher Information Group for \$40,698.95 for approval as a 48 month lease. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. The proposal for the duty lockers and evidence lockers from O'Brien Business Systems in the amount of \$49,991.00 was recommended by the committee and presented for approval. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. Both of these companies are COSTARS approved.

The building tour for the current 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 Aiesha Elwakdy as the new Junior Council Person will be presented at the next council meeting for approval and to be sworn in with the pledge of the office.

Old Business:

- a. Verizon Wireless –Still waiting for a response from Verizon Wireless.
- b. 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.
- c. Outdoor Cafés - The public hearing and consideration of adoption of the Zoning Ordinance Amendment will be held at the June 28th council meeting.
- d. Mr. Fisher gave an update on the scoreboard project. It has been ordered and installation will be scheduled as soon as possible.

Public Comment: Mr. Mike Connelly was present to question whether the borough has a burn ordinance, as there is continuous burning at residences near his home. He was told there is an ordinance prohibiting burning. He was also questioning the fact that cars are not moved when there is street sweeping, because they do not receive citations. He was also concerned about trailers that are left parked on streets for long periods of time, as he thought there was a 6 hour time limit. It was also mentioned that a pickup truck has been parked on the street for a long period of time and is not licensed, as he thought that was not allowed. Chief Stauffer made note of these items and will have them investigated. Untagged Kraft Bags were also questioned, and it was suggested that the Public Works Department note their locations as they are working in the borough and report them to the office to be handled. It was suggested that the street sweeping schedule be changed to one side of the street at a time on different days to help alleviate some of the parking issues of the week long sweeping schedule. Increased police presence with cruiser placement on borough streets was discussed. The placement of the "No Turn on Red" Signs on Market Square traffic lights will be checked to be sure they are all visible to cars as they near the intersections especially the one at South Charlotte Street. It was suggested that all these signs be the same.

Council adjourned to Executive Session for personnel matters at 8:35 PM.

Council adjourned from Executive Session at 8:43 PM.

Motion by Mr. Roth to offer Richard Rhinier a 3 year lateral movement, probationary officer position with Manheim Borough Police Department, seconded by Ms. Leech, passed unanimously.

With no further business the Meeting was adjourned at 8:46 PM by President Phillips.

Respectfully submitted,

Linda Gerhart

June 14, 2016