

Manheim Borough Council Meeting

July 28, 2015, 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President David Fenicle, Pro-Tempore Brad Roth, Bryan Howett, Carol Phillips, Bonnie Martin & Mayor Scot Funk
- **Staff:** James Williams, Interim Borough Manager & Suzi Martin, Recording Secretary

Visitors:

Ms. Sarah Sylvia from MDDG was present. She provided an update on the input MDDG received about the Santa Run 5K from local businesses for Saturday, December 12, 2015, from 8:00 a.m. to 10:00 a.m. The proposed route is the Rock-N-Glow route run backwards. Over 60 businesses were contacted and only one was not in favor of the event. A lengthy discussion took place concerning the time of the event impacting local businesses. After further discussion and some Council members continuing to have concerns about the time of the event, it was decided that more research would be done on the time issue and MDDG would come back at the next Council meeting to discuss other options concerning this issue.

Ms. Shannon Shultz was present to update Council concerning having a part of South Cherry Street closed for a block/birthday party. She spoke to neighboring residents and businesses and provided a list of signatures supporting the party on August 8, 2015 from 6 p.m. to 9 p.m. The Police Department and EMS will be notified of the event. A Motion was made by Mr. Roth to approve the closing of part of South Cherry Street for the block/birthday party on August 8, 2015 from 6 p.m. to 9 p.m.; seconded by Mr. Howett; and passed unanimously.

Jim Koontz presented a review of the draft 2014 Audit to Council. Management discussion and analysis section will be eliminated for 2014 only because of all of the transition and change of Borough employees over the last year. Mr. Koontz said the audit went well even with all of the change. He wanted to point out on Page 4 what governmental activities (the Borough) and business type activities (Water and Sewer Authority) meant. The Authority is included with the Borough because it is secured by the Borough. The Audit also includes a proposed increase to the police pension. Page 45 refers to the liability vs. assets of the police pension. The pension is currently an asset not a liability and the fund is self-funded by the officers. The Borough is in good shape. The Pension Actuary will perform an audit also. A Motion to adopt the 2014 Audit was asked for after the presentation. It was decided that a Motion will be voted on during the Finance Committee report.

Mayor & Police Chief Reports:

The Mayor provided an update concerning the 2nd annual K-9 softball game which was held on July 22nd against the Manheim Central High School basketball team. The game was well attended and went good even though the basketball team beat the police department. Right around \$5,500 was raised for the K-9 Fund.

The Mayor discussed the progress of the Aaron's Acres project at the pool. Aaron's Acres is willing to work with Lowe's and paint the pool (need to discuss colors) and the trash cans at the Farm Show Complex. A 4' wide sidewalk along the pool fence (5' away from the fence for a mower path) to the pavilion had been proposed. Lowe's has offered to plant a flower bed between the pool fence and the walkway. Aaron's Acres will take care of maintenance of the flower bed. Lowe's will be providing people to do the work to put in flower bed. Aaron's Acres would like to put a sign at the pool. Size and location need to be worked out. Aaron's Acres is looking to start the project in early September and will attend the Parks and Pools meeting on August 4, 2015, to present their ideas.

Chief Stauffer was not present at the meeting but Detective Yarnell distributed Chief's report and reviewed it with Council.

Borough Manager/Engineer Report:

Pete DeVitry reviewed the full bid package with Council which included drawings, plans and a slide show for the new police building. Building cost estimate did not change since a year ago. Budget increase was discussed. Building costs have not increased, the increase is mainly because of site work cost. Pete DeVitry presented a full set of the building and site plans including architectural drawings and interior design drawings. The building will be about 10,000 square feet. It was questioned by Council whether the exterior windows will have bullet proof glass. That is not in the plans at this time; cost is expensive. No other local police departments have exterior windows that have bullet proof glass. It was decided to put this option into the bid package as an add-alternate option to make all exterior windows bullet proof glass. There are three alternate add-on bids; roof, carport and exterior windows. It was proposed that bids will need to be accepted in August for approval at the first meeting in September to keep this project moving forward. Site work would then start the beginning of October. David Christian provided a full set of updated site plans for review as well. A Motion was made by Ms. Martin to accept bids for the new police building including the site work; seconded by Dr. Phillips; and passed unanimously.

Ben Craddock provided an update on the Borough's current projects.

The Resolution for the Complete Streets Policy was discussed and Ben Craddock reported that the Resolution will give the grant application more points in the approval process. Rapho Township and Penn Township are onboard with the project as well.

DCED grant for the Manheim Borough Downtown Connections Study could be funded by more than one participating group. Ben Craddock discussed the work that would need to be completed to create the Resolution. Council decided to file the grant application, without the Resolution, by the end of July.

Adele Avenue Project – Test pits results were received from UGI and the plans have been revised and submitted to MAWSA.

S. Penn/W. Stiegel Street Project – The project is currently out for bid. A pre-construction meeting with PennDOT is scheduled for next week.

MS4 – DEP Reporting – Application is being worked on and should be submitted soon.

Fruitville Pike Light – There are currently three contractors bidding on this project. Hoping to have quotes back by next Council meeting. Per PennDOT regulations, the light will have a bigger pole and will be set back further from the intersection.

Zoning Officer, Rob Moyer Updates:

19 and 21 New Charlotte Street – Mobley and Reidenbach properties – property was condemned. Eli's Auto is interested in purchasing the property for \$1.00 and they will cover the costs of the demolition process. Council decided that Eli's Automotive's next step is to send letters of request to any parties they are requesting a waiver or grant from.

78 South Hazel Street – Romberger property – A packet is currently being worked on to submit to the Redevelopment Authority and the next step is to apply for an administrative search warrant to get inside the residence.

Eyman property – Discussion took place concerning the type of wood on the dwelling and it was decided that a professional needs to verify whether or not the type of wood needs to be painted. Rob Moyer is to follow up with this matter.

Financial/Bills – Financial reports were presented to Council, and the following bills payable were approved.

RATIFIED \$610.36 (For postage) Motion by Dr. Phillips; seconded by Mr. Roth; motion passed unanimously.

GENERAL FUND \$28,696.24 Motion by Mr. Roth; seconded by Dr. Phillips; motion passed. Mr. Howett was absent for this vote. Ms. Martin recused herself from the vote.

Committee Reports:

a) Finance Committee –Met with the auditors and reviewed the audit in great detail before tonight's Council meeting. Finance Committee has started working on budgets and will be meeting with the Police Chief in the beginning of August. A Motion was made by Mr. Roth to let the auditors proceed with the final 2014 Audit; seconded by Mr. Howett and passed unanimously

b) Parks and Pools – Parks and Pools committee will meet on August 4th. A check from Elstonville was received and it was decided that it should be the auditor's decision as to whether a separate account should be opened for this money.

- c) Personnel/Police – Matters will be discussed in Executive Session.
- d) Public Works – Did not meet. No report. Looking to move this meeting to a different time.
- e) MDDG – Did not meet. No report.

New Business:

- a) There was no new business to be discussed.

Old Business:

- a) The Shred-It Event will take place on August 1st at LCBC from 9:00 a.m. until noon.
- b) October 2nd at 6:00 p.m. as the date to bury time capsule in Memorial park was discussed with David Christian. It was decided that Jim Williams will contact everyone to set up a meeting with the American Legion, the VFW, someone from the school district, Dave Christian and anyone interested from the Borough, to figure out what needs to be done to bury the capsule on October 2nd as well as figure out where other memorials are located in the Borough. Council also discussed using the money left over from the 250th celebration to bury the time capsule.

Adjournment: Motion by Ms. Martin, seconded by Mr. Roth was made to adjourn to Executive Session for employment matters at 9:52 PM, and passed unanimously.

A Motion was moved by Dr. Phillips to adjourn from Executive Session and return to the public meeting at 10:20 PM, seconded by Mr. Roth, and passed unanimously.

A Motion was moved by Mr. Howett to hire James Fisher as the new Borough Manager; seconded by Dr. Phillips; and passed unanimously. Mr. Simon voted by telephone.

A Motion was moved by Mr. Howett to adjourn at 10:21 PM; seconded by Mr. Roth, and passed unanimously.

Respectfully submitted,

Suzanne S. Martin

July 28, 2015