

Manheim Borough Council Meeting

August 30, 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 Aiesha Elwadky and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher , Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Public Comments: There were no public comments.

Approval of Minutes: 8/9/16 Borough Council Meeting, Motion to approve, as presented by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Visitors: Mr. Alan Leisey of 65 North Charlotte Street was present to discuss the condition of the condemned property at 69 North Charlotte and the need to resolve all the long standing issues both code and structural at this property. Mr. Leisey distributed pictures to council of all the dangerous construction issues at the property. He was questioning the timeline given on permits to complete projects. Mr. Andy Nelson and Mr. Rob Moyer of Commonwealth Code Services were present to answer questions on the process for permitting and citing properties with violations and what options are available to pursue enforcement. Mr. Leisey questioned violations of the unpaved driveway, the dumpster placed on the property for 4 month and not emptied, need for securing the site, constant standing water, trash piled in the yard and large trench around the foundation from work not completed. The issue of dirt piled on the neighbor's sidewalk and property was also discussed. It was noted that the condemnation notices are missing from the front door. Mr. Leisey presented his plan to have this landlord held accountable for repairing this property starting now. Ms. Connie Shirk was also present to further emphasize the lack of respect for the neighbors as this project is prolonged and not showing any signs of moving forward. Mr. Nelson answered questions concerning this situation with regards to the state laws and the borough housing ordinance and explained some of the just cause issues. Mr. Fisher explained some of the time line for the borough's handling of this situation with violation notices. Questions were raised about the trench encroachments on the neighbor's property. This project will be continuously monitored to keep it moving forward. It was proposed that all code and zoning violations be identified and enforced and a nine month deadline be implemented for this work to be complete or have him cited before the District Justice. Concerned was voiced about the installation of the footers before the winter weather sets in.

Mayor and Police Chief Report:

Mayor Funk updated council on the continued generosity of Holly Hughes who donates to the K9 Fund with her birthday money. Mayor Funk presented a quote he received for replacing the basketball court lights using our poles with LED Lights for \$4,200 not including installation. After discussion on the subject it was forwarded to the Parks/Pool Committee for consideration for the 2017 Budget.

Chief Stauffer distributed and review his report with council. Council was updated on the monthly statistics, current draft budget, the new Police Building and the Crossing Guards for the current school year. A current status report of the Police Department Fleet and additional items that are needed for the new Police Building but not budgeted were also presented.

Borough Engineer Report: Mr. Craddock presented and reviewed his report with council. Council was updated on the status of installing Emergency Signalization at the West Colebrook Street and North Main Street intersection. The estimated cost would be \$30,000 to \$35,000, depending on the type of activation. PennDOT thought this request would be feasible. Liquid Fuels money could be utilized and there is a possibility of grant money from PennDOT. NWEMS will be contacted to see if they would be interested in sharing the cost of this project. The Police Building is moving along very quickly will possibly be ready in October. There will be additional Change Orders for the Building. The quote for the bunks and pistol holders came in a little higher than originally approved at \$2,808.20. Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously. The street paving projects are going well. A change order for \$2,625.00 for relocation of a downspout was explained and has been processed. Regulations for Sump Pumps was explained. Council was updated on the tentative paving schedule for the projects on North Charlotte, North Grant and South Pitt Streets. Mr. Craddock will check to be sure that all residents affected will be notified. There are currently 2 residents that have not complied with having their curbs repaired. Mr. Craddock explained the circumstances and will be responsible for having these curbs completed by the contractor to avoid any delays. Motion by Mr. Roth to have the contractor complete the work and bill accordingly, seconded by Ms. Gates, passed unanimously. Council was updated on the replacement of the traffic light pole that was hit on North Main Street.

Borough Code Officer Report: Mr. Moyer presented his report to council. Updates were given on construction. The Caribbean Inn has been given a 30 day notice to repair the sidewalk and foundation situation at their business. Written reports are requested for the council meetings.

Borough Manager Report: Mr. Fisher presented his report to council. The RFP for auditing services has been sent and several inquiries have been received. They will be available for the next meeting. Mr. Fisher explained how the hit and run situation at the traffic signal was reported to the police. The Liquid Fuels Audit went well. Mr. Fisher commented on the MS4 Participation of Cooperation Agreement concerning the Chesapeake Bay presentation that was discussed at the last partners meeting. Council was in agreement to continue with whole hearted endorsement to participate in the agreement. Motion by Mr. Howett, seconded by Mr. Enck, passed unanimously. Preliminary calculations on flood resiliency percentages by DEP in the White Oak area and through the borough of Chiques Creek were explained and will be available in more detail in spring of 2017. The Lancaster County Boroughs Association Meeting will be hosted by Manheim Borough on Wednesday, September 28th starting at 6:00 PM at the Train Station on South Charlotte Street.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #13 in the amount of **\$3,220.86** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount of **\$144,303.82 (includes \$5,691.60 from 250th)**, **Capital Fund** in the amount of **\$5,570.00**, **Fulton (Police Construction)** in the amount of **\$3,220.86** and **Liquid Fuels Fund** in the amount of **\$1,892.52**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Committee Reports:

a) Finance Committee – Committee met on August 16th and before the council meeting tonight on the Police Budget. This portion of the budget is near completion with just a few minor adjustments. It will be back the

first meeting in October for approval on the Rapho portion of the contract once the health insurance figures are received. The finance committee will continue to have open budget meetings the first Tuesday of September, October & November to complete the budget process.

b) Parks and Pools – Resolution 34-2016 – Setting Park Hours as recommended by the Parks and Pool Committee was presented for approval. There are two options to this resolution to keep the basketball court lights on until 8:00 PM or 9:00 PM with the option of keeping the lights on until 9:00 PM being the recommendation of the committee. Motion to approve Resolution 34-2016 with keeping the light on at the basketball court until 9:00 PM by Mr. Howett, seconded by Ms. Leech, passed unanimously. A very positive report was also distributed to council from Lititz Rec on the first year of operating the playground programs. Offering the program for the future will be part of the agenda for the next Parks & Pool Committee meeting. It was also noted that there will be a need to change the signage at the parks for the new hours that were established.

c) Personnel/Police – Nothing to report.

d) Public Works – Nothing to report.

e) Shade Tree Commission – Ms. Gates reported on the committee as they met with a landscaper and have a plan for revitalizing the center of Market Square which she shared with council. Hopefully this plan will make it easier to maintain this area of Market Square. She reported that there is an anonymous donor who will pay for these upgrades. She would also like to remove the bushes on the west end of Market Square, which would help with the visibility of cars making turns onto Charlotte Street. She is recommending the planting of larger trees in the middle strip to form a canopy along the walkway. Mr. Fisher will advertise the presentation of the Shade Tree Committee for Market Square at the next council meeting.

New Business:

- a. The Identity Theft Prevention Program for Manheim Borough was explained and presented for approval. Motion by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Old Business:

- a. Verizon Wireless –We are still waiting to hear back from them on the modified agreement.
- b. Borough Building & EMS Building – There was nothing new to report.
- c. Tax Exempt Properties – Question was raised as to the possibility of posting lien information and code violations for the public to view.
- d. LERTA – Discussion was held concerning the criteria, incentive period and terms the borough would like to consider for this program. The area to be considered would be the whole borough, for 10 years at 10% per year. Motion by Mr. Roth to move forward with LERTA for 10 year at 10% per, seconded by Ms. Gates, passed unanimously. Mr. Fisher explained the process for this program and will start the next steps for the adoption of the ordinance. He will also start the process to coordinate this with the county and school district.
- e. Veterans Memorial Project – There was no update.

Public Comment: There was no public comment.

President Phillips recessed the council meeting to Executive Session for discussion of personnel matters at 8:53 PM.

Executive Session was adjourned to continue the regular council meeting at 9:27 PM.

Motion by Mr. Roth to offer Mr. Bruce Gloss a position as full time Public Works staff beginning as soon as he is able to start Full Time, seconded by Mr. Howett, passed unanimously.

Motion by Mr. Howett to have Commonwealth Code provided administrative services in support of the code services beginning September 12th, seconded by Mr. Enck, passed unanimously.

Motion by Mr. Roth authorizing the Borough Manager to advertise for and hire a part-time office administrative assistant for 10 to 30 hours per week, seconded by Ms. Leech, passed unanimously.

Meeting was adjourned at 9:35 PM.

Respectfully submitted,

Linda Gerhart

August 30, 2016