

Manheim Borough Council Meeting

August 9, 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, Jean Gates, Elaine Leech, Junior Council Person Aiesha Elwady 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: 7/26/16 Borough Council Meeting, Motion to approve, as presented by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Visitors: Ms. Kelly Lauver from the Manheim Chamber of Commerce was present to update council on the current planning and scheduled date for the 2017 Rock N Glow 5K Race, which they will be sponsoring. They will be following the same basic format as in years past and it has been scheduled for Saturday, June 3rd, 2017. It was suggested that they check the date of commencement to be sure it is not the same weekend. Otherwise council has no problem with the date.

Mayor and Police Chief Report:

There was no report from the Mayor.

Chief Stauffer recognized Officer Kirk Colwell for being selected Officer of the Year for Lancaster County. He was presented with a Preliminary Drug Test Kit by council. Chief Stauffer distributed his report and reviewed it with council. Council was updated on the many items and policy changes that are currently being taken care of before the move to their facility. A copy of a revised parking ticket was presented. They hope to have a crossing guard hired by the end of the week. He will be attending an organizational meeting for the Santa Run on Wednesday and reported that the route has been changed and hopefully improved for the participants.

Borough Engineer Report: Council will be updated at the next council meeting on Mr. Craddock's research on the possible placement of a warning light for the North Main Street and West Colebrook Street Intersection.

Borough Code Officer Report: Mr. Moyer presented his report to council. Council was updated on Rental Inspections, Weed Violations and the gutters on a property on North Main Street. Supposedly work will be starting at 69 N. Charlotte Street but there has been no activity at the property presently.

Borough Manager Report: Mr. Fisher presented his report to council. Council was updated on the collapsed ceiling in the hallway where the library had materials stored. Council was also updated on the Chiques Creek SW Team Meeting he had attended earlier today with the partners in the Watershed, as well as the status of the Land Bank, which will have an upfront cost to participate. It was explained why the School District will need to opt in to the Land Bank as well. If we would be interested in the Land Bank a presentation would be made to council to explain the concept by the county. Consideration of using LERTA was also mentioned.

Everyone was reminded of the next Manheim Central Partner's Meeting on Wednesday, August 17th at the Manheim Central School District Office at the Middle School.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #12 in the amount of **\$197,232.95 (\$194,014.65 Perrotto, \$3,218.30 Divitri)** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **Ratified Funds** in the amount **\$139.78**, **General Fund** in the amount of **\$466,552.55 (includes \$400,000.00 transfer to Fulton Account – final transfer)**, **Capital Fund** in the amount of **\$6,362.78 (includes \$5,809.28 transfer to Fulton Bank Account – final transfer)**, **Fulton (Police Construction)** in the amount of **\$197,232.95** and **Liquid Fuels Fund** in the amount of **\$5,615.33**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

a) Finance Committee – Committee will begin to meet with their first public budget meeting on August 16th at 6:30 PM for the preliminary budget numbers for the Police Department department. The auditor services for the year are complete and the suggestion of sending out a RFP for new auditors was presented and discussed. Motion to advertise the RFP for an auditor by Mr. Roth, seconded by Ms. Gates, passed unanimously. The public meetings for the Finance Committee to meet for Budget purposes were advertised.

b) Parks and Pools – Resolution 34-2016 – Setting Park Hours as recommended by the Parks and Pool Committee was presented for approval. After discussion it was decided to table the resolution approval and have Parks and Pool Committee review the hours for the lighted basketball courts. Council does support the hours being set for dawn to dusk for the parks.

c) Personnel/Police – Nothing to report.

d) Public Works – The Committee met before the council meeting. A quote was received for the interior furniture for the Police Building for \$75,773.83, which is below the budgeted amount. A quote was also received for cell bunks and pistol lockers for \$2,400.00. Motion by Mr. Roth to approve both quotes, seconded by Ms. Leech, passed unanimously.

e) Shade Tree Commission – Ms. Gates reported on the committee. She will bring to council their recommendations for improvements to Market Square. Advertisement of the Shade Tree Committee recommendations for tree improvements for the borough was discussed. Motion for future advertising of the meeting for the Shade Tree Commission recommendations by Ms. Gates, seconded by Ms. Leech, passed unanimously.

New Business:

- a. Request from Manheim Township Police Department for Fire Police coverage was presented for approval. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- b. Request to extend tax waiver from prior property owner (Waggoners Gap Road LLC) of 148 East Stiegel Street to new owner (Brady Corporation). This will be referred to Executive Session.

Old Business:

- a. Verizon Wireless – We are still waiting to hear back from them on the modified agreement.
- b. Borough Building & EMS Building – There is a possible interest in leasing the EMS Building. Discussion was held on advertising the availability of the building. It was recommended to consider using a commercial company if leasing the building is the direction council will be moving. Parking options for

the EMS Building were discussed. Mr. Fisher will research possible recommendation for commercial companies to be involved with the leasing process. It was requested that the Manheim Chamber of Commerce be able to partner in the marketing process as well. It was requested that the Manheim Chamber of Commerce also be involved in the Borough Welcome Signs project that is being proposed for the future.

- c. Tax Exempt Properties – A final draft of the letter to be sent to the tax exempt property owners that had been e-mailed to council was discussed. The assessed value and tax amount that would be due will also be included in the letter. Motion to send the letters for in lieu of payments by Ms. Leech, seconded by Ms. Gates, passed unanimously.
- d. LERTA – The discussion is ongoing as this will be discussed by the School District later this month concerning their involvement in this process. The area of the borough to be included in this process as well as the payment schedules and terms for these properties will need to be considered by council.
- e. Veterans Memorial Project – There was no update, but the committee is becoming active again and will hopefully be scheduling a meeting in the near future.

Comments were offered on the Correspondence included in the packets. It was noted the numbers for the first year of the playground program were steady the entire summer as the program came to a successful close. It was noted that the Aaron Acres program also had another great season at the Pool and Memorial Park as they continue to express their appreciation for all the Manheim Borough support.

Public Comment: There was no public comment.

President Phillips recessed the council meeting to Executive Session for discussion regarding information or strategy in connection with issues on which identifiable complaints are expected to be filed at 8:18 PM.

Executive Session was adjourned to continue the regular council meeting at 8:40 PM.

Motion by Mr. Roth to not approve the request from Brady Corporation to extend to them the tax exemption that was previously granted to Waggoner Gap Road LLC located at 148 East Stiegel Street, seconded by Ms. Gates, passed unanimously.

President Phillips also briefly discussed the Department of Health and Human Services correspondence that was received by council.

Motion to Adjourn the Council Meeting 8:43 PM by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Respectfully submitted,

Linda Gerhart

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