

Manheim Borough Council Meeting

September 13, 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, Chad Enck, Junior Council Person Aiesha Elwadky and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher & Recording Secretary, Linda Gerhart

Public Comments: There were no public comments.

Approval of Minutes: 8/30/16 Borough Council Meeting, Motion to approve, as presented by Ms. Leech, seconded by Ms. Gates, passed unanimously.

Visitors: Mr. Randy Lauver Commercial Account Representative for Arborist Enterprises, a tree care company located at 1926 Auction Road, Manheim and his associate Tom Shotzbarger Board Certified Master Arborist were present to discuss the Ash Trees in Memorial Park. They wanted to bring to council's attention a potential public safety hazard as many of the Ash Trees near the Farm Show Complex and along the creek on the other side of the covered bridge are part of an infestation of Emerald Ash Borers. A brief explanation of the progression of this infestation was explained. Mr. Lauver met with Mr. Weidman from Public Works to do an overview of the trees with various levels of serious deterioration, as they are a safety and liability issue considering their locations overhanging walkways to the schools and the covered bridge. After their walk through the area, they developed a fairly good idea of which trees were the most deteriorated or totally dead and should be removed immediately, as well as noting what levels all the trees were at. A formal proposal will be developed in the next few days from Arborist Enterprises to address the trees that should be prioritized for removal before the Farm Show is held this year, as well as a safeguard for all walking students and residents who use the park. Pretreatment before infestation was also explained to be used as a way to preserve any trees not yet infested. Approximately 80% of the trees in this area of the park are Ash Trees. Motion by Mr. Roth to approve the Borough Manager spending up to \$8,000 for removal and managing of any Ash Trees that may cause immediate danger at this point, seconded by Mr. Enck, passed unanimously. This will start the process until there is a plan for handling the whole infested area of the park. Replanting of other trees can happen immediately as these Emerald Ash Borers are specific to the Ash trees and only one other specific tree.

Mr. Randy Boll, Executive Director from Teen Central was present to request permission to have a hayride as part of their Halloween Celebration they hold in the Mini Park with other local churches on Trick or Treat Night. The route would be South from Teen Central on Wolf Street to Stiegel Street, then East to G&G Feed to turn around and return. Chief Stauffer thought this route would work and there would be no need to close roads. The wagon would be safe with high sides and well lighted. The Insurance Certificate would come from the sponsoring church to the borough office. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Mayor and Police Chief Report:

Mayor Funk had nothing to report.

Mayor Funk presented and reviewed the Police Chief report in his absence. Council was updated on the completion of the budget process, the CPR/First Aid training for all officers, the new crossing guards, the donation from Nitro Cutting Services and Farm Show security.

Borough Code Officer Report: Mr. Moyer presented his report to council. Updates were given on the 69 North Charlotte Street property with regard to securing the property and the council was given a list of code violations. A meeting is being scheduled with the owner to discuss all the items that need to be addressed to bring this property up to code and have it meet the criteria for having a rental property in the borough. The dumpster issues will be addressed. Continuous aggressive measure from the Codes Department continue to be encouraged especially for properties listed on the report. It was noted that there are certain areas of the borough that need to be continually monitored, East & West High Street as well as East & West Gramby Street. A property on South Grant Street needs to be checked for paint and vines.

Borough Manager Report: Mr. Fisher presented his report to council. Interviews have been conducted for the Part time Administrative Position and an offer is going to be made to an applicant. Mr. Bruce Gloss started full time with the Public Works Department. Council was reminded about the LCBA meeting the borough is hosting at the Train Station on Wednesday, September 28th. Paving projects in the borough will be completed this week.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #14 in the amount of **\$474,343.71** Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. **General Fund** in the amount of **\$55,214.13**, **Capital Fund** in the amount **\$265.75** and **Fulton (Police Construction)** in the amount of **\$474,343.71**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Mayor Funk questioned the status of the construction fund account for the new Police Building and complimented the work by the contractor.

Committee Reports:

- a) Finance Committee – Committee met on August 16th, August 30th and September 6th. The general budget is 80% complete. Budget is in good shape, and missing numbers are the last minute figures like health insurance that never come in early in the budget process. Even though the Police Budget is not quite complete, Rapho Township has requested review of the preliminary numbers for them. The numbers for next year are not actually due to them until October 25th as we also need health insurance for their portion as well. Motion by Ms. Leech to share the preliminary budget number with the Rapho Township, seconded by Mr. Enck, passed unanimously.
- b) Parks and Pools – Nothing to report. Parks and Pools will meet before the next council meeting.
- c) Personnel/Police – Nothing to report.
- d) Public Works – The committee met before the council meeting. Scout Alley between North Wolf Street and North Hazel Street is in bad condition. Approximate figures to mill and repave would be around \$19,000. If we milled and prepped the Alley ourselves it would greatly reduce our cost. Committee recommends that staff proceed with obtaining firm numbers with Public Works doing the prep work. This alley was recommended for repaving due to the high volume of traffic and business use. Motion by Mr. Roth to move forward to get pricing for this project with the money coming from the Capital Fund, seconded by Ms. Leech, passed unanimously. Concern was raised as to the business in this area blocking traffic on the Alley in the morning. This will be forwarded to Chief Stauffer for handling. The lack of lighting on the Municipal Lot off North Wolf

Street was discussed. The Borough Engineer had received an estimate for LED lights for the lot at approximately \$10,000. Committee recommendation to proceed with obtaining firm figures to proceed with the lighting upgrade for the Municipal Lot on North Wolf Street. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. The Municipal Lot on North Wolf Street also needs to be sealed and then relined. A quote of \$5,450.00 was received from Brooklawn Paving to do sealing and any necessary patching for this lot. Motion to approve the sealing of the Municipal Lot on North Wolf Street by Mr. Roth, seconded by Mr. Enck, passed unanimously. The relining of the lot will be handled by the Borough Engineer and the Public Works Department. Other locations for the Cardboard Dumpsters will be researched. The Mayor noted there will be an open house for the new Police Building when it is complete. Replacing the exterior basement door and the set of double wooden doors in the Community Room to bring them to code was discussed. Pricing was presented for replacement of both sets of doors for \$7,420.00 with the outside doors having glass. The committee is recommending to replace the doors but not with glass as a safety caution. This should also lower the cost of the replacement. Motion by Mr. Roth to move ahead with replacing these doors without glass, seconded by Ms. Leech, passed unanimously. The list of additional office items for the new Police Building presented as part of the Chief's report in the amount of \$3,955.43 was presented for approval. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. A new quote for the furniture in the new Police Building has been received in the amount of \$79,792.69, which is approximately \$4,000 higher than the original amount approved at a prior council meeting. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously. It was also noted that the new quote received does not include window treatments or appliances. The committee is recommending that the appliances be purchased at Longenecker's Hardware and that Mr. Fisher and Chief Stauffer meet with Myers Furniture to see what window treatments would be recommended in the building and proceed with an estimated cost. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously. Council was updated on the proposed lettering for the front of the new Police Building. A quote from Cassel Signs for the lettering and installation for \$2,348.00 using ¾" cast metal aluminum was presented for consideration. This is the recommendation of the committee. Motion by Mr. Roth to approve the quote of \$2,348.00 from Cassel Signs using ¾" cast metal aluminum with installation included pending confirmation by Chief Stauffer that another potential low/no cost option from a local company is a possibility or not, seconded by Mr. Enck, passed unanimously. Mr. Craddock had presented information on a program called Green Light Go for upgrades to Traffic Signals. His recommendation would be to put battery backups on our current Traffic Signals. It would be a grant for \$90,000, with the Borough portion being a 20% match of approximately \$18,000. The match could come from Liquid Fuels. Due date for submission is the end of September. Motion by Mr. Roth to have Mr. Craddock proceed with the paperwork for the grant, seconded by Ms. Leech, passed unanimously. The use of the decorative traffic signals in the borough was mentioned. The emergency traffic signage for the intersection of West Colebrook and North Main will be put on hold until spring and the situation will be monitored once the new ambulance and police buildings are in full use. The Ambulance Association is recommending their personnel use alternate streets whenever possible in order to stay away from the West Colebrook and North Main Streets intersection. The cigarette signs at the Sunoco on North Main Street will be checked to see if they are blocking visibility at the intersection. Mr. Craddock is working on pricing for the interior signage at the Police Building and will have a report for the next council meeting. The committee discussed paving projects for 2017 will have their recommendations available for council consideration in late October. Discussions will continue within the committee as to recommendations for renovations to the old council chambers.

e) Shade Tree Commission – Ms. Gates updated council on the committee's progress with the project on Market Square. She is recommending the use of 6 Ginkgo Trees on Market Square. She explained the removal of the many layers of mulch in the center of the Square so there will be easier maintenance. The bushes on

the Western end of Market Square will also be removed for better visibility for cars turning on Charlotte Street. She updated them on the donated trees that will be planted in the center and the Japanese Lilac that will be replaced. The cost for the trees being purchased and planted and removal of the bushes will be \$2,000. Motion by Ms. Gates to approve the payment of the tree purchase and additional costs for the upgrades for \$2,000, seconded by Ms. Leech, passed unanimously. The work will be performed this fall. The balance of their budget for 2016 will be used to trim trees.

New Business:

- a. A request from the Manheim Central HS Student Council to hold a Fun Run on October 22, 2016 on the Cross Country Course was presented for approval. Ms. Elwadky gave a brief explanation of this event. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- b. A request from Mr. Tom Sweeney to allow Snack Attack to provide the food for the Movie Night in Memorial Park on September 17th was presented for approval. A request was also presented for signs to be posted in the borough for the event. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- c. A request from Manheim Central HS Softball Team to use the softball fields for "Open Field" workouts was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- d. The resignation of Mr. Brian Kresge from the Zoning Hearing Board was presented for approval. Motion by Mr. Roth, Seconded by Ms. Gates, passed unanimously.
- e. It was noted that the position on the Zoning Hearing Board needs to be filled.
- f. Mr. Enck requested organizing an exploratory committee to research the possibility of bringing back the 4th of July Celebration in Manheim. Motion by Mr. Enck, seconded by Ms. Gates, passed unanimously.

Old Business:

- a. The Auditor RFP – Three proposals have been received and one response. The proposals were close in price. Some do currently have local municipalities as clients. Mr. Fisher will field any questions that council members have and request answers from the candidates. Action will be tabled until the next meeting to give council members time to review each proposal.
- b. Verizon Wireless – There was nothing new to report.
- c. Borough Building & EMS Building – There was nothing new to report. NWEMS will probably be operating out of the current location on East High Street until the end of September.
- d. Tax Exempt Properties – There was nothing new to report.
- e. LERTA – The solicitor is currently preparing a draft ordinance as the next step in this process. The county and school district have been notified of the borough's intentions to move forward with this program. The school board does have LERTA listed on their agenda for discussion at their meeting scheduled for the end of September.
- f. Veterans Memorial Project – There was no update.
- g. Comments were offered on the level of nitrates shown on the MAWSA report that was distributed to council.

Mr. Moyer updated council on the current status of the sidewalk and foundation violation notice sent to the Caribbean Inn, with the 30 day time limit for a response being Wednesday September 14th. It was suggested to move to the next step of authorizing an inspection by an engineer to assess the situation. Motion by Mr. Roth to have Mr. Moyer contact the Caribbean Inn on Thursday September 15th and if there is no satisfactory

response to move to the next step of hiring an engineer for an inspection, seconded by Ms. Gates, passed unanimously.

Public Comment: There was no public comment.

President Phillips adjourned the meeting at 8:53 PM.

Respectfully submitted,

Linda Gerhart

September 13, 2016