

Manheim Borough Council Meeting

September 27, 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 and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer & Recording Secretary, Linda Gerhart

Public Comments: Ms. Melissa Foltz, Manheim Community Librarian was present to thank Council and the Borough for their continued support of the library. She updated council on the very successful reading program the library held during June, July and August and distributed a report showing the statistics for the last few years of operation.

Approval of Minutes: 9/13/16 Borough Council Meeting, Motion to approve as presented by Ms. Leech, seconded by Ms. Gates, passed unanimously. It was noted that an explanation of the reason for the removal of the trees in Memorial Park due to the infestation of Emerald Ash Borers should be conveyed to the residents, so they are informed why such a large number of trees will be removed.

Visitors: Mr. Jay Mylin Operations Manager for the Manheim Community Farm Show Week came to touch base and update Council on parking, security, safety issues and relocating of some of the tents for this year. He commented on how well the community as a whole works together each year to make this Farm Show so successful. There will not be any rides this year. They will be making an effort to encourage the use of the shuttle service for parking. Permission to use Island Field for parking was requested. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Mayor and Police Chief Report: Mayor Funk updated council that he will be speaking at the Opening Ceremonies on Monday night for the Community Farm Show. Tuesday night at 6:00 PM Officer Szulborski and Officer Bayne will be presenting a demonstration on canine skills at the Community Farm Show.

Chief Stauffer presented his report to council and updated them on the statistics for the month. The new Police Station interior ADA signage quote from Sign Me Up for \$1,357.00 was presented for approval. Motion by Mr. Enck to approve the quote with the Borough Manager making any decisions that may be affected by the need for additional signage, seconded by Mr. Roth, passed unanimously. The Farm Show security elements are all in place and Chief Stauffer explained the schedule. All the security is also in place for the Car Show. Chief Stauffer also explained the issues of possible creepy clown reports. The Vehicle Crash Review Board needs to have additional members appointed. Chief Stauffer explained the purpose of the Board. Motion to approve the appointment of Mr. Roth and Mr. Enck to the Vehicle Crash Review Board by Ms. Leech, seconded by President Phillips, passed unanimously. It was suggested that portable lights on White Oak Road during Farm Show week might be necessary with the increased volume of foot traffic.

Borough Engineer Report: There was currently no new updates for council. He will have a report for the next council meeting after the Public Works Committee meets.

Borough Code Officer Report: The Commonwealth Code Officer report was distributed to council. The property at 1 South Charlotte Street with the sidewalk issue, is being dealt with by the property owner instead of the borough needing to intervene with hiring a structural engineer. It was noted that some of the problem properties in the borough seem to be finally showing improvement. The dumpster at 69 N. Charlotte Street has been removed.

Borough Manager Report: Mr. Fisher presented his report to council. Council was updated on the Aarons Acres meeting. Aarons Acres is not currently interested in the EMS Building after they toured the facility as it does not fit their current needs. They are still looking for a location in the Manheim area to centralize their organization.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #15 in the amount of **\$7,389.35** Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously. **General Fund** in the amount of **\$104,995.99**, **Capital Fund** in the amount **\$3,974.92**, **Fulton (Police Construction)** in the amount of **\$7,389.35** and **Liquid Fuels** in the amount of **\$2,257.83**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – The committee is cancelling their budget meeting scheduled for Tuesday, October 4th. They will wait until they have all their numbers and meet in November.
- b) Parks and Pools – They did not meet before the council meeting as not everyone was able to attend. They will meet at the end of October to address upcoming items as there was nothing that needed immediate attention before that meeting.
- c) Personnel/Police – Nothing to report.
- d) Public Works – The Scout Alley proposal was presented for discussion and approval. Motion by Mr. Roth to approve the proposal for Options 1 & 2 for paving in one mobilization for \$10,408.00 with Public Works staff doing the prep work, seconded by Ms. Gates, passed unanimously. Discussion was held as to the possibility of moving the cardboard dumpsters to a new location. They will be temporarily moved while the parking lot sealing project is completed.
- e) Shade Tree Commission – Ms. Gates updated council on the committee's progress with the project on Market Square. The concrete is being removed by the Public Works Department for the start of the project.

New Business:

- a. Trick or Treat Night on October 31st from 6:00 PM to 8:00 PM was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- b. Council was reminded that there is still a vacancy on the Zoning Hearing Board that needs to be filled.
- c. A request from Manheim Mennonite Softball Team to have the fee waived for their rental of Mummau Park for their softball picnic was presented for approval. Motion by Mr. Roth to deny the request, seconded by Mr. Enck, passed unanimously.

Old Business:

- a. The Auditor Proposal – Three proposals have been received. Discussion was held on the qualifications and experience of each firm and what would be the best fit for Manheim. Motion by Ms. Leech to appoint Zelenkofske Axelrod LLC as the Borough Auditor, seconded by Mr. Roth, passed unanimously.

- b. Verizon Wireless –There was nothing new to report. Mr. Fisher is still working with them to complete the final details of the agreement.
- c. Borough Building & EMS Building – Mr. Fisher updated council on some of the items that will need to be addressed as we take over maintenance of the EMS Building, starting with winterization. The future use of the EMS building will continue to be addressed as the option of leasing it will be researched. Discussion was held on what renovations the borough would undertake to make the building more appealing.
- d. Tax Exempt Properties – There was nothing new to report.
- e. LERTA – Mr. Fisher had provided council with a copy of the draft ordinance as the next step in this process for the borough. The draft copy has also been provided to the county and the school district for consideration. The school district would do a resolution for this program, the borough would however need to do an ordinance. The next step would be twice advertising the hearing for the draft ordinance to be held at the October 25th council meeting. The Lancaster County Planning Commission and our borough Planning Commission would also be notified if they would like to make any comments. Motion by Mr. Roth to approve the advertising of the draft ordinance and to hold the public hearing October 25, 2016, seconded by Ms. Leech, passed unanimously.
- f. Veterans Memorial Project – There was no update.

It was noted that there is a tire collection event being held as part of the West Nile Virus Program (Penn State Cooperative Extension) on November 17th.

Ms. Leech updated council on information from the Blighted Property Webinar given by the PSAB concerning ticketing of blighted property owners. She explained how the tickets work and steps taken for enforcement. Money could actually be placed in a blighted property fund for these properties. Discussion on these issues will be

Publicizing a list of Manheim Borough Lien Properties was discussed. Mr. Fisher had discussed this action with our solicitor and shared his thoughts on this matter. Sending a letter of notification of council's intention to advertise this list was suggested. Code enforcement will continue to be a priority issue in the borough.

Public Comment: There was no public comment.

President Phillips adjourned the meeting at 8:20 PM.

Respectfully submitted,

Linda Gerhart

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