

Manheim Borough Council Meeting
May 22, 2018 7:00 PM
Manheim Borough Building, Manheim, PA

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Y. Phillips, Vice President Brad Roth, Pro Tempore Chad Enck, Jean Gates, Elaine Leech and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Junior Council Person Recognition:

Mr. Charles Mummert from the Pennsylvania State Association of Boroughs was present to recognize and present to Ms. Destiny Lebron a plaque for her service during the past year to Manheim Borough as our Junior Council Person.

Approval of Minutes: 5/8/2018 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Visitors:

- a) Mr. Dillan Enck from the Historic Commission gave a presentation on a proposed Historic Commission Scavenger Hunt currently in the early planning stages in collaboration with the Manheim Historical Society. This would raise awareness of the town's history as well as the both the Historic Commission and Historical Society, which play a big part in preserving the borough history. Target groups would be school age children and their families. He gave a brief outline of what they are considering for this event. Council was in strong favor of this event.

Borough Codes:

- a) The monthly Codes Report will be presented at the next council meeting.

Borough Engineer Report:

- a) The monthly Borough Engineer Report will be presented at the next council meeting.
- b) Mr. Craddock gave his annual MS4 Public Information Presentation, which is required for our NPDES Permit. He reviewed the 6 Minimum Control Measures (MCM) of Manheim Borough's MS4 Program. They are as follows: MCM 1: Public education & outreach, MCM 2: Public involvement & participation, MCM 3: Illicit discharge detection & elimination, MCM 4: Construction site runoff control, MCM 5: Post-construction Stormwater management & MCM 6: Pollution prevention/good housekeeping. These Minimum Control Measures are basically for administrative purposes for the Borough. He explained the pollutant reduction plan that was submitted to DEP last year. He gave an overview of the future costs that may be involved as these projects progress.
Mr. Fisher reported on the meeting he attended with the Secretary of DEP, as well as Municipal Managers, State Senators & staff and State Representatives & staff last week. He reported on the new current criteria and requirements for performing the first permit cycle work as well as future cycles. He explained the timing for making all the improvements possibly more cost effective for our permit project in Memorial Park. Stream improvements by other municipalities north of our project were questioned as to the effect on our project. It was noted that the Sewage Treatment Plant upgrades are a separate permit situation and we get no credit for their projects. Concerns on the bends in creek being straightened was suggested for the future design process.
- c) Mr. Craddock presented a request for approval of payment for an additional ADA ramp on North Pitt Street to be included with the current Penn DOT project on West High Street. This way all the ADA Ramps

for Pitt Street & High Street would be replaced. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Visitor:

- a) Mr. Doug Shaub arrived at the meeting at 7:30 PM. Mr. Doug Shaub, Trustee of the Fire Department was present to request permission from council to install a chair lift in the back stairwell to their second floor meeting room at the Fire Company Building. Motion to approve the Chair Lift by Mr. Enck, seconded by Ms. Gates, passed unanimously. It was noted that the cost would be covered by the fire company and not the Borough, and that this request was presented to Council since the Borough owns the building.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the Monthly Statistics, the Manheim VFW Parade scheduled for May 28th at 10:00 AM, the Guns and Hoses Softball game on June 13th starting at 6:30 PM, DUI Check-point, Fatal Crash charges that were filed for the accident on December 31, 2017 and National Peace Officer Memorial Day.

Borough Manager Report:

- a) The Manager's report was presented and reviewed with council. Council was updated on the railroad crossing temporary closings within the borough for repairs by Norfolk Southern.
- b) The historic district mapping, which was never actually finalized and adopted, is now moving ahead for completion from this point on with careful research and review by all groups involved with the original research as well current entities. The map should be completed fairly quickly.
- c) The progression of events with PennDOT in the last few weeks to get the approval of planting trees on PennDOT roads was explained. The Master Plan for Main Street grant will be able to move forward.
- d) Street Light Conversion to LED should be completed in 70 days from date of completion of the paperwork, which happened the week May 14th.
- e) Every year we run into the situation with grass and weed violations on properties that are abandoned and in foreclosure for multiple reasons or just neglected. Our ordinance does allow for us to hire third parties to cut grass and weeds in this instance. Staff is looking for approval to have these properties taken care of when there is no other recourse after citing the owner and the grass and weeds are out of control. Motion to authorize on a case by case basis by Ms. Leech, seconded by Mr. Enck, passed unanimously.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$94,308.40** and **Capital Fund** in the amount of **\$368.70**.

Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing new to report. They will start meeting later in the year.
- b) Parks and Pools – There was nothing new to report from the committee.
 - i. However, it was noted that the Germania Band Club has again volunteered to sponsor the Playground in the Park program at Mummau Park, which starts on June 18th.
 - ii. A note was sent to the Manheim Rotary thanking their youth for mulching the playground at Mummau Park.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – There was nothing new to report.
 - i. RFPs for architects were sent out for the Old Fire Hall/Borough Office Building.
- e) Shade Tree Commission – The commission will continue to move ahead with the submission of the application for the TreeVitalize Grant.

Old Business:

- a) Mr. Enck reported that he discussed the safety issues concerning the Fishing Derby with Mr. Graybill so only fishing will be allowed on the park side of the creek because of the Emerald Ash Borer problem with the trees. It was noted that there will be trees removed this summer on the park side of the creek as soon as it is dry enough for the company to bring in their equipment.

New Business: There was no new business.

Correspondence: There was no correspondence.

Public Comment: There was no public comment.

With no further action, Motion to adjourn the Council Meeting at 8:10 PM by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
May 22, 2018