

Manheim Borough Council Meeting  
June 12, 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, Bryan Howett, Junior Council Person Brian Lauver and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

**Junior Council Person:** Brian Lauver was sworn in by Mayor Scot Funk as the new Junior Council Person.

**Approval of Minutes:** 5/22/2018 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

**Visitors:**

- a) Ms. Kelly Lauver from the Manheim Chamber of Commerce was present to give an update on the Rock N Glow 5K Race that was scheduled to be run on June 2<sup>nd</sup>. The pre-race events were held on Market Square and went very well. Unfortunately the race itself was cancelled due to heavy rains, flooding and lightning, as safety is always the first concern. The Chamber of Commerce is already looking ahead for holding the event again next year.
- b) Mr. & Mrs. Ron & Elizabeth Baier of South Fulton Street were present to discuss the street opening and temporary restoration work on their block due to a sewer issue at their neighbor's property, which after 12 weeks is still not complete. The original street cut was repaired temporarily, but issues keep occurring as the repaired area is constantly being driven over by car carriers at all hours of the day into the evening causing noise and vibrations to their home. They are also concerned about water issues at their property with the temporary restoration to this cut. The borough staff will keep checking on this situation as there is a company scheduled to complete this street repair.  
Their second concern is the intersection of West Ferdinand & South Fulton Streets and the possibility of having stop signs on South Fulton Street. He noted all the near miss accidents with all the increased truck traffic and confusion from motorist as to stopping on South Fulton Street. They were also concerned about the excessive speeding on this street as more young families are buying homes in this area. Motion for Traffic Study at West Ferdinand & South Fulton Streets by Mr. Howett, seconded by Ms. Roth, passed unanimously.
- c) Mr. Eric Patterson representing the Manheim Central Little League was present to request possible consideration of allowing either the Little League or the VFW Baseball organization to purchase Hollinger Field as the availability of fields keeps decreasing. The process for the borough selling property was explained. This request will be forwarded to the Parks/Pool Committee for further discussions and research on this request. Jeff Knosp of VFW Baseball voiced his concerns on the thought of opening up the selling of this property to the public. He offered comments on the how the VFW feels about using the field.

**Borough Codes:**

- a) Ms. Donna Czeiner, Codes Officer presented her report and reviewed it with council. She updated council on compliance issues. Weed and Grass violations are ongoing and are being addressed and cited. There will be no Zoning Hearing Board meeting in July. She explained the procedure for serving warrants and the delay in serving them with the Sheriff Department since there has been a change in policy for that department in the past year, as well as what is involved with filing a civil action. All rental licenses have been paid for the year, and inspections are continuing to be scheduled as they are not due until October. Inspection procedures were explained.

**Borough Engineer Report:**

- a) Mr. Craddock presented his report to council. The Main Street project will be completed by the week of June 18<sup>th</sup>. The South Charlotte Street ADA ramp reconstruction is complete and the paving is scheduled for June 21<sup>st</sup>.
- b) North Main Street Stormwater Project AFP #1 in the amount of 115,055.10 was presented for approval. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**Mayor and Police Chief Report:**

Mayor Funk noted there was a Congratulation Parade for the Manheim Central Volleyball team for their second place finish in the State Tournament by the Fire Company on Saturday night. Council was updated on the project underway at the old Bickel Building on North Main Street.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the increase in traffic incidents & accidents as the borough continues to deal with road construction projects, the Manheim VFW Parade held on May 28<sup>th</sup> at 10:00 AM and the Guns and Hoses Softball game schedule for Wednesday, June 13<sup>th</sup> starting at 6:30 PM. The increasing farm implement traffic through the borough was questioned and discussed.

**Borough Manager Report:**

The Manager's report was presented and reviewed with council.

- a) Authorization for advertising a Partner's meeting for August 15<sup>th</sup> at the Manheim Central School District was presented for approval. Motion by Mr. Enck, seconded by Ms. Gates, passed unanimously.
- b) Continuation of the Feral Cat Program with Nobody's Cats Foundation was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- c) A request for financial compensation for sidewalk replacement from a resident was presented for approval. This matter is tabled until the next meeting so more information can be gathered before council makes a decision on this request.

**Treasurer Report/Payment of Bills:**

**Presented for approval – General Fund** in the amount of **\$240,863.77**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**Committee Reports:**

- a) Finance Committee – There was nothing new to report. They will start meeting in August.
- b) Parks and Pools – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The committee met before the council meeting.
  - i. Two proposals were received for architectural services for the Old Fire Hall/Borough Office Building. The committee recommends the proposal from de Vitry Architects for \$14,000. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
  - ii. Traffic Signal Battery Backup Unit bid from C M High was the low bid in the amount of \$42,950.00 and is recommended for approval. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.
  - iii. Main Street Change Order #3 for additional work due to 2" water lines being encountered in the amount of \$4,750.00 was recommended by the committee for approval. Motion by Mr. Enck, seconded by Mr. Howett, passed unanimously.
  - iv. Mr. Craddock explained the revisions to the scope of the South Hazel Street project, which will result in a significant reduction to the cost of the project.
  - v. The Public Work Committee is recommending the work on the E & S Plan for the Ash Tree removal project in Memorial Park for approximately \$3,000 be approved to start the process so it will be ready for the bid package when it is prepared for the project. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.
  - vi. The cost of paving Chestnut Street will be approximately \$16,900, so we will need to get 3 formal quotes for the project. It was decided to table any further action on this project until the borough contacts the residents on the block involved to make sure they want this street paved.

- vii. Manheim Medical trucks are not blocking the streets around their business any more. A letter will be sent to them acknowledging and thanking them for addressing this issue. This will serve as a reminder and follow up to them that they cannot block the streets completely.
- e) Shade Tree Commission – The commission will continue to move ahead with the submission of the application for the TreeVitalize Grant which is due in July. The dead tree in front of Fulton Bank is scheduled to be cut down in the near future.

**Old Business:**

- a) The sign ordinance will continue to be reviewed for updates and advertisement when it is complete.
- b) The ordinance for ice and snow removal is also being reviewed for updates.
- c) Mayor Funk requested consideration from council to have the mowing at the Police Building handled by the Public Works Department. Discussion was held on budgeting and covering this cost for the future.

**New Business:** There was no new business.

**Correspondence:** The correspondence was distributed with the packet.

**Public Comment:** Mr. John Ralston of 36 Market Square questioned who is responsible for maintenance and cleanup for the trees in front of Market Square properties. He was told it was the property owner's responsibility to maintain their property. He was also questioning the current changes to the sign ordinance being considered and where to find the information on the changes once they are complete and advertised as a pending ordinance. He updated council on the renovation project currently ongoing at his property. He invited council to contact him directly if they have any questions about his property.

**Council Meeting was recessed to Executive Session at 8:33 PM for personnel matters by President Phillips.**

**Executive session was adjourned at 9:05 PM.**

**With no further action to be taken, Council Meeting was adjourned by President Phillips at 9:07 PM.**

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
June 12, 2018