

Manheim Borough Council Meeting  
July 31, 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, Bryan Howett, Jean Gates, Elaine Leech, Junior Council Person Brian Lauver and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

**Approval of Minutes:** 7/10/2018 Borough Council Meeting Minutes: Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.

**Visitors:**

- a) Ms. Risa Paskoff from Aaron's Acres was present to request permission to hold a Touch A Truck Event sponsored by Warfel Construction on Saturday September 22 from 11:00 AM to 2:00 PM in Memorial Park and the Pool area. It would be for Aarons Acres families as well as all special needs children in the area. Ms. Amber Schnader and Ms. Sara Miller from Warfel Construction were also present. A map was distributed to show the area needed for the event and discussion was held on what participation would be needed from the borough. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- b) Ms. Kelly Lauver of the Manheim Chamber of Commerce presented the inaugural Manheim Chamber of Commerce Directory to council. She gave an update on the Rock N Glow Race registration discount being offered to the preregistered racers from the race this year to participate in the race next year, since the event was cancelled due to severe weather conditions. The Chamber will also be partnering once again with the Lions Club to hold the Annual Car Show on October 13<sup>th</sup>, with a rain date of October 20<sup>th</sup>. The Chamber will be joining with Ruhl Insurance to celebrate their 75<sup>th</sup> Anniversary of being in business.

**Borough Codes:**

- a) Monthly report to be presented at next Council meeting.

**Borough Engineer Report:**

- a) Monthly report to be presented at next Council meeting. It was noted that storm sewer upgrades and dredging has really helped with the flooding situation in the borough.
- b) The final release of financial security for the NW EMS Land Development Project in the amount of \$3,365.16 was presented for approval. Motion by Ms. Leech, seconded by Mr. Howett, passed unanimously.

**Mayor and Police Chief Report:**

Mayor Funk updated council on Aarons Acres. Their carnival was held on Saturday, July 21<sup>st</sup> from 12:00 Noon to 2:00 PM at the pavilions in Memorial Park. He reported on his attendance at the State Mayors Conference in Lancaster. He reported on the Manheim Project as it is coming to a close in the borough, however there is a youth group still working on projects this week as a continuation of the original project. He thanked the Manheim Project for their service at their dinner. The Chiques Creek Watershed Alliance Creek Stomp is scheduled for August 8<sup>th</sup> at Mummau Park starting at 6:00 PM. On August 22<sup>nd</sup> is the Baron Pride night for Manheim Central School District at the Football Stadium. It was noted that progress is being made on the Curb & Crosswalk painting.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on department statistics, the National Night Out Event on August 7th, a donation from Ferrell Gas, department training for CODY RMS police reporting system as well as CPR/First Aid/GSW training, Aggressive Driving enforcement and the robbery on July 6<sup>th</sup> in the borough. Council was also updated on the current Drug Task Force operations in our

area. Paving schedule for High Street was questioned, with regard to possible speeding on the newly paved street when it is completed. An update was given on the new LED Streetlights.

#### **Borough Manager Report:**

The Borough Manager's report was presented and reviewed with council. South Hazel Street residents were notified about the delays with the paving project on their street.

An update was given on the flooding situation with regard to the damage from the recent storms.

Council was updated on the current status of the request for compensation for sidewalk repair work at 2 North Charlotte Street, which had been discussed at a previous council meeting. Mr. Deppen provided more detailed information and background of events including the invoice and what he is requesting for compensation. After discussion it was decided to check to see if we would have any insurance coverage for this type of situation. Mr. Fisher will get in touch with Mr. Deppen before the next council meeting.

- a) The biennial liquid fuels audit is complete and went well.
- b) The assignment of the Lebanon Farms Disposal Inc. contract to Waste Industries of Pennsylvania, a subsidiary of Waste Industries USA LLC the new owner per the existing terms of the current contract with Lebanon Farms Disposal was presented for approval. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.
- c) The Amendment to the Rental Properties Ordinance (primarily clarification of terms and provisions – registration and inspection requirements unchanged) was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously. Enforcement of the number of persons allowed to reside at a property was discussed.
- d) Authorization to keep moving forward with the attorney to transfer the title for Fire Station Building to the Fire Company as discussed at previous council meetings was presented for approval. Motion by Mr. Howett, seconded by Ms. Gates, passed unanimously. Costs for maintaining the building will be provided to the Fire Company for budgeting purposes.

#### **Treasurer Report/Payment of Bills:**

**Presented for approval – Ratified** in the amount of **\$1,500.00 (Postage Meter Refill)**, **General Fund** in the amount of **\$95,890.01** and **Capital Fund** in the amount of **\$319.49**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

#### **Committee Reports:**

- a) Finance Committee – The Committee will meet on August 21<sup>st</sup> at 6:30 PM with the Police Department to start the budgeting process.
- b) Parks and Pools – Ms. Gates gave an update on a tree that is dying on Market Square that had caught fire from a discarded cigarette butt. The water usage at the pool was questioned and is reported to be down from last year. Discussions about the operation of the pool will start at the end of the season after it closes and the final numbers are available.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works –
  - I. Old Fire Hall/Borough Office Building - Mr. Fisher is continuing to meet with the architect on the feasibility study and conceptual plan for the borough. Lead and asbestos test results were positive for the building. Estimate for the removal work is \$32,000. This work would need to be put out for bid. The Preliminary Cost Estimates for the building should be available for the next Public Works Committee Meeting from the Architect.
- e) Shade Tree Commission – The application for the TreeVitalize Grant has been submitted and we are waiting for the results. Upgrading and beautification of the welcome signs coming into the borough was discussed. It was suggested to use part of the Shade Tree budget to help match the TreeVitalize Grant.

#### **Old Business:**

- a) The draft sign regulations amendments (within the zoning ordinance) are being finalized for review by the Manheim Borough Planning Commission and Borough Council in August.
- b) The Snow/Ice Removal regulations will be reviewed and marked up by council for changes and additions. It is being recommended to have a 24 hour timeline for clearing sidewalks instead of 12 hours.

**New Business:**

- a) The Trash/Recycling Contract Renewal (5<sup>th</sup> Year Option – Final Year of Contract) needs to be decided by August 31<sup>st</sup> deadline to notify Lebanon Farms Disposal and LCSWMA of the borough's decision. Motion to renew the contract for the 5<sup>th</sup> year by Mr. Roth, seconded by Ms. Leech, passed unanimously.

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

**Public Comment:**

There was no Public Comment.

**Motion to adjourn to Executive Session for Personnel Matters at 8:12 PM by Mr. Roth, seconded by Mr. Enck, passed unanimously.**

**Council adjourned from Executive Session at 9:07 PM.**

**With no further business, the Council Meeting was adjourned at 9:07 PM by President Phillips.**

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
July 31, 2018