

Manheim Borough Council Meeting
October 9, 2018 7:00 PM
Manheim Borough Building, Manheim, PA

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** Vice President Brad Roth, Pro Tempore Chad Enck, Jean Gates, Elaine Leech and Junior Council Person Brian Lauver
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 9/11/2018 Borough Council Meeting Minutes: Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Visitors:

- a) Mr. Jonathan Dunkle, Director of the Manheim Community Library gave a presentation recapping the funding needs for the 2018-2019 Manheim Community Library Municipality Budget, as it relates to the three municipalities in their service area. He explained the criteria used to calculate the Lancaster County contributions to each library.

Presentation: Police Chief Joseph Stauffer presented to Officer Steve Ludman and Officer James Starr Certificates of Commendation for their handling and prevention of a possible death by officer suicide attempt. Sergeant Kristopher Keller and Officer Ryan Yarnell were also in attendance.

Borough Codes:

- a) Ms. Czeiner presented her report to council. She updated council on the Airbnb applications and the application for Special Exception scheduled for the next Zoning Hearing Board Meeting on November 5th as well as, the changes and updates to the rental program since approval of the new rental ordinance. She updated council on the continuing research and changes for the final draft of the new sign ordinance by herself and the Manheim Planning Commission. She gave an update on the large ongoing commercial project at 45 North Main Street as the bakery is scheduled to open tentatively in December. She answered questions concerning the process of citing properties once they reach the District Justice level. It was suggested to send acknowledgement letters to property owners who take exceptionally good care of their properties. The current status of the dead oak tree on the corner of Grant & Gramby Streets was questioned.

Borough Engineer Report:

- a) Mr. Craddock presented his report and reviewed it with council.
- b) The Traffic Signal Battery Backup Project is complete and the AFP#1 in the amount of \$40,802.50 was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Enck, passed unanimously. It was noted that this was a reimbursement grant, so we will pay the invoice and be reimbursed for 80% of this amount when the paperwork is processed for the grant. Notices are being sent to property owners along South Penn and West Stiegel Streets for sidewalk & curb repairs as UGI plans to upgrade facilities along portions of these streets. It was noted that we have received grant awards totaling \$550,000.00 for our MS4 project. It was noted that we are also waiting to hear about 2 other grant applications for this project.

Mayor and Police Chief Report:

Mayor Funk was not present.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on current statistics, the ongoing opioid exposure and field testing and the bomb threat at the Manheim Central High School.

Borough Manager Report:

- a) The Borough Manager's report was presented and reviewed with council. Council was updated on the ongoing SRBC, DEP, Penn State and Chiques Manager Meetings.
- b) Trick or Treat Night in the borough to be held on Wednesday October 31st from 6:00 PM to 8:00 PM was presented for approval. Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.
- c) The Snow & Ice Removal/Control Proposal from Warihay Enterprise for the Police Station was explained and presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Enck, passed unanimously.
- d) Resolution 36-2018 for disposition of property valued under \$1,000 was explained and presented for approval. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.
- e) Council was updated on the UGI Project on High Street and the affect it is having on our borough with them working at night. He explained part of the reason they are working at night is they would be doing additional excavation with the project and that would add more weeks to the project. When their work on the PennDOT streets is complete they will not be working at night on the borough streets.
- f) The turkey vultures have returned to the borough. Mr. Fisher presented council with additional information from USDA regarding the recurring issues and further measures that could be implemented. Council will review the additional measures for consideration.
- g) The paperwork has been received and is complete for signatures for the \$300,000.00 DCED Grant, however authorization is required by two approved representatives of Manheim Borough to sign. Motion by Ms. Leech to approve Borough Manager James R. Fisher and Council President Carol Y. Phillips to sign the grant award, seconded by Ms. Gates, passed unanimously.
- h) Mr. Fisher was questioned by PennDOT about the extension of sidewalks on West High Street associated with the upcoming Bridge Replacement Project. He explained the cost estimate of the total work involved that had been requested by the Public Works committee for review. After further discussions with PennDOT it was decided that PennDOT at Mr. Fisher's request for consideration would pay for sidewalk across the bridge as part of the project at this time. PennDOT will make the shoulders as wide as possible within their right-of way. Motion to accept the sidewalk work at the West High Street Bridge as part of the PennDOT Bridge Replacement Project by Ms. Gates, seconded by Ms. Leech, passed unanimously.

Treasurer Report/Payment of Bills:

Presented for approval – Ratified in the amount of **\$321,330.42, General Fund** in the amount of **\$27,166.88** and **Capital Fund** in the amount of **\$41,130.06**. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – Committee continues to work on the budget.
- b) Parks and Pools – Has not met recently. There was nothing new to report.
- c) Personnel/Police – Personnel Committee met in Executive Session regarding personnel matters on September 27th at 5:00 PM and on October 9th at 6:00 PM at the Borough Office.
- d) Public Works – Monthly Public Works Report was included in the packet.
- e) Shade Tree Commission – The application for the TreeVitalize Grant was not approved. It was noted that they received 9 applications totaling \$84,000 and they only awarded 4 grants totaling \$25,000. The Committee will review what they have left in their budget for this year. A Beautification Plan for the borough in the future was discussed.

Old Business:

- a) The Snow/Ice Removal regulations final draft was provided to council. There were 2 important changes proposed for the ordinance. It was recommended that the time for sidewalks to be cleared of snow and ice should be 24 hours instead of 12 hours for enforcement. This enforcement of clearing sidewalks of snow and ice was also recommended to be added to the Quick Tickets to help shorten the enforcement process. Motion to authorize the solicitor to prepare the ordinance and advertise for adoption at the November 13th Council Meeting by Ms. Leech, seconded by Mr. Enck, passed unanimously.
- b) The position of MAWSA Liaison is still open, if anyone is interested.

- c) Resolution 37-2018 – Police Vehicle Lease (Previously Approved) requested by the Bank for preparation of the final lease paperwork was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Enck, passed unanimously.
- d) There is still a vacancy on the Historic Commission.

New Business:

- a) A Donation Request from the Historical Society for \$976.00 was presented for approval. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.
- b) MC Fireworks Display permit was presented for approval. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Correspondence: The correspondence was in the packet (Fire Department Report & NW EMS Report).

Public Comment: Ms. Carey Deckard of South Charlotte Street was present to request that something be done to slow down the increased speeding on South Charlotte Street, which seems to be getting worse this year. Her daughter was hit by a car the previous week. Options to control the situation were offered and Chief Stauffer will review the situation as well as the Public Works Committee at their next committee meeting. The warrants and criteria for the suggestions offered to slow traffic will be researched.

Mr. Luke Fisher questioned the site on South Penn Street where residents were dumping grass that he thought was owned by the borough. The site he was questioning was private property and the owner is no longer allowing grass to be dumped there.

Motion to Adjourn to Executive Session for Police Personnel Matter at 7:59 PM by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Council returned from Executive Session at 8:15 PM. Motion by Mr. Enck to terminate crossing guard per Police Chief Stauffer's recommendation, seconded by Ms. Leech, passed unanimously.

With no further business the Council Meeting adjourned at 8:17 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
October 9, 2018