

Manheim Borough Council Meeting  
January 8, 2019 7:00 PM  
Manheim Borough Building, Manheim, PA

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Phillips, Vice President Brad Roth, Pro Tempore Chad Enck, 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:** 12/11/2018 Borough Council Meeting Minutes: Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.

**Visitors:**

- a) Mr. Terry Theal and Fire Chief Daniel Reif from the Manheim Fire Company presented to Borough Council a check in the amount of \$1.00 for the purchase of the Fire House at 83 South Main Street. President Phillips commended and complimented the Fire Department for the continued outstanding Volunteer Service and Management of the Fire Department in present times when some departments are facing many struggles. It was noted that a lot of the repairs, upgrades and maintenance to the building has been handled by the Fire Company and not requested from the Borough. This is due largely in part by the continuing generous support by the residents and Borough Council. They were also thanked for their help with the installation and dismantling of the Christmas lights.
- b) Mr. Dillan Enck, Vice chairperson of the Manheim Borough Historic Commission presented a Letter of Recommendation for amending the text from Article 220, Historic Preservation Overlay Zone, Paragraph 7 to the Historic Resource Classifications, to include the same levels of Significance as the Lancaster County Historic Site Register to Borough Council for consideration. He explained the reason for the request is to have the classifications clarified and uniform with Lancaster County Historic Site Register. The procedure for amending this text will be researched by Mr. Fisher and be on the next council meeting agenda.

**Borough Codes:**

- a) Ms. Czeiner presented her report to council. She reviewed the statistics with council and updated them on the current status of the rental property inspections that are past due. She is working with MAWSA on properties that are being shut off for water, to issue the condemnation notices that are posted for them as uninhabitable. She explained the procedure for processing Rental Licenses 2019 and handling of citations for those Landlords that do not comply. She is finding the new District Justice Tobin has been very supportive in working with her. She has been in touch with the new owners of 36 South Wolf Street and is working with them to make the noticeable needed repairs. She has been in touch with the businesses in the borough, to build better relationships with them. She gave an update on the Zoning Hearing Board meeting that had been held last night and both hearings have been continued to the February Zoning Hearing Board date. She gave background on previous successful projects for the applicant for the Stiegel Elementary School Building.

**Borough Engineer Report:**

- a) Mr. Craddock presented his report to council.
- b) The Annual Manheim Borough Planning Commission Report was presented to council per PA MPC.
- c) Mr. Craddock reported that the contractor for the temporary fence for the Memorial Park Walkway Project that was approved at the last council meeting has received the fence and it will be installed shortly. He also gave an update of future projects that are on the schedule to be started soon as we move ahead on the South Hazel Street & North Linden Street rebid process options. He answered questions on the projects as the scope of work is discussed and designed. The changes for plowing winter due to the

street conditions from all the construction projects was explained. Questions were also raised on the UGI Schedule for West High Street. Compliments on the progress with our MS4 Project grant awards were expressed. The map of all the roadwork infrastructure projects that have been completed in the last 4 years was updated and showed an impressive amount of work that was accomplished by the Borough.

**Mayor and Police Chief Report:**

Mayor Funk had nothing to report.

Police Chief Stauffer distributed his report and reviewed it with council. It was noted that the End of the Year Report will possibly be presented at the next Council Meeting. Council was updated on statistics, donations, CRASE training instruction for businesses and organization that is still available by the police department and package thefts from porches. Press releases were also presented.

**Borough Manager Report:**

- a) Mr. Fisher presented the LCTCB Executive Committee Voting Delegates: Sara Gibson as Primary Delegate and James Fisher as Alternate Delegate for approval. Motion to approve by Mr. Roth, Seconded by Mr. Enck, passed unanimously.
- b) Mr. Fisher explained why the Payment of Bills is shown a little differently this time. They are being presented by year for accounting purposes and those that have to be approved before the next council meeting since it is so late in the month and are due before the 1<sup>st</sup> of February. He will be completing end of the year reports as soon as all the 2018 information is available possibly at the February 29<sup>th</sup> Council Meeting
- c) It was questioned why the project at the Tennis Courts Bleachers has not been completed yet. Mr. Fisher will be checking on it.

**Treasurer Report/Payment of Bills:**

**Presented for approval – Ratified General Fund** in the amount of **\$197,499.21**, **Ratified Capital Fund in the amount of \$356.40**, **General Fund** in the amount of **\$48,196.61 & \$348.23 (2018)**, **General Fund** in the amount of **\$13,544.07 & \$2,261.71 (2019)**. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

**Committee Reports:**

- a) Finance Committee – There was nothing new to report.
- b) Parks and Pools – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works –
  - i. The Monthly Public Works Director Report was in the packet.
  - ii. Discussion was held about the safety of the Crosswalks on the Market Square. Suggestion was to possibly realign them to be angled into the island. It was noted that any decision to remove these crosswalks should be made by Council. Motion by Mr. Roth to not remove the crosswalk from the Square. There was no second to the motion and it died. It was noted that Mr. Dave Christian had prepared a plan several years ago for reconfiguring Market Square Parking, Crosswalks and Traffic Flow with a Center Crosswalk. Mr. Craddock explained some discussions that had been held with PennDOT about the crosswalk issue before, as this is a PennDOT Road. The crosswalks will be painted when weather conditions are good for this type of work. Discussion was held on points and options to be considered as the problems on the square are researched.

**Old Business:**

- a) The North Pitt Street Vacation Ordinance #662, which has been properly advertised is being presented for approval. Notifications had been sent to appropriate abutting property owners. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- b) The intergovernment Cooperation Ordinance with Penn & Rapho Townships has been advertised for adoption at the January 29<sup>th</sup> Council Meeting.

**New Business:**

- a) Resolution 1-2019 – The Annual Disposition of Records Resolution is presented for approval. Motion by Mr. Enck, seconded by Ms. Leech, passed unanimously.
- b) Resolution 2-2019 – Adoption of County Hazard Mitigation Plan as the Borough’s Plan was presented for approval. Motion to approve by Mr. Enck, seconded by Ms. Gates, passed unanimously.

**Correspondence:** The correspondence was in the packet (NWEMS Meeting Letter, Fire Department Reports)

**Public Comment:**

Mr. Rod Geib of 103 South Hazel Street was present to voice his concern about the necessity for Traffic Signals on East High Street in the near future as the Elementary School project is completed. He is concerned about the increased traffic volume and pedestrian traffic now currently split by 2 elementary schools being totally handled by the intersections of Linden & East High Streets and Hazel & East High Streets when there is just one elementary school. He had noted that there will probably be additional residential units if the Stiegel Street Elementary School Project is approved as well. He emphasized about all the pedestrian traffic with all the walking students that will need to cross at these two intersections. It was explained that PennDOT would be involved in any decision for increased traffic control measures and there would be a need for traffic studies to even warrant consideration of installing a traffic signal. The possibility of installing lighted crosswalk signals was suggested. There will be a safe walking route for all students when the new school is open with Crossing Guards at strategic points. All these points will be definitely be taken under serious consideration as the year progresses. The Borough Engineer will do some research to check the effects of these new traffic issues as well of the possibility of installing lighted crosswalks to handle the increased pedestrian traffic.

**The Council was adjourned to Executive Session at 8:16 PM.**

**Council was adjourned from Executive Session at 8:20 PM.**

Motion to allow Barry Weidman to carry over his excess PTO to 2019 by Mr. Roth, seconded by Ms. Gates, passed unanimously.

**With no further business, Motion by Mr. Roth to adjourn at 8:21 PM, seconded by Ms. Leech, passed unanimously.**

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
January 8, 2019