

Manheim Borough Council Meeting
December 11, 2018 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:** Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 11/27/2018 Borough Council Meeting Minutes: Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.

Visitors:

- a) Mr. Jim Williams Chairman of the Manheim Veterans Memorial Committee updated council on the current status of the Veterans Project at Memorial Park. After a slow start the momentum for the project has increased. He displayed the current design showing the 6 flags that will now be included in the Memorial. The bank accounts have been established and they are now a 501(C)(3) non-profit organization for better fundraising options. Their website is up and running, there is a lot of information on social media as well. They are advertising with flyers to purchase the bricks on their website as well at local locations. They are looking to phase the project with the help of Mr. David Christian, instead of waiting to start construction when all the funds are raised. They are working now on their plan to conduct fundraising letter campaigns. It was noted that they are looking for donations as well as in kind services.

Borough Codes:

- a) Ms. Czeiner presented a combined Monthly and Year End Report to council. She reviewed the statistics with council, updated them on the current status of the rental property inspections. She requested permission to file a civil action suit for work being performed without a permit. She explained the process for this type of enforcement with the approximate cost being \$200.00. Motion to approve this civil action request by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- b) St. Paul's UCC on North Main Street has requested permission to place a Banner in celebration of their 250th Anniversary centered above the 3 large windows on the front of the church building. She explained what is currently allowed for this type of banner display. Motion to allow the large banner displayed on the church as requested by Mr. Enck, seconded by Ms. Gates, passed unanimously.

Borough Engineer Report:

- a) Mr. Craddock presented his report to council. He noted the Borough was awarded a grant for \$250,000 from the DCNR for floodplain restoration work and the Chiques Creek Trail in Memorial Park. The Borough is waiting to hear about one more grant that had been applied for.
- b) Mr. Craddock updated council on the review letter he had prepared for the Stormwater plan submission from DC Gohn for Carel USA. He gave background information on the project and explained his modification responses for 3 waivers that were requested. They are looking to construct phase 2 of this plan now. Motion by Ms. Gates to conditionally approve the plan and the requested waivers based upon meeting the requested conditions in the Engineer's review letter dated December 7, 2018. The conditions include executing all agreements (Easement Agreement & Ownership and Maintenance (O&M) Agreement) and providing Financial Security for the construction of proposed improvements in the amount of \$542,965.26, seconded by Mr. Roth, passed unanimously.
- c) Mayor Funk requested Mr. Craddock checking into the placement of Barrier Bells in front of Fulton Bank.

Mayor and Police Chief Report:

Mayor Funk updated Council on the Christmas Tree Lighting being moved to Sunday Night due to weather, the current status of the Old Bickels Building Project on North Main Street and the Manheim Central Football Team loss in the State Championship game acknowledging their great season. They were greeted with a parade when they returned to the borough after the game.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the annual Blue Christmas Project. The donation of a Family Pool Pass for 2019 was requested for this project. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously. He also gave updates on the Shop with a Cop Program in Lancaster County, The Santa Run 2018, Street Sweeping Citations and the CRASE (Civilian Response to Active Shooter Events) Training offered by the Department for businesses and non-profits. Information concerning the cruiser maintenance statistics and a fleet list for the Police Department as well as a letter from the Lancaster County District Attorney concerning the Drug Task Force was also included in the report.

Borough Manager Report:

- a) The Borough Manager Report was presented to Council.
- b) Mayor Funk presented an invoice from Warihay for snow removal at the Police Station and voiced his concern on the large amount charged, since this goes against their budget for building maintenance. He said that Mr. Fisher had discussed this with Public Works and they said they could handle doing the snow and sidewalks at their building. The streets would be done first including a plow pass at the Police Station Parking Lot by the Public Works Department. Motion by Mr. Enck to approve the snow removal arrangement that has been discussed between Mayor Funk and Mr. Fisher contingent on not being bound to a previous contract, seconded by Ms. Leech, passed unanimously.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$28,826.40**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Motion by Mr. Enck to authorize payment of year-end bills to be ratified at January 8th Council Meeting, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee –
 - i. The budget was advertised as required and there were no comments or questions received. Motion by Mr. Roth to approve the 2019 Budget, seconded by Mr. Enck, passed unanimously. There will be no tax increase.
 - ii. The 2019 Tax Ordinance was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- b) Parks and Pools – A request was received asking for consideration on extending the membership discount period beyond December 31, 2018. Motion to approve extending the membership discount thru April 1, 2019 by Ms. Leech, seconded by Ms. Gates, passed unanimously.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works –
 - i. The Monthly Report was in the packet.
 - ii. It is being requested that the first parking space on South Main Street between Logan Avenue and Market Square be removed since the stop line on South Main Street has been moved back to help with the turning radius for large trucks. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.
 - iii. The snow fence along the walkway at the covered bridge in Memorial Park out to White Oak Road is being repeatedly torn down. The pricing that the committee is recommending for 800 feet of temporary chain link fencing is \$4,950. It would be for installation, removal and rental not to exceed 18 months. Motion to approve by Mr. Enck, seconded by Ms. Gates, passed unanimously.
- e) Shade Tree Commission – There was nothing new to report.

Old Business:

- a) The Aaron Acres amendment to agreement related to additional contribution was presented for approval. Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- b) The vacation of property on North Pitt Street owned by the borough to adjoining property owners is scheduled for adoption at the January 8th Council Meeting.
- c) The Crack Sealer:
 - i. Request to advertise the Intergovernment Cooperation Ordinance (with Penn & Rapho Townships) for joint purchase of equipment was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.
 - ii. The Final Cost with safety features is increased to \$18,965.83 for the three way joint split. Approval for this cost from the originally approved \$18,000 was presented for approval. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.

New Business:

- a) Resolution 44-2018 – Appointment of Shade Tree Commission members was presented for approval. It was noted that Karen Weiss will not be serving as the appointed member, but only in a volunteer capacity. The new member to be appointed is Elaine Leech, Motion to approve this resolution with the appointed new member of Elaine Leech with her term expiring 2021 by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- b) Resolution 45-2018 – Appointment of Historic Commission members was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.
- c) The CM High traffic signal maintenance annual contract for 2019 in the amount of \$2,310 (same amount as 2018) was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Enck, passed unanimously.
- d) Resolution 46-2018 – Personal Property Disposition Procedure (to change previously approved resolution) increasing the amount from \$1,000 to \$2,000 per Act 150 (SB 947) effective 12/23/2018 was presented for approval. Motion by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Correspondence: The correspondence was in the packet (Library Director Letter NW EMS Reports)

Mayor Funk requested approval of the Police Chief to start of the paperwork for the purchase of new cruisers for 2019. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Public Comment:

There was no Public Comment

With no further business, Motion by Mr. Roth to adjourn at 8:05 PM, seconded by Ms. Leech, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
December 11, 2018