

Manheim Borough Council Meeting
January 29, 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, Bryan Howett and Mayor Scot Funk
- **Staff:** Borough Manager James R. Fisher and Recording Secretary, Linda Gerhart

Approval of Minutes: 1/8/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Visitors:

- a) Ms. Susan Williams, President and Mr. Wesley Geib Sr., Vice President of the Manheim Historical Society were present to discuss with council their interest in obtaining the Old Ambulance Building at 26 East High Street. They had toured the building and found it to be in fairly good condition. They have been gathering information about the building to see if this is a feasible decision as they look to approach their membership for consideration. They are currently analyzing all that is involved with taking over the property to be sure financially they could handle a fifth property. The possibility of selling one of their other properties was also noted. They feel it would be a good fit and they like the location near some of their other historic buildings. They will be looking into the cost of upgrades and the actual dimensions to see if building would have adequate space for their future plans. The informative dialog between council and the Historic Society ended on a very positive note for future discussions with the borough to pursue this possibility.

Borough Codes:

- a) The monthly code report will be presented at the next council meeting.
- b) A copy of the Snow and Ice Enforcement Report from January 19th was presented.

Borough Engineer Report:

- a) The monthly engineering report will be presented at the next council meeting.

Mayor and Police Chief Report:

Mayor Funk gave an update on the Project at the Old Bickel Building on North Main Street, with the Bakery possibly opening by Valentine's Day. It was noted that the project is going well and a great addition to North Main Street.

The Report for Police Chief Stauffer was distributed and reviewed with council by Mayor Funk. Council was updated on the success of Lost & Found dogs in the borough, the application for a \$10,000 PCCD Grant for equipment and all the projects listed in the report for 2019. News Releases and Money Logs were also included in the report.

Borough Manager Report:

- a) Mr. Fisher presented his report to council. He highlighted the meeting UGI requested with Mr. Craddock and himself about the South Hazel Street project, which is scheduled to start this Spring. They will be working in the portion of the street from High Street to Ferdinand Street, which is the portion of the project with the concrete base. The paperwork for their permit has been started so the applicable fees can be calculated. They are anticipating that their work will be completed in time for summer when we will be looking to start the paving project after school is over for the summer. MAEDC has approved the funding for the Pool/Rec Center feasibility study. It was noted that the High Street paving will probably be

started in April, depending on the weather. The status of current projects in the borough has been updated on the website.

- b) A property owner's request for relief from 2019 late trash bill penalties was presented for approval. Motion by Mr. Roth to deny the relief request, seconded by Mr. Enck, passed unanimously.
- c) Authorization for the Council President and Borough Manager to execute the documents for the recently awarded Growing Greener Grant in the amount of \$99,000 for design and permitting for our MS4 PRP project was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- d) Fire Police Request from Penn Township for their annual Mud Sale was presented for approval. Motion by Mr. Howett, seconded by Mr. Roth, passed unanimously.
- e) Resolution 3-2019 – Adding PLGIT (Pennsylvania Local Government Investment Trust) to the approved depository list for the Borough was presented for approval. Motion to approve adding them to the approved depository list by Mr. Howett, seconded by Ms. Gates, passed unanimously.
- f) A request from MCFEE for donation of a 2019 pool membership for their auction was presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.
- g) Flood Insurance Community Rating System – Task Order #3 is being presented for approval. It was noted that everything we are doing now would give our residents with Flood Insurance a 15% discount once everything is complete, which could take over a year until it is finalized. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- h) The Logan Park stream restoration project annual maintenance contract renewal with Land Studies for \$5,730.00 was presented for approval. Motion by Ms. Gates, seconded by Mr. Roth, passed unanimously.

President Phillips commended the Borough Management Team for all the things that have been accomplished to better our Community, including all the grants for the MS4 Project.

Treasurer Report/Payment of Bills:

Mr. Fisher gave a brief summary of 2018 finances as the Unaudited 2018 Surplus is \$236,314, which is more than what was estimated. The budgeting process is working well as the annual expenses were within ½ percent of what was budgeted. He explained why the professional engineering line item was high, as it included architectural services and environmental building services at 26 East High Street also and not just engineering. It also included reimbursable fees from projects. The Government Buildings line item was higher also as the Borough Office needed a new phone system and copier, plus there were air conditioning repairs and a unit replacement for the Library. End of the Year Bank Balances are increasing every year. Reserves are remaining basically the same (6 to 7 months). 2018 went well and there was no need to raise taxes. Staff was commended on the management of the budget.

Presented for approval – General Fund in the amount of **\$101,910.56** and **Capital Fund** in the amount of **\$18,500.83**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing new to report.
- b) Parks and Pools – The committee met before the council meeting. Discussion was held about having a concession stand at the pool this year. The borough has been contacted by 2 different interested parties to run the concession stand. The committee would like to be able to offer food for the 2019 season and hopefully this would entice more memberships.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – Discussion was held earlier in the meeting about the Old Fire House.
- e) Shade Tree Commission – There was nothing new to report.

Old Business:

- a) Crack Sealer:
 - i. The advertised Intergovernment Cooperation Ordinance (with Penn and Rapho) was presented for adoption. Motion to approve adoption by Mr. Enck, seconded by Mr. Howett, passed unanimously.

- ii. The intergovernment Cooperation Agreement was presented for approval. Motion to move forward with the Intergovernment Cooperation Agreement by Mr. Enck, seconded by Mr. Roth, passed unanimously.

New Business:

- a) Ms. Catherine Prozzillo will not be able to serve as the Liaison with MAWSA for the borough. The position is open again for anyone that would like to be considered.

Correspondence: The correspondence was in the packet (NW EMS Reports, Manheim Community Library Report)

Public Comment: Mr. John Ralston questioned what the Growing Greener Grant covered for Memorial Park Project and was told it is for design and permitting.

The Council was adjourned to Executive Session regarding a contract matter at 8:16 PM.

Council was adjourned from Executive Session at 8:46 PM.

With no further business, Council was adjourned at 8:47 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
January 29, 2019