

Manheim Borough Council Meeting
February 12, 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: 1/29/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors:

- a) Ms. Danielle Greiner was present to seek approval to hold a 5K Benefit Run in the Borough using the same route as the Rock N Glow Run in June. She is hoping to schedule it the 2nd or 3rd week of September on Saturday Morning at 9:00 AM to benefit A21 a non-profit organization that seeks to rescue adults & children from sex trafficking, forced labor, child soldiering or any bonded slavery. It was suggested to use the same route as the Santa Run held in December, then Main Street would not need to be closed. Police Chief Stauffer will coordinate with her and all emergency management personnel that would be involved to make sure they would all have the necessary manpower available. He would also give her an estimate of the costs involved from Emergency Management, the Police Department and the Borough. When all the items needed are addressed and a plan finalized Ms. Greiner will return to council for approval to move forward in scheduling the race.

Borough Codes:

- a) Ms. Czeiner presented her report to council. She updated council on the current status of 2019 Annual Rental Occupancy Permits as there are only a few still outstanding and noted that the Inspection Letters for 2019 are ready to be mailed. She has notified approximately 100 residents for not cleaning and maintaining their sidewalks during snow events. She updated them on the current status of the District Justice Hearings that were held in December as well as the Zoning Hearing Board decisions.
- b) The need for an Air BNB Ordinance was discussed and approval for Ms. Czeiner to work on a draft for approval by council was agreed upon as more requests for these types of establishments are being presented for consideration. There is a need for more clarity on what the borough would expect for each Zoning Class, as there are a lot of factors and options involved with the effect on neighborhoods. This would give the borough more of a control for scheduling inspections and also address parking issues and other concerns in residential areas.

Borough Engineer Report:

- a) Mr. Craddock presented his report to council. He updated council on the fact that the in-road lighted crosswalks cannot be installed at the Market Square intersections. They would be for mid-block crosswalk control. He updated council on some of discussion held with Erdman Anthony Engineers and TPD (our traffic consultant) as everyone is looking for pedestrian safe improvements for Market Square. These things come into play with the Downtown Connections study currently underway. The completed Connection Study could be reviewed as the borough moves forward with recommendations for making improvements to Market Square, and then possibly apply next year for CDBG funds. Mr. Craddock did research the situation on East High Street with the concern of students walking to the new elementary school in the fall, as the need for possible traffic signals had been discussed at the last council meeting. He explained his findings as the warrants are not high enough for a signalized intersection, but may meet warrants for a school crossing. It was noted that the first line of defense suggested in these situation by PennDOT & MUTCD is to place crossing guards and additional signage at these locations for the peak

times that students are going to and leaving school. This is usually what Gap Studies show in these types of situations, unless there would also be other extenuating circumstances. Mr. Craddock will check on the cost for a Gap Study. It was also noted that some of the current yield crosswalk signs in the borough need to be replaced as well as maybe adding more. The different types of yield crosswalk signs available were discussed. These suggestions for improvements will be looked at to see what can be included in the current CDBG Application currently being worked on by Mr. Craddock for crossing improvements. UGI will probably start working on South Hazel Street in April. Mr. Fisher explained the paving procedure UGI will be using as they permanently restore the borough streets according to our ordinance.

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 getting ready to open. The ribbon cutting is scheduled for Friday, February 22nd at 4:00 PM and the Grand Opening is Saturday February 23rd. The Manheim Chamber of Commerce was complimented on the new welcome signs coming into the borough. The presentation at the Mount Joy Township Building on Wednesday, February 13th by NWEMS was noted if anyone is able to attend to hear about their current operation and continued service to the borough as their costs and needs continue to rise.

Police Chief Stauffer announced the hiring of a Crossing Guard, Mr. David Woods. Council was updated on the Traffic Signal and house roof that was hit by a tractor trailer at West Gramby and North Main Streets as well as how well the battery backups work since this light was hit in the middle of the night and was not discovered until much later but the lights kept on working. The Public Works Department was complimented on the great job they are doing at the Police Building with Snow Removal. MAWSA is going to be working with the Police Department on better signage, detours and traffic control as they work in the borough streets as safety is a continuing issue. A letter from the District Attorney of Lancaster County regarding the Lancaster County Drug Task Force Fourth Quarter and Year End Report for the Year 2018 was distributed. He highlighted the continuing great job being done in the borough by our officer, and the rest of the drug task force.

Borough Manager Report:

- a) The specialized basin maintenance at the police station proposal from Land Studies was presented for approval. It was noted that the cost of the basin maintenance for the lower basin being shared by NWEMS and the Borough will be split. Motion by Mr. Roth to approve the Land Studies Proposal for \$4,125.00, seconded by Mr. Enck, passed unanimously.
- b) Mr. Fisher updated the website with a separate Flood Information Page to comply with the CRS Program requirements as listed on the application we are submitting for insurance discounts on flood insurance premiums for our borough residents.
- c) Mr. Fisher gave a brief update on the damaged Traffic Signal at West Gramby and North Main Streets. He also noted how well the battery backups worked for the signal, as it helped eliminate the problems that could have occurred with the early morning traffic on North Main Street.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$143,524.79**. Motion to approve by Mr. Roth, seconded by Ms. Leech, 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 – Committee met before Council Meeting.
 - i. Monthly Public Works Department Report was in the packet.
 - ii. Discussion was held on redoing parking restrictions, as the committee is going to review the situation. It was requested if anyone knows of any parking concerns to contact Mr. Fisher with them as soon as possible. Since it will be an ordinance change, the committee would like to do it all at once. It was noted that other areas may come to light at the Connection Study Meeting being held on Wednesday, February 13th.

- iii. Moving forward with the letter of intent for the CDBG Application was discussed. Motion by Mr. Roth to have Mr. Craddock submit the letter of intent for the CDBG project, seconded by Ms. Leech, passed unanimously.
 - iv. It is being suggested that a RFP be advertised for the MS4 Project work in Memorial Park to see if there are any other companies interested in this project. Motion to approve the RFP by Mr. Enck, seconded by Ms. Leech, passed unanimously.
 - v. Mr. Fisher explained the Connection Study Meeting being held Wednesday February 13th with the Industrial Managers from Southwest section of the Borough to go over their issues and concerns affecting their companies.
- e) Shade Tree Commission – The Commission is looking to review and make revisions to the Shade Tree Ordinance.

Old Business:

- a) There is still a need for a Borough Liaison to MAWSA.

New Business:

- a) A donation request from the Manheim Christian Day for their annual auction was presented for approval. Motion by Mr. Enck to donate a Family Pool Pass for 2019 season, seconded by Ms. Gates, passed unanimously.
- b) Mr. Enck questioned and noted the continuing growing business of using manure and sludge to spread on fields year round and the impact on the communities and the MS4 program. Mr. Fisher gave a brief update on the future requirements for the program.

Correspondence: The correspondence was in the packet (MCFEE Thank You, NW EMS Reports)

Public Comment: There was no public comment.

The Council was adjourned to Executive Session regarding a contract matter at 8:07 PM.

Council was adjourned from Executive Session at 8:39 PM.

Motion by Mr. Roth to not pursue any additional contracted police services at this time, seconded by Ms. Gates, passed unanimously.

With no further business, Council was adjourned at 8:40 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
February 12, 2019