

Manheim Borough Council Meeting
March 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, Bryan Howett, Jean Gates, Elaine Leech and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart.

Approval of Minutes: 2/26/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Howett, seconded by Mr. Roth, passed unanimously.

The Conditional Use Hearing for 51 North Main Street located in the Central Business District for Staudt McGovern Holding, LLC was conducted by the Borough Solicitor Mr. Daniel Becker, Esq. from Kozloff Stoudt. The conditional use requested is pursuant to Sections 220-18D and 220-96 of the Borough Zoning Ordinance to allow the property to utilize an excess of 2,000 square feet for a retail space. Mr. Becker explained the procedure for conducting the hearing. Mr. Bernard Reilly of McGovern Staudt Holding, LLC was sworn in and presented their request and introduced the potential tenant, Mr. Ferrari who was sworn in and explained the business that would utilize the space. After the question and answer session, several other members of the audience, as well as council members voiced their strong support in favor of the requested conditional use. Mr. Becker closed the Hearing and a council vote was taken. Motion to approve the Conditional Use Request as presented by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Visitors:

- a) There were no visitors.

Borough Codes:

- a) Ms. Czeiner presented her report to council. She noted there is a lot of community support for the McGovern Staudt Holding project approved at the Conditional Use Hearing. She updated council on the current status of Annual Rental Occupancy Permits, which are almost complete for 2019. Letters have been mailed for all of the Rental Inspections due this year. The inspections are due to be completed by October 15th. There were 21 Quick Tickets written for snow and ice removal from the last storm, which was down from the approximate 50 from the previous storm. It seems to have improved with the change to ordinance allowing more time for snow removal. Council was updated on the status of current and new citations. She also updated them on the training sessions she will be attending to qualify her to be the Floodplain Manager. This is part of the requirements for the program for offering reductions of the flood insurance costs to our residents. She also completed training for BCO 101T (the Building Code Official update on the newly adopted 2015 Codes). The short-term lodging ordinance draft has been forwarded to Council Members for review and comments. Mr. Fisher explained the review process for keeping this process moving ahead to have the ordinance adopted.

Borough Engineer Report:

- a) Mr. Craddock presented his report to council. Council was updated on the Linden Street and Hazel Street paving project, which went out to bid on the day of this council meeting with bids due on April 4th. The Oak Street Bridge project plans and specifications for beam repairs and guiderail improvements recommended on the last inspection report have been prepared and will be advertised for bid the week of March 18th. Mayor Funk noted the Cross Country Team is interested in using the Memorial Park again for their Cross Country Course when the MS4 project is complete. He was hoping that they could offer some input in the planning and design of the paths and trails for the team and other proposed races in the future.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer presented his report. There will be a Safe Walking Routes meeting with the School District on March 13th. The Mayor requested that information and statistics concerning Crossing Guards be provided to council for discussion and consideration to restructure the costs covered by the Police Department and the School District. A Contracted Services Proposal for Crossing Guards was also presented for consideration. Mayor Funk offered his thoughts on Crossing Guard staffing. Mr. Fisher will contact the School District for further cost discussions on the staffing of Crossing Guards. Council was updated on the large heroin arrest by Officer Colwell and K9 Casper on Saturday March 9th. The lease/purchase of a Polaris Ranger using grant and donation money was presented for approval. Chief Stauffer gave background information on the uses and reasoning for this utility vehicle purchase, which has a purchase price of \$10,997.48. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously. There will also be a need to purchase a trailer to transport it as well. An Executive Session was also requested by the Police Chief for a personnel matter and litigation.

Borough Manager Report:

- a) Mr. Fisher reviewed his summary report with Council.
- b) Mr. Fisher gave an update on the UGI Project. They are currently in the South Penn Street area of the borough for 2 more weeks and then they will be starting in Market Square for approximately 6 weeks. Some areas of poor restoration work by UGI were noted and any others that need to be addressed can be reported to the Borough Manager. The removal of the Ash Trees in Memorial Park was questioned and it was noted that the request for proposal for the Engineering related services to the MS4 Project will be going out to bid soon. It was noted the DEP review letter was received back for the for MS4/PRP Plan with only 2 minor comments.
- c) Authorization for the Council President to sign the CRS (Community Rating System) Letter of Intent was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- d) It was noted Ms. Suzanne Reiley is organizing a spring cleanup in Market Square/CBD for Saturday, April 27th 9:00 AM to Noon.
- e) Municipal Liens currently owed in the Borough were discussed. Mr. Daniel Becker, Manheim Borough Solicitor offered options that the Borough could pursue to bring these accounts current. He explained what he recommended as the best way to go after these large delinquent accounts. It was suggested to have our constable deliver these notices. We would first mail a letter giving the owner 60 days to satisfy the lien. A motion was moved by Mr. Roth to send out letters notifying the property owners that as of a certain date if the lien is not settled, we will actively and aggressively pursue civil action to bring the delinquent liened account current, seconded by Mr. Enck, passed unanimously. The option chosen would involve appearing before the District Justice.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$66,231.19**, and **Capital Fund** in the amount of **\$3,500.00**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Committee Reports:

- a) Finance Committee – This committee will start meeting later in the year when the Budgeting Process begins.
- b) Parks and Pools – The Concession Stand Proposal from the Brick House that was forwarded to all of council for review and comments after the last council meeting was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The Committee met prior to the council meeting.
 - i. The reinstallation of the traffic signal equipment to the relocated PPL Pole on Market Square for \$1,600.00 by C. M. High was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously.

- ii. The Storm Line Cleaning & Inspection Proposal from Kline's for estimated cost of \$2,596.00 for North Linden & East High Streets was presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.
 - iii. The RoadBotics Proposal for \$5,000.00 was presented for approval. Mr. Fisher explained the proposal, which covers scanning all the borough streets and alleys every 10 feet and assessing the condition of the street. It would help with evaluating the conditions of all the streets that the borough looks at each year to prioritize street projects. Discussion was held on the time line of doing this scanning now versus after all the current street construction is complete. Motion by Mr. Enck to delay the proposal until all the current street paving is complete. This motion was withdrawn by Mr. Enck. It was noted that this proposal is for borough owned roads only. Motion by Mr. Roth to move forward with proposal from RoadBotics, seconded by Ms. Leech, passed with a vote of 5 to 1, Mr. Enck was the nay vote.
 - iv. Discussion was held by the committee on repaving West Chestnut Street near Mummau Park. Committee decided to contact the residents affected by this alley to see what their preference would be with paving versus re-stoning.
- e) Shade Tree Commission – There was nothing new to report.

Old Business:

- a) There is still a need for a Borough Liaison to MAWSA.
- b) Old Fire House – Ms. Gates gave council an update on the discussions being held by the Historical Society and their interest in obtaining the building.

New Business:

- a) The PSAB Conference is scheduled for June 9 thru 12, 2019. It was noted that those who want to attend need to be approved by Council and need to notify the borough office about what packages they have selected.
- b) A voting delegate for the PSAB Conference also needs to be selected and approved by Council.
- c) A request from MPACT to waive the rental fee for the Community Room where they hold their play practices on Saturdays from Mid-March to May was presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Correspondence: The correspondence was in the packet (Acceptance of Hazard Mitigation Plan)

Public Comment:

- The street cleaning schedule for this year was questioned.
- It was noted that the light on the flag in Market Square is blocked by trees in the summer.

The Council was recessed to Executive Session at 8:43 PM.

Council was returned from Executive Session at 9:30 PM.

Motion by Mr. Roth to terminate an employee per Chief Stauffer's recommendation, seconded by Ms. Leech, passed unanimously.

With no further business, Council Meeting was adjourned at 9:32 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary

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