

Manheim Borough Council Meeting  
March 26, 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, 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:** 3/12/2019 Borough Council Meeting Minutes: Motion to approve by Ms. Leech, seconded by Mr. Enck, passed unanimously.

**Visitors:**

- a) Mr. Jeff Knosp and Mr. Darrell Zug from VFW Baseball were present to discuss and answer questions about their installation of a fence in Memorial Park at Creek Field. Mr. Knosp gave a brief explanation and history behind the project and a description of the type of fencing used. Concerns about the placement of the fence, the effect on other organizations who use the space especially the school district and mowing were voiced. It was noted that the fence is temporary and can be removed. Discussion was held on the concern that Council and the School District should have been involved in decisions pertaining to changes to the Parks before they occur to make sure they do not negatively affect other organizations involved with the same area of the park. The changes in the mowing situation were also discussed. It was suggested to monitor the whole situation for the season to see what concerns may arise including the mowing changes and then address them for next year. It was noted that the fence will need to come down when band practice starts at the beginning of July. The effect of the MS4 project on that area was also mentioned. The start date for band practice will be verified so the fence is definitely down when they begin their season.

**Borough Codes:**

- a) The Monthly Code Report will be presented at the next council meeting.
- b) A request to waive a snow clearing fine was presented for approval. Motion to decline the request by Mr. Enck, seconded by Mr. Roth, passed unanimously.

**Borough Engineer Report:**

- a) The Monthly Engineer Report will be presented at the next council meeting.

**Mayor and Police Chief Report:**

There was no report from the Mayor.

Police Chief Stauffer presented the following.

- i. The SPCA Agreement for 2019 was presented for consideration and approval. Chief Stauffer gave a short explanation of what the \$225.00 fee per dog covers. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- ii. The Manheim VFW Post 5956 presented a request for permission to once again hold the Memorial Day Parade on Monday, May 27<sup>th</sup> starting at 10:00 AM on Memorial Drive following the same route as previous years. Chief Stauffer explained the coverage of the event by the Police Department. Motion to approve by Mr. Howett, seconded by Ms. Leech, passed unanimously.
- iii. The monthly statistics report for February was presented.
- iv. Chief Stauffer presented his Manheim Borough Police Department Year End Report for 2018. He reviewed and highlighted all the statistics involving the different levels of offenses and explained the increasing amount of arrests. It was noted that all the statistics presented are for Manheim Borough only

and do not include Rapho Township who receives their own report, which ironically has similar statistics. He noted the increase in drug and alcohol arrests, as well as their direct effect on other crimes such as robberies and probation & parole violations. He explained clearance rates for criminal offenses and noted that the Department has been above 60% each year which is well above the county average. He also included Regional statistics for comparisons as well. Youth arrest statistics were included. Project Purple and Prom Promise seem to have a positive effect on underage drinking and drug use with youth. He also summarized his list of focal points: #1 Drugs, #2 Pedestrian/Bicycle Safety, #3 Thefts, #4 Rental Properties, #5 Police Station Project, #6 Crashes, #7 Traffic and #8 Parking. The improvement of the quality of rental properties and its effect on crime was discussed. The Officers wanted to thank council again for the new Police Station. The Chief as well as the officers wanted to thank everyone for their continued support for the Department, including the equipment that was allowed to be purchased as well as the new Police Station Facility. The Department was commended on their continued great effort.

#### **Borough Manager Report:**

- a) Mr. Fisher reviewed his summary report with Council. He highlighted the financial reports presented so far and noted that this will be done periodically so council will have a good idea of the flow of the borough finances throughout the year.
- b) Mr. Fisher updated council on his meeting with Mr. Justin Eby of LCHRA as the Land Bank and the CDBG information on low to moderate income was discussed. This income information review happens every 4 to 5 years and was recently updated and released. The borough does have more low to moderate income areas than before, but this does enable us to apply for CBDG funds for borough projects in all these areas. A meeting will be scheduled to have Mr. Eby give a presentation on how the Land Bank concept works for municipalities so we can take advantage of the program here in the borough. The property liens and owed back taxes for the borough were discussed.

#### **Treasurer Report/Payment of Bills:**

**Presented for approval – Ratified** in the amount of **\$1,879.00**, **General Fund** in the amount of **\$71,066.49**, and **Capital Fund** in the amount of **\$49,100.00**. 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 – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The new truck has arrived and has been put into service.
- e) Shade Tree Commission – The Commission is currently developing the new shade tree ordinance. The ordinance will cover all the street trees in the borough.

#### **Old Business:**

- a) There is still a need for a Borough Liaison to MAWSA.
- b) Old Fire House – It is still being considered by the Historical Society, as they are researching if the building is structurally sound and checking for estimates of restoration and remodeling costs.
- c) Council Members who are interested in attending the PSAB Conference should let Mr. Fisher know by the April 9<sup>th</sup> Council Meeting. They will also need to pick the appropriate conference packets so the registration can be completed. Voting Delegate(s) will need to be selected and approved by Council no later than the May 14<sup>th</sup> council meeting.
- d) It was questioned whether the repair work on the wood at the bottom of the grandstand at the tennis courts is going to be taken care of by the Public Works Department.

#### **New Business:**

- a) A request from the Manheim Little League to hold Opening Day on Saturday April 27<sup>th</sup> in Memorial Park was presented for approval. Motion to approve by Mr. Howett, seconded by Mr. Enck, passed unanimously. Mr. Tom Reiner from the Little League gave a brief description of the events planned for the day.

- b) A proposal from Warihay for mowing at the Police Station was presented for approval. Mayor Funk questioned the increase in the contract from last year and offered his thoughts on other options. Motion by Mr. Roth, seconded by Ms. Leech, to approve the proposal, motion defeated by a vote of 4 to 2. Nay votes were Mr. Enck, Ms. Leech, Ms. Gates and President Phillips.
- c) Mayor Funk suggested researching the flow of traffic in the alleys leading to the Public Parking Lot behind the BB&T Bank. The Public Works Committee will discuss this at their next meeting.

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

**Public Comment:**

- There was no public comment.

**The Council was recessed to Executive Session for a personnel matter at 8:24 PM.**

**Council was returned from Executive Session at 9:03 PM.**

- Motion by Mr. Roth to affirm a 3 day suspension of an employee without pay, seconded by Mr. Enck, passed unanimously.
- Motion by Mr. Howett to have Chief Stauffer create new title and job description for current full-time police secretary position and to increase the hourly wage rate to \$24.04 for this position, effective April 8<sup>th</sup>, 2019, seconded by Mr. Roth, passed unanimously.

With no further business, Council Meeting was adjourned at 9:05 PM.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
March 26, 2019