

Manheim Borough Council Meeting
April 30, 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: 4/9/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Visitors:

- a) Mr. Justin Eby, Director and Ms. Michaela Allwine, Housing Manager of the Lancaster County Land Bank Authority gave a Land Bank power point presentation to see if this would be beneficial for Manheim Borough to pursue. They gave a brief history of the Land Bank Authority and noted municipalities that have benefited from the Authority's program for blighted and under performing properties. The Lancaster County Redevelopment Authority staffs several entities; Lancaster County Housing Authority, Land Bank Authority, Redevelopment Fund, Inc. and Vacant Property Reinvestment Board. The Redevelopment Authority administers the federal entitlement allocations for Lancaster County through CDBG Program, HOME Investment Partnership Program and Emergency Solutions Grant Program. The Structure of the Board and Review Committees for the Land Bank were explained. Municipalities go to the Land Bank with properties that are blighted or underutilized to be considered for this program. The acquisition process of blighted properties was explained. The Land Bank focus is blight elimination, real estate development and tax sale transaction. The necessity of Cooperation between the Land Bank and taxing authorities was explained as everyone must be involved with this process equally to abate taxes. This would be a 3 way municipal agreement involving the Land Bank, the municipality and the School District. This program is used for basically small residential properties. The funding sources for the municipality were explained as there are several options available. The acquisition process was explained as there is a lot of work involving the Land Bank Staff as they research the eligibility and certification of these properties as each property is unique. The Land Bank process is allowing these properties to return to the tax rolls as their staff monitors the whole process until it is complete. Examples of three different properties that have been successful Land Bank investments were presented and the actual process to reach that goal was explained as they were each handled differently. It was noted that the next step for the borough would be implementing an Intergovernmental Agreement to become a member of the Land Bank after an overview presentation is also give to the School District which would focus more on the taxes. There is an initial \$5,000 membership fee to join the Land Bank and then an annual feel after that of \$1,000, along with anything the borough would like to invest. Lancaster County, Manheim Borough and the Manheim Central School District would all need to be involved in the Intermunicipal Agreement.
- b) Mr. Skip Hetrich from Manheim Stiegel Glass Works 1976 along with Mr. Jeremy Freddy and Ms. Allannah Green presented to council a glass plaque and individual glass blown card holders as a thank you for the borough's generous contribution in 2018.

Borough Codes:

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

Borough Engineer Report:

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

Mayor and Police Chief Report:

Mayor Funk updated council on his participation in the Opening Day Activities for the Little League as he threw out one of the first pitches. He thanked Mr. Barney Reilly and Ms. Suzanne Reilly for organizing the Clean-up in the Downtown and Market Square area for Keep America Beautiful. Mayor Funk presented and read a proclamation from him to observe 2019 National Police Week from May 12th through May 18th and designate Wednesday May 15th as Peace Officers Memorial Day. He gave all types of historical statistics since 1791 pertaining to police officers serving in the United States. He suggested that the borough possibly rebrand their website.

Police Chief Stauffer presented his report to council. He thanked the Mayor for the proclamation. He updated council on current statistics, the Coffee with a Cop Event, the new cruisers, the Police Department transition to new e-mail and the streamlining of the Evidence Room. He also noted the Popsicles with Police scheduled for the near future and the Softball Game scheduled with the Fire Department in June. The Mayor noted that the date for the Softball Game may change.

The Reilly's were thanked also for sponsoring the Coffee with a Cop event at Mill 72.

Borough Manager Report:

- a) Mr. Fisher presented his summary report to Council. Council was updated on the EMC Insurance borough facilities walk-through held earlier in the day. There were no major problems in the buildings or at the pool. However, they did discover a gas leak in a joint in a furnace in the basement. UGI was called and the gas has been turned off, and our HVAC contractor has been notified to schedule making the necessary repair. Installing Detectors may be recommended for Gas and Carbon Monoxide for the future.
- b) The entire completed CDBG Application Package for 2019 was submitted today. The presentation for the application with the Review Committee is scheduled for Thursday, May 9th and will be attended by Mr. Fisher and Mr. Craddock.
- c) The lien letters have all been mailed and some of the notified property owners have already responded.
- d) Mayor Funk questioned what the mowing contract covers as far as handling weeds in Memorial Park. Mr. Fisher will check on this. Weeding on other borough properties was questioned.

Treasurer Report/Payment of Bills:

Presented for approval – Ratified in the amount of **\$1,949.26** and **General Fund** in the amount of **\$116,270.94**.

Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing new to report.
- b) Parks and Pools – The Committee met before the council meeting. Two representatives from the Friends of the Pool (Swim Team Officers) were present to update the committee on all the new exciting activities they have planned for the pool this summer. Hopefully this will draw more youth to the pool.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – There was nothing new to report.
- 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) It was noted that there is work being done near the creek and bridge at the borough line near Power Road in the meadow and there seems to be a strange smell in the area. It is possibly UGI prep work for stream crossing permits.
- c) Updates on the UGI work on the borough streets was questioned. Mr. Fisher answered the questions and noted that any updates we receive are immediately posted on our website.
- d) Old Fire House – It is still being considered by the Historical Society. They have hired Pete DeVitry and have already met with him. Mr. Jim Williams gave a brief update on their meeting. Mr. DeVitry is looking at the whole process for the Historical Society to create drawings for their scope of what they would like to do at the building and create a cost estimate. Their committee will be meeting the next Monday to

review the drawings with him. If the drawings are what they are looking for, Mr. DeVitry will give them a cost estimate to review by the end of May at the latest. They will then make a proposal to council once all their committees have met, reviewed everything and are in agreement. They are looking into fundraising options, such as grants.

New Business:

- a) A request from the Veteran's Memorial Committee to post a sign depicting the design of the future Veterans Memorial Plaza at the site near the cannon was presented for approval. Mr. Williams explained the project fundraising objective as they look to possibly engage a professional fundraiser to assist them. Questions were answered on maintenance cost for the future after the project is completed. Motion to approve sign request by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- b) The County Conservation District MOU was presented for approval. Mr. Fisher gave a brief explanation of what this covers. There is no cost to the Borough. Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.
- c) President Phillips gave an update on the very successful VITA program held in the council chamber this year with hopes to expand it for next year. Thanks were extended to all parties who made it a huge success.

Correspondence: The correspondence was in the packet (MAWSA reports, NWEMS reports)

Public Comment:

- Mr. John Ralston questioned the paving on Market Square. The entire Market Square will be paved. Mr. Fisher will have a better idea after the next project meeting.

Council Meeting was adjourned at 8:30 PM by President Phillips.

Respectfully submitted,

Linda Gerhart
Recording Secretary
April 30, 2019