

Manheim Borough Council Meeting
July 9, 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, Bryan Howett, Junior Council Person Mikayla Regan and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart.

Police Presentation: Chief Stauffer presented Community Service Award Plaques to the members of the Manheim Area Youth Aid Panel. He explained the process they use for youth offender referrals from the Police Officers to offer them a second chance program participation when they have been arrested. Members of the Panel are Jeff Schell, Jeannine May, Violet Coates, Woody Myers, Connie Weidle and Officer Adam Webb, SRO who assists the panel. The panel meets approximately once a month and offers community service options. Involvement in this program includes the parents, the victim and the panel. There has been basically three sets of panels since this was started 20 years ago. The success rate has been outstanding in lowering the amount youth offender arrests. Pastor Schell offered comments on the great impact this panel has for the youth of the community.

Approval of Minutes: 6/25/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors:

- a) Mr. Barney Reilly was present to offer his thoughts and suggestions on the current economic development trend in the borough. He shared ideas that himself and his wife, Suzanne have obtained from the economic development and redevelopment seminars they have attended that have worked in other communities, to possibly help with the revitalization of the Manheim Business District. He has noticed that some of the trends are now being reversed back from the current evolution of retail to large strip malls and shopping malls, which negatively affected the smaller stores in the downtown areas of towns and boroughs in the past. Enthusiastic Community Leadership to make this transition possible is key to bringing back this revitalization. There is competition among municipalities to attract businesses (small specialty retail, bakeries, delis, brew pubs etc....) and not just manufacturing. Review of antiquated ordinances was suggested especially with off street parking requirements. He noted how many parking spaces we have available in the downtown area if changes were made to the off street parking requirement in the Manheim Borough parking ordinance. The Borough Sign Ordinance is currently being reviewed. Enforcement of the Zoning Ordinance in the business district is another key issue to be addressed to preserve store front properties. Very visible signage is also important for visitors to our borough who are not familiar with all we have to offer, as well as signs designating the locations for parking. Listing these items on the website is also key, as a lot of travelers use websites for researching areas before they plan their visits.
- b) Ms. Nancy Husser was present to request approval for the Santa Run starting at Market Square at 8:30 AM on Saturday Morning December 7th with same route as last year. Motion to approve the date and route for the Santa Run by Ms. Leech, seconded by Mr. Enck, passed unanimously.

Discussion was held by council on the comments offered by Mr. Reilly to move ahead aggressively with the suggestions he offered. Mr. Fisher had forwarded the Zoning Ordinance Amendments based on the signs and short term lodging to council, but the Parking requirements are part of zoning as well. Draft language for Parking will be included with the rest of the amendments currently being worked on so our Planning Commission can review it as well. Mr. Fisher explained the "pending ordinance doctrine" and the review process for planning.

Motion by Mr. Roth to direct Manheim Planning Commission to review the language for the off-street parking requirements in the Central Business District at their meeting on Monday, July 15th, seconded by Ms. Leech, passed unanimously. It was also noted that we need to continue to enforce the Zoning regulations for the Business District related to not allowing new residential apartments on first floors.

Borough Codes:

- a) Ms. Czeiner presented her report to council. She updated council on the status of Grass and Weeds enforcement and her reinspection for rentals. She explained that she can now use her new software to issue quick tickets. A property had to be condemned for sewage in the basement this past week. The citation process is continually ongoing. Mr. Czeiner was complimented on the great job she is doing. It was noted that there is a continuing need to have the borough be more involved with the commercial/business properties and have them registered with the borough and be in better communication with these business owners. Ms. Czeiner was also complimented by a resident for helping him through the permitting process for his remodeling project on Market Square.

Borough Engineer Report:

- a) Mr. Craddock presented his report to council. Council was updated on the status of the South Hazel Street and North Linden Street project and residents were complimented on their patience with these projects. Final paving should begin at the beginning of August. The survey work for the CDBG ADA Ramps at Wolf and E High is done and the design is being started. UGI is looking to complete the paving on South Penn Street and West Stiegel Street the second week in August.

Mayor and Police Chief Report:

Mayor Funk gave an update on the K9 Fundraiser softball game, which raised a little under \$1,800. He recognized Mervin Brandt who donated his time to repair the bleachers at the Tennis Courts in Memorial Park.

Police Chief Stauffer presented his report to council. He updated Council on the K9 Fundraiser Softball Game which was won by the Fire Department. There will be a rematch next year. He thanked everyone for their support and contributions as well as the Mayor & his wife for all the food. Council was also updated on the DUI Top Gun Award presented to Officer Ryan Goss by the DUI Council of Lancaster County for his efforts in 2018, the indecent exposure incident, the current status of crossing guard hiring and the signage updates for the area around the new elementary school. Press Releases were also presented.

Borough Manager Report:

- a) Mr. Fisher presented his summary report to Council. Council was updated on the new refreshed website, the survey work currently underway for the Memorial Park Project and the painting of the borough office building which is tentatively scheduled for the second week of August. The Chestnut Street project will be completed later this summer and the S Oak St Bridge Project preconstruction meeting is being scheduled. There was another problem with the Air Conditioning in the Library. The Crosswalk on East High Street and Main Street will now be taken care of by PennDOT and will be incorporated in their contract. Line painting for the paving project on Market Square will be completed by PennDOT as part of the project and will not be the responsibility of the Borough.
- b) The Land Bank Agreement Authorization for preparation of the ordinance and advertisement was presented for approval. The School District is also in favor of this Agreement, which is the reason this ordinance can now move forward. Motion by Ms. Leech, seconded by Mr. Howett, passed unanimously.
- c) Approval for the submission of the Clean Water Fund Grant Application and commitment for the borough to match the amount of \$50,000.00 was presented for approval. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- d) Approval for authorization for the Borough Manager to sign the CBDG Contract was requested. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- e) The lien letters had been sent and the deadline was June 26th. Mr. Fisher explained what the process will be moving forward with this collection. The solicitor will tentatively be attending the first week in August to explain our options to proceed.

- f) The video gaming terminals resolution information was distributed to council for consideration as to the direction they wish to proceed with this new law.

Treasurer Report/Payment of Bills:

Presented for approval – Ratified in the amount of \$1,034.50 (For Trash Bill Postage) and **General Fund** in the amount of **\$105,857.54**. Motion to approve by Mr. Roth, seconded by Ms. Leech passed unanimously.

Committee Reports:

- a) Finance Committee – The first budget meeting is scheduled for August 20th at 6:30 PM. The second meeting will be September 17th which will include the Police Department Budget.
- b) Parks and Pools – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The Public Works Report was in the packet.
 - i. The Robotics results were discussed so that future roadwork projects could be prioritized. Committee is recommending that the Borough Engineer look at the Storm Drains on Linden and East High Streets to look at cost estimates to do an upgrade, due to the constant ponding. Motion by Mr. Roth to have the Borough Engineer look at cost estimates to upgrade Storm Sewer on High Street between Linden and Oak Streets, seconded by Ms. Leech, passed unanimously.
 - ii. Mr. Fisher explained changes that have been discussed with LCSWMA concerning the Bid Documents currently being prepared by us to make our trash contract reasonable for our rental units and businesses for the future. Currently, every property and every residential and nonresidential unit is required to be a part of the municipal trash service. The Committee presented its recommendations to allow properties with nonresidential units to opt out under certain conditions and also to require properties with multiple units to opt out under certain conditions. After discussion with Council, Ms. Leech made a motion, seconded by Mr. Roth, and passed unanimously, for the following:
 - a. All properties with four or less residential units and no nonresidential units will continue to be required to remain a part of the municipal trash service, and;
 - b. All properties with five or more residential or nonresidential units, or any combination thereof, will not be part of the municipal trash service and will be required to obtain the services of their own trash hauler, and;
 - c. All properties with at least one nonresidential unit may choose to opt out of being a part of the municipal trash service as long as the total number of units (residential and nonresidential) on the property is four or less. Properties that are opted out will be required to obtain the services of their own trash hauler. Requests to opt out will be allowed once per year and must be submitted by a certain date (to be established) and will be in effect for the following calendar year.
- e) Shade Tree Commission – There was nothing new to report.

Old Business:

- a) Old Fire House – The Historical Society is still reviewing the cost estimate presented to them by their architect so they can make their final decision. Council will be looking for a proposal from the Historical Society by the July 30th Council Meeting.
- b) Traffic Ordinance #664 was presented for approval. Motion to approve Traffic Ordinance #664 by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- c) Copies of the Zoning Ordinance Amendments relating to limited lodging and signs have been forwarded to the council members and the mayor for review. These items will be ready to move forward at the next council meeting.

New Business:

- a) There was no New Business.

Correspondence: The correspondence was in the packet (NWEMS Reports)

Public Comment:

- There was no Public Comment.

Mr. Enck noted that it would be nice to have “Manheim Borough Founded in 1762” listed on our website and on a plaque somewhere on the new signs in the borough.

Having no further business, President Phillips adjourned the meeting at 8:26 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
July 9, 2019