

Manheim Borough Council Meeting
August 13, 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, Jean Gates, Elaine Leech, Bryan Howett, Junior Council Person Makayla Regan and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 7/30/2019 Borough Council Meeting Minutes: Motion to approve 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 updated Council on the responses from residents and businesses for Quick Tickets especially when they are issued a second notice when they are fined. There was no Zoning Hearing Board Meeting this past month. The Historic Commission did meet for conditional use consideration and approval for siding for a property on North Main Street. Council was updated on the citations that are still ongoing. She will be attending Floodplain Administrator Training as part of the FEMA Program for help with lower insurance rates for our residents the last week of August. Work is continuing on the updates to classifications for the historic properties in the borough. Allowed parking on North Wolf Street was questioned and answered by the Police Chief as that is actually a police issue. Allowed parking of work vehicles was also questioned. It was noted that property at 54-58 South Main Street was recently re-inspected and the landlord was commended for the great job he did with the renovations.

Borough Engineer Report:

- a) Mr. Craddock presented his report to council. They were updated on the current paving project on North Linden and South Hazel Streets, with the actual paving scheduled for the end of the week. UGI will be paving on South Penn and West Stiegel Streets this week. This is overlay for their patch project this past summer. The CDBG project is out to bid and the recommendations will be presented at the next council meeting. He is currently working on the PennDOT Permits and with PPL to have a pole moved for this project. Work is being completed for the School Zone designation with PennDOT, the installation of the school signage and the painting of the crosswalks at the new elementary school.

Mayor and Police Chief Report:

Mayor Funk gave an update on his attendance and participation at the ribbon cutting at the new elementary school on Monday August 12th. The tour which followed was very well attended.

Police Chief Stauffer presented his report to council. He updated Council on another successful National Night Out Event on August 6th, with an estimated 600 to 700 in attendance. He thanked council for allowing the event to be held at the pool and the Mayor thanked Chief Stauffer and Sara Lucky for all their work in this event. Council was also updated on the additional Pedestrian Channel Devices that will be placed throughout the borough next week, the 2 additional crossing guards that have been hired and the active shooter training that he will be conducting at Longs Park on August 15th for Public Works employees throughout the county. He gave additional information on approved parking situations in the borough that were questioned earlier in the meeting and the approval process by the Police Department for exceptions. An application for a handicap parking space at 159 South Grant Street was presented for approval as long as all the required disability certification information is received from the physician. Motion to approve by Ms. Leech, seconded by Mr. Howett, passed unanimously. A map showing

locations of all crossing guards in the borough was presented and will be made available to all parents so they will be able to see where all guards are positioned.

Borough Manager Report:

- a) Mr. Fisher presented his summary report to Council. Council was updated on the mailing of the letters regarding the changes to the trash contract to property owners who have a non-residential use as they will be mailed within the next week. It will be noted on various social media sites as well as our website to get the word out to all that are involved with the changes. The window painting on the borough building will start Thursday and should be completed by next week. It was noted that all updates for construction projects in the borough are posted on the website.
- b) A request was presented from the School District for naming the private street at Baron Elementary for emergency services purposes to "Baron Way". Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously 5 to 0. Mr. Howett abstained as he is the Business Manager for the School District. Snowplowing around the school was discussed.
- c) A request was received by LCBA for Manheim Borough to host and coordinate the quarterly dinner meeting in June 2020. Motion to approve by Mr. Howett, seconded by Mr. Roth, passed unanimously.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$65,280.34** and **Capital Fund** in the amount of **\$209.91**.

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

Committee Reports:

- a) Finance Committee – The first budget meeting is scheduled for August 20th at 6:30 PM.
- b) Parks and Pools – There was nothing new to report
- c) Personnel/Police – There was nothing new to report.
- d) Shade Tree Commission – The Commission Report was in the Packet. Ms. Gates gave an overview of what they have designated as their Business District for the Commission. This area the Commission will be responsible for maintaining the trees they will be planting. The plans for fall 2019 were presented. Discussion was held on the preparation of a maintenance agreement to be completed between the property owner and the borough for the trees planted within the Commission's Business District. This formal agreement will be created with the help of the solicitor. Questions were answered as to the tree trimming that will be included on Market Square and types of trees that will be considered for that area. Motion by Mr. Howett to approve council support to use the designated money for the Shade Tree Commission for preparation and maintenance of trees planted in the Commission's designated Business District per a formal agreement between the property owner & the Borough, seconded by Mr. Roth, passed unanimously.
- e) Public Works – The Committee met prior to the Council Meeting.
 - i. Representatives from the Lancaster County Land Bank were present to discuss the next steps as a committee is created with 1 or 2 Representatives from the School District and 5 or 6 Borough Representatives to review potential properties. Council will appoint their representatives at the August 27th council meeting, so the committee can start meeting in September.
 - ii. The Old Fire House was discussed to see how it could also benefit from the Land Bank. Discussion was held about the current borough office building, with regard to the future when the library eventually moves and current security issues.
 - iii. Prioritizing of future upcoming projects with regard to the budgeting process was discussed and an e-mail with some of this information has been forwarded to council for consideration. With all potential projects considered (Pool, other Projects and MS 4) the Capital Budget for 2020 would fall to a deficit of approximately \$900,000. Therefore the finance committee will be evaluating possible funding sources.

Old Business:

- a) Mr. Dan Becker, Borough Solicitor, was present to give an overview of the current lien situation with the trash accounts. He gave several avenues to pursue for collection and explained each step. The most effective process is to file a municipal lien, which is the way we currently handle these amounts when they hit the established

limit for filing. Usually liens will eventually get paid, through tax sales, property sales and foreclosures. We can also litigate these liens if they go too long and nothing is paid toward it by the property owner. We can also file against an individual, personal property etc..... Rental properties will be handled through our rental property process. Tax Upset Sales were also explained as we currently have 3 properties that are part of the September Tax Upset Sale. Mr. Fisher explained the history with some of these past due accounts. The current borough policy for payment plans was explained. The assessment of continual finance charges on past due accounts was explained. Council would need to approve any adjustments or forgiven finance charges. Each account would be researched for individual circumstances. Payment Plan Ranges were suggested as follows: Accounts with past due balances up to \$5,000 would have a 12 month plan, \$5,001 to \$10,000 would have a 24 month plan and \$10,001 and above would have a 36 month plan. Discussion was held as to the handling of defaulted payment plans. Motion by Mr. Roth to approve the Payment Plan Range presented with a suspension of additional finance charges as long as payments are made on time, otherwise the accrued interest will be added to the account if they are late, seconded by Ms. Gates, passed unanimously.

- b) Council was updated on the refinancing of the current loan approved at the last council meeting. The Borough would have to go through the establishment of a Bond Rating as part of this procedure with a rating agency. Mr. Schlesinger wanted to let us know that there would be a very slight risk that if the rating did not come back at what he felt it would be, we would then need to pay for the rating fee if we did not do the actual refinancing. It was noted that the predicted federal rate changes discussed at the last meeting did in fact happen and it has improved the bond market. Because of these changes our upfront savings would be higher than originally stated, possibly double. The risk of the rates going lower is even less now that the federal changes have happened. The recommendation to refinance is being highly recommended with all the current information presented. A motion to reaffirm moving forward with the loan refinance by Ms. Leech, seconded Mr. Howett, passed unanimously.

New Business:

- a) It was noted that we need to appoint a Manheim Borough Representative to serve on the MAWSA Board due to a vacancy.
- b) A request from St. Paul's UCC for street closings for their Fall Fest on September 29th, which is the same request they made last year was presented for approval. Motion to approve by Ms. Leech the request, seconded by Mr. Roth, passed unanimously.

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

Public Comment:

- There was no public comment.

Motion by Mr. Roth to adjourn the meeting at 8:38 PM, seconded by Ms. Leech, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
August 13, 2019