

Manheim Borough Council Meeting
September 24, 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, Bryan Howett and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 9/10/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.

Refinancing

- a) Mr. Jamie Schlesinger from PFM presented information on the refinancing of the current bank loan by issuing municipal bonds, which is different than the refinancing the borough has done in the past. The current financial state of the borough is very good so with entering the bond market the borough will be able to lock in interest rates for the future with this refinancing for the entire life of the refinanced loan, which is the plus for going this route. Staff and Council was complimented on the excellent budgetary performance for the past 5 years with regard to building up reserves. Mr. Fisher gave a brief explanation of the preliminary calculations and phone interview that were done to bring us to this point of the refinancing process. Ordinance #666 – Authorizing the Issuance of the Bonds, Use of the Bonds to pay off the 2015 Bank Loan and Authorization to move forward with the Refinancing, was presented for consideration and adoption. Questions on the funds we will be using to pay for future projects and the effect of this refinancing on those projects were answered. Motion by Mr. Roth to adopt Ordinance #666, seconded by Mr. Howett, passed unanimously with a Roll Call Vote:
- Mr. Enck – Y
Ms. Gates – Y
Mr. Howett – Y
Mr. Roth – Y
Dr. Phillips – Y

Visitors:

There were no registered visitors

Mayor and Police Chief Report:

Mayor Funk gave an update on his attendance along with Chief Stauffer, K-9 Casper and Officer Colwell at the Rapho Township Meeting to request help with funding the new vehicle for the K-9 Unit. They will take it under advisement and questioned why it was not a budgetary item, which was explained to them. K-9 Casper will be doing a presentation at the Community Farm Show on October 8, 2019 along with the Mounted Patrol from Lancaster. Mayor Funk and Chief Stauffer presented changes to the Snow Emergency Route and offered their thoughts and suggestions for these changes since the opening of the new Elementary School. Several comments were offered concerning the pros and cons of changing the Route. The Snow Emergency Route will be on the next Public Works Committee Meeting Agenda.

Police Chief Stauffer presented his report to council. He updated Council on the current statistics. Two budget items were presented for Council discussion as they came up during the Police Budget meeting with the Finance Committee. Purchases of Body Cams and Radios were presented for consideration by Council now as they have an expiration deadline of September 30, 2019 for the lower purchase rates to be locked in even though the 2020 Budget has not been approved yet. The contract would need to be signed by the end of the month. Mr. Roth offered comments from the Finance Committee for consideration of this request. Motion to approve Chief Stauffer signing the contract for the Body Cams and the Radios by the end of September 2019 by Mr. Roth,

seconded by Mr. Enck, passed unanimously. They were also updated on the upcoming Manheim Farm Show and Trick or Treat Night. A request for a dumpster placement on South Pitt Street was presented for council input as the location is very narrow and there is a concern of possible access for emergency vehicles. After discussion concerning safety issues, there was a motion by Mr. Roth to deny the request, seconded by Mr. Howett, passed unanimously.

Borough Codes:

- a) The Monthly Code Report will be presented at the next council meeting. The Zoning Hearing Board is scheduled to meet on Monday, October 7th for the Manheim Central School District and Supply on South Oak Street.

Borough Engineer Report:

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

Borough Manager Report:

- a) Mr. Fisher presented his summary report to Council. Council was updated on the start of the CDBG Project on East High Street and North Wolf Street. This week they will be starting the North Wolf Street Parking Lot Island.
- b) A change order from Rettew for the MS4 Stream Restoration Project for \$7,845.00. This work would be covered by the grant money and the reason for this change order was explained as we maximize the work at this section of the project as shown to be necessary as the work progresses for future regulatory requirements. Motion to approve the Change Order for the MS4 Stream Restoration Project for \$7,845.00 by Mr. Enck, seconded by Mr. Howett, passed unanimously.
- c) A proposal for an upgrade to the building security system with motion sensors from Select Security for \$2,665.00 was presented for approval. Motion to approve by Mr. Howett, seconded by Mr. Roth, passed unanimously.
- d) Authorization for advertising the 2020-2022 mowing bids was presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously. The mowing for the Police Station was questioned and explained.
- e) The trash bids are out and due back in our office on October 21st. The results will be presented at the October 29th meeting for approval.

Treasurer Report/Payment of Bills:

Presented for approval – Ratified in the amount of **\$1,466.00 (SWIF)**, **General Fund** in the amount of **\$347,074.44** and **Capital Fund** in the amount of **\$23,543.64**. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Committee Reports:

- a) Finance Committee – A budget meeting was held on September 17th for the Police portion of the budget. They are waiting for final figures for last minute items to complete the draft. It was noted that the revenue and expense percentages are similar to previous years.
- b) Parks /Pool Committee – The Committee met before the Council Meeting. The pool was discussed and there is currently another organization possibly interested in running and managing the pool next year. Currently the major repairs and renovations for next year that had been previously discussed, will be reduced to whatever repairs would be necessary to safely open the pool next year for now. The reason for the change of direction for repairs was discussed and explained. Park rental payment fees from the school district were questioned and explained as to what that money covers.
- 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.
- f) Land Bank – An e-mail poll was taken among the members of the committee to discuss the recommendation to put the Old Fire Station (26 East High Street) into the Land Bank Program, which was unanimous by the committee. Mr. Fisher explained the process for the Borough to place this property in

the Land Bank. Questions on how the Land Bank would control the potential use of this building by future owners was questioned and explained. The Land Bank would have more flexibility to proceed with grants as well. Resolution 9-2019 was presented for consideration and adoption to that effect to keep this process moving ahead. Motion to adopt Resolution 9-2019 by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Old Business:

- a) The Zoning Ordinance Amendments (Elimination of Parking Requirements in the CBD Zone, The Limited Lodging and Sign Ordinance Provisions) had been approved by council to move forward with the review by the Lancaster County Planning Commission. Each Amendment was reviewed by the LCPC separately. The LCPC comments were fine for all three amendments. Decision was made to move ahead with all 3 Amendments since there had been some discussion and concern in the past about Limited Lodging Amendment. Motion by Mr. Roth to move these 3 Zoning Ordinance amendments forward with the next step to our Solicitor to prepare, seconded by Mr. Howett, passed unanimously.
- b) Resolution 8-2019 Appointing Bernard Reiley to the MAWSA Board was presented for approval. Motion to approve resolution 8-2019 by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- c) All liened property owners were sent a letter offering a chance to apply for a payment plan as approved at the last Council Meeting. Nine property owners requested payment plans, the rest did not. Mr. Becker reviewed the next steps that will be taken for the property owners that did not request a payment plan. Motion to authorize the solicitor to proceed with filing the Writs to collect payments by Mr. Enck, seconded by Ms. Gates, passed unanimously.

New Business:

- a) The Request for Waiver of Land Development Sect 4.2 of SALDO for Bernard Reiley for 51 North Main Street was presented for approval. A map of the property was distributed and the accessory space involved with this request was explained and discussed. The Manheim Borough Planning Commission recommends approval. The Green Space at this location was questioned and explained. Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.

Correspondence: The correspondence was in the packet (Fire Company Report)

Note: The 2019 Playground Overview Report and letter from Lititz Rec stating they would like to continue with the Playground Program was discussed at the Park/Pool Committee Meeting and will be tabled for the future.

Public Comment:

- There was no Public Comment.

Council was reminded about the MC Partner's Meeting on Thursday September 26th at the MCSD Admin Office starting at 6:30 PM.

President Carol Phillips adjourned the meeting at 8:28 PM to Executive Session for a Personnel question with no action to be taken at the conclusion of the Executive Session.

Respectfully submitted,

Linda Gerhart
Recording Secretary
September 24, 2019