

Manheim Borough Council Meeting
October 8, 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 and Elaine Leech
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 9/24/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer presented and reviewed his report with council and then left to attend the Police Department Events at the Community Farm Show. He presented the 2020 Rapho Township portion of his total budget in the amount of \$1,396,799.20, which is a 4.62% increase. He reviewed it with council explaining a last minute change that was added since it was discussed at the Finance Committee Meeting for the Body Cams. He entertained questions from Council on the percentages of items in the budget. Motion by Mr. Roth to present the current budgeted figure to Rapho Township, seconded by Mr. Enck, passed unanimously. It was questioned, whether any response had been heard from Rapho Township on the request for a contribution toward the new vehicle for the K9 Officer. He updated Council on the activities at the Farm Show, their security presence at the Farm Show and the schedule for the parade on the following evening. News Releases were also included in the report.

Visitors:

- a) Ms. Janelle Heying, the Executive Director at the Teen Center was present to introduce herself and to request permission to once again hold the annual Halloween activities in their Parking Lot, in the Mini-Park and a Hayride in the street with the same route as in the past as well as a Fire Pit. Motion by Ms. Leech to approve their Halloween Event, seconded by Ms. Gates, passed unanimously.
- b) Mr. Corby Burkholder from Manheim BIC representing their Youth Group along with Nancy Husser from the Lions Club were present to ask for approval to have Manheim BIC take over the Christmas Tree Lighting Event in Market Square on December 7th, which is coordinated with all the other events for Christmas in Manheim that weekend. Motion by Mr. Enck to approve, seconded by Ms. Gates, passed unanimously.
- c) Ms. Amber Liggett from Millersville University was present to explained and promote a Millersville University Flood Research Study. She distributed flyers that will be provided to residents 18 and older, as well as municipal officials who may have experienced flooding to their homes and municipalities in 2018 and would like to participate. It will be held so extreme flooding stories and thoughts about current flood hazard messaging can be shared. There are three community discussions scheduled for residents to participate on October 14th & 15th at Rapho Township Municipal Building and October 16th at Mount Joy Borough Hall.

Borough Codes:

- a) Ms. Czeiner presented her report to council. She updated Council on the status of rental inspections and violation notices for those that have not complied. The Zoning Hearing Board met Monday night and approved both variances that were requested for The Supply on Oak Street and the Manheim Central School District. The Historic Commission is scheduled to meet Monday October 14th. She reviewed the current status of the citations and warrants, and explained the current situation with having limited support from the Sheriff Department to serve warrants due to lack of county funds. Only Sheriffs and

Constables are able to serve these warrants. It was recommended that the Borough send a letter to the County in reference to our extreme displeasure with this current problem. There is also a civil action pending with this current situation with the County Sheriff Department. The condemnation at 135 South Oak Street was explained.

Borough Engineer Report:

- a) Mr. Craddock presented his report to council. He updated Council on the punch list items for the North Linden & South Hazel Roadway Improvements and the repairs to the wall for Mr. Geib, which the contractor is going to be taking care of this week. The work on the ADA Ramps on Gramby Street has been started and the improvements to the North Wolf Street Municipal Lot have been completed. The Oak Street Bridge Repair has also started. The status of the Connections Study was questioned. The possible grant available for this project was explained and the Borough is waiting for the final report on this study to move forward with the grant application, hopefully starting with the improvements to Market Square.

Borough Manager Report:

- a) Mr. Fisher presented his summary report to Council. Council was updated on the pre-bid meeting held this week for the Trash Contract Bid. The Bid Opening is scheduled for October 21st, with approval scheduled for the October 29th Council Meeting. He reported on the Drug Task Force meeting that was held with the County Municipal Managers, which included discussion about having the County taking a bigger role in the funding for this program. It was noted that the day after the Farm Show Parade East Petersburg will be coming through at no cost to clean the streets, since we contract the annual street sweeping with them. There is a lot of cleanups also scheduled in the borough, as the School District Outreach cleanup is also scheduled that day.
- b) The Bond Sale for the refinancing went very well. The closing for the refinancing is scheduled for October 28th. The initial savings in December should be approximately \$270,000 and after that the yearly amount will be slightly less than the current amount, as the interest rate will not increase, and the length of term will not be extended beyond the current length.
- c) President Phillips wanted to go on record in thanking the management team and the contracted staff for their magnificent work in obtaining approved funding because of their careful analysis and well written grants. It has made such a positive difference in the Borough. It was noted that the whole town is looking so much better and you can see the energy with all that is happening.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$69,455.45**, **Capital Fund** in the amount of **\$70,605.87** and **Liquid Fuels** in the amount of **\$227,188.22**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – They are still waiting for a few numbers to come in from outside sources to complete the draft budget. The Personnel Committee will be working on salaries. The final numbers need to be completed by the first meeting in November for council to review. The draft budget needs to be advertised by the second meeting in November so it can be presented for adoption at the first meeting in December.
- b) Parks /Pool Committee – There was nothing new to report. It was noted it may be a good idea to advertise and offer pool memberships for the following year during the week of the Farm Show, since it is attended by so many people from our area.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The Committee met before the meeting.
 - i. The Public Works Report was in the packet.
 - ii. The Snow Emergency Route was discussed and the Committee is recommending no changes for the coming year to see how everything works out with the opening of the new elementary school on East Gramby Street and the closing of the old elementary school on South Penn Street.

- iii. The storm sewers on South Charlotte Street that need repairs were discussed. The estimate for the project is about \$100,000. After talking to the Public Works Department, they feel that they can do it themselves with some Engineering guidance which would cut the cost in half.
- iv. The storm sewer project on East High Street and North Linden Street is estimated to cost \$190,000 to take care of the standing water problem. Committee recommends to proceed with the project.
- v. The South Oak Street Paving Project was discussed. This project involves a joint paving project from the bridge to Fruitville Pike with Penn Township, as one side of the road is in Penn Township and the other side is in the Borough. Penn Township is looking to repave the road, so the Committee is recommending to proceed with this joint project to split the total cost, of which the Borough costs would be approximately \$30,000 to \$35,000.
- vi. A change order for additional costs for the South Oak Street Bridge Repair Project was presented by Mr. Craddock for consideration and approval for an estimated \$2,500 to \$3,000. Mr. Craddock explained the costs for the repairs that were found after the project was started and the recommendation by the contractor to take care of these items now while they are doing the project to avoid additional higher repair costs in the future. Motion to approve the Change Order for up to \$3,000 for the work on the South Oak Street Bridge by Mr. Roth, seconded by Ms. Gates, passed unanimously.

The effect on our reserves for the projects recommended by the Public Works Committee was questioned and explained. Motion by Mr. Roth to move ahead with the three projects recommended by the Committee, seconded by Mr. Enck, passed unanimously.

The current status of the Veterans Memorial Project at Memorial Park was questioned and it was suggested that the Borough could possibly help with this initiative, as we will be working in the park with the MS4 Project. The Borough had approved initial funds that were donated toward the website and fundraising. The Committee for the Veterans Memorial will be contacted to check on the current status of the Project.

- e) Shade Tree Commission – Ms. Gates updated council on the start of the program to help with trees in the Central Business District. Two very large trees have been removed and will be replaced. One is located on South Main Street and the other on Market Square. A dead tree that needs to be removed on South Fulton Street was questioned. It was noted that the Commission is a great source of information and help to replace trees in the Borough that may not actually qualify as part of the CBD initiative.
- f) Land Bank – Their next committee meeting is scheduled for Tuesday, October 22nd.

Old Business:

There was no old business.

New Business:

There was no new business.

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

Public Comment:

- There was no public comment.

Adjournment:

Motion to adjourn at 8:01 PM by Mr. Enck, Seconded by Mr. Roth, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary

October 8, 2019