

Manheim Borough Council Meeting
November 12, 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 and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

The Public Hearing for the Zoning Ordinance Amendment was called to order by President Phillips. Public comment was called for. There was no public comments and it was noted for the record that all of the legally required advertisements and notices were placed and provided and that the ordinance was made available at the office for review. The Mayor thanked all involved in the Ordinance completion. President Phillips closed the hearing. Motion to adopt Zoning Ordinance Amendment, Ordinance #667 by Ms. Leech, seconded by Mr. Howett, passed unanimously.

Approval of Minutes: 10/29/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Visitors

There were no registered visitors.

Mayor and Police Chief Report:

Mayor Funk updated council on the successful opening for the Prussian Street Arcade on North Main Street. Parking is working out well. All the parking signage has been posted.

Police Chief Stauffer presented and reviewed his report with council. He updated Council on the need for a replacement contractor for cleaning the station, the hiring of a new crossing guard and the Police Department participation in the Toys for Tots & Blue Christmas Programs. The Santa Run is scheduled for December 7th 2019 starting at 8:30 AM. The Speed Details are continuing in the Borough.

Borough Codes:

- a) Mr. Jeremiah Longenecker of 37 North Clay Street along with Elm Ridge Construction were present to request approval to remove curb & sidewalk as part of an improvement project for his property, which is on a dead end street. The adjoining properties do not have sidewalk. The scope of the project and the lot coverage issues were explained and pictures were distributed showing the changes. This unique circumstance would be a council decision to waive the requirement of sidewalks from the Code of Ordinances. This would be in reference to the requirements of Section 190-12, Property owners to construct and maintain sidewalks and curbs. After discussion there was a motion by Mr. Enck to approve the request to remove the sidewalk but have the curb remain, seconded by Mr. Howett, passed unanimously.
- b) Ms. Czeiner presented her report to council. She updated Council on the status of rental reinspections, the mailing of the applications for the 2020 Annual Rental Occupancy Permits and the current drafting of the Lead Paint Ordinance and Property Transfer Safety Inspection Ordinance for all properties in the borough. She gave a brief explanation of what code work and inspections would be involved with the adoption of these new ordinances.

Borough Engineer Report:

- a) Mr. Craddock presented his report to council. He updated Council on the completion of the wall cleaning for Mr. Geib on Hazel Street. The ADA Ramp work is going to come in under budget. Mr. Craddock was

contacted by a resident who questioned the possibility of placing an ADA Ramp on the corner of Clay & West Gramby Streets, where there is a handicapped resident in a wheelchair. Since the current work will come in approximately \$15,000 under the contract amount, it is being suggested to possibly do 5 additional ramps further out on West Gramby Street, which would result in an additional approximately \$1,500 over the contract amount. After discussion on the need to make this area more accessible for handicapped residents, it was decided to proceed with the additional 5 ramps and have a change order prepared and presented for approval.

Borough Manager Report:

- a) Mr. Fisher presented his summary report to Council. Council was updated and reminded of the past resiliency flood study that was prepared in the borough by SRBC and the Army Corp of Engineers and the 2 projects that were identified to help with flooding in the borough with the 10 year storm. He described the scope of these projects which would also include Penn Township. These projects would be included in applying for a Flood Mitigation Grant that the SRBC is considering submitting, and we would not need to take the lead on it. It would also include water quality benefits.
- b) The Multimodal Transportation Funding Grant Application was approved for submission at the last meeting, including all documents, resolutions, and supporting information that would be required for the application. The exact funding request amount was only estimated and not finalized at that time. The exact amount of the grant request is \$670,072.00, and this amount was included in the resolution and supporting documentation that was submitted with the application. Motion by Mr. Roth to approve and affirm the amount of \$670,072.00 for the grant application, seconded by Ms. Leech, passed unanimously. There is a 30% match for this grant. A portion of that match would be coming from MAEDC funds that have been earmarked for the Borough as they dissolve. There is a 3 year commitment for completion of this project. The final draft of the connection study should be forthcoming shortly. Questions were answered as to the defined scope of work for this project, as it is still in the planning stages.

Treasurer Report/Payment of Bills:

Presented for approval – Ratified in the amount of **\$450.12** and **General Fund** in the amount of **\$119,211.80**.

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

Committee Reports:

- a) Finance Committee – After tonight a draft copy of the budget will be sent to Council and the Mayor for review. Authorization to advertise the budget and tax rates will be at the November 26th Council Meeting, for adoption at the December 10th Council Meeting.
- b) Parks /Pool Committee – The Committee will meet before the November 26th Council Meeting.
- c) Personnel/Police – The Committee met in Executive Session tonight at 5:30 PM tonight with all Council members, with the exception of Mr. Enck, regarding Personnel Matters.
- d) Public Works – The Public Works Report was included in the packet.
- e) Shade Tree Commission – Ms. Gates updated Council on the draft Shade Tree Ordinance that was distributed to Council for review. The Commission is currently looking for comments from Council and then they will finalize the draft and advertise for adoption. It was noted that the smaller trees on Market Square and those located across from the Twin Kiss were trimmed this fall by Jeff Ibach. New trees covered by the new replacement program will be planted this month on South Main Street. The new trees in the Municipal Lot on North Wolf Street were noted as a nice addition. It was questioned whether the Shade Tree Commission is an ongoing Commission to handle the tree maintenance program.
- f) Land Bank – The next meeting is scheduled for November 17th at 6:30 PM.

Old Business:

- a) There was not Old Business

New Business:

- a) The 2020 Meeting Dates were distributed to Council for review. It was noted that the Finance Committee will start September 1st, as August dates did not work. The reorganization meeting for Council needs to

be scheduled for Monday, January 6th. The regularly scheduled Council Meeting would be Tuesday January 14th. The time for the reorganization meeting needs to be established and the choice of having 3 council meetings in January needs to be decided, so the advertisement can be placed. Motion by Mr. Roth to schedule the Reorganization Meeting as well as the regular Business Meeting on Monday January 6th at 7:00 PM and not have the regular Council Meeting the following week on January 14th, seconded by Mr. Howett, passed unanimously. Motion by Mr. Roth to cancel the Council Meeting on Tuesday, December 31, 2019, seconded by Mr. Enck, passed unanimously.

- b) The Manheim Chamber of Commerce 5 Year Office Lease with the Borough is due to be renewed February 2020. The Chamber would like to continue the lease as is under the existing terms. Council decided to continue the Lease. Since the lease would continue unless notice to cancel would be given by either party, action would only be required if the lease were to be canceled.
- c) The Council met in Executive Session before the Council Meeting. Motion by Mr. Roth to approve the pay structure for employees for 2020 that was discussed in Executive Session, seconded by Mr. Howett, passed with a vote of 5 to 1. Ms. Leech was the nay vote, based on the concerns she expressed in Executive Session.

Correspondence: Correspondence in Packets (NW EMS Reports)

Public Comment:

- There was no public comment.

Adjournment:

Meeting was adjourned by President Phillips at 8:03 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
November 12, 2019