

Manheim Borough Council Meeting
November 26, 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 and Junior Council Person Mikayla Regan
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 11/12/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors

- a) Mr. Tom Reiner from the Little League was present to request approval for their annual Opening Day Event in Memorial Park on Saturday April 25, 2020. The use of the fields has already been scheduled with Don Wenger and this will include a Chicken BBQ, Bounce House, and Food Trucks on site that day as in previous years. Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.
- b) Ms. Donna Hlavacek representing Stiegel Glassworks 1976 Board of Directors as well as Mr. Skip Hetrich and other supporters were present to update council on the continued success and growth of their organization and to request consideration for additional funding support from the Borough of \$5,000. She distributed a handout and explained their current financial situation and their mission of the preservation of the heritage of Manheim and the crafting of hand blown art glass. Positive points of expanding their operation were presented and discussed in relation to the financial impact as their programs and hours are increased. It was requested that Stiegel Glassworks provide the Borough with their annual financial report so they make it available to the auditors if they question donated funds, starting with the report for 2019. Motion to approve the requested \$5,000 to Stiegel Glassworks by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer presented and reviewed his report with council. He updated Council on the current statistics. The Manheim Borough Police Department Association's request that all K9 Funds be handled under the Borough's umbrella as part of the Capital Account (or a separate account as deemed best) was explained and presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously. The Department is once again requesting the donation of a Pool Pass for the Blue Christmas Family Gift Distribution Event. It was noted that they actually have more than one family they are hoping to help this year. There could be up to 3 families. Motion by Ms. Leech to approve Pool Passes for up to 3 families this year, seconded by Mr. Roth, passed unanimously. Santa Run is scheduled for Saturday December 7th at 8:30 AM with roads starting to close around 7:30 AM. There are many new locations for the Toys for Tots Program this year. There will be a box at the Tree Lighting Ceremony.

Borough Codes:

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

Borough Engineer:

- 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 most recent gas leak in the building a week ago, as there have been 3 so far this year. The pipes for the system in the basement need to be repaired and reconnected, as these leaks have been discovered accidentally in areas of the building that are vacant. It has been temporarily repaired, and needs to be taken care of permanently. It is currently being scheduled.
- b) The Land Bank met last week. Mr. Fisher explained all the leg work that is handled by the Land Bank for the properties suggested by the Borough for consideration as we supply all the supporting information. One property in the Borough is currently being worked on by the Land Bank and others are being researched. The process is going well so far. There is one prospect very interested in the Borough property at 26 East High Street so far. The paperwork for this transfer to the Bank is being processed and the possible installation of gas service is also being considered as North Wolf Street on the side of this building will be paved next year. The façade change being considered and funded by council for this building was explained and discussed. This would help with possible grant matches, as the Borough was planning to have this work done. The installation of gas at the building was questioned and Public Works will check to see what sources of heat are actually in the building. Motion by Mr. Roth to contribute up to \$15,000 toward the façade being returned to its original design, seconded by Ms. Leech, passed unanimously.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$75,961.73** and **Capital Fund** in the amount of **\$25,256.63**. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – Draft copy of the budget was sent to Council and the Mayor for review. It includes a millage increase of 0.25, with a projected budget deficit of just over \$17,000 that can be covered by 2019 projected surplus/reserves. The advertisement process for the Budget and the Tax Ordinance were explained for adoption at the December 10th Council Meeting. The Millage would go from 4.64 to 4.89. Last year there was no tax increase. Capital Projects for next year were mentioned. Motion by Mr. Roth to advertise the 2020 Budget and the Ordinance for the 0.25 Millage tax increase, seconded by Ms. Gates, passed unanimously.
- b) Parks /Pool Committee – The Committee did not meet before the Council Meeting tonight. The pool rates will be discussed at the next council meeting when all members are present.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – There was nothing new to report.
- 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, which should be sent to Mr. Fisher and then they will finalize the draft and advertise for adoption.
- f) Land Bank – The Land Bank met November 19th. The next meeting is scheduled for December 17th at 6:30 PM.

Old Business:

- a) Ordinance 668 – Solid Waste Ordinance was presented for approval. Mr. Fisher explained the changes. Questions on trash and recycling tipping fees were explained and answered by Mr. Fisher. Motion to adopt Ordinance 668 by Mr. Roth, seconded by Ms. Leech, passed unanimously.
- b) CDBG Project Change Order in the amount of \$5,061.32 for additional ramps that had been previously discussed at the last council meeting was presented for approval. Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.
- c) The CDBG Project Authorization for payment in the amount of \$47,180.09 was presented for approval. Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

New Business:

- a) Resolution 12-2019 – Fee Schedule was presented for approval. The new trash fees and new due date were noted. Motion to approve by Ms. Leech, seconded by Ms. Gates, passed unanimously.
- b) Resolution 13-2019 – For the Small Water & Sewer Fund Grant Application submission in the amount of \$152,500.00 was presented for approval. This grant request is for the project at Linden & High Streets and this resolution is necessary as part of the grant application procession. Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.

Correspondence: There was no correspondence.

Public Comment:

- Mr. John Ralston of Market Square questioned if there will be a committee established to be involved in the design of the Market Square project. Mr. Fisher explained the present status of the design of this project.

President Carol Phillips recessed the meeting at 8:16 PM to Executive Session for a personnel matter.

Adjournment:

Council returned from Executive Session at 8:34 PM and with no further business the meeting was adjourned by President Phillips.

Respectfully submitted,

Linda Gerhart
Recording Secretary
November 26, 2019