

Manheim Borough Council Meeting

May 23, 2017 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Y. Phillips, Vice President Brad Roth, Pro Tempore Bryan Howett, Elaine Leech, Chad Enck, Jean Gates, Outgoing Junior Council Person Aiesha Elwakdy, Newly Appointed Junior Council Person Destiny Lebron and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Public Comments:

No Public Comment.

Approval of Minutes: 5/9/17 Borough Council Meeting minutes: Motion to approve by Ms. Leech, seconded by Mr. Enck passed unanimously.

Visitors:

- a) Ms. Destiny Lebron was presented for appointment as the next Junior Council Person. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously. Ms. Lebron was sworn into office by Mayor Funk.
- b) Mr. Chuck Mummert from PSAB (Pennsylvania State Association of Boroughs) presented outgoing Junior Council Person Aiesha Elwakdy with a plaque for her service to the borough for the past year.
- c) Ms. Kelly Lauver from the Manheim Chamber of Commerce was present to update council on the Rock-N-Glow 5K Race being held in the borough on June 3rd.
- d) Mr. Richard Eyman was present to distribute information, which he said was self-explanatory to council concerning maintenance issues at his property on North Main Street.

Borough Codes:

Code Officer Donna Czeiner distributed her monthly report to council and was complimented on the detail to many issues being handled in the borough. Comments were offered concerning the ongoing problem of lead paint issues in the borough being dealt with.

Borough Engineer Report:

Mr. Craddock distributed his report and noted the start of the street projects in the borough in June. Residents affected by the street projects have been notified with door hangers at their properties. Hopefully that will help to address special situations or needs concerning the project before it starts and explain what the project entails. Council was updated on the current status and time table for the MS4 Report in the next couple of months. Waivers requests for the Gramby Elementary School project recommended by the Manheim Planning Commission were presented for Approval. These waivers came after council approval for the plan based on comment letter originally presented by Mr. Craddock. One waiver was for modification to the financial security portion and the other was for parking lot lighting. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously with a vote of 5 to 0. Mr. Howett abstained as he is the Business Manager of the Manheim Central School District. Motion was made to reapprove the Land Development with the new waivers by Mr. Roth, seconded by Mr. Enck, passed unanimously with a vote of 5 to 0. Mr. Howett abstained as he is the Business Manager of the Manheim Central School District. A change order was presented for the traffic signal heads on the Northeast corner of High and Main Street (which is covered by insurance). This was

necessary as they were extensively damaged and could not be reused after the pole was hit a second time before repairs were made from the first accident. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Mayor and Police Chief Report:

Mayor Funk updated council on the K9 Police Department fundraising. A donation was received from the Germania Bank Club for \$2,500 for two AEDs. The softball game between the Manheim Central Football Team and the Manheim Borough Police Department is scheduled for Wednesday, June 21st.

Police Chief Stauffer distributed his report and reviewed it with council. He updated council on the monthly statistics, National Police Week and the National Night Out Event the department will be hosting on Tuesday, August 1st at Memorial Park and the Manheim Community Pool. Motion was moved to approve free swimming at the pool that evening from 4:00 PM to 8:00 PM by Mr. Enck, seconded by Ms. Leech, passed unanimously. A new crossing guard was hired since the last council meeting and has started at the corner of Grant and Ferdinand Streets. A walkability study for the borough has been started and the department has secured 10 pedestrian crossing signs for placement at pedestrian crosswalk intersections.

Borough Manager Report:

Mr. Fisher presented his report to council for review. An MS4 update will be presented at the July Council Meeting. Financial comparisons are now available since we have been using Quick Books for more than a year. The Kauffman Park stormwater upgrades are complete.

Payment of Bills: Presented for approval - Construction Loan Draw Requisition #28 in the amount of **\$3,286.93** Motion by Mr. Roth, seconded by Mr. Enck, passed unanimously. **General Fund** in the amount of **\$166,535.93**, **Capital Fund** in the amount of **\$3,264.20** and **Fulton (Police Construction)** in the amount of **\$3,286.93**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing to report.
- b) Parks and Pools – There was nothing to report.
- c) Personnel/Police – There was nothing to report.
- d) Public Works – Council was updated on the proposed PennDOT project to repave West High Street from Hossler Road to Market Square. PennDOT ADA ramps will be replaced, but there will also be some borough ADA ramps that will need to be replaced for this project as well with a cost to the borough of approximately \$24,000. Motion by Mr. Roth to approve the West High Street Borough ADA improvements for next year, seconded by Ms. Leech, passed unanimously. The Traffic Ordinance was tabled for discussion at their next committee meeting in three weeks.
- e) Shade Tree Commission – There was nothing to report.

New Business:

- a) Mr. Enck gave an update of the Heritage Day events scheduled for June 10th and 11th.

Old Business:

- a. Old NWEMS Building – There will be an Executive Session for discussion.
- b. Veterans Memorial Project – The committee will be coming to a council meeting in the near future to present their update.

Correspondence: This was distributed to council as part of their packet.

Public Comment: There was no public comment.

Council Meeting adjourned to Executive Session for real estate and personnel matters at 7:42 PM.

Executive session was adjourned at 8:23 PM.

Motion by Mr. Roth seconded by Ms. Gates to advertise for a full-time public works position at \$18.00 an hour, passed unanimously.

Motion by Mr. Enck, seconded by Ms. Leech to make a \$500.00 donation to the Manheim Historical Society in support of the Heritage Days event, passed unanimously.

With no further business, President Phillips adjourned the Council Meeting at 8:30 PM.

Respectfully submitted,

Linda Gerhart
May 23, 2017

DRAFT

**Manheim Borough
Manager's Report
General Summary of Activities
5/23/17 – 6/13/17**

- Addressing various resident inquiries (code/permit issues, pool, general inquiries).
- Ongoing Updates to Borough Website.
- Regular meetings with Public Works Director.
- Regular meetings with Code Enforcement Officer.
- Completed bank account reconciliations.
- Continued coordination - traffic signal poles insurance claims, etc. with CM High, engineer, police, EMC Ins.
- Assisting in police contract negotiation process. Preparing draft contract. Participation at negotiation session.
- Completing right to know requests.
- Meetings and correspondence with prospective tenants for old fire hall.
- Pool services contract administration, correspondences.
- Preparation of PW crew member ad. Review of applications, interviews.
- Addressing IT security issues, coordinating upgrades with IT consultant.
- Coordinating security and other lighting upgrades within Borough building.
- Correspondence, review of final items and agreements for Gramby Elem LD Plan.
- Meeting with PennDOT, Borough Engineer regarding Connections Study project.
- Review annual MS4 Report.
- Attendance Chiques Stormwater committee meeting.

From: [Donna Czeiner](#)
To: [Jim Fisher](#)
Subject: FW: Historic Commission Opening
Date: Wednesday, May 24, 2017 11:31:13 AM

From: Kimmet, Deb [mailto:████████████████████]
Sent: Wednesday, May 24, 2017 10:28 AM
To: Donna Czeiner
Subject: Historic Commission Opening

Donna,

Good Morning! I'm writing to express my desire to be a member of the board of the Historic Commission. I am an Interior Designer at RLPS Architects, in Lancaster, and have an interest in historical design. I also live in a historic home in Manheim. 9 W. Stiegel St. I believe I recently spoke to you about our lot coverage.

I work with Brett Hallacher and he shared with me that there was an opening on the board.

Please let me know if you have any questions or need any other information.

Thank you,

Debbie Kimmet

Deborah J. Kimmet, IIDA, LEED-AP ID+C

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RESOLUTION NO. 12-2017

A RESOLUTION OF THE BOROUGH OF MANHEIM,
LANASTER COUNTY, PROVIDING FOR THE APPOINTMENT
OF RESIDENTS OF THE BOROUGH OF MANHEIM TO FILL
VACANCIES IN THE POSITIONS ON THE HISTORIC
COMMISSION

WHEREAS, the Manheim Borough Council desires to appoint residents of the Borough of Manheim to fill the vacancies left in appointive office by resignations and expiration of terms, such appointees to serve either the balance of an unexpired term or to serve a full term, as noted below.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Manheim Borough, Lancaster County, Pennsylvania, that it is HEREBY RESOLVED by authority of the same:

SECTION 1. The following citizens are hereby appointed to serve as members of the Manheim Borough Historic Commission:

- a. Deborah Kimmet, whose term shall expire on December 31, 2017

SECTION 2. The following citizens were previously approved and appointed to serve as members of the Manheim Borough Historic Commission:

- a. Dillan Enck, whose term shall expire on December 31, 2021
- b. Seth Weidle, whose term shall expire on December 31, 2019
- c. Brett Hallacher, whose term expires December 31, 2018
- d. VACANT, (term expiring December 31, 2020)

SECTION 3. All resolutions or parts of resolutions inconsistent with this Resolution are hereby superseded.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 13th day of June, 2017.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

LESSEE RESOLUTION 13-2017

RE: Master Equipment Lease/Purchase Agreement ("Master Agreement") and the Schedule thereto ("Schedule") each between Susquehanna Commercial Finance, Inc. ("Lessor") and MANHEIM BOROUGH ("Lessee") and the related Escrow Agreement ("Escrow Agreement").

At a duly called meeting of the Governing Body of the "Lessee" (as such term is defined in the Master Agreement) held on June 13, 2017 the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

- Determination of Need.** The Governing Body of Lessee has determined that a true need exists for the acquisition of the Equipment described under the Schedule to the Master Agreement dated as of 4/21/2014, between Lessee and Lessor.
- Approval and Authorization.** The Governing Body of Lessee has determined that entering into the Master Agreement, Schedule, and Escrow Agreement thereto (collectively, "Agreements"), substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreements by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreements on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, necessary to the consummation of the transaction contemplated by the Agreements.

Authorized Individual(s) JOSEPH C. STAVIFOL CHIEF OF POLICE
(Printed Name and Title of individual(s) authorized to execute the Agreement)

- Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

By: _____
(Signature of Secretary, Board Chairman or other member of the Governing Body)
Please Note - The individual signing here attesting to the Adoption of the Resolution must be a different person than any of the individuals listed in Section 2 as the persons authorized to sign the Lease Documents on behalf of the Lessee.

Printed Name: _____ Title: _____
(Printed name of individual who signed directly above) (Title of individual who signed directly above)

Attested By: _____
(Signature of one additional person who can witness the passage of this Resolution)
lease Note - The individual signing here attesting to the Adoption of the Resolution must be a different person than any of the individuals listed in Section 2 as the persons authorized to sign the Lease Documents on behalf of the Lessee.

Printed Name: James Fisher Title: Manager/Secretary
(Printed name of individual who signed directly above) (Title of individual who signed directly above)

Manheim Borough -General Fund Profit & Loss Budget vs. Actual January through December 2017

**~44% of year
Revenue ~ 60.6%
Expense ~ 42.6%**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
01 · General Fund Income				
301 · Real Estate Taxes				
301.100 · Real Estate Tax Current	1,263,248.48	1,458,755.42	-195,506.94	86.6%
301.200 · Real Estate Tax Prior	7,545.65	25,000.00	-17,454.35	30.2%
310.100 · Real Estate Transfer Tax	30,414.93	65,000.00	-34,585.07	46.8%
Total 301 · Real Estate Taxes	1,301,209.06	1,548,755.42	-247,546.36	84.0%
310 · Wage Tax				
310.200 · Earned Income Tax	243,246.65	530,000.00	-286,753.35	45.9%
310.500 · Local Service Tax	48,879.04	80,000.00	-31,120.96	61.1%
Total 310 · Wage Tax	292,125.69	610,000.00	-317,874.31	47.9%
331 · Code Violation				
331.110 · MV Code Violation	18,862.46	20,000.00	-1,137.54	94.3%
331.120 · Violation Ordinance Status	0.00	4,000.00	-4,000.00	0.0%
331.130 · State MV Code Violation	1,342.56	1,750.00	-407.44	76.7%
331.140 · Parking Tickets	495.00	1,000.00	-505.00	49.5%
331.141 · Rapho Twp Parking Tickets	60.00			
Total 331 · Code Violation	20,760.02	26,750.00	-5,989.98	77.6%
355 · Government				
354.150 · Recycling / Act 101	6,961.00	6,000.00	961.00	116.0%
355.010 · Public Utility Realty Tax	0.00	1,700.00	-1,700.00	0.0%
355.040 · Alcoholic Bev Tax / License	600.00	800.00	-200.00	75.0%
355.060 · Act 205 Pension	0.00	114,000.00	-114,000.00	0.0%
355.070 · Foreign Fire Insurance	0.00	31,000.00	-31,000.00	0.0%
357.150 · Hauler Rebate	9,067.19	18,500.00	-9,432.81	49.0%
Total 355 · Government	16,628.19	172,000.00	-155,371.81	9.7%
360 · Police				
357.020 · DTF Reimbursement	39,822.76	80,000.00	-40,177.24	49.8%
362.000 · Rapho Township Contract	611,884.96	1,216,410.19	-604,525.23	50.3%
362.110 · Police Income Reports, Misc	11,771.70	15,000.00	-3,228.30	78.5%
362.140 · Crossing Guards	5,248.24	17,611.00	-12,362.76	29.8%
362.150 · SRO / Police Officer Reimb.	17,317.56	53,500.00	-36,182.44	32.4%
Total 360 · Police	686,045.22	1,382,521.19	-696,475.97	49.6%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
361 · Code Enforcement				
361.300 · Bldg/Zoning Permits	4,510.50	11,000.00	-6,489.50	41.0%
361.340 · Zoning Hearing Fees	3,010.00			
362.470 · Apt. License Fee	32,964.09	38,500.00	-5,535.91	85.6%
362.471 · Apartment Inspection Fees	4,345.00			
362.480 · Code Enforcement Rev	396.52	2,500.00	-2,103.48	15.9%
Total 361 · Code Enforcement	45,226.11	52,000.00	-6,773.89	87.0%
364 · Municipal Services				
364.310 · Refuse Tags	2,964.00	7,000.00	-4,036.00	42.3%
383.000 · Municipal Service Fees	230,162.56	432,250.00	-202,087.44	53.2%
Total 364 · Municipal Services	233,126.56	439,250.00	-206,123.44	53.1%
367 · Community Facilities				
342.200 · Rent Boro Bldg/Comm Room	3,471.66	5,000.00	-1,528.34	69.4%
367.110 · Pool Income	2,500.00	95,000.00	-92,500.00	2.6%
367.130 · Concessions	0.00	500.00	-500.00	0.0%
367.140 · Rent Pivillions/Parks	3,865.00	10,500.00	-6,635.00	36.8%
367.250 · MCSD Lease	18,524.94	75,480.00	-56,955.06	24.5%
Total 367 · Community Facilities	28,361.60	186,480.00	-158,118.40	15.2%
368 · Miscellaneous				
320.800 · Cable Franchise	34,968.09	61,500.00	-26,531.91	56.9%
341.000 · Interest Income	7,323.84	2,500.00	4,823.84	293.0%
363.000 · Street Opening Permits	2,676.50	3,000.00	-323.50	89.2%
365.500 · Animal Control	60.00	500.00	-440.00	12.0%
365.510 · PADOT Contracted Snow Removal	0.00	5,000.00	-5,000.00	0.0%
389.000 · Miscellaneous Revenues	0.00	500.00	-500.00	0.0%
395.000 · Refunds Of Expenditures (Co-op)	62,518.36	10,000.00	52,518.36	625.2%
395.530 · Kaufmann Park Tax	0.00	7,000.00	-7,000.00	0.0%
Total 368 · Miscellaneous	107,546.79	90,000.00	17,546.79	119.5%
Total 01 · General Fund Income	2,731,029.24	4,507,756.61	-1,776,727.37	60.6%
387.000 · Donations and Contributions	500.00			
Total Income	2,731,529.24	4,507,756.61	-1,776,227.37	60.6%
Gross Profit	2,731,529.24	4,507,756.61	-1,776,227.37	60.6%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

Expense	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
01E · General Fund Expense				
400 · Expenses				
400.105 · Mayor's Salary	0.00	240.00	-240.00	0.0%
400.174 · Admin / Board / Comm. Education	725.00	1,500.00	-775.00	48.3%
400.352 · Public Official Liability Ins	1,386.32	1,465.00	-78.68	94.6%
Total 400 · Expenses	2,111.32	3,205.00	-1,093.68	65.9%
401 · Executive				
401.110 · Wages-Borough Manager	42,104.62	91,520.00	-49,415.38	46.0%
401.112 · Wages - Admin Asst.	24,095.01	53,680.00	-29,584.99	44.9%
401.190 · Payroll Taxes - Executive	4,926.52	13,000.00	-8,073.48	37.9%
401.194 · Unemployment Comp Tax	1,241.74	1,463.00	-221.26	84.9%
401.195 · Workman's Comp	188.23	400.00	-211.77	47.1%
401.196 · Health Insurance	24,203.05	46,000.00	-21,796.95	52.6%
401.210 · Office Supplies	6,239.71	5,000.00	1,239.71	124.8%
401.215 · Postage Boro	970.49	6,200.00	-5,229.51	15.7%
401.251 · Boro Car Maint	110.59	500.00	-389.41	22.1%
401.300 · General Expense	15.00			
401.320 · Telephone (Mgr Cell Phone)	273.47	700.00	-426.53	39.1%
401.330 · Travel - Executive	12.31	100.00	-87.69	12.3%
401.340 · Advertising/Printing	3,694.77	8,500.00	-4,805.23	43.5%
401.352 · Liability Insurance	12,665.85	10,233.00	2,432.85	123.8%
401.420 · Dues/Membership/Subscriptions	793.86	1,500.00	-706.14	52.9%
401.460 · Training - Executive	420.00	1,000.00	-580.00	42.0%
Total 401 · Executive	121,955.22	239,796.00	-117,840.78	50.9%
402 · Financial Administration				
402.114 · Wages- FD/HRC	22,525.95	48,925.00	-26,399.05	46.0%
402.190 · Payroll Taxes - FD/HRC	1,709.44	3,500.00	-1,790.56	48.8%
402.194 · Unemploy Comp Tax (FD/HRC)	487.49	488.00	-0.51	99.9%
402.195 · Workmen Comp (FD/HRC)	50.57	125.00	-74.43	40.5%
402.196 · Health Ins (FD/HRC)	5,297.67	9,300.00	-4,002.33	57.0%
402.311 · Auditing	9,878.63	20,000.00	-10,121.37	49.4%
402.317 · Processing Payroll	1,442.83	2,500.00	-1,057.17	57.7%
402.330 · Travel Expense	0.00	100.00	-100.00	0.0%
402.352 · Liability Insurance	439.48	486.00	-46.52	90.4%
402.353 · Bond Insurance FD/HRC/Mgr	0.00	375.00	-375.00	0.0%
402.460 · Training FD/HRC	40.00	1,000.00	-960.00	4.0%
403.116 · Tax Coll - Fee/Commission	1,244.20	2,500.00	-1,255.80	49.8%
Total 402 · Financial Administration	43,116.26	89,299.00	-46,182.74	48.3%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
404.000 · Professional Legal, Engineering				
404.310 · Professional Legal Service	2,855.50	30,000.00	-27,144.50	9.5%
404.314 · Ordinance Update Exp	0.00	6,000.00	-6,000.00	0.0%
408.313 · Engineer Contract	20,411.52	40,000.00	-19,588.48	51.0%
Total 404.000 · Professional Legal, Engineering	23,267.02	76,000.00	-52,732.98	30.6%
409 · General Government Buildings				
409.200 · Material/Supplies	346.18	2,500.00	-2,153.82	13.8%
409.213 · Computer Equipment	5,478.97	12,000.00	-6,521.03	45.7%
409.250 · Minor Equip Repair / Purchase	231.38	2,000.00	-1,768.62	11.6%
409.317 · Cleaning Services	4,968.18	11,000.00	-6,031.82	45.2%
409.320 · Telephone	631.70	3,000.00	-2,368.30	21.1%
409.351 · Property Insurance	5,752.87	10,258.00	-4,505.13	56.1%
409.360 · Utilities	8,075.84	18,000.00	-9,924.16	44.9%
409.370 · Maintenance/Repair	4,220.33	15,000.00	-10,779.67	28.1%
Total 409 · General Government Buildings	29,705.45	73,758.00	-44,052.55	40.3%
415.000 · Public Safety				
410 · Police Dept				
410.110 · Chief Police Wages	43,779.23	94,931.25	-51,152.02	46.1%
410.112 · Police Secretary Full-time	17,707.20	39,095.08	-21,387.88	45.3%
410.114 · Wages - Officers	501,888.49	1,085,453.00	-583,564.51	46.2%
410.115 · Police Secretary - Part-time	11,556.09	25,019.64	-13,463.55	46.2%
410.117 · SRO Wages	35,467.87	76,063.19	-40,595.32	46.6%
410.118 · Crossing Guard Wages	14,468.38	35,221.05	-20,752.67	41.1%
410.119 · DTF Officer Wages	38,538.40	80,416.35	-41,877.95	47.9%
410.192 · PD Payroll Taxes	11,961.42	25,698.27	-13,736.85	46.5%
410.194 · Unempl Com Tax PD	10,287.29	14,873.00	-4,585.71	69.2%
410.195 · Workmen's Comp PD	42,477.84	74,183.04	-31,705.20	57.3%
410.196 · Health Insurance PD	203,337.11	394,400.00	-191,062.89	51.6%
410.198 · Life Insurance PD	2,619.36	6,703.67	-4,084.31	39.1%
410.210 · Office Supplies	3,892.30	13,000.00	-9,107.70	29.9%
410.215 · Postage PD	474.42	1,000.00	-525.58	47.4%
410.216 · Office Equipment PD	4,079.20	9,000.00	-4,920.80	45.3%
410.220 · Operating Supplies	18,403.72	35,000.00	-16,596.28	52.6%
410.231 · Vehicle Operation (Fuel)	13,852.61	41,612.00	-27,759.39	33.3%
410.238 · Officer's Uniforms	11,506.46	22,000.00	-10,493.54	52.3%
410.252 · Computer Equip PD	11,118.38	24,000.00	-12,881.62	46.3%
410.311 · Auditing - Police	2,875.00	4,005.00	-1,130.00	71.8%
410.314 · Legal Services	3,841.00	9,000.00	-5,159.00	42.7%
410.320 · Telephone	2,868.79	6,500.00	-3,631.21	44.1%
410.327 · Radio PD	0.00	4,000.00	-4,000.00	0.0%
410.351 · Property Insurance	3,490.28	4,500.00	-1,009.72	77.6%
410.352 · Liability Insurance PD	38,004.26	37,000.00	1,004.26	102.7%
410.360 · Utilities PD	5,987.57	16,000.00	-10,012.43	37.4%
410.373 · Building Maint	5,164.94	25,000.00	-19,835.06	20.7%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
410.374 · Minor Equip Repair	2,238.79	10,000.00	-7,761.21	22.4%
410.384 · Cruiser Lease	59,860.61	59,000.00	860.61	101.5%
410.420 · Civil Service Commission	0.00	500.00	-500.00	0.0%
410.451 · Cruiser Maintenance	5,880.90	7,100.00	-1,219.10	82.8%
410.460 · Training PD	2,117.40	9,000.00	-6,882.60	23.5%
410.500 · Youth Aid	0.00	500.00	-500.00	0.0%
Total 410 · Police Dept	1,129,745.31	2,289,774.54	-1,160,029.23	49.3%
411 · Fire Dept				
411.163 · Workmen's Comp	12,164.29	28,980.00	-16,815.71	42.0%
411.231 · Vehicle Operation FD	2,225.45	5,500.00	-3,274.55	40.5%
411.351 · Property Insurance	2,035.50	4,305.00	-2,269.50	47.3%
411.352 · Liability Insurance	5,125.55	9,975.00	-4,849.45	51.4%
411.360 · Utilities	6,453.34	12,000.00	-5,546.66	53.8%
411.370 · Maintenance/Repair	110.16	1,000.00	-889.84	11.0%
411.500 · State Fire Relief	0.00	31,000.00	-31,000.00	0.0%
Total 411 · Fire Dept	28,114.29	92,760.00	-64,645.71	30.3%
412.000 · Ambulance				
412.540 · NW EMS Donation	5,000.00	5,000.00	0.00	100.0%
Total 412.000 · Ambulance	5,000.00	5,000.00	0.00	100.0%
413 · Code / Zoning Enforcement				
413.114 · Wages - Code Officer	17,296.78			
413.190 · Payroll Taxes - Code / Zoning	1,312.89			
413.194 · Unemploy Comp Tax - Code	527.83			
413.195 · Workmen's Comp	34.98			
413.196 · Codes - Health Insurance	5,337.50			
413.215 · Postage - Code / Zoning	0.00	250.00	-250.00	0.0%
413.220 · Code Enforcement Supplies	163.18	200.00	-36.82	81.6%
413.310 · Contract Services	2,775.00	52,000.00	-49,225.00	5.3%
413.352 · Liability Insurance	1,097.60	486.00	611.60	225.8%
413.421 · Permit State Fee	0.00	300.00	-300.00	0.0%
413.460 · Training - Code / Zoning	523.51			
414.240 · Misc Operating Supplies	378.34	250.00	128.34	151.3%
414.310 · Professional Service	400.00	4,000.00	-3,600.00	10.0%
414.311 · Secretary for Zoning Hearing	668.00	1,000.00	-332.00	66.8%
414.314 · Legal (Municipal Attorney)	256.00	1,500.00	-1,244.00	17.1%
414.340 · Advertising/Printing	720.36	4,000.00	-3,279.64	18.0%
Total 413 · Code / Zoning Enforcement	31,491.97	63,986.00	-32,494.03	49.2%
415.300 · Emergency Magmt	111.93	500.00	-388.07	22.4%
419.300 · Task Force	4,858.00	4,858.00	0.00	100.0%
Total 415.000 · Public Safety	1,199,321.50	2,456,878.54	-1,257,557.04	48.8%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
420.000 · Health & Human Services				
422.000 · Animal Control	250.00	1,500.00	-1,250.00	16.7%
Total 420.000 · Health & Human Services	250.00	1,500.00	-1,250.00	16.7%
431 · Public Works				
427 · Sanitation				
427.367 · Solid Waste Collection Contract	88,781.90	213,100.00	-124,318.10	41.7%
427.368 · Tipping Fee	58,096.95	163,200.00	-105,103.05	35.6%
Total 427 · Sanitation	146,878.85	376,300.00	-229,421.15	39.0%
428.000 · Public Works - Weed Control				
428.450 · Grass Cutting	8,537.00	31,930.00	-23,393.00	26.7%
Total 428.000 · Public Works - Weed Control	8,537.00	31,930.00	-23,393.00	26.7%
430.000 · Roads and Streets				
430.112 · Wages	58,008.22	132,512.00	-74,503.78	43.8%
430.190 · Payroll Taxes - Public Works	4,408.96	9,601.00	-5,192.04	45.9%
430.194 · Unemployment Tax - PW	1,528.08	1,950.00	-421.92	78.4%
430.195 · Workmen's Comp - PW	5,648.09	10,312.00	-4,663.91	54.8%
430.196 · Health Insurance - PW	23,673.17	43,000.00	-19,326.83	55.1%
430.200 · Material/Supplies	17,463.58	18,000.00	-536.42	97.0%
430.233 · Vehicle Operation (Fuel) PW	1,131.95	5,000.00	-3,868.05	22.6%
430.238 · St Dept Uniforms	93.98	1,000.00	-906.02	9.4%
430.245 · Highway Materials	175.50	3,000.00	-2,824.50	5.9%
430.251 · Vehicle Parts/Maint	419.78	5,000.00	-4,580.22	8.4%
430.320 · Tele/call/internet	1,853.13	2,000.00	-146.87	92.7%
430.351 · Property Insurance	2,414.46	2,275.00	139.46	106.1%
430.360 · Utilities Maintenance Shed	3,981.69	10,000.00	-6,018.31	39.8%
430.370 · Maintenance/Repairs	3,239.40	3,500.00	-260.60	92.6%
430.374 · Minor Equip Repair	1,480.28	5,000.00	-3,519.72	29.6%
431.372 · Road Maint/Repairs	0.00	6,000.00	-6,000.00	0.0%
432.200 · Snow Materials/Supplies	3,558.87	10,000.00	-6,441.13	35.6%
432.450 · Supplemental Snowplow	2,887.80	10,000.00	-7,112.20	28.9%
433.200 · Signs Materials/Supplies	1,116.08	2,500.00	-1,383.92	44.6%
433.361 · Traffic Signals - Electric	1,564.32	2,500.00	-935.68	62.6%
433.370 · Maintenance Traffic Signals	3,188.07	5,000.00	-1,811.93	63.8%
434.361 · Street Lighting	38,670.06	90,000.00	-51,329.94	43.0%
435.370 · Paint / Maintenance	914.91	3,500.00	-2,585.09	26.1%
Total 430.000 · Roads and Streets	177,420.38	381,650.00	-204,229.62	46.5%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
446.000 · Public Works - Other				
446.300 · Grow Green/Professional Svcs	512.80	4,000.00	-3,487.20	12.8%
446.370 · Storm Water - MS4	10,009.43	25,000.00	-14,990.57	40.0%
448.370 · Hydrants	4,800.00	14,000.00	-9,200.00	34.3%
Total 446.000 · Public Works - Other	15,322.23	43,000.00	-27,677.77	35.6%
Total 431 · Public Works	348,158.46	832,880.00	-484,721.54	41.8%
450.000 · Culture and Recreation				
452 · Pool				
452.221 · Pool Chemicals	5,006.49	15,750.00	-10,743.51	31.8%
452.260 · Pool Equip/Supply	2,048.81	10,500.00	-8,451.19	19.5%
452.360 · Pool Utilities	5,337.40	28,350.00	-23,012.60	18.8%
452.370 · Pool Maint / Repairs	6,241.44	21,000.00	-14,758.56	29.7%
452.450 · Pool Contract	77,690.73	114,450.00	-36,759.27	67.9%
452.455 · Playground Contract	4,192.00	4,200.00	-8.00	99.8%
Total 452 · Pool	100,516.87	194,250.00	-93,733.13	51.7%
453.000 · Spectator - Museums, etc.				
453.540 · Historical Society Donation	500.00	925.00	-425.00	54.1%
Total 453.000 · Spectator - Museums, etc.	500.00	925.00	-425.00	54.1%
454 · Parks				
454.351 · Property Insurance	10,759.83	11,555.00	-795.17	93.1%
454.360 · Park Utilities	3,943.24	26,250.00	-22,306.76	15.0%
454.370 · Park Maintenance/Repairs	11,158.51	15,750.00	-4,591.49	70.8%
454.371 · Park Tree Services	0.00	30,500.00	-30,500.00	0.0%
454.430 · Park Taxes	1,653.33	6,962.00	-5,308.67	23.7%
Total 454 · Parks	27,514.91	91,017.00	-63,502.09	30.2%
456.540 · Library Donation	0.00	6,300.00	-6,300.00	0.0%
Total 450.000 · Culture and Recreation	128,531.78	292,492.00	-163,960.22	43.9%
465.000 · Community Development				
465.351 · 28 E High Property Insurance	0.00	949.00	-949.00	0.0%
465.352 · 28 E High Liability Insurance	0.00	122.00	-122.00	0.0%
465.360 · 28 E High Utilities	0.00	2,400.00	-2,400.00	0.0%
465.373 · 28 E High Maintenance/Repair	0.00	5,000.00	-5,000.00	0.0%
Total 465.000 · Community Development	0.00	8,471.00	-8,471.00	0.0%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
471.000 · Debt Service				
471.010 · GO 2015 Principal	0.00	70,000.00	-70,000.00	0.0%
472.010 · GO 2015 Interest	64,318.81	300,000.00	-235,681.19	21.4%
Total 471.000 · Debt Service	64,318.81	370,000.00	-305,681.19	17.4%
483.000 · Employer Paid Benefits				
483.100 · Act 205 Pension MMO (Police)	0.00	139,949.00	-139,949.00	0.0%
483.300 · Act 205 Pension MMO (non-unif)	0.00	36,728.00	-36,728.00	0.0%
Total 483.000 · Employer Paid Benefits	0.00	176,677.00	-176,677.00	0.0%
01E · General Fund Expense - Other	1,479.29			
Total 01E · General Fund Expense	1,962,215.11	4,620,956.54	-2,658,741.43	42.5%
201 · BSSF AJE	63,852.03			
Total Expense	2,026,067.14	4,620,956.54	-2,594,889.40	43.8%
Net Income	705,462.10	-113,199.93	818,662.03	-623.2%

General Fund "Unassigned Balance" (i.e. "Reserves")

(this does not include Capital or any other funds...just General Fund)

2016 budget	\$4,443,273.52	\$370,273 << Per month		
2017 Budget	\$4,620,957	\$385,080 << Per month		
	<u>Balance</u>	<u>YTD GF Income</u>	<u>YTD GF Expenses</u>	<u># Months Reserve</u>
12/31/2015	\$2,322,740			6.3
2/9/2016	\$2,353,065	\$474,525	\$444,200	6.4
3/7/2016	\$2,436,255	\$863,781	\$750,267	6.6
4/11/2016	\$2,279,582	\$899,683	\$942,841	6.2
5/9/2016	\$2,565,301	\$1,521,071	\$1,278,510	6.9
6/14/2016	\$2,936,382	\$2,457,247	\$1,843,605	7.9
8/14/2016	\$2,929,828	\$3,310,836	\$2,703,747	7.9
9/13/2016	\$3,143,085	\$3,852,847	\$3,032,501	8.5
10/10/2016	\$3,037,512	\$4,254,249	\$3,539,477	8.2
11/8/2016	\$2,846,149	\$4,432,099	\$3,908,690	7.7
12/27/2016	\$2,527,670	\$4,812,217	\$4,607,288	6.8
2/13/2017	\$2,686,070	\$358,288	\$199,888	7.0
4/10/2017	\$2,574,774	\$1,159,485	\$1,112,381	6.7
5/8/2017	\$2,666,328	\$1,453,279	\$1,314,620	6.9
6/13/2017	\$3,233,132	\$2,731,529	\$2,026,067	8.4



MANHEIM BOROUGH

15 EAST HIGH STREET
MANHEIM, PA 17545

June 13, 2017

To: Fulton Bank

Re: Loan Draw Requisition # 29
For Deposit into Construction Checking Account

The following loan draw amount has been approved by Manheim Borough Council at their 6/13/2017 Borough Council meeting. The invoices are attached to this requisition.

<u>Invoice Reference</u>	<u>Amount</u>
Higher Information	\$ 3096.81
<hr/>	
Total	\$ 3,096.81

Council President OR Vice President
(Carol Phillips) (Brad Roth)

Treasurer
James Fisher

Manheim Borough

6/13/2017

BILLS TO BE APPROVED FOR PAYMENT

RATIFIED GENERAL FUND	\$	-
RATIFIED CAPITAL FUND	\$	-
GENERAL FUND	\$	204,490.29
CAPITAL FUND	\$	93.00
FULTON LOAN	\$	3,096.81
LIQUID FUELS FUND	\$	-
	\$	<u>207,680.10</u>

Manheim Borough -General Fund
Check Detail
 May 24 through June 13, 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2063	06/13/2017	3 T Security	102.000 · Cash 2203326201	
Bill	139	06/01/2017		452.360 · Pool Utilities	-239.40
TOTAL					-239.40
Bill Pmt -Check	2064	06/13/2017	Airgas USA, Inc.	102.000 · Cash 2203326201	
Bill	90640...	06/01/2017		452.221 · Pool Chemicals	-63.02
TOTAL					-63.02
Bill Pmt -Check	2065	06/13/2017	AJ's Automotive Sales & Service	102.000 · Cash 2203326201	
Bill	12593	05/05/2017		410.451 · Cruiser Maintenance	-218.00
Bill	12618	05/17/2017		410.451 · Cruiser Maintenance	-70.00
Bill	12625	05/19/2017		410.451 · Cruiser Maintenance	-82.00
TOTAL					-370.00
Bill Pmt -Check	2066	06/13/2017	Berkheimer Associates	102.000 · Cash 2203326201	
Bill	01 36 ...	05/31/2017		403.116 · Tax Coll - Fee/Commission	-385.92
TOTAL					-385.92
Bill Pmt -Check	2067	06/13/2017	Blue Ridge Communications	102.000 · Cash 2203326201	
Bill	03290...	06/02/2017		430.320 · Tele/call/internet	-39.95
TOTAL					-39.95
Bill Pmt -Check	2068	06/13/2017	Bomberger's Store	102.000 · Cash 2203326201	
Bill	419775	05/26/2017		430.200 · Material/Supplies	-179.96
TOTAL					-179.96
Bill Pmt -Check	2069	06/13/2017	Brad Roth	102.000 · Cash 2203326201	
Bill	MREMA	06/06/2017		415.300 · Emergency Magmt	-53.61
TOTAL					-53.61

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2070	06/13/2017	Buckman's Inc.	102.000 · Cash 2203326201	
Bill	623878	05/18/2017		452.221 · Pool Chemicals	-1,174.98
Bill	625294	05/30/2017		452.221 · Pool Chemicals	-107.94
TOTAL					-1,282.92
Bill Pmt -Check	2071	06/13/2017	C. M. High, Inc.	102.000 · Cash 2203326201	
Bill	25058	05/31/2017		433.370 · Maintenance Traffic Signals	-975.00
TOTAL					-975.00
Bill Pmt -Check	2072	06/13/2017	Chief	102.000 · Cash 2203326201	
Bill	142722	06/01/2017		410.220 · Operating Supplies	-10.50
Bill	144328	06/01/2017		410.220 · Operating Supplies	-6.79
TOTAL					-17.29
Bill Pmt -Check	2073	06/13/2017	Fulton Bank Visa	102.000 · Cash 2203326201	
Bill	902.85	06/08/2017		410.460 · Training PD	-500.00
				410.314 · Legal Services	-152.00
				430.200 · Material/Supplies	-65.37
				409.213 · Computer Equipment	-19.99
				401.460 · Training - Executive	-45.00
				409.213 · Computer Equipment	-109.50
				401.420 · Dues/Membership/Subscriptions	-10.99
TOTAL					-902.85
Bill Pmt -Check	2074	06/13/2017	Garman's Cleaning	102.000 · Cash 2203326201	
Bill	1372	06/01/2017		409.317 · Cleaning Services	-900.00
TOTAL					-900.00
Bill Pmt -Check	2075	06/13/2017	Garman's Mulch	102.000 · Cash 2203326201	
Bill	112704	05/30/2017		454.370 · Park Maintenance/Repairs	-90.00
TOTAL					-90.00

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2076	06/13/2017	Hajoca Lancaster	102.000 · Cash 2203326201	
Bill	S0195...	05/18/2017		452.370 · Pool Maint / Repairs	-154.95
TOTAL					-154.95
Bill Pmt -Check	2077	06/13/2017	Higher Information Group	102.000 · Cash 2203326201	
Bill	70629	05/22/2017		401.210 · Office Supplies	-35.00
TOTAL					-35.00
Bill Pmt -Check	2078	06/13/2017	Intergovernmental Ins. Coop.	102.000 · Cash 2203326201	
Bill	Med. I...	06/01/2017		410.196 · Health Insurance PD	-33,125.96
				401.196 · Health Insurance	-3,992.00
				413.196 · Codes - Health Insurance	-862.87
				430.196 · Health Insurance - PW	-3,698.90
				402.196 · Health Ins (FD/HRC)	-862.87
				222.000 · Health Insurnace W/H	-2,790.00
TOTAL					-45,332.60
Bill Pmt -Check	2079	06/13/2017	J. L. Honberger Co, Inc.	102.000 · Cash 2203326201	
Bill	00179...	05/17/2017		452.260 · Pool Equip/Supply	-280.11
TOTAL					-280.11
Bill Pmt -Check	2080	06/13/2017	Jean Gates	102.000 · Cash 2203326201	
Bill	1802	05/29/2017		446.300 · Grow Green/Professional Svcs	-117.00
TOTAL					-117.00
Bill Pmt -Check	2081	06/13/2017	JGF Funding	102.000 · Cash 2203326201	
Bill	71907	06/01/2017		410.252 · Computer Equip PD	-1,131.43
TOTAL					-1,131.43

Manheim Borough -General Fund
Check Detail
 May 24 through June 13, 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2082	06/13/2017	John A. Zern & Son	102.000 · Cash 2203326201	
Bill	57920	06/02/2017		430.200 · Material/Supplies	-48.00
Bill	57918	06/02/2017		430.200 · Material/Supplies	-12.00
Bill	57919	06/02/2017		401.210 · Office Supplies	-18.00
TOTAL					-78.00
Bill Pmt -Check	2083	06/13/2017	Kevin Zook	102.000 · Cash 2203326201	
Bill	1068k...	06/01/2017		452.370 · Pool Maint / Repairs	-28.31
TOTAL					-28.31
Bill Pmt -Check	2084	06/13/2017	Kirk Colwell	102.000 · Cash 2203326201	
Bill	Reimb...	06/07/2017		410.460 · Training PD	-30.00
TOTAL					-30.00
Bill Pmt -Check	2085	06/13/2017	Kocman Insurance Group	102.000 · Cash 2203326201	
Bill	57995	06/01/2017		409.351 · Property Insurance	-566.52
				410.351 · Property Insurance	-872.43
				430.351 · Property Insurance	-603.52
				454.351 · Property Insurance	-2,689.53
				411.352 · Liability Insurance	-169.24
				401.352 · Liability Insurance	-3,994.53
				402.352 · Liability Insurance	-108.28
				410.352 · Liability Insurance PD	-9,082.80
				413.352 · Liability Insurance	-327.65
				400.352 · Public Official Liability Ins	-346.50
TOTAL					-18,761.00
Bill Pmt -Check	2086	06/13/2017	Kreiser's Garage	102.000 · Cash 2203326201	
Bill	41970	05/01/2017		410.451 · Cruiser Maintenance	-12.06
Bill	42034	05/04/2017		410.451 · Cruiser Maintenance	-581.15
Bill	42208	05/16/2017		410.451 · Cruiser Maintenance	-105.95
Bill	42217	05/16/2017		410.451 · Cruiser Maintenance	-113.75
Bill	42221	05/16/2017		410.451 · Cruiser Maintenance	-216.35
TOTAL					-1,029.26

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2087	06/13/2017	Lancaster County Solid Waste Mange...	102.000 · Cash 2203326201	
Bill	13040...	05/31/2017		427.368 · Tipping Fee	-11,179.60
				430.200 · Material/Supplies	-13,020.80
TOTAL					-24,200.40
Bill Pmt -Check	2088	06/13/2017	LEAF	102.000 · Cash 2203326201	
Bill	7426233	05/26/2017		410.216 · Office Equipment PD	-132.00
TOTAL					-132.00
Bill Pmt -Check	2089	06/13/2017	Lebanon Farms Disposal	102.000 · Cash 2203326201	
Bill	1249420	05/31/2017		427.367 · Solid Waste Collection Contract	-17,756.38
				427.368 · Tipping Fee	-1,200.00
TOTAL					-18,956.38
Bill Pmt -Check	2090	06/13/2017	Lititz Rec Center	102.000 · Cash 2203326201	
Bill	2968	06/01/2017		452.450 · Pool Contract	-674.01
Bill	2966	06/01/2017		452.260 · Pool Equip/Supply	-390.00
Bill	2961	06/01/2017		452.455 · Playground Contract	-4,192.00
Bill	2953	06/01/2017		452.450 · Pool Contract	-36,313.40
				452.370 · Pool Maint / Repairs	-2,194.96
TOTAL					-43,764.37
Bill Pmt -Check	2091	06/13/2017	LNP Media Group, Inc.	102.000 · Cash 2203326201	
Bill	3774078	05/25/2017		414.340 · Advertising/Printing	-347.28
TOTAL					-347.28

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2092	06/13/2017	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	521263	05/19/2017		410.210 · Office Supplies	-64.93
Bill	521486	05/22/2017		409.250 · Minor Equip Repair / Purchase	-10.99
Bill	522023	05/26/2017		452.260 · Pool Equip/Supply	-6.99
Bill	522043	05/26/2017		454.370 · Park Maintenance/Repairs	-43.98
Bill	522256	05/29/2017		446.300 · Grow Green/Professional Svcs	-26.99
Bill	522255	05/29/2017		446.300 · Grow Green/Professional Svcs	-289.37
Bill	522407	05/30/2017		410.210 · Office Supplies	-7.99
TOTAL					-451.24
Bill Pmt -Check	2093	06/13/2017	Manheim Central Boys Soccer Booste...	102.000 · Cash 2203326201	
Bill	05302...	06/02/2017		367.140 · Rent Pivilions/Parks	-70.00
TOTAL					-70.00
Bill Pmt -Check	2094	06/13/2017	Manheim Electric Motor Service	102.000 · Cash 2203326201	
Bill	21689	05/31/2017		452.370 · Pool Maint / Repairs	-110.00
Bill	21707	06/01/2017		452.370 · Pool Maint / Repairs	-13.50
TOTAL					-123.50
Bill Pmt -Check	2095	06/13/2017	Manheim Historical Society	102.000 · Cash 2203326201	
Bill	Donati...	05/23/2017		453.540 · Historical Society Donation	-500.00
TOTAL					-500.00
Bill Pmt -Check	2096	06/13/2017	Manheim Tennis Club	102.000 · Cash 2203326201	
Bill	Reimb...	06/06/2017		454.360 · Park Utilities	-179.38
TOTAL					-179.38
Bill Pmt -Check	2097	06/13/2017	Marlin Business Bank	102.000 · Cash 2203326201	
Bill	15018...	05/29/2017		409.213 · Computer Equipment	-560.00
TOTAL					-560.00

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2098	06/13/2017	MAWSA	102.000 · Cash 2203326201	
Bill	1328310	05/20/2017		409.360 · Utilities	-61.27
Bill	1328406	05/20/2017		410.360 · Utilities PD	-122.54
Bill	1328595	05/20/2017		452.360 · Pool Utilities	-61.27
Bill	1328713	05/20/2017		454.360 · Park Utilities	-33.60
Bill	1328898	05/20/2017		454.360 · Park Utilities	-33.40
Bill	1328905	05/20/2017		454.360 · Park Utilities	-11.60
Bill	1328942	05/20/2017		411.360 · Utilities	-69.58
Bill	1329157	05/20/2017		409.360 · Utilities	-133.17
Bill	1329435	05/20/2017		454.360 · Park Utilities	-11.60
Bill	1330399	05/20/2017		430.360 · Utilities Maintenance Shed	-66.07
Bill	1330945	05/20/2017		448.370 · Hydrants	-1,200.00
TOTAL					-1,804.10
Bill Pmt -Check	2099	06/13/2017	Michelle S. Parke	102.000 · Cash 2203326201	
Bill	1320	06/05/2017		414.311 · Secretary for Zoning Hearing	-125.00
TOTAL					-125.00
Bill Pmt -Check	2100	06/13/2017	Mountainside Excavators, Inc.	102.000 · Cash 2203326201	
Bill	14234	05/16/2017		454.370 · Park Maintenance/Repairs	-6,190.00
TOTAL					-6,190.00
Bill Pmt -Check	2101	06/13/2017	Nolt's Auto Parts, Inc.	102.000 · Cash 2203326201	
Bill	330458	05/31/2017		430.251 · Vehicle Parts/Maint	-10.03
TOTAL					-10.03
Bill Pmt -Check	2102	06/13/2017	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-6119...	05/10/2017		401.210 · Office Supplies	-37.34
Bill	I-6219...	05/23/2017		410.216 · Office Equipment PD	-51.99
Bill	I-6228...	05/24/2017		401.210 · Office Supplies	-214.92
Bill	I-6271...	05/31/2017		401.210 · Office Supplies	-100.91
Bill	I-6281...	06/01/2017		430.200 · Material/Supplies	-19.99
Bill	I-6351...	06/09/2017		454.370 · Park Maintenance/Repairs	-1,039.80

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill	I-6119...	06/09/2017		401.210 · Office Supplies 452.260 · Pool Equip/Supply	-96.53 -95.14
TOTAL					-1,656.62
Bill Pmt -Check	2103	06/13/2017	Pavliks Carpet Cleaning	102.000 · Cash 2203326201	
Bill	2013-...	05/19/2017		409.317 · Cleaning Services	-598.18
TOTAL					-598.18
Bill Pmt -Check	2104	06/13/2017	Pennsylvania One Call System	102.000 · Cash 2203326201	
Bill	00007...	05/31/2017		430.320 · Tele/call/internet	-45.54
TOTAL					-45.54
Bill Pmt -Check	2105	06/13/2017	Personalized Commercial Cleaning	102.000 · Cash 2203326201	
Bill	138283	05/25/2017		410.373 · Building Maint	-645.00
TOTAL					-645.00
Bill Pmt -Check	2106	06/13/2017	PP&L	102.000 · Cash 2203326201	
Bill	82130...	05/19/2017		454.360 · Park Utilities	-26.99
Bill	20269...	05/19/2017		434.361 · Street Lighting	-27.24
Bill	61279...	05/19/2017		433.361 · Traffic Signals - Electric	-43.06
Bill	58479...	05/19/2017		434.361 · Street Lighting	-38.46
Bill	65320...	05/19/2017		433.361 · Traffic Signals - Electric	-146.64
Bill	71330...	05/22/2017		411.360 · Utilities	-558.13
				433.361 · Traffic Signals - Electric	-67.83
Bill	10560...	05/24/2017		454.360 · Park Utilities	-28.22
Bill	92560...	05/24/2017		454.360 · Park Utilities	-36.25
Bill	87401...	06/01/2017		434.361 · Street Lighting	-7,370.33
TOTAL					-8,343.15
Bill Pmt -Check	2107	06/13/2017	Productivity Plus Account	102.000 · Cash 2203326201	
Bill	IN45609	05/25/2017		430.370 · Maintenance/Repairs	-247.88
TOTAL					-247.88

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2108	06/13/2017	Quality Digital Office Solutions	102.000 · Cash 2203326201	
Bill	213335	05/22/2017		401.210 · Office Supplies	-142.80
Bill	217773	06/02/2017		401.210 · Office Supplies	-138.86
TOTAL					-281.66
Bill Pmt -Check	2109	06/13/2017	Rapho Township	102.000 · Cash 2203326201	
Bill	Reimb...	05/15/2017		410.220 · Operating Supplies	-1,882.22
Bill	Mag C...	06/07/2017		410.220 · Operating Supplies	-1,879.19
TOTAL					-3,761.41
Bill Pmt -Check	2110	06/13/2017	Roberts Oxygen Co, Inc.	102.000 · Cash 2203326201	
Bill	425126	05/22/2017		452.221 · Pool Chemicals	-312.34
Bill	K28977	05/31/2017		452.221 · Pool Chemicals	-84.50
TOTAL					-396.84
Bill Pmt -Check	2111	06/13/2017	Ruhl Insurance	102.000 · Cash 2203326201	
Bill	49626	06/01/2017		411.352 · Liability Insurance	-2,224.25
				411.351 · Property Insurance	-1,017.75
TOTAL					-3,242.00
Bill Pmt -Check	2112	06/13/2017	Share Corporation	102.000 · Cash 2203326201	
Bill	19684	05/19/2017		430.200 · Material/Supplies	-424.17
TOTAL					-424.17
Bill Pmt -Check	2113	06/13/2017	Shaub's Dry Cleaning	102.000 · Cash 2203326201	
Bill	10009...	06/01/2017		410.238 · Officer's Uniforms	-604.05
TOTAL					-604.05

Manheim Borough -General Fund
Check Detail
 May 24 through June 13, 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2114	06/13/2017	Tactical Wear	102.000 · Cash 2203326201	
Bill	2-6226	05/25/2017		410.238 · Officer's Uniforms	-124.97
Bill	2-6246	06/01/2017		410.238 · Officer's Uniforms	-247.00
Bill	2-6237	06/15/2017		410.238 · Officer's Uniforms	-170.00
TOTAL					-541.97
Bill Pmt -Check	2115	06/13/2017	UGI Utilities, Inc.	102.000 · Cash 2203326201	
Bill	1097767	05/19/2017		411.360 · Utilities	-21.40
Bill	15323...	05/19/2017		410.360 · Utilities PD	-46.68
TOTAL					-68.08
Bill Pmt -Check	2116	06/13/2017	Verizon Wireless	102.000 · Cash 2203326201	
Bill	97865...	05/26/2017		410.320 · Telephone	-256.34
				430.320 · Tele/call/internet	-113.60
				401.320 · Telephone (Mgr Cell Phone)	-54.73
				414.240 · Misc Operating Supplies	-34.45
TOTAL					-459.12
Bill Pmt -Check	2117	06/13/2017	Walters Services, Inc.	102.000 · Cash 2203326201	
Bill	A-169...	05/24/2017		454.360 · Park Utilities	-231.00
Bill	A-169...	05/24/2017		454.360 · Park Utilities	-231.00
TOTAL					-462.00
Bill Pmt -Check	2118	06/13/2017	Warihay Enterprises, Inc.	102.000 · Cash 2203326201	
Bill	Mowin...	05/30/2017		428.450 · Grass Cutting	-3,367.00
Bill	Mowin...	05/30/2017		428.450 · Grass Cutting	-5,170.00
TOTAL					-8,537.00
Bill Pmt -Check	2119	06/13/2017	Wex Bank	102.000 · Cash 2203326201	
Bill	49963...	05/31/2017		410.231 · Vehicle Operation (Fuel)	-3,262.88
TOTAL					-3,262.88

**Manheim Borough -General Fund
Check Detail
May 24 through June 13, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2120	06/13/2017	Windstream	102.000 · Cash 2203326201	
Bill	02139...	05/25/2017		430.320 · Tele/call/internet	-34.41
Bill	02139...	05/25/2017		409.360 · Utilities	-268.11
TOTAL					-302.52
Bill Pmt -Check	2121	06/13/2017	Wo-Go, Inc.	102.000 · Cash 2203326201	
Bill	1715101	05/31/2017		411.231 · Vehicle Operation FD	-248.61
Bill	1-001...	05/31/2017		411.231 · Vehicle Operation FD	-217.62
				414.240 · Misc Operating Supplies	-32.78
				430.233 · Vehicle Operation (Fuel) PW	-219.95
TOTAL					-718.96

**Manheim Borough -General Fund
Check Run
May 24 through June 14, 2017**

Date	Num	Name	Memo	Amount	Balance
May 24 - 27, 17					
May 24 - 27, 17					0.00
Week of May 28, 17					
Week of May 28, 17					0.00
Week of Jun 4, 17					
Week of Jun 4, 17					0.00
Jun 11 - 14, 17					
06/13/2017	2063	3 T Security		-239.40	-239.40
06/13/2017	2064	Airgas USA, Inc.		-63.02	-302.42
06/13/2017	2065	AJ's Automotive Sales & Service		-370.00	-672.42
06/13/2017	2066	Berkheimer Associates		-385.92	-1,058.34
06/13/2017	2067	Blue Ridge Communications		-39.95	-1,098.29
06/13/2017	2068	Bomberger's Store		-179.96	-1,278.25
06/13/2017	2069	Brad Roth		-53.61	-1,331.86
06/13/2017	2070	Buckman's Inc.		-1,282.92	-2,614.78
06/13/2017	2071	C. M. High, Inc.		-975.00	-3,589.78
06/13/2017	2072	Chief		-17.29	-3,607.07
06/13/2017	2073	Fulton Bank Visa		-902.85	-4,509.92
06/13/2017	2074	Garman's Cleaning		-900.00	-5,409.92
06/13/2017	2075	Garman's Mulch		-90.00	-5,499.92
06/13/2017	2076	Hajoca Lancaster		-154.95	-5,654.87
06/13/2017	2077	Higher Information Group	MB01	-35.00	-5,689.87
06/13/2017	2078	Intergovernmental Ins. Coop.		-45,332.60	-51,022.47
06/13/2017	2079	J. L. Honberger Co, Inc.		-280.11	-51,302.58
06/13/2017	2080	Jean Gates		-117.00	-51,419.58
06/13/2017	2081	JGF Funding		-1,131.43	-52,551.01
06/13/2017	2082	John A. Zern & Son		-78.00	-52,629.01
06/13/2017	2083	Kevin Zook		-28.31	-52,657.32
06/13/2017	2084	Kirk Colwell		-30.00	-52,687.32
06/13/2017	2085	Kocman Insurance Group		-18,761.00	-71,448.32
06/13/2017	2086	Kreiser's Garage		-1,029.26	-72,477.58
06/13/2017	2087	Lancaster County Solid Waste Mangement	1030400	-24,200.40	-96,677.98
06/13/2017	2088	LEAF	100-1680327-003	-132.00	-96,809.98
06/13/2017	2089	Lebanon Farms Disposal	6424298	-18,956.38	-115,766.36
06/13/2017	2090	Lititz Rec Center		-43,764.37	-159,530.73
06/13/2017	2091	LNP Media Group, Inc.	254012	-347.28	-159,878.01
06/13/2017	2092	Longeneckers Hardware Company	52461	-451.24	-160,329.25
06/13/2017	2093	Manheim Central Boys Soccer Booster Club		-70.00	-160,399.25
06/13/2017	2094	Manheim Electric Motor Service		-123.50	-160,522.75
06/13/2017	2095	Manheim Historical Society		-500.00	-161,022.75
06/13/2017	2096	Manheim Tennis Club		-179.38	-161,202.13
06/13/2017	2097	Marlin Business Bank	1385780	-560.00	-161,762.13
06/13/2017	2098	MAWSA		-1,804.10	-163,566.23
06/13/2017	2099	Michelle S. Parke		-125.00	-163,691.23
06/13/2017	2100	Mountainside Excavators, Inc.		-6,190.00	-169,881.23
06/13/2017	2101	Nolt's Auto Parts, Inc.		-10.03	-169,891.26

**Manheim Borough -General Fund
Check Run
May 24 through June 14, 2017**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
06/13/2017	2102	Office Basics, Inc.	6652461	-1,656.62	-171,547.88
06/13/2017	2103	Pavliks Carpet Cleaning		-598.18	-172,146.06
06/13/2017	2104	Pennsylvania One Call System		-45.54	-172,191.60
06/13/2017	2105	Personalized Commercial Cleaning		-645.00	-172,836.60
06/13/2017	2106	PP&L		-8,343.15	-181,179.75
06/13/2017	2107	Productivity Plus Account		-247.88	-181,427.63
06/13/2017	2108	Quality Digital Office Solutions		-281.66	-181,709.29
06/13/2017	2109	Rapho Township		-3,761.41	-185,470.70
06/13/2017	2110	Roberts Oxygen Co, Inc.		-396.84	-185,867.54
06/13/2017	2111	Ruhl Insurance		-3,242.00	-189,109.54
06/13/2017	2112	Share Corporation		-424.17	-189,533.71
06/13/2017	2113	Shaub's Dry Cleaning	717-6652481	-604.05	-190,137.76
06/13/2017	2114	Tactical Wear		-541.97	-190,679.73
06/13/2017	2115	UGI Utilities, Inc.		-68.08	-190,747.81
06/13/2017	2116	Verizon Wireless		-459.12	-191,206.93
06/13/2017	2117	Walters Services, Inc.		-462.00	-191,668.93
06/13/2017	2118	Warihay Enterprises, Inc.		-8,537.00	-200,205.93
06/13/2017	2119	Wex Bank	0496-00-177089-0	-3,262.88	-203,468.81
06/13/2017	2120	Windstream		-302.52	-203,771.33
06/13/2017	2121	Wo-Go, Inc.		-718.96	-204,490.29
Jun 11 - 14, 17				-204,490.29	-204,490.29
TOTAL				-204,490.29	-204,490.29

Manheim Borough Capital Fund
Check Detail
 May 24 through June 13, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill Pmt -Check	191	06/13/2017	Higher Information...		15 - Fulton Constru...		-3,906.81
Bill	72372	06/02/2017			410.600 · Police Bld...	-3,906.81	3,906.81
TOTAL						-3,906.81	3,906.81
Bill Pmt -Check	1778	06/13/2017	Browns Graphic S...		109.000 · Cash - Ca...		-93.00
Bill	14561	05/19/2017			410.750 · Police Eq...	-93.00	93.00
TOTAL						-93.00	93.00

Manheim Community Library

Director's Report – May 2017

May 2017

May 2016

	May 2017	May 2016
Total Circulation (at Desk)	6,168	6,789
Online/Telephone Renewals	998	1,209
Total Circulation (at SelfCheck)	817	984
Total Circulation (all)	7,983	8,982
YTD Circulation	40,132	42,679
New Registrations	50 (Mission Go)	76
Total Borrowers	1,461	1,650
Holds Placed	309	282
Holds Filled (with location's items)	522	671
Checkouts from Loaned Items	475	777
Checkouts from Borrowed Items	822	628
EBook	344	
Unique Wireless Users	359	
Computer Users	357	

Programming: 11 programs; 61 Juvenile, 6 YA, 38 Adults

One-on-One job searching/computer assistance: 4 hours

Reference/Computer assistance: 269

Community Relations Report from Raven:

Website users 1,451, Facebook 359 likes, Twitter 3 followers (and a retweet/like from James Patterson!!), Instagram 28 followers

Press Releases for June and July sent to LPN, Merchandiser, and Lititz Record. Events also listed on website & Facebook. Prepared Costco Grant Submission

PA Star Library Program: Submitted application, in process of attaining Bronze Level Star Library certification. Aiming for the bronze star within the next four months.

Community Connections:

5/3 Interviewed by Channel 11 for the Friends of the Manheim Community Library Book Sale

5/4 Meeting with Pleasant View

5/10 Met with Middle School Librarian, Dr. Corey Hall, to discuss Summer Reading Program

5/15 Participated in District Libraries negotiations – No drastic changes to District Agreement – Agreement signed

5/16 Participated in networking with Lancaster Librarians group

5/18 Melissa and Raven attended Pennsylvania Library Association South Central Chapter workshop

5/24 Stiegel 1st Grades visit for a tour and story time

Fundraising:

Asking for \$1 donation flowers to decorate the wall

Partnership with new bank, JBT (Jones Bank & Trust), new accounts may choose \$10 to be donated to MCL

Business Ask letters are being returned with donations

Facility Update:

Book Drop – not in a good spot, not big enough, not as protective as it could be

New closet room – ceiling needs repaired

Contacted Manheim Project to see if we qualify for assistance with above items

Operational items of interest:

5/23 Natalie Hahn, Youth Services Intern, first day!

5/25 Raven Eckman, Community Relations Coordinator, 90-day review was completed

Posted Youth Librarian position