

Manheim Borough Council Meeting
March 10, 2020 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, Noah Martin, Jared Longenecker, Bryan Howett, Junior Council Person Mikayla Regan and Mayor Scot Funk
- **Staff:** Borough Manager/Secretary, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Approval of Minutes: 2/25/2020 Borough Council Meeting Minutes: Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.

Visitors

- a) Fire Chief Andrew Kirchner presented and reviewed the Fire Company Report for January and February 2020 with Council. The Fire Company was thanked for their continued service to the Manheim Community.
- b) Ms. Lisa Alcala who operates The Shack in Penn Township was present to affirm the approval for the BYOB Policy that is in affect for their establishment on weekends and to request continuing the policy, since it is a Borough property. Motion to approve by Mr. Howett, seconded by Mr. Martin, passed unanimously. She also presented the possibility of establishing a playground at this property, since there is not a park in that area of Penn Township.

Mayor and Police Chief Report:

Mayor Funk updated council on the parade planned for Wednesday, March 11th for the newly crowned State Wrestling Champion, Will Betancourt from Manheim Central High School.

Police Chief Stauffer presented and reviewed his 2019 Year End Report with council. He reviewed the department structure, the statistics of both Manheim Borough and Rapho Township and their Mission Statement. He explained the different levels of crimes and offenses handled in Manheim Borough and Rapho Township and the clearance rate statistics. The clusters of accidents in the borough shown on the map in the report was questioned as to the possible reasoning for this area as the speed limit is 30 MPH. The comparison of DUI's to theft and assaults was questioned as they are all related.

Borough Codes:

- a) Ms. Czeiner presented her monthly code report and reviewed it with council. She is using new software to help make reporting more streamlined. She explained steps for processing citations and Year 2 Inspections that will start to be scheduled. The serving of citations by the Sheriff's Department was questioned and explained.

Borough Engineer:

- a) Mr. Craddock presented his monthly engineering report.
- b) Council was updated on the North Linden/East High Street Drainage Improvements. Since the Highway Occupancy Permit was received from PennDOT, authorization to advertise the project was presented for approval. Motion to approve by Mr. Martin, seconded by Mr. Longenecker, passed unanimously. There is a grant application pending for this project.
- c) The New Charlotte Street Drainage Improvements are scheduled to start next week with our Public Works Department.
- d) The East Stiegel Street Bridge repair bid and construction documents are also progressing on schedule.

Borough Manager Report:

- a) The Manager Summary Report will be presented at next meeting.
- b) Council was updated on the concern of a resident on South Charlotte Street near the recently approved client parking space. He suggested in the future that it would a good idea to contact the residents in the

area of these parking space requests to get their feedback before approval. He has some disabilities and it makes it harder for him to park near his home. He asked that his comment be forwarded to Council for future consideration when dealing with parking decisions.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$89,115.58 & Additional General Fund Check for a Cruiser Lease** in the amount of **\$12,375.48**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Mr. Fisher gave a brief explanation of the bank balances as our general fund at this point of time is in good shape. The capital fund is less than in prior years as projects are being completed. He also explained the current status of Liquid Fuels Account as we had reserved this for two years for the current Liquid Fuels Project completed at Linden & Hazel Streets, so that amount is low. There are no red flags on any accounts to date. The reserves are in good shape as well.

Committee Reports:

- a) Finance Committee – There was nothing new to report.
- b) Parks /Pool Committee – There was nothing new to report
- c) Public Works Committee – They met before the meeting tonight.
 - i. Public Works Department Report was in the Packet.
 - ii. Discussion was held about the cemetery on West Gramby Street, which the borough does not own but is responsible for maintaining. The sidewalk is in need of repair from old trees, which need to be taken down that are lifting up the concrete. A quote for removing the trees from Gebhart for \$2,700 was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously. The price for the tree removal does include the stumps. It was recommended to contact the Shade Tree Commission for possible tree replacement. Estimates will also be obtained for the work to replace the sidewalk. Mr. Fisher will coordinate the work for the tree removal and the sidewalk replacement.
 - iii. A lack of sidewalk on South Hazel Street at the borough property (Swan Park) near East Stiegel Street was questioned. Mr. Fisher will investigate this further.
 - iv. A flooring quote for \$6,390 for carpet tiles in the entry areas of the Borough Building and for the entry area, lobby and kitchen area for the Borough Office was presented for approval. This decision will be tabled until after the Executive Session at the end of the meeting.
- d) Shade Tree Commission – There was nothing new to report.
- e) Land Bank – Nothing new to report. However, a question was raised as to the status of condemned property at 6 North Charlotte Street and the possibility of this property being considered by the Land Bank. They will be looking at this property at their next meeting as it is on their list.

Old Business:

- a) Draft Shade Tree Ordinance – Mr. Fisher is waiting to hear back from the Commission about attending an upcoming council meeting.
- b) Draft Lead Paint Ordinance – A representative from the LCHRA will be attending the council meeting on April 14th to discuss their experience with lead paint ordinances.
- c) Chair placement during Farm Show Parade – This was briefly discussed. It will be suggested, requested and encouraged that people do not place them curbside before 4:00 PM, as this is a hard situation to police and cannot be enforced.

New Business:

- a) Council was updated on the Manheim Central Elementary School PTO Carnival scheduled for Friday May 15th in Memorial Park. This is the third year for this event, which is attended by over 1,300 people.
- b) Participation in the Community Shredding Event with Penn & Rapho Townships on June 20th at Pleasant View Retirement Community's Green Event for the cost of \$215.00 per municipality was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- c) MAA has requested approval to install fencing to make the Logan & Island Fields safer at the back stops. There is no cost to the Borough as this will be covered by MAA. They are also asking to install new player benches at Logan Field like they did at Island Field. Motion to approve by Mr. Longenecker, seconded by

Mr. Howett, passed unanimously. Mayor Funk questioned doing upgrades to the fencing, back stop etc. at the Pool Field in Memorial Park. It will be put on the agenda for the Parks & Pool Committee Meeting.

Correspondence: Manheim Fire Department and NWEMS reports were provided in the packets.

Public Comment:

It was noted by Catherine Prozzillo that there is a property near the Police Station that could be used by the borough.

Mr. Luke Fisher asked that the leaf pick up dates be reviewed to be scheduled later than the current schedule. It will be researched by the Borough Office to see if there can be a change made to the contracted dates.

It was requested by Council Member Martin that future discussion be held on the policy for Public Comment.

Executive Session:

President Phillips adjourned Council to Executive Session at 8:24 PM.

Motion by Mr. Martin to move from Executive Session back to the Regular Council Meeting at 8:52 PM, seconded by Mr. Enck, passed unanimously.

Motion by Mr. Roth to approve the Borough Manager's Tuition Reimbursement Request per the employee handbook, seconded by Mr. Howett, passed unanimously.

Motion by Mr. Roth to approve the flooring replacement in the Borough Building in accordance with the quote from Adair's Flooring, utilizing the carpet tile option, seconded by Mr. Enck, passed unanimously.

Adjournment:

With no further business President Phillips adjourned the Council Meeting at 8:55 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
March 10, 2020

Manheim Borough Council Meeting
March 23, 2020 5:00 PM
Manheim Borough Building, Manheim, PA

- **Roll Call:** President Carol Phillips, Vice President Brad Roth, Pro Tempore Chad Enck, Noah Martin, Jared Longenecker, Bryan Howett, and Mayor Scot Funk
- **Staff:** Borough Manager/Secretary, James R. Fisher, and Police Chief, Joseph Stauffer

This is a special meeting being held to acknowledge the Mayor's Proclamation of Local Disaster Emergency associated with the Corona Virus Pandemic, and to consider adoption of Resolution 30-2020, extending the Declaration until rescinded by Borough Council. This meeting was advertised to also consider any other business that may come before Council. The meeting was moved from the Borough Council chambers to the side of the building in order to limit contact between those present. A sign was placed on the front door indicating this.

Mayor Funk commented that the decision to make this Declaration was not taken lightly, and that as with all such declarations, coordination with the EMC, Police Chief, Borough Council, and Borough Manager will continue to be essential.

A motion was made by Mr. Roth, seconded by Mr. Longenecker to adopt Resolution 30-2020, and was approved unanimously.

A motion was made by Mr. Roth, seconded by Mr. Howett to pay the bills as presented (Capital Fund \$4,548.24, General Fund \$107,274.42), passed unanimously.

Council President Phillips stated that the March 31st meeting will be cancelled.

Borough Manager Fisher stated that he is looking into live-streaming or other options for future meetings that will meet the Sunshine Law requirements.

With no further business, Council President Phillips adjourned the meeting at 5:07 PM.

Respectfully submitted,

James R Fisher, PE, CBO
Borough Manager/Secretary
March 23, 2020

Manheim Borough

4/14/2020

BILLS TO BE APPROVED FOR PAYMENT

RATIFIED GENERAL FUND	\$	3,195.00
RATIFIED CAPITAL FUND		
K-9 FUND	\$	419.90
GENERAL FUND	\$	91,194.88
CAPITAL FUND	\$	7,070.16
LIQUID FUELS FUND	\$	-
	\$	<u>101,879.94</u>

MANHEIM BOROUGH BANK BALANCES													
NAME	BANK	12/31/2015	1/31/2016	2/29/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016
General Fund	BBT/Fulton	\$ 2,247,249	\$ 2,063,607	\$ 2,941,618	\$ 2,452,049	\$ 2,438,512	\$ 3,096,917	\$ 3,680,032	\$ 3,202,523	\$ 3,509,287	\$ 3,485,265	\$ 3,067,777	\$ 3,084,330
Capital Fund	BBT/Fulton	\$ 678,386	\$ 678,005	\$ 672,357	\$ 634,593	\$ 672,342	\$ 673,282	\$ 668,938	\$ 670,034	\$ 670,597	\$ 670,921	\$ 668,423	\$ 669,509
250th Celebration	Fulton	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 12,684	\$ 12,684
Liquid Fuel	Fulton	\$ 313,479	\$ 313,586	\$ 313,685	\$ 314,632	\$ 447,472	\$ 447,623	\$ 397,153	\$ 319,026	\$ 309,693	\$ 305,644	\$ 1,414	\$ 1,414
Kauffman Park	Fulton	\$ 4,819	\$ 4,821	\$ 4,821	\$ 4,824	\$ 4,826	\$ 4,827	\$ 28	\$ 28	\$ -	\$ -	\$ -	\$ -
Stormwater	Fulton	\$ 18,395	\$ 18,401	\$ 18,411	\$ 18,417	\$ 18,423	\$ 18,429	\$ 18,435	\$ 18,470	\$ 18,476	\$ 18,482	\$ 18,489	\$ 18,495
NAME	BANK	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017
General Fund	Fulton	\$ 2,717,345	\$ 2,828,726	\$ 2,873,431	\$ 2,884,058	\$ 2,678,918	\$ 3,681,271	\$ 3,650,688	\$ 3,592,011	\$ 3,870,178	\$ 3,860,778	\$ 3,532,433	\$ 3,435,740
Capital Fund	Fulton	\$ 657,453	\$ 651,287	\$ 641,682	\$ 631,746	\$ 621,546	\$ 621,134	\$ 622,444	\$ 611,949	\$ 558,594	\$ 552,279	\$ 531,412	\$ 763,486
250th Celebration	Fulton	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 11,184	\$ 11,184
Liquid Fuel	Fulton	\$ 755	\$ 756	\$ 756	\$ 141,747	\$ 141,852	\$ 141,960	\$ 142,081	\$ 60,651	\$ 60,710	\$ 60,768	\$ 60,827	\$ 60,885
Stormwater	Fulton	\$ 18,503	\$ 18,513	\$ 18,522	\$ 18,535	\$ 18,548	\$ 18,563	\$ 18,578	\$ 18,596	\$ 18,615	\$ 18,632	\$ 18,650	\$ 18,668
NAME	BANK	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018
General Fund	Fulton	\$ 2,957,866	\$ 3,115,459	\$ 3,109,232	\$ 2,983,560	\$ 3,073,635	\$ 3,314,211	\$ 3,177,227	\$ 3,121,190	\$ 3,898,698	\$ 4,055,000	\$ 3,778,174	\$ 3,256,400
Capital Fund	Fulton	\$ 764,552	\$ 768,810	\$ 752,180	\$ 740,233	\$ 737,746	\$ 737,759	\$ 740,295	\$ 691,892	\$ 609,652	\$ 603,591	\$ 568,384	\$ 661,439
250th Celebration	Fulton	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184
Liquid Fuel	Fulton	\$ 60,952	\$ 61,024	\$ 61,090	\$ 210,505	\$ 210,791	\$ 211,086	\$ 211,397	\$ 211,738	\$ 212,080	\$ 212,417	\$ 212,805	\$ 213,181
Stormwater	Fulton	\$ 18,689	\$ 18,711	\$ 18,731	\$ 18,754	\$ 18,780	\$ 18,806	\$ 18,834	\$ 18,864	\$ 18,895	\$ 18,925	\$ 18,959	\$ 18,923
NAME	BANK	12/31/2018	1/31/2019	2/28/2019	3/31/2019	4/30/2019	5/31/2019	6/30/2019	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019
General Fund	Fulton	\$ 3,036,007	\$ 3,150,885	\$ 3,136,889	\$ 3,026,006	\$ 3,041,297	\$ 3,964,015	\$ 3,937,280	\$ 3,969,851	\$ 4,033,223	\$ 4,161,886	\$ 3,883,711	\$ 3,796,764
Capital Fund	Fulton	\$ 665,065	\$ 709,278	\$ 712,427	\$ 664,947	\$ 666,612	\$ 668,328	\$ 657,767	\$ 659,215	\$ 631,302	\$ 614,979	\$ 537,921	\$ 438,176
250th Celebration	Fulton	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	0	\$ -	\$ -	\$ -	\$ -	\$ -	
Liquid Fuel	Fulton	\$ 213,587	\$ 214,023	\$ 214,417	\$ 366,605	\$ 367,328	\$ 368,077	\$ 368,803	\$ 369,554	\$ 370,229	\$ 235,028	\$ 7,964	\$ 7,974
Stormwater	Fulton	\$ 19,020	\$ 19,068	\$ 19,103	\$ 19,142	\$ 19,180	\$ 19,219	\$ 19,257	\$ 19,296	\$ 19,331	\$ 19,364	\$ 19,393	\$ 19,418
NAME	BANK	12/31/2019	1/31/2020	2/28/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020
General Fund	Fulton	\$ 3,559,635	\$ 3,758,052	\$ 3,733,681	\$ 3,604,414								
Capital Fund	Fulton	\$ 431,856	\$ 432,605	\$ 417,415	\$ 434,553								
Liquid Fuel	Fulton	\$ 7,984	\$ 7,993	\$ 8,002	\$ 156,700								
Stormwater	Fulton	\$ 19,441	\$ 19,463	\$ 19,484	\$ 19,492								

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04/11/20

Manheim Borough -General Fund

Check Detail

March 25 through April 14, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5013	04/11/2020	3T Security LLC	102.000 · Cash 2203326201	
Bill	1498	04/01/2020		410.360 · Utilities PD	-315.00
TOTAL					-315.00
Bill Pm...	5014	04/11/2020	Berkheimer Associates	102.000 · Cash 2203326201	
Bill	403	03/31/2020		403.116 · Tax Coll - Fee/Commission	-16.68
TOTAL					-16.68
Bill Pm...	5015	04/11/2020	Blue Ridge Communications	102.000 · Cash 2203326201	
Bill	03290...	04/01/2020		430.320 · Tele/call/internet	-39.95
TOTAL					-39.95
Bill Pm...	5016	04/11/2020	Bound Tree Medical, LLC	102.000 · Cash 2203326201	
Bill	10161...	03/25/2020		410.490 · Police COVID-19	-564.99
TOTAL					-564.99
Bill Pm...	5017	04/11/2020	Diana Reist	102.000 · Cash 2203326201	
Bill	04112...	04/01/2020		383.000 · Trash/ Recycling Fees	-40.31
TOTAL					-40.31
Bill Pm...	5018	04/11/2020	Eagle Wireless Communications	102.000 · Cash 2203326201	
Bill	INV-0...	04/01/2020		410.252 · Computer Equip PD	-169.50
				430.320 · Tele/call/internet	-67.80
TOTAL					-237.30
Bill Pm...	5019	04/11/2020	Erie Family Life Insurance Co.	102.000 · Cash 2203326201	
Bill	LI191...	03/31/2020		410.198 · Life Insurance PD	-615.99
TOTAL					-615.99
Bill Pm...	5020	04/11/2020	Fulton Bank Visa	102.000 · Cash 2203326201	
Bill	75400...	04/01/2020		410.238 · Officer's Uniforms	-241.46
				410.220 · Operating Supplies	-32.92
				410.215 · Postage PD	-76.12
				410.215 · Postage PD	-26.32
				410.238 · Officer's Uniforms	-377.70
				452.260 · Pool Equip/Supply	-112.98
				454.370 · Park Maintenance/Repairs	-15.92
				430.200 · Material/Supplies	-28.94
TOTAL					-912.36
Bill Pm...	5021	04/11/2020	Garman's Cleaning	102.000 · Cash 2203326201	
Bill	5278	04/01/2020		409.317 · Cleaning Services	-720.00
TOTAL					-720.00

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Manheim Borough -General Fund

Check Detail

March 25 through April 14, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5022	04/11/2020	GFL Environmental	102.000 · Cash 2203326201	
Bill	00439...	03/31/2020		427.367 · Solid Waste Collection Co...	-21,640.50
TOTAL					-21,640.50
Bill Pm...	5023	04/11/2020	Higher Information Group	102.000 · Cash 2203326201	
Bill	207403	04/01/2020		401.210 · Office Supplies	-39.00
Bill	207405	04/01/2020		410.252 · Computer Equip PD	-328.77
Bill	207408	04/01/2020		410.216 · Office Equipment PD	-53.00
TOTAL					-420.77
Bill Pm...	5024	04/11/2020	JGF Funding	102.000 · Cash 2203326201	
Bill	207404	04/01/2020		410.252 · Computer Equip PD	-1,131.43
Bill	207406	04/01/2020		410.252 · Computer Equip PD	-180.73
Bill	207407	04/01/2020		410.252 · Computer Equip PD	-52.36
Bill	207409	04/01/2020		410.252 · Computer Equip PD	-140.30
Bill	207410	04/01/2020		410.252 · Computer Equip PD	-268.50
TOTAL					-1,773.32
Bill Pm...	5025	04/11/2020	John A. Zern & Son	102.000 · Cash 2203326201	
Bill	60404	03/26/2020		410.210 · Office Supplies	-60.00
TOTAL					-60.00
Bill Pm...	5026	04/11/2020	Joseph Stauffer	102.000 · Cash 2203326201	
Bill	0401...	04/01/2020		410.238 · Officer's Uniforms	-291.41
TOTAL					-291.41
Bill Pm...	5027	04/11/2020	Kocman Insurance Group	102.000 · Cash 2203326201	
Bill	62793	04/01/2020		401.195 · Workman's Comp	-19,826.00
TOTAL					-19,826.00
Bill Pm...	5028	04/11/2020	Lancaster Civil Engineering Co.	102.000 · Cash 2203326201	
Bill	2631	03/25/2020		408.313 · Engineer Contract	-909.50
Bill	2637	03/25/2020		408.313 · Engineer Contract	-347.75
Bill	2638	03/25/2020		408.313 · Engineer Contract	-722.25
Bill	2636	03/25/2020		408.313 · Engineer Contract	-523.16
Bill	2639	03/25/2020		408.313 · Engineer Contract	-1,471.25
Bill	2633	03/25/2020		408.313 · Engineer Contract	-1,310.75
Bill	2640	03/25/2020		408.313 · Engineer Contract	-2,835.50
Bill	2634	03/25/2020		408.313 · Engineer Contract	-401.25
Bill	2642	03/25/2020		408.313 · Engineer Contract	-2,258.93
Bill	2641	03/25/2020		408.313 · Engineer Contract	-53.50
Bill	2632	03/25/2020		408.313 · Engineer Contract	-187.25
Bill	2635	04/24/2020		408.313 · Engineer Contract	-53.50
TOTAL					-11,074.59

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04/11/20

Manheim Borough -General Fund

Check Detail

March 25 through April 14, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5029	04/11/2020	Lancaster County Solid Waste Mangement	102.000 · Cash 2203326201	
Bill	30002...	03/31/2020		427.368 · Tipping Fee	-11,797.80
TOTAL					-11,797.80
Bill Pm...	5030	04/11/2020	Land Studies	102.000 · Cash 2203326201	
Bill	9307	03/27/2020		428.450 · Grass Cutting	-465.00
Bill	9287	03/27/2020		410.373 · Building Maint	-281.18
				428.450 · Grass Cutting	-373.68
TOTAL					-1,119.86
Bill Pm...	5031	04/11/2020	Lezzer Lumber	102.000 · Cash 2203326201	
Bill	83021...	04/03/2020		430.200 · Material/Supplies	-23.20
TOTAL					-23.20
Bill Pm...	5032	04/11/2020	LNP Media Group, Inc.	102.000 · Cash 2203326201	
Bill	42166...	03/22/2020		401.340 · Advertising/Printing	-89.83
Bill	42114...	03/26/2020		414.340 · Advertising/Printing	-396.88
Bill	42206...	04/03/2020		401.340 · Advertising/Printing	-324.56
TOTAL					-811.27
Bill Pm...	5033	04/11/2020	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	634093	03/24/2020		430.374 · Minor Equip Repair	-10.10
Bill	634206	03/25/2020		430.374 · Minor Equip Repair	-30.13
Bill	634198	03/25/2020		410.490 · Police COVID-19	-41.97
Bill	634769	04/01/2020		452.260 · Pool Equip/Supply	-3.38
Bill	634799	04/01/2020		454.370 · Park Maintenance/Repairs	-23.99
TOTAL					-109.57
Bill Pm...	5034	04/11/2020	MAWSA	102.000 · Cash 2203326201	
Bill	22665...	03/20/2020		454.360 · Park Utilities	-62.48
Bill	22666...	03/20/2020		454.360 · Park Utilities	-12.71
Bill	22666...	03/20/2020		452.360 · Pool Utilities	-283.74
TOTAL					-358.93
Bill Pm...	5035	04/11/2020	MAWSA S&W	102.000 · Cash 2203326201	
Bill	22662...	03/20/2020		410.360 · Utilities PD	-153.64
Bill	22663...	03/20/2020		452.360 · Pool Utilities	-61.27
Bill	22666...	03/20/2020		454.360 · Park Utilities	-12.71
Bill	22666...	03/20/2020		452.360 · Pool Utilities	-113.60
Bill	22667...	03/20/2020		454.360 · Park Utilities	-11.60
Bill	22669...	03/20/2020		409.360 · Utilities	-65.93
Bill	22672...	03/20/2020		454.360 · Park Utilities	-11.60
Bill	22682...	03/20/2020		430.360 · Utilities Maintenance Shed	-66.07
Bill	22688...	03/20/2020		448.370 · Hydrants	-1,573.42
TOTAL					-2,069.84

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04/11/20

Manheim Borough -General Fund

Check Detail

March 25 through April 14, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5036	04/11/2020	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-1483...	03/25/2020		401.210 · Office Supplies	-468.38
TOTAL					-468.38
Bill Pm...	5037	04/11/2020	Paul Burichter	102.000 · Cash 2203326201	
Bill	PBRE...	04/01/2020		454.370 · Park Maintenance/Repairs	-85.00
TOTAL					-85.00
Bill Pm...	5038	04/11/2020	Penn Township	102.000 · Cash 2203326201	
Bill	2020-1	04/01/2020		415.300 · Emergency Magmt	-29.58
TOTAL					-29.58
Bill Pm...	5039	04/11/2020	PP&L	102.000 · Cash 2203326201	
Bill	65320...	03/20/2020		433.361 · Traffic Signals - Electric	-164.16
Bill	71330...	03/23/2020		433.361 · Traffic Signals - Electric	-76.99
Bill	92560...	03/24/2020		454.360 · Park Utilities	-31.32
Bill	10560...	03/24/2020		454.360 · Park Utilities	-31.45
Bill	87401...	03/31/2020		434.361 · Street Lighting	-354.22
Bill	98626...	03/31/2020		434.361 · Street Lighting	-6,104.16
TOTAL					-6,762.30
Bill Pm...	5040	04/11/2020	Quality Digital Office Solutions	102.000 · Cash 2203326201	
Bill	285160	04/01/2020		401.210 · Office Supplies	-167.45
TOTAL					-167.45
Bill Pm...	5041	04/11/2020	Rapho Township	102.000 · Cash 2203326201	
Bill	02-3-...	02/29/2020		410.317 · Rapho Fines	-1,191.36
Bill	02-2-...	02/29/2020		410.317 · Rapho Fines	-615.31
TOTAL					-1,806.67
Bill Pm...	5042	04/11/2020	Rhoads Energy	102.000 · Cash 2203326201	
Bill	84777...	03/30/2020		430.360 · Utilities Maintenance Shed	-147.10
TOTAL					-147.10
Bill Pm...	5043	04/11/2020	Select Security	102.000 · Cash 2203326201	
Bill	23905...	04/01/2020		409.370 · Maintenance/Repair	-120.00
TOTAL					-120.00
Bill Pm...	5044	04/11/2020	Shaub's Dry Cleaning	102.000 · Cash 2203326201	
Bill	10009...	04/01/2020		410.238 · Officer's Uniforms	-611.65
TOTAL					-611.65

6:18 PM

04/11/20

Manheim Borough -General Fund

Check Detail

March 25 through April 14, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5045	04/11/2020	Sirchie Finger Print Lab	102.000 · Cash 2203326201	
Bill	04388...	03/17/2020		410.490 · Police COVID-19	-97.00
TOTAL					-97.00
Bill Pm...	5046	04/11/2020	SWIF	102.000 · Cash 2203326201	
Bill	06214...	04/01/2020		411.163 · Workmen's Comp	-1,367.00
TOTAL					-1,367.00
Bill Pm...	5047	04/11/2020	T & W Traffic Control	102.000 · Cash 2203326201	
Bill	9109	04/07/2020		433.200 · Signs Materials/Supplies	-660.00
TOTAL					-660.00
Bill Pm...	5048	04/11/2020	Tactical Wear	102.000 · Cash 2203326201	
Bill	20-4587	02/06/2020		410.238 · Officer's Uniforms	-136.00
Bill	40134...	02/18/2020		410.238 · Officer's Uniforms	-111.98
Bill	40134...	03/24/2020		410.238 · Officer's Uniforms	-10.50
TOTAL					-258.48
Bill Pm...	5049	04/11/2020	Uline	102.000 · Cash 2203326201	
Bill	11805...	03/16/2020		410.210 · Office Supplies	-118.94
TOTAL					-118.94
Bill Pm...	5050	04/11/2020	Verizon Wireless	102.000 · Cash 2203326201	
Bill	98508...	03/21/2020		410.320 · Telephone	-221.20
Bill	98513...	03/26/2020		410.320 · Telephone	-209.53
				430.320 · Tele/call/internet	-125.98
				401.320 · Telephone (Mgr Cell Phone)	-55.32
				414.240 · Misc Operating Supplies	-40.01
TOTAL					-652.04
Bill Pm...	5051	04/11/2020	Wex Bank	102.000 · Cash 2203326201	
Bill	64685...	04/24/2020		411.231 · Vehicle Operation FD	-316.81
				410.231 · Vehicle Operation (Fuel)	-2,001.93
				430.233 · Vehicle Operation (Fuel) ...	-311.73
				414.240 · Misc Operating Supplies	-27.77
TOTAL					-2,658.24
Bill Pm...	5052	04/11/2020	Windstream	102.000 · Cash 2203326201	
Bill	02139...	03/25/2020		430.320 · Tele/call/internet	-36.59
Bill	02139...	03/25/2020		409.360 · Utilities	-233.82
TOTAL					-270.41

6:18 PM

04/11/20

Manheim Borough -General Fund

Check Detail

March 25 through April 14, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5053	04/11/2020	Zeiset Electric, Inc.	102.000 · Cash 2203326201	
Bill	2069	04/02/2020		454.370 · Park Maintenance/Repairs	-75.00
TOTAL					-75.00

6:19 PM

Manheim Borough -General Fund

04/11/20

Check Run

Accrual Basis

March 25 through April 14, 2020

Date	Num	Name	Amount
Mar 25 - 28, 20			
Mar 25 - 28, 20			
Week of Mar 29, 20			
Week of Mar 29, 20			
Week of Apr 5, 20			
04/11/2020	5013	3T Security LLC	-315.00
04/11/2020	5014	Berkheimer Associates	-16.68
04/11/2020	5015	Blue Ridge Communications	-39.95
04/11/2020	5016	Bound Tree Medical, LLC	-564.99
04/11/2020	5017	Diana Reist	-40.31
04/11/2020	5018	Eagle Wireless Communications	-237.30
04/11/2020	5019	Erie Family Life Insurance Co.	-615.99
04/11/2020	5020	Fulton Bank Visa	-912.36
04/11/2020	5021	Garman's Cleaning	-720.00
04/11/2020	5022	GFL Environmental	-21,640.50
04/11/2020	5023	Higher Information Group	-420.77
04/11/2020	5024	JGF Funding	-1,773.32
04/11/2020	5025	John A. Zern & Son	-60.00
04/11/2020	5026	Joseph Stauffer	-291.41
04/11/2020	5027	Kocman Insurance Group	-19,826.00
04/11/2020	5028	Lancaster Civil Engineering Co.	-11,074.59
04/11/2020	5029	Lancaster County Solid Waste Mangement	-11,797.80
04/11/2020	5030	Land Studies	-1,119.86
04/11/2020	5031	Lezzer Lumber	-23.20
04/11/2020	5032	LNP Media Group, Inc.	-811.27
04/11/2020	5033	Longeneckers Hardware Company	-109.57
04/11/2020	5034	MAWSA	-358.93
04/11/2020	5035	MAWSA S&W	-2,069.84
04/11/2020	5036	Office Basics, Inc.	-468.38
04/11/2020	5037	Paul Burichter	-85.00
04/11/2020	5038	Penn Township	-29.58
04/11/2020	5039	PP&L	-6,762.30
04/11/2020	5040	Quality Digital Office Solutions	-167.45
04/11/2020	5041	Rapho Township	-1,806.67
04/11/2020	5042	Rhoads Energy	-147.10
04/11/2020	5043	Select Security	-120.00
04/11/2020	5044	Shaub's Dry Cleaning	-611.65
04/11/2020	5045	Sirchie Finger Print Lab	-97.00
04/11/2020	5046	SWIF	-1,367.00
04/11/2020	5047	T & W Traffic Control	-660.00
04/11/2020	5048	Tactical Wear	-258.48
04/11/2020	5049	Uline	-118.94
04/11/2020	5050	Verizon Wireless	-652.04
04/11/2020	5051	Wex Bank	-2,658.24
04/11/2020	5052	Windstream	-270.41
04/11/2020	5053	Zeiset Electric, Inc.	-75.00
Week of Apr 5, 20			-91,194.88
Apr 12 - 14, 20			
Apr 12 - 14, 20			
TOTAL			-91,194.88

4:28 PM

04/11/20

Manheim Borough Capital Fund

Check Detail

March 25 through April 14, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1861	04/11/2020	Exeter Supply Company, I...		109.000 · Cash - Ca...		-586.41
Bill	323931	03/20/2020			430.600 · Capital Co...	-142.71	142.71
Bill	323932	03/27/2020			430.600 · Capital Co...	-443.70	443.70
TOTAL						-586.41	586.41
Bill Pmt -Check	1862	04/11/2020	F & S Excavating Service		109.000 · Cash - Ca...		-1,120.00
Bill	03272...	03/27/2020			430.600 · Capital Co...	-1,120.00	1,120.00
TOTAL						-1,120.00	1,120.00
Bill Pmt -Check	1863	04/11/2020	Fulton Bank Visa		109.000 · Cash - Ca...		-370.68
Bill	75400...	03/10/2020			430.600 · Capital Co...	-93.88	93.88
Bill	75400...	03/20/2020			430.600 · Capital Co...	-168.56	168.56
Bill	75400...	04/03/2020			430.600 · Capital Co...	-108.24	108.24
TOTAL						-370.68	370.68
Bill Pmt -Check	1864	04/11/2020	Herr Pump Company, Inc.		109.000 · Cash - Ca...		-3,166.95
Bill	26772	04/03/2020			452.600 · Pool Impro...	-3,166.95	3,166.95
TOTAL						-3,166.95	3,166.95
Bill Pmt -Check	1865	04/11/2020	Lezzer Lumber		109.000 · Cash - Ca...		-41.65
Bill	83019...	03/26/2020			430.600 · Capital Co...	-5.95	5.95
Bill	83019...	03/26/2020			430.600 · Capital Co...	-35.70	35.70
TOTAL						-41.65	41.65
Bill Pmt -Check	1866	04/11/2020	Longeneckers Hardware C...		109.000 · Cash - Ca...		-382.97
Bill	633767	03/20/2020			430.600 · Capital Co...	-19.16	44.03
Bill	634172	03/25/2020			430.600 · Capital Co...	-30.26	30.26
Bill	634230	03/25/2020			430.600 · Capital Co...	-17.37	21.56
Bill	634219	03/25/2020			430.600 · Capital Co...	-145.47	145.47
Bill	634284	03/26/2020			430.600 · Capital Co...	-38.29	38.29
Bill	634338	03/26/2020			430.600 · Capital Co...	-54.99	54.99
Bill	634397	03/27/2020			430.600 · Capital Co...	-35.28	35.28
Bill	634573	03/30/2020			430.600 · Capital Co...	-9.58	9.58
Bill	634539	03/30/2020			430.600 · Capital Co...	-32.57	32.57
TOTAL						-382.97	412.03
Bill Pmt -Check	1867	04/11/2020	Pennsy Supply, Inc.		109.000 · Cash - Ca...		-1,401.50
Bill	3019189	03/30/2020			430.600 · Capital Co...	-1,401.50	1,401.50
TOTAL						-1,401.50	1,401.50

4:29 PM

04/11/20

Accrual Basis

Manheim Borough Capital Fund

Check Run

March 25 through April 14, 2020

Date	Num	Name	Memo	Amount	Balance
Mar 25 - 28, 20					
Mar 25 - 28, 20					0.00
Week of Mar 29, 20					
Week of Mar 29, 20					0.00
Week of Apr 5, 20					
04/11/2020	1861	Exeter Supply Company, Inc.		-586.41	-586.41
04/11/2020	1862	F & S Excavating Service		-1,120.00	-1,706.41
04/11/2020	1863	Fulton Bank Visa		-370.68	-2,077.09
04/11/2020	1864	Herr Pump Company, Inc.		-3,166.95	-5,244.04
04/11/2020	1865	Lezzer Lumber		-41.65	-5,285.69
04/11/2020	1866	Longeneckers Hardware Company		-382.97	-5,668.66
04/11/2020	1867	Pennsy Supply, Inc.		-1,401.50	-7,070.16
Week of Apr 5, 20				-7,070.16	-7,070.16
Apr 12 - 14, 20					
Apr 12 - 14, 20					0.00
TOTAL				-7,070.16	-7,070.16

6:22 PM

04/11/20

Manheim Borough K9
Check Detail
March 25 through April 14, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1005	04/11/2020	Fulton Bank Visa		01.104.000 Cash		-419.90
Bill	758503...	04/11/2020			410.220	-419.90	419.90
TOTAL						-419.90	419.90

Manheim Borough Planning Commission Annual Report of Activities for 2019

The Planning Commission met on February 25, April 15, June 17, July 15, September 16, October 21 and November 18. The following are the activities which occurred:

51 N. Main Street Conditional Use for Retail Space greater than 2,000 sf – review and recommendation to Borough Council for approval

51 E. High Street – review of traffic patterns for apartment use (requested by Zoning Hearing Board)

Community Development Block Grant – review and support of grant application for pedestrian improvements at various locations throughout the Borough

Zoning Ordinance Amendments – review amendments to current sign regulations as well as new regulations for limited lodgings

51 N. Main Street Land Development Waiver – review and recommendation to Borough Council for approval

National Fish & Wildlife Foundation (NFWF) application for grant funds for Memorial park/Chiques Creek Floodplain Restoration – reviewed and provided letter of support provided to Council to be included in application package

222 S. Main Street Demolition – review and recommendation to Borough Council for approval

MAWSA Application for DCED grant funds for water and sanitary sewer system rehabilitation projects – reviewed and provided letter of support provided to MAWSA to be included in application package

Growing Greener application for grant funds for Memorial park/Chiques Creek Floodplain Restoration – reviewed and provided letter of support provided to Council to be included in application package

PA Small Water & Sewer Program application for grant funds for E. High Street / N. Linden Street drainage improvements – reviewed and provided letter of support provided to Council to be included in application package

Respectfully submitted.

Manheim Borough Planning Commission



GASB PROPOSAL

PREPARED FOR |
DATE |
SUBMITTED BY |

Manheim Borough Police
March 26, 2020
Lisa Fox, Actuarial Analyst, 920.75.7535

WE PROVIDE SOLUTIONS & EXCEPTIONAL SERVICE

SUMMARY OF SERVICES:

- Review plan provisions
- Request and review census data
- Prepare a report in accordance with applicable governmental boards
- Discuss the results of the valuation
- Keep you informed on current events (legislative and marketplace) that will affect your program

The Retirement Advantage serves as the administrative service provider to your plan. Providing services since 2008, our team has 40+ combined years of experience with GASB reporting and OPEB plans. We can help you manage the costs and risk of your postretirement benefits and provide you with the advice and guidance needed.

SERVICE AGREEMENT FEES & TERMS

SERVICES & FEE ESTIMATE

The Retirement Advantage, Inc. will perform the following services for a GASB 75 valuation for the fiscal years ending 12/31/2020 and 12/31/2021:

- Review plan provisions for preparation of valuation
- Data Reconciliation – request and review census data
- Post-Employment Benefits Valuation – prepare a report in accordance with applicable Governmental Accounting Standards Board Statement for post-employment benefits
- Conduct a conference call to review the valuation and the impact of the results on your organization

Biennial Administration Services

GASB Actuarial Valuation: \$2,500*

Estimated Biennial Administration Fee: \$2,500

Special Consulting / Other Services (if applicable)

Report Revision: Quoted at time of service

Special Consulting: \$200/hour**

ASSUMPTIONS & ADDITIONAL INFORMATION

Estimated eligible employees: 19

*Fees are based on the number of employees who are eligible and/or receive benefits. This fee is subject to change if there has been a change in the number of such employees from the last valuation report.

**Per hour fee = 1 hour minimum.

Delivery of Valuation Report

Please indicate the date by which you would like the Report delivered. When the signed proposal is received, we will send a request for data, and issue the Report approximately 6 weeks after receipt of the information.

Delivery Date: _____

This proposal for services is accepted.

Manheim Borough Police

Date

SCHEDULE B – ADMINISTRATIVE FEE SCHEDULE – Other Post-Employment Benefits Services

Biennial Administration Services

- GASB Actuarial Valuation* \$2,500

* Fees are based on the number of employees who are eligible and/or receive benefits. This fee is subject to change if there has been a change in the number of such employees from the last valuation report.

Special Consulting / Other Services (if applicable)

- Report Revision Quoted at time of service
- Special Consulting* \$200

* Per hour fee = 1 hour minimum.

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: Lancaster County Tax Claim :
Bureau Upset Tax Sales to be held on : No.
September 21, 2020 :

JOINT PETITION TO STAY 2020 UPSET TAX SALES
PURSUANT TO 72 P.S. §5860.601(c)

1. Petitioners are the Treasurer of the County of Lancaster, Pennsylvania and the below identified taxing authorities of the political subdivisions within Lancaster County, Pennsylvania (hereinafter collectively referred to as “Petitioners”); specifically:

Adamstown Borough, Akron Borough, Bart Township, Brecknock Township, Caernarvon Township, Christiana Borough, Clay Township, East Cocalico Township, West Cocalico Township, Colerain Township, Columbia Borough, Conestoga Township, Conoy Township, Denver Borough, East Donegal Township, West Donegal Township, Drumore Township, East Drumore Township, Earl Township, East Earl Township, West Earl Township, East Petersburg Borough, Eden Township, Elizabeth Township, Elizabethtown Borough, Ephrata Borough, Fulton Township, East Hempfield Township, West Hempfield Township, East Lampeter Township, West Lampeter Township, Lancaster City, Lancaster Township, Leacock Township, Upper Leacock Township, Lititz Borough, Little Britain Township, Manheim Township, Manheim Borough, Manor Township, Marietta Borough, Martic Township, Millersville Borough, Mount Joy Borough, Mount Joy Township, Mountville Borough, New Holland Borough, Paradise Township, Penn Township, Pequea Township, Providence Township, Quarryville Borough, Rapho Township, Sadsbury Township, Salisbury Township, Strasburg Borough, Strasburg Township, Terre Hill Borough
Warwick Township

and

Cocalico School District, Columbia School District, Donegal School District, Eastern Lancaster County School District, Elizabethtown Area School District, Ephrata Area School District, Hempfield School District, Lampeter-Strasburg School District, Manheim Central School District, Manheim Township School District, Penn Manor School District, Pequea Valley School District, School District of Lancaster, Warwick School District, Octorara School District, and Conestoga Valley School District

2. Pursuant to the Real Estate Tax Sale Law, the Lancaster County Tax Claim Bureau (hereinafter the “Bureau”) is required to expose certain real estate tax parcels to Upset Tax Sales which are presently scheduled to be held September 21, 2020, at 9:30 a.m. in the Lancaster County Government Center, 150 N. Queen St., Rm. 102, Lancaster, PA.

3. A list of the current tax parcels to be exposed to the aforementioned Upset Tax Sales is attached hereto and incorporated herein by reference as Exhibit “A” (the “2020 Upset Tax Sale List”).

4. Based in part upon the present recommendations of the Centers for Disease Control and Prevention regarding COVID-19, the Order of the Governor of the Commonwealth of Pennsylvania Regarding the Closure of All Business that are not Life Sustaining dated March 19, 2020, the March 16, 2020 Order of the Pennsylvania Supreme Court declaring a general, statewide judicial emergency and this Court’s March 17, 2020 Declaration of Judicial Emergency for the Second Judicial District, Petitioners herein jointly request that this Court stay the 2020 Upset Tax sales of the parcels currently on the 2020 Upset Tax Sale List.

5. This Court has the authority and jurisdiction to enter the stay requested herein pursuant to 72 P.S. §5860.601(c).

6. Petitioners further jointly request that the Upset Tax Sales of the parcels on the 2020 Upset Tax Sale List be stayed for a period not to exceed one year from the time fixed pursuant to 72 P.S. §5860.601(a) for such Upset Sales.

WHEREFORE, the Petitioners herein jointly and respectfully request that the Court: 1) enter a stay of the Upset Tax Sales for the parcels on the 2020 Upset Tax Sale list; and 2) continue

the Upset Tax Sales for the parcels on the 2020 Upset Tax Sale list for a period not to exceed one year from the time frame fixed pursuant to 72 P.S. §5860.601(a) for such Upset Sales.

Respectfully Submitted,

Date: _____

By: _____
_____, Esquire
Solicitor for the Lancaster County Treasurer

212 North Queen Street
Lancaster, PA17603
Telephone: (717) 299-3726

RESOLUTION NO 31-2020

BOROUGH OF MANHEIM COUNTY OF LANCASTER, PENNSYLVANIA

A RESOLUTION EXTENDING THE PERIOD IN WHICH REAL ESTATE TAXES MAY BE PAID AT THE BASE RATE BY ADOPTING A PENALTY RATE OF ZERO PERCENT (0%) FOR THE PERIOD FROM JUNE 30, 2020 THROUGH NOVEMBER 30, 2020

WHEREAS, the Governor of Pennsylvania issued a Proclamation of Disaster Emergency on March 6, 2020, pursuant to the Emergency Management Services Code, 35 Pa.C.S. § 7101 et seq., based upon the imminent threat of COVID-19 (novel coronavirus) pandemic; and

WHEREAS, the Governor has ordered, by and through such Proclamation and subsequent actions, the closure of all Pennsylvania schools and non-life-sustaining businesses for an indefinite period; and

WHEREAS, the Governor has further urged all governing bodies and executive officers of all political subdivisions affected by this emergency to act as necessary to meet the current exigencies as legally authorized under the Proclamation; and

WHEREAS, the County of Lancaster issued a Declaration of Disaster Emergency through adoption of Resolution No. 25 of 2020 on March 17, 2020, and most municipalities within Lancaster County have adopted similar Declarations of Disaster Emergency as a result of the COVID-19 pandemic, authorizing officials to act as necessary to meet the current exigencies of this emergency, including Manheim Borough which adopted such a resolution on March 23, 2020 (Resolution 30-2020); and

WHEREAS, in this time of mandatory business closures, widespread unemployment and uncertainty in the financial markets, and the livelihoods of many constituents, residents, taxpayers in Lancaster County have been greatly diminished and are otherwise economically disadvantaged; and

WHEREAS, federal, state and local income tax deadlines have been postponed; and

WHEREAS, the Local Tax Collection Law, 72 P.S. 5511.10, provides that the rates of discounts and penalties on real estate taxes shall be established by the taxing district; and

WHEREAS, in accordance with the provisions of the Local Tax Collection Law, taxing districts in Lancaster County have established two percent (2%) as the discount if real estate taxes are paid by April 30, 2020 and ten percent (10%) as the penalty if real estate taxes are paid after June 30, 2020; and

WHEREAS, for real estate tax payments for to tax year 2020, the Borough desires to mitigate the economic impact of COVID-19 on Borough taxpayers by using its statutory discretion to reduce penalties for late payment of real estate taxes by extending the period in which real estate taxes may be paid at the base amount; and

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY AS FOLLOWS:

The rate of penalty on Manheim Borough 2020 real estate tax is hereby established at zero percent (0%), thereby extending the period in which the base amount of real estate tax may be paid until November 30, 2020. Accordingly, the Lancaster County Treasurer hereby is directed to waive payment of any penalty rate for the period June 30, 2020 through November 30, 2020 for the late payment of Borough real estate taxes.

AND BE IT FURTHER RESOLVED, that nothing herein shall be construed as to effect or modify any existing tax levied upon real estate within Manheim Borough, nor shall it be intended to affect the existence of any past due taxes, penalties, or interest thereon for real estate taxes owing prior to date of this Resolution, which is prospective only, and only in effect for 2020 real estate tax.

AND BE IT FURTHER RESOLVED, In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such invalidity, illegality or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses or parts of this Resolution, it being the intent of the Borough Council that the remainder of the Resolution shall be and shall remain in full force and effect.

DULY ADOPTED this 14 day of April 2020, by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in a lawful session duly assembled.

MANHEIM BOROUGH COUNCIL

By: _____
Council President

Attest: _____
James R. Fisher, Borough Secretary

March 24, 2020

James R. Fisher, PE, CBO
Borough Manager
Manheim Borough
15 East High Street
Manheim, PA 17022

Re: Horner & Ryan Properties
Final Lot Add-on Plan
LCEC Project No: 9-71



LANCASTER CIVIL
★ ★ engineering company ★ ★
p.o. box 8972, lancaster, pa 17604-8972
www.lancastercivil.com

Dear Mr. Fisher,

We have received a land development plan submission from Harbor Engineering, Inc. for the above-referenced project. The submission consisted of the following documents:

- Submission cover letter dated March 20, 2020
- Final Lot Add-on Plan revised March 20, 2020

Based upon my review of the submitted information, I offer the following comments for the Borough to consider:

Subdivision and Land Development Ordinance

1. A preliminary plan is required (4.2). The applicant has requested a waiver of this requirement.

Waiver response: There are no improvements associated with this plan and all the information associated with the preliminary plan has been shown on the final plans. Based upon these considerations, I have no objection to a waiver of this requirement. The Planning Commission recommended approval of this waiver at their March 16, 2020 meeting.

2. The existing right-of-way for Old Line Road shall be shown on the plans (5.2.2.B.5(f)).
3. The surveyor, engineer and landowner certificates shall be signed and sealed (5.3.2.D.1 & 2).
4. Markers shall be set at all points where lot lines intersect curves, at all angles in property lines, at the intersection of all other property lines, and at the street right-of-way (9.12.4). The applicant has requested a modification of this requirement.

Modification response: The applicant has requested to only set property line markers in the vicinity of the Horner property to document the proposed lot add-on. The Ryan property is approximately 42 acres in size with the majority of the lot not being involved in the proposed add-on. Based upon these considerations, I have no objection to a modification of this requirement. The Planning Commission recommended approval of this modification at their March 16, 2020 meeting.

If you should have any questions or need additional information, please do not hesitate to contact me at bencraddock@lanastercivil.com or via telephone at 717-799-8599.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin S. Craddock". The signature is written in a cursive, flowing style.

Benjamin S. Craddock, PE, President

LANCASTER CIVIL

cc: Donna Czeiner, Zoning and Codes Officer
Amanda Groff, PE, Harbor Engineering
Gwen Newell, Lancaster County Planning Commission



March 16, 2020

Manheim Borough Council
Manheim Borough Municipal Office
15 East High Street
Manheim, PA 17545

**RE: Modification Request Letter 2
Horner and Ryan Properties Final Lot Add-On Plan
Manheim Borough, Lancaster County, PA
HEI Job No. 19890-001**

Dear Council Members:

On behalf of our client, we request the following additional waiver of the Manheim Borough Subdivision and Land Development Ordinance, as listed below:

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

1. Section 9.12.4 – Existing and Proposed Property Line and Right-of-Way Markers

This section of the Ordinance requires markers shall be set at all points where lot lines intersect curves, at all angles in property lines, at the intersection of all other property lines, and at the street right-of-way.

We are requesting a modification to only set the markers in the vicinity of the Horner property. We request this modification based on the following justifications:

1. The plan proposes a Lot Add-On from the Ryan's to the Horner's. All of the markers in the vicinity of the Horner property will be set with this plan.
2. The Ryan property is approximately 42 acres. Providing markers at all of required locations would not benefit the Borough or the applicant.

Based on the justifications provided above, we believe that modifying the requirement for property line markers is warranted.

Thank you for your assistance with these requests. Please feel free to contact my office if you should need any additional information or if you should have any questions, comments, or concerns related to this request.

Sincerely,
HARBOR ENGINEERING, INC.


Amanda Groff, PE

C: Mr. Mick Horner
Mr. Timothy Ryan
Digital File



MAR 12 2020

Manheim Borough

Manheim VFW Post 5956
149 S Charlotte St
Manheim, PA 17545

Manheim Borough Officials
15 E High St
Manheim, PA 17545

March 10, 2020

Dear Sir,

Once again the Veterans of Foreign Wars Post #5956 are requesting permission to have The Memorial Day Parade in the borough on May 25, 2020 at 10:00am. We will form on Memorial Drive at 9:30am and step off at 10:00 am the parade route will be: East on Memorial Drive to East High St, stop at East High St for brief ceremony at Chiques Creek. Continue west on East High St to Main St, place flowers at Honor Roll located at Fulton Bank by Speaker. Continue north on Main St to Gramby St turn East on Gramby St continue to Veterans Memorial Field for Memorial Day Ceremony.

We thank you for your consideration and help. Please contact Parade Co-Chrmn Walter Gerhart at 717-665-2818 to verify that this okay.

Respectfully Submitted

Steven Barbour, Commander
William King, Parade Chrmn
Manheim VFW Post #5956

MUNICIPAL YARD WASTE MARKETING AGREEMENT

THIS **AGREEMENT** made as of the 1st day of April 2020, by and between the Borough of Columbia, a municipal corporation organized and operating under the laws of the Commonwealth of Pennsylvania with its municipal offices at 308 Locust Street, Columbia , Pennsylvania, 17512, hereinafter referred to as “Processor”, and **Manheim Borough**, a municipal corporation organized and operating under the laws of the Commonwealth of Pennsylvania with its municipal offices at 15 East High Street, Manheim, PA 17545 hereinafter referred to as “Generator”.

BACKGROUND:

The Processor and Generator are municipalities within Lancaster County, Pennsylvania. The Processor owns and operates a Municipal Yard Waste Processing/Composting Facility, and Generator desires to deliver Yard Waste to that Facility. Both the Processor and Generator agree to the terms and conditions set forth in this Agreement. Yard Waste includes the following organic materials: leaves, grass clippings, garden residue, shrubbery, tree trimmings and Christmas Trees.

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, and intending to be legally bound hereby, the parties agree as follows:

I. Processing/Composting Facility Location

Columbia Borough Farm, 254 Blue Lane; ½ Mile East of State Route #441

II. Types of Yard Wastes to be Delivered by the Generator and Tipping Fee Schedule

FEE SCHEDULE AS OF 1/1/2020		
Yard Waste Type	Price/Ton	Price/Cu.Yd.
Leaves (Loose)	\$30.00	N/A
Leaves (Kraft Bags)	\$30.00	N/A
Yard Waste (Soft)	\$30.00	N/A
Yard Waste (Woody)	\$30.00	N/A
Christmas Trees	\$30.00	N/A

*Fee schedule approved, signed and dated September 24, 2019 by Resolution 2019-16 and effective as of January 1, 2020.

III. Delivery Arrangements

Generator may deliver Yard Waste to Processor between 7:00 A.M. and 3:30 P.M. on **Monday, Tuesday, Wednesday, Thursday,** and **Friday** (*circle appropriate days*) and/or between _____ A.M. and _____ P.M. on Saturdays. The following describe any specific arrangements and/or notification requirements:

IV. Procedures to Weigh Yard Wastes

Generator, **Contract Hauler, or Other** shall weigh all Yard Waste at the certified scale located at the Columbia Borough Farm (254 Blue Lane). Generator shall provide Processor with certified weight tickets on a **daily, every load basis** or schedule as follows: _____ . All costs to weigh material shall be included in the tipping fee schedule.

V. Contamination

All Yard Waste delivered by the Generator shall be free of plastic, metal, glass, rubber, rock, refuse and/or other inorganic materials which could contaminate Yard Waste and/or impair the processing/composting process. Generator shall be responsible for the prompt removal of any contaminants delivered from Processor's premises.

VI. Payment Terms

Processor shall invoice Generator monthly using the certified weight tickets as the basis for the billing. Generator shall make payment to Processor within thirty (30) days of invoice date.

VII. Terms of Agreement

Processor agrees to receive and process/compost Yard Waste from Generator effective January 1, 2020 through January 1, 2021. This Agreement shall be automatically extended yearly, unless one of the parties provides the other party written notice no less than 120 days prior to the then current ending date.

VIII. Insurance

Generator and/or Contract Hauler delivering Yard Waste to Processor shall add Processor to all Certificates of Insurance as an Additional Insured.

IX. Mutual Cooperation

Generator agrees to cooperate with Processor by providing labor and/or equipment to assist in processing Generator's Yard Waste, if Processor so requests. Such operating assistance will be subject to mutual agreement of both the Generator and the Processor.

X. Amendments to the Agreement

This Agreement may be amended only in writing by Processor and Generator.

XI. Interpretation/Severability

This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania. The provisions of this Agreement are severable, and if any section, sentence, clause, part or provision hereof shall be held illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect the remaining sections, sentences, clauses, parts or provisions of this Agreement. It is hereby declared to be the intent of the Columbia Borough Council of the Processor and Manheim Borough Council of the Generator that this Agreement would have been entered into if such illegal, invalid or unconstitutional section, sentence, clause, part or provision had not been included herein. When the sense so requires, words of any gender used in this Agreement shall be held to include any other gender, and words in the singular number shall be held to include the plural, and vice versa.

XII. Authorization

This Agreement is subject to approval by the Columbia Borough Council and Manheim Borough Council at a public meeting.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

MANHEIM BOROUGH

Municipality Name (Generator)

Attest: _____
(Assistant) Secretary

By: _____
(Vice) President/Chairman,

[MUNICIPAL SEAL]

BOROUGH OF COLUMBIA

Municipality Name (Processor)
Lancaster County, Pennsylvania

Attest: _____
(Assistant) Secretary

By: _____
(Vice) President/Chairman,
Borough Council/Board of Supervisors

[MUNICIPAL SEAL]

April 10, 2020

James R. Fisher, PE
Borough Manager
Manheim Borough
15 East High Street
Manheim, PA 17545

Re: Borough Engineer's Report



LANCASTER CIVIL
★ ★ engineering company ★ ★
p.o. box 8972, lancaster, pa 17604-8972
www.lancastercivil.com

Dear Mr. Fisher:

Below please find my update for the upcoming Borough Council meeting regarding the work performed during the past month.

Horner-Ryan Lot Add-on Plan: I reviewed a plan submission for a proposal to transfer a small portion of land (0.062 acres) from 421 Old Line Road (Ryan) to 400 W. Gramby Street (Horner). A review letter, dated March 24th, has been provided to the applicant's engineer and the project is on the April 14th agenda for consideration of modification requests and conditional approval.

High School Land Development Plan: I reviewed a plan submission for a building addition to the existing high school, which also includes extensive parking lot reconfiguration. A review letter, dated March 24th, has been provided to the applicant's engineer and the project is on the April 20th Planning Commission agenda.

160 & 162 N. Charlotte Street Subdivision & Land Development: I reviewed a plan submission for a proposal to create four (4) new residential lots from two (2) existing parcels. A review letter, dated March 25th, has been provided to the applicant's engineer and we expect a revised plan to be submitted addressing those comments.

N. Linden/E. High Street Drainage Improvements: The PennDOT Highway Occupancy Permit was received. We created bid documents and placed the project out for bid. Bids are due April 23rd.

New Charlotte Drainage Improvements: The Public Works staff performed a unique repair to a deteriorated concrete culvert near McCracken's Feed Mill. A new galvanized steel arch pipe was installed within the existing culvert walls and encased in high strength concrete. A new sidewalk was installed. The repair is expected to provide improved strength and durability compared to the original culvert. A photo log has been included at the end of this report.

E. Stiegel Street Bridge Repairs: We are working on the bridge repair design and nearing completion of the permit application to DEP. We anticipate submitting a permit application for sediment removal and riprap placement to DEP this month.

N. Laurel Avenue/Hershey Drive Drainage Improvements: We have prepared the grant application and assembled the supporting documents. The public hearing is scheduled to occur at the April 14th council meeting. The grant application is due April 30th.

Hart Street Paving: We prepared a request for quotes for repaving Hart Street and sent it to five local paving contractors. We are awaiting responses.

I trust that this report provides you with the information you need for the upcoming Council meeting; however please do not hesitate to contact me if you have questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin S. Craddock". The signature is written in a cursive, flowing style.

Benjamin S. Craddock, PE, President

LANCASTER CIVIL

cc: Manheim Borough Council
 Barry Weidman, Public Works
 Lindsey Uhlig, Public Works



Figure 1: Excavation of deteriorated culvert at New Charlotte Street (03/16/2020).



Figure 2: Top slab of existing culvert has been removed (03/17/2020).



Figure 3: Preparing the new culvert for installation (03/17/2020).



Figure 4: Installing new culvert (03/17/2020).



Figure 5: Installing the new culvert (03/17/2020).



Figure 6: Pouring concrete around the new culvert (03/18/2020).



Figure 7: Pouring the new concrete sidewalk (03/30/2020).



Figure 8: Finishing the concrete sidewalk (03/30/2020).



Figure 9: Finished concrete sidewalk (03/30/2020).



Figure 10: Finished concrete sidewalk (03/31/2020).

Manheim Area Water and Sewer Authority

Authority Manager's Report

March 12, 2020

Water

DEP Compliance

DEP construction permit for Well #4 was received on January 17
NOV letter of response was sent to the DEP on February 27
DEP FPPE response letter was sent on March 4

February Water Operations

Dedication from Sun Hill Commons developer is in process for Phase 1
Sweetbriar developer presented a letter of request to dedicate their water facilities
Well #4 remained in service in February
DEP approved well pump for Well #4 has been ordered
2-4-20 water main break repaired at 186 North Main Street
2-17-20 water main break repaired at 375 Memorial Drive
3-5-20 Automatic plant shut down for individual filters were added for compliance with Chapter 109 Regulations

Water Plant

Water plant operated 29 days with one DE filter in service
Filters A & B will be inspected per DEP permit
12,141,000 gallons of raw water pumped to the water treatment plant

Completed Water Capital Projects

PennDOT Project Routes 72 & 772

Current Water Capital Projects

4 New turbidimeters will replace current Hach 1720e units
Sun Hill Pressure Zone Booster Station - Chapter 109 Compliance - Grant application pending
Charlotte Pressure Zone Booster Station - Chapter 109 Compliance - Grant application pending

Future Water Capital Projects

Water Treatment Plant Conditions Assessment
6" line connection to loop South Charlotte Street to the Cherry Street



DEP Compliance

DEP Annual Biosolids Report was submitted on February 27
Annual Compliance Report was received on March 5

February Wastewater Plant Operations

Phosphorous (P) 0.14 mg/l; Total Nitrogen (TN) <1.04 mg/l avg.
2019-2020 DEP New Water Compliance Year TP = 0.28 mg/l, TN = <1.06 mg/l avg.
Hauled Waste Program: 256 loads; 1,095,055 gallons were received for processing

Completed Wastewater Capital Projects

PennDOT Project Routes 72 & 772
Oxidation ditch gear boxes #1 & #5 were installed on March 2

Current Wastewater Capital Projects

ATS/Genset switch gear, docking station; switch gear has arrived, expecting transformer delivery in early May

Future Wastewater Capital Projects

Main electric service pole and lightning arrestors
New feed conveyor from belt filter press on hold, recent repairs will extend the usable life

CCTV Inspections, Sewer Back-ups or Collection Repairs

Evaluating collection system and manholes for rehabilitation to reduce inflow and infiltration
2-12-20 Emergency repair collapsed sewer line at 341 Parkview Drive; 1075 feet will be lined from MH#377 to MH#381 to prevent additional collapses and heavy infiltration.
2-21-20 and 3-2-20 Sewer line collapses repaired on Graham Alley; 300 feet will be lined from MH#42 to MH#88 to prevent additional collapses.

Administration:

Strategic Planning Committee met on February 27 to review the Water Treatment Plant Conditions Assessment
Lab Technician position remains open; we are still receiving and reviewing resumes

Respectfully Submitted,
Terry L. Shaffer
Authority Manager

cc; Manheim Borough Council
cc; Rapho Township
cc; Penn Township

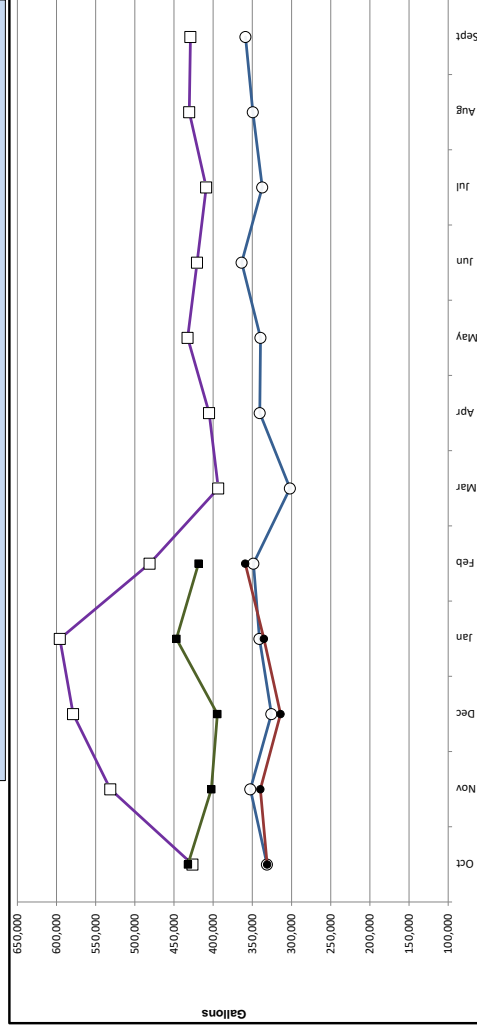


Manheim Area Water & Sewer Authority
Water Treatment Plant

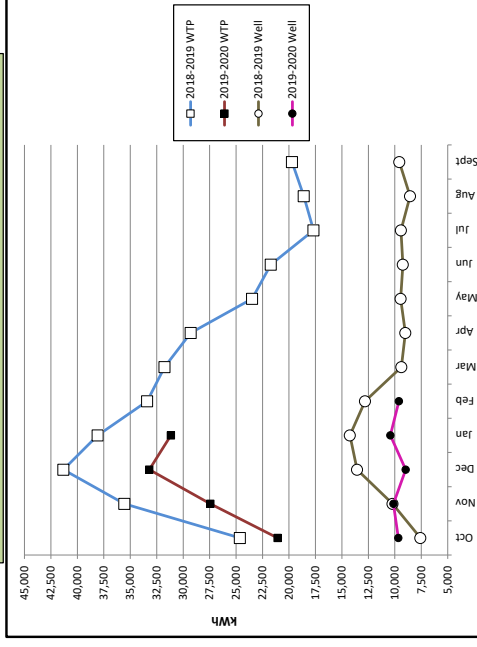
2019-2020
Operations Report

Month	Water Production & Usage				Electric Usage		Revenue		Process		DEP	Maintenance					PA One Calls			
	Gallons Raw Produced	Avg. Daily Raw Production	Gallons Finished Water	Avg. Daily Finish Water Produced	Water Tank Reserves Orchard 3M	Billed Water	Well kWh	WTP kWh	\$ Billed Amount	Chlorine High	Chlorine Low	Violations	Emergency Main Breaks	Valve Replcmt.	Curb Stops	Lines	Hydrant Repairs	Hydrant Flushing	Responded Marked	
Oct-19	13,400,000	432,258	12,922,500	416,855	2,423,916	10,267,000	387,800	331,194	9,669	21,080	\$ 104,201.34	2.39	1.83	0	4	1	0	2	6	69
Nov-19	12,068,000	402,267	11,895,000	398,500	2,652,174	10,195,410	342,300	339,847	10,135	27,440	\$ 104,344.40	2.44	1.98	1	2	4	1	0	9	56
Dec-19	12,234,000	394,645	11,972,600	386,213	2,434,786	9,734,559	289,700	314,018	8,972	33,200	\$ 101,868.18	2.41	1.60	0	2	0	1	0	5	26
Jan-20	13,856,000	446,968	13,611,200	439,071	2,510,869	10,391,801	320,900	335,219	10,422	31,160	\$ 105,552.55	2.35	1.32	1	1	0	0	0	7	34
Feb-20	12,141,000	418,655	11,900,300	410,355	2,749,998	10,414,500	326,300	359,121	9,612		\$ 105,979.70	2.23	1.98	0	2	0	0	0	7	51
Mar-20																				
Apr-20																				
May-20																				
Jun-20																				
Jul-20																				
Aug-20																				
Sep-20																				

Average Daily Water Production vs. Usage
Year to Year Comparison



Electric Usage for Well and WTP





Manheim Area Water & Sewer Authority
Wastewater Treatment Plant

2019-2020
Operations Report

Month	Total Precip in inches	Flow Avg Daily (MGD)	INFLUENT		EFFLUENT					Non-Compliances
			CBOD ₅ Avg Monthly (mg/L)	TSS Avg Monthly (mg/L)	NH ₃ -N Avg Monthly (mg/L)	Total Nitrogen Avg Monthly (mg/L)		Total Phosphorus Avg Monthly (mg/L)		
Oct-19	9.00	713,900	396	465	0.1	1.28	284	0.52	89	0
Nov-19	2.90	909,100	286	296	0.1	1.14	247	0.3	69	0
Dec-19	4.85	892,000	168	106	0.12	1.12	275	0.32	33	0
Jan-20	5.10	920,900	139	108	0.16	0.79	177	0.13	30	0
Feb-20	3.60	905,300	413	512	0.1	1.04	224	0.14	31	0
Mar-20										
Apr-20										
May-20										
Jun-20										
Jul-20										
Aug-20										
Sep-20										
Average	5.09	868,240	280.40	297.40	0.12	1.07	241.4	0.28	50.4	0.0
					Annual Cap Load		21,847	2,776		
					YTD Credits Used		1,207	252		
					Credits Remaining		20,640	2,524		
					Credits Sold		0	0		
					Credits Purchased		0	0		
					Credits Surplus		20,640	2,524		

Month	Hauled Waste Received (Gallons)				Bio-Solids Disposed (Wet Tons)	
	Sludge	Septage	Residual	Total	Farm Application	Landfill
Oct-19	626,882	395,475	495,350	1,517,707	335.07	0
Nov-19	625,650	372,000	354,800	1,352,450	276.19	0
Dec-19	484,950	328,375	404,765	1,218,090	322.00	0
Jan-20	443,810	269,350	382,019	1,095,179	372.58	0
Feb-20	487,950	282,325	324,780	1,095,055	344.23	0
Mar-20						
Apr-20						
May-20						
Jun-20						
Jul-20						
Aug-20						
Sep-20						
Total	2,669,242	1,647,525	1,961,714	6,278,481	1650.07	0
Average	533,848.4	329,505	392,343	1,255,696	330.01	0

Hauled Waste Revenue vs. Gallons Received Year to Year Comparison

Month	2019 Revenue	2020 Revenue	
January	\$ 56,503.46	\$ 47,429.02	
February	\$ 62,646.16	\$ 46,420.26	
March	\$ 75,081.86		
April	\$ 68,100.55		
May	\$ 53,080.74		
June	\$ 58,746.59		
July	\$ 72,523.57		
August	\$ 55,439.35		
September	\$ 51,618.04		
October	\$ 59,460.21		
November	\$ 55,186.34		
December	\$ 49,599.92		
Average	\$ 59,832.23	\$ 46,924.64	2020 Budget
Totals	\$ 717,986.79	\$ 93,849.28	\$ 735,000.00

