

RESOLUTION NO. 1-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE SECRETARY FOR MANHEIM BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Manheim Borough Council to appoint the Borough Manager, James R. Fisher, PE, CBO, to be the Secretary for the Borough.

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Secretary for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be the Borough Manager, James R. Fisher, PE, CBO.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 2-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE ASSISTANT SECRETARY FOR MANHEIM BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Manheim Borough Council to appoint Linda Gerhart to be the Assistant Secretary for the Borough.

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Assistant Secretary for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be Linda Gerhart.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 3-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE CHIEF ADMINISTRATIVE OFFICER FOR MANHEIM
BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Manheim Borough Council to appoint the Borough Manager, James R. Fisher, PE, CBO, to be the Chief Administrative Officer for the Borough.

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Chief Administrative Officer for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be the Borough Manager, James R. Fisher, PE, CBO.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 4-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE TREASURER FOR MANHEIM BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Manheim Borough Council to appoint the Borough Manager, James R. Fisher, PE, CBO, to be the Treasurer for the Borough.

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Treasurer for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be the Borough Manager, James R. Fisher, PE, CBO.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 5-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE ASSISTANT TREASURER, BENEFITS COORDINATOR, AND
PRIVACY OFFICIAL FOR BENEFITS FOR MANHEIM BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Manheim Borough Council to appoint Anna Weaver, Borough Financial Director, to be the Assistant Treasurer, Benefits Coordinator, and Privacy Official for Benefits for the Borough.

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Assistant Treasurer, Benefits Coordinator, and Privacy Official for Benefits for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be Anna Weaver.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 6-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE CODE ENFORCEMENT OFFICER FOR MANHEIM
BOROUGH WHICH SHALL INCLUDE ALL OF THE OFFICIAL TITLES AND
DESIGNATIONS PROVIDED IN THE APPLICABLE CODES.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of Manheim Borough to appoint an individual to serve the Borough in the capacity of Code Enforcement and Compliance Officer, Code Official (BCO), Zoning Officer, Flood Plain Administrator, and Housing Officer;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Code Enforcement and Compliance Officer, Code Official (BCO), Zoning Officer, Flood Plain Administrator, and Housing Officer for Manheim Borough effective January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be Donna Czeiner.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 7-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE BOROUGH AUDITOR FOR MANHEIM BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of Manheim Borough to appoint the firm of Zelenkofske Axelrod LLC to serve at the pleasure of the Borough Council as the Borough Auditor for the Borough;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Borough Auditor for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be Zelenkofske Axelrod LLC.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 8-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE BOROUGH SOLICITOR/LEGAL FIRM FOR MANHEIM
BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of Manheim Borough to appoint the firm of Kozloff Stoudt to serve at the pleasure of the Borough Council as the Borough Solicitor/Legal Firm for the Borough;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Borough Solicitor/Legal Firm for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be Kozloff Stoudt.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 9-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE BOROUGH ENGINEERING FIRM FOR MANHEIM
BOROUGH AND ESTABLISHING THE FEE SCHEDULE FOR THE BOROUGH
ENGINEERING FIRM.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of Manheim Borough to appoint the firm of Lancaster Civil Engineering Company, Inc. to serve at the pleasure of the Borough Council as the Borough Engineering Firm for the Borough and to establish the fees of the Borough Engineering Firm;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Borough Engineering Firm for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be Lancaster Civil Engineering Company, Inc.

The fees for the Borough Engineering Firm are attached. The fees to be charged to applicants shall be as stated in the Manheim Borough Fee Schedule as adopted by resolution.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

December 20, 2019

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

Re: Manheim Borough Engineer of Record
Lancaster Civil Team 2020 Rates



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

Dear Jim,

I have enjoyed working with you, Council, the Borough staff and our project partners in 2019 to help improve quality of life for Borough residents. It is exciting to see the results of the work that was completed on N. Linden and S. Hazel Street to completely reconstruct those deteriorated roadways. The repairs made to the Oak Street bridge should help maintain the integrity of that structure for many years. I am also glad to have been able to help secure CDBG funding and see the pedestrian improvements being implemented throughout the Borough.

Next year I look forward to continuing to improve roadway conditions for Borough residents through the completion of the Wolf Street repaving, as well as drainage repairs to the New Charlotte Street culvert. The drainage improvements at N. Linden and E. Hazel Street will also resolve another long-term issue that residents will appreciate. It will also be exciting to see construction for the floodplain restoration project begin!

I welcome the continued opportunity to serve the Manheim community as the Borough's engineer of record and I am providing fee and rate schedules for the entire Lancaster Civil team for the 2020 calendar year. I trust that these are satisfactory, however if you should have any questions, please do not hesitate to contact me.

Sincerely,

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

Benjamin S. Craddock, PE, President

LANCASTER CIVIL

LANCASTER CIVIL ENGINEERING CO.

2020 BILLING RATES

Benjamin S. Craddock, PE – Principal/Sr. Engineer \$107.00 per hour

DIRECT EXPENSES

Outside printing and reproduction	Cost + 0%
Subconsultants	Cost + 0%
Mileage	No cost



2020 AVERAGE BILLING RATES

Principal	\$166.00
Senior Project Engineer/ Senior Project Manager	\$144.00
Project Engineer/ Project Manager	\$120.00
Designer II	\$ 90.00
Designer I	\$ 78.00
CADD Technician	\$ 76.00
Administrative Assistant	\$ 66.00
Survey Technician	\$ 88.00
Testing Technician	\$ 63.00
Inspector	\$ 81.00

REIMBURSABLES (DIRECT EXPENSES)

Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Subconsultants	Cost + 10%
GPS Equipment	\$65.00/Hour
RTS Equipment	\$55.00/Hour
Network GPS Equipment	\$80.00/Hour
Mileage (where applicable)	IRS rate + 10%
Prints/Plots (Black & White)	\$0.15/sheet (8.5"x11") \$0.25/sheet (11"x17") \$1.50/sheet (18"x24") \$3.00/sheet (24"x36") \$6.00/sheet (36"x42")
Prints/Plots (Color or Mylar)	\$0.20/sheet (8.5"x11") \$1.50/sheet (11"x17") \$3.00/sheet (18"x24") \$6.00/sheet (24"x36") \$12.00/sheet (36"x42")
Asset Tags	\$0.40/tag
Retroreflectometer Rental	\$800.00/week (1 week min.)

Note: Average billing rates are intended for fee ranges and estimating purposes. Actual billing rates are based on our current multiplier and will vary by employee.

Rates are effective from 01/01/20 through 12/31/20.



Professional Service Rates for Time & Material Projects

Rates Expires 12.31.20

<u>Professional</u>	<u>Rate</u>
Engineering Technician I	\$95/hour
Engineering Technician II	\$100/hour
Engineer II	\$110/hour
Engineer III	\$135/hour
Engineer IV	\$155/hour
Senior Engineer	\$180/hour
CADD Technician I	\$75/hour
CADD Technician II	\$90/hour
CADD Technician III	\$100/hour
Environmental Scientist I	\$75/hour
Environmental Scientist II	\$85/hour
Environmental Scientist III	\$115/hour
Environmental Scientist IV	\$125/hour
Program Specialist/Analyst	\$155/hour
Geomorphologist II	\$100/hour
Geomorphologist III	\$125/hour
Geomorphologist IV	\$155/hour
Senior Geomorphologist	\$180/hour
Environmental Designer I	\$75/hour
Environmental Designer II	\$80/hour
Landscape Architect II	\$90/hour
Landscape Architect III	\$115/hour
Landscape Architect IV	\$145/hour
Project Manager	\$125/hour
Senior Project Manager	\$150/hour
Principal Specialist	\$185/hour
Sustainable Design Coordinator	\$80/hour
Administrative	\$70/hour
Field Operations Supervisor	\$80/hour
Field Operations Foreman	\$70/hour
Pesticide Technician	\$65/hour
Maintenance Consultant	\$100/hour
Field Operations Labor	\$50/hour
Project Coordinator	\$70/hour



TRAFFIC PLANNING AND DESIGN, INC.

WWW.TRAFFICPD.COM

Traffic Planning and Design, Inc. (TPD)

Schedule of Charges for Services and Expenses - 2020

TPD's charges for professional services are based on the following hourly rates:

President	\$260	Sr. Construction Manager	\$135
Senior Vice President	\$200	Construction Manager	\$110
Vice President	\$195	Asst. Construction Manager	\$105
Senior Project Manager 2	\$185	Transp. Construction Manager 2	\$105
Senior Project Manager 1	\$160	Transp. Construction Manager 1	\$105
Project Manager	\$130	Transp. Constr. Insp. Supervisor 2	\$90
Senior Staff Professional	\$110	Transp. Constr. Insp. Supervisor 1	\$90
Staff Professional	\$90	Transp. Construction Inspector 3	\$80
Senior Design Technician	\$85	Transp. Construction Inspector 2	\$80
Design Technician	\$75	Transp. Construction Inspector 1	\$80
Senior Environmental Scientist	\$115	Construction Services Technician	\$65
Environmental Scientist	\$100		
Technician Manager	\$75		
Technician	\$60		
Clerk	\$60		

TPD's charges for typical expenses are based on the following:

Copies (black & white)	\$0.11 per copy
Copies (color)	\$0.33 per copy
Plan Print (22"x34", black & white)	\$3.00 per sheet/page
Plan Print (22"x34", color)	\$6.00 per sheet/page
Mylar Originals	\$5.00 per sheet
Presentation Boards	\$25.00 per board
Mileage	At current IRS-approved rate
Tolls	At cost to TPD
Meals & Lodging	At cost to TPD
Mail & Overnight Delivery	At cost to TPD
ATR Equipment	\$30 per counter per day, up to a max of \$120 per deployment
ATC Equipment (Full Intersection)	\$60 per hour
ATC Equipment (Per Lane Hour)	\$6 per lane hour per unit deployed
Trimble Geo 7X GPS Unit	\$20 per hour up to a max of \$100 per day
Noise Meter	\$30 per device per day up to a max of \$180

TPD Corporate Headquarters:

2500 E. High Street, Suite 650
Pottstown, PA 19464

Phone: 610-326-3100
Fax: 610-326-9410

RESOLUTION NO. 10-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE OPEN RECORDS OFFICERS FOR MANHEIM BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Manheim Borough Council to appoint the Borough Manager, James R. Fisher, PE, CBO to be the Open Records Officer for all non-police matters, and to appoint the Police Chief, Joseph C. Stauffer, to be the Open Records Officer for all police matters, for the Borough.

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Open records Officers for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be the Borough Manager, James R. Fisher, PE, CBO for all non-police matters, and the Police Chief, Joseph C. Stauffer for all police matters.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

RESOLUTION NO. 11-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE BUILDING CODE PLAN REVIEW AND INSPECTION
SERVICES FIRM FOR MANHEIM BOROUGH AND ESTABLISHING THE FEE
SCHEDULE.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of Manheim Borough to appoint Andy Nelson of the firm of Commonwealth Code Inspection Service, Inc., to serve at the pleasure of the Borough Council to provide Building Code Plan Review and Inspection Services for the Borough and to establish the associated fees;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the provider of Building Code Plan Review and Inspection Services for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be Andy Nelson of the firm of Commonwealth Code Inspection Service, Inc.. Properly certified and qualified employees of Commonwealth Code Inspection Service, Inc. shall be authorized to assist Mr. Nelson at his direction and under his supervision.

The fees to be charged to applicants shall be as stated in the Manheim Borough Fee Schedule as adopted by resolution.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 12-2020

**A RESOLUTION OF THE BOROUGH OF
MANHEIM, LANCASTER COUNTY,
DESIGNATING BANKS AND SAVINGS AND
LOANS AS DEPOSITORIES OF BOROUGH
FUNDS THE BOROUGH OF MANHEIM**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, in accordance with the Pennsylvania Borough Code, Manheim Borough must declare its bank depositories; and

WHEREAS, Manheim Borough intends to authorize Signators for checks and associated bank documents;

NOW, THEREFORE, be it resolved by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council:

The depositories for the Borough of Manheim shall be:

Fulton Bank, 1 Market Square, Manheim, PA and its branch offices, and;

Pennsylvania Local Government Investment Trust (PLGIT)

The Signators for checks associated with the bank accounts of the Borough shall be two of the following: Borough Manager/Treasurer, Borough Council President, Borough Council Vice President. The Assistant Treasurer shall be an authorized signator for bank documents related to account access, online banking, and associated bank and account information, but shall not be authorized to sign checks.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 13- 2020
BOROUGH OF MANHEIM
LANCASTER, COUNTY, PENNSYLVANIA

Resolved by the Borough Council of the Borough of Manheim, Lancaster County, that:
WHEREAS, by virtue of Resolution No. 13- 2016, Manheim Borough declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW , THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

GENERAL FINANCIAL AND PURCHASING RECORDS (ALL FUNDS)

1. Accounts Payable Files and Ledgers (7 year retention) -2012 and prior
2. Accounts Receivable Files and Ledgers (7 year retention) -2012 and prior
3. Bank Statements and Reconciliations (3 year retention) -2016 and prior
4. Bills (7 year retention) -2012 and prior
5. Cancelled Checks (7 year retention) -2012 and prior
6. Check Registers (7 year retention) -2012 and prior
7. Daily Cash Records (3 year retention) -2016 and prior
8. Deposit Slips (3 year retention) -2016 and prior
9. Invoices (7 year retention) -2012 and prior

PAYROLL RECORDS

1. Cancelled Payroll Checks (7 year retention) -2012 and prior
2. Time Cards and Attendance Records (3 year retention) -2016 and prior
3. Wage and Tax Statements (4 year retention after due date of tax) -2015 and prior

TAX COLLECTION & ASSESSMENT RECORDS

1. Tax Bills, Paid Receipts (2 year retention) -2017 and prior
2. Tax Collectors Reports (10 year retention) -2009 and prior

ADMINISTRATIVE & LEGAL RECORDS

1. Ethics Commission Statements of Financial Interest (5 year retention period) – 2014 and prior

2. Insurance Claims and Policies (6 year retention of claims after final settlement, 6 year retention of policies after expiration, provided all claims have been settled) – 2013 and prior
3. Public Hearing Notices & Proof of Publication (10 year retention) -2009 and prior
4. Bids, Proposals, Price Quotations and Qualified Contractor Memoranda (If successful, 6 year retention after termination of contracts) -2013 and prior
5. Bids, Proposals, Price Quotations and Qualified Contractor Memoranda (If unsuccessful, 3 year retention after job completion) -2016 and prior
6. Hazardous Substance Survey Forms and Material Safety Data Sheets (30 year retention if used as health and exposure record for employee involved in as specific incident and 30 year retention after termination of employee) – 1989 and prior
7. Municipal Lien Files (1 year retention after satisfaction) -2018 and prior
8. Right To Know Law Requests (2 year retention) – 2017 and prior

POLICE RECORDS

1. Motor Vehicle Records: Parking Violations (Tickets) (1 year retention after all fines have been paid) -2018 and prior

PUBLIC WORKS/ENGINEERING RECORDS

1. Public Works and Engineering Records (5 year retention) -2014 and prior
2. Street Records: Street Cut/Excavation Permits (5 year retention) -2014 and prior

PLANNING & BUILDING/ZONING CODE ENFORCEMENT RECORDS

1. Building Permits and Applications (public assembly places records retained until structure is demolished, 5 year retention for other structures after Certificate of Occupancy has been issued or 5 years after final approval of project. Contact State Archives regarding historical value) -2014 and prior

DULY ADOPTED this 6th day of January 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

RESOLUTION NO. 14-2020

A RESOLUTION OF THE BOROUGH OF MANHEIM,
LANCASTER COUNTY, PROVIDING FOR THE APPOINTMENT
OF RESIDENTS OF THE BOROUGH OF MANHEIM TO FILL
VACANCIES IN THE POSITIONS ON THE CIVIL SERVICE
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 Civil Service Commission:

- a. No additions within this Resolution

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

- a. Mike Reif, whose term expires December 31, 2020
- b. Doug Shaub, whose term expires December 31, 2022
- c. Randy Lauver, whose term shall expire December 31, 2024

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 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

RESOLUTION NO. 15-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE BOROUGH SEWAGE ENFORCEMENT OFFICER FOR
MANHEIM BOROUGH AND ESTABLISHING THE FEE SCHEDULE FOR THE
BOROUGH SEWAGE ENFORCEMENT OFFICER.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of Manheim Borough to appoint David Lockard, SEO to serve at the pleasure of the Borough Council as the Borough Sewage Enforcement Officer (SEO) for the Borough and to establish the fees of the Borough SEO;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Borough SEO for Manheim Borough from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council, shall be David Lockard, SEO.

The fees to be charged to applicants shall be as stated in the Manheim Borough Fee Schedule as adopted by resolution.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

David L. Lockard, SEO

The following fees are adopted and will be collected by Manheim Borough in the enforcement of the Pennsylvania Sewage Facilities Act:

A. SEWAGE PERMIT FEES

Single family residential and multi-family residential
sewage system..... \$135.00

Multi-family residential sewage systems..... \$135.00

Commercial, recreational, and institutional sewage
systems..... \$210.00

Repair, replacement, or alteration of existing system to correct malfunctions will be charged the above-mentioned fees according to the appropriate category

The applicant will be provided with a permit application form, and will be informed of their design options as a result of the soils testing. Design of the sewage system will be the responsibility of the applicant as required by the Pennsylvania Sewage facilities Act.

B. SOIL PROFILE DESCRIPTION FEES

The Enforcement Officer will provide or witness the description of soil profiles for all testing required by the Pennsylvania Sewage Facilities Act. The hiring of an excavator for the excavation of pits for the soil profiles descriptions are the responsibility of the property owner..... \$40.00/hr.

C. PERCOLATION TEST FEES

A percolation test consists of 6 holes at the proposed sewage system location and shall be prepared by the applicant..... \$250.00

D. PLANNING MODULES FOR LAND DEVELOPMENT

Planning modules sent to the Borough shall be reviewed by the Sewage Enforcement Officer at the Borough discretion. The Sewage Enforcement Officer will review the module and provide the Council and or planning commission with a letter of review. A module package shall be

provided for both the Enforcement Officer's and the Boroughs files.

The above fees are to be charged as noted and all checks are to be made payable to Manheim Borough.

The Borough will pay the Enforcement Officer the following fees for services and duties performed by him as required for the enforcement and administration of all aspects of the Pennsylvania Sewage Facilities Act and other duties as directed by the Borough:

- A. Certified Sewage Enforcement Officer, for all activities
except percolation testing..... \$40.00/hr.
- B. Additional personnel and Sewage Enforcement Officer
when performing percolation testing..... \$25.00/hr.
- C. Clerical..... \$18.00/hr.
- D. Mileage.....at the DEP approved rate.

All fees are effective upon the date of adoption of this Resolution and shall be effective until December 31, 2020.

RESOLUTION NO. 16-2020
**A RESOLUTION OF THE BOROUGH OF
MANHEIM, LANCASTER COUNTY,
AUTHORIZING MANHEIM FIRE DEPARTMENT
TO PROVIDE FIRE PROTECTION AND RELATED
SERVICES FOR THE PROPERTIES AND PERSONS
OF THE BOROUGH OF MANHEIM**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, to insure the public safety of the residents of Manheim Borough in the area of fire and related protection service.

NOW, THEREFORE, be it resolved by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

The Manheim Fire Department is authorized to provide such services to the municipality as may be necessary for the protection of the health and welfare of persons located within the Borough of Manheim and respond to out-of-jurisdiction calls that include but are not limited to the extinguishment of fires and prevention of loss of life and property from fire and also the extinguishment and prevention of fires associated with, but not limited to, automobile accidents, medical emergencies, hazardous materials incidents, and other situations which require firefighting and related services from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 17-2020

**A RESOLUTION OF THE BOROUGH OF
MANHEIM, LANCASTER COUNTY,
AUTHORIZING NORTHWEST EMERGENCY
MEDICAL SERVICES TO PROVIDE
EMERGENCY MEDICAL SERVICE FOR THE
PROPERTIES AND PERSONS OF THE
BOROUGH OF MANHEIM**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, to insure the public safety of the residents of Manheim Borough in the area of emergency medical transport service from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022.

NOW, THEREFORE, be it resolved by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

Northwest Emergency Medical Services is authorized to provide such services to the municipality as may be necessary for the protection of the health and welfare of persons located within the Borough of Manheim and respond to out-of-jurisdiction calls that include but are not limited to the prevention of loss of life and response to medical emergencies from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

RESOLUTION NO. 18-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
APPOINTING THE BOROUGH PENSION PLANS (NON-UNIFORM AND
POLICE) AUDITOR FOR MANHEIM BOROUGH.**

BE IT RESOLVED by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, it is the intention of Manheim Borough to appoint the firm of The Retirement Advantage, Inc. (TRA) to serve at the pleasure of the Borough Council as the Borough Auditor for the Borough's Non-Uniform and Police Pension Plans;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Manheim Borough that the Borough Auditor for Manheim Borough from January 6th, 2020 through December 31, 2021, unless changed by Resolution of the Borough Council, shall be The Retirement Advantage, Inc. (TRA).

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary BOROUGH OF MANHEIM

By: _____ Council President

By: _____ Mayor

RESOLUTION 19-2020

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER
COUNTY, AUTHORIZING THE PREPARATION AND DISTRIBUTION
OF PAYROLL CHECKS AND BILL PAYMENTS BETWEEN
REGULARLY SCHEDULED MEETINGS.**

BE IT RESOLVED, by the Borough Council of the Borough of Manheim, Pennsylvania, to preauthorize the preparation and distribution of payroll and necessary bill payment checks for periods which occur between regular meetings of the Council from January 6th, 2020 through the date of the Reorganization Meeting to be held in January of 2022, unless changed by Resolution of the Borough Council.

Said checks shall be executed in the same manner as similar checks signed at regularly scheduled Council meetings.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

RESOLUTION NO. 20-2020

A RESOLUTION OF THE BOROUGH OF MANHEIM,
LANCASTER COUNTY, PROVIDING FOR THE APPOINTMENT
OF RESIDENTS OF THE BOROUGH OF MANHEIM TO FILL
VACANCIES IN THE POSITIONS ON THE ZONING HEARING
BOARD

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 Zoning Hearing Board:

- a. Bernard Shimko, whose term expires December 31, 2024

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

- a. Benjamin Lescavage, whose term expires December 31, 2021
- b. James Williams, whose term shall expire on December 31, 2020
- c. Catherine Prozzillo, whose term expires on December 31, 2022
- d. Dale Peters, whose term shall expire December 31, 2023

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 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

RESOLUTION NO. 21-2020

A RESOLUTION OF THE BOROUGH OF MANHEIM,
LANCASTER 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. Donna Hlavacek, whose term shall expire on December 31, 2024

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

- a. Brett Hallacher, whose term shall expire December 31, 2023
- b. Dennis Brennan, whose term shall expire on December 31, 2020
- c. Dillan Enck, whose term shall expire on December 31, 2021
- d. Deborah Kimmet, whose term shall expire on December 31, 2022

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 6th day of January, 2020.

Attest: _____

BOROUGH OF MANHEIM

By: _____
Council President

RESOLUTION NO. 22-2020

A RESOLUTION OF THE BOROUGH OF MANHEIM,
LANCASTER COUNTY, PROVIDING FOR THE APPOINTMENT
OF RESIDENTS OF THE BOROUGH OF MANHEIM TO FILL
THE POSITIONS ON THE PLANNING COMMISSION

WHEREAS, the Manheim Borough Council desires to appoint residents of the Borough of Manheim to fill the positions on the Borough Planning Commission, 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 Planning Commission:

- a. J. Michael Eshelman, whose term expires on December 31, 2023
- b. Scott Funk, whose term expires on December 31, 2023

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

- a. Claudia Zug, whose term expires December 31, 2020
- b. Carol Phillips, whose term expires December 31, 2021
- c. Anthony Haldeman, whose term shall expire December 31, 2021

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 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

RESOLUTION NO. 23-2020

A RESOLUTION OF THE BOROUGH OF MANHEIM,
LANCASTER COUNTY, PROVIDING FOR THE APPOINTMENT
OF RESIDENTS OF THE BOROUGH OF MANHEIM TO FILL
THE POSITIONS ON THE SHADE TREE COMMISSION

WHEREAS, the Manheim Borough Council desires to appoint residents of the Borough of Manheim to fill the positions on the Borough Shade Tree Commission, 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 and in accordance with Ordinance No. 524 adopted by the Borough Council of the Borough of Manheim 7-14-1992:

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

- a. Deborah Allen, whose term shall expire on December 31, 2022
- b. Elaine Leech, whose term shall expire on December 31, 2021

SECTION 2. The following citizens were previously appointed to serve as members of the Manheim Borough Shade Tree Commission:

- a. Jean Gates, whose term shall expire on 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 6th day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

RESOLUTION NO. 24-2020

A RESOLUTION OF THE BOROUGH OF MANHEIM,
LANASTER COUNTY, PROVIDING FOR THE APPOINTMENT
OF RESIDENTS OF THE BOROUGH OF MANHEIM AND THE
TOWNSHIPS OF RAPHO AND PENN TO FILL VACANCIES IN
THE POSITIONS ON THE MANHEIM AREA WATER AND
SEWER AUTHORITY

WHEREAS, the Manheim Borough Council desires to appoint residents of the Borough of Manheim and the Townships of Rapho and Penn 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 Area Water and Sewer Authority:

- a. No additions within this Resolution

SECTION 2. The following citizens were previously approved and appointed to serve as members of the Manheim Area Water and Sewer Authority:

- b. Charles Heisey, whose term shall expire on December 31, 2021 (Manheim Borough)
- c. Andrew Nelson, whose term shall expire on December 31, 2021 (Manheim Borough)
- d. Robert Miller, whose term shall expire on December 31, 2020 (Manheim Borough)
- e. John Haldeman, whose term shall expire on December 31, 2020 (Rapho Township)
- f. Barbara Horst, whose term shall expire on December 31, 2022 (Penn Township)
- g. Paul Shaffer whose term shall expire on December 31, 2022 (Manheim Borough)
- h. Bernard Reiley, whose term shall expire on December 31, 2022 (Manheim Borough)

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 6 day of January, 2020.

Attest: _____
James R. Fisher, Borough Secretary

BOROUGH OF MANHEIM

By: _____
Council President

Manheim Borough Council Meeting
December 10, 2019 7:00 PM
Manheim Borough Building, Manheim, PA

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

Ms. Elaine Leech and Ms. Jean Gates were honored and recognized for their dedicated volunteer service and contribution of time to Borough Council for the last 4 years. They were presented with engraved vases from Stiegel Glassworks.

It was noted that Mr. Jared Longenecker and Mr. Noah Martin will be the new Council Members starting in January as well as Dr. Phillips who was reelected to serve another term.

Public Comment: A missing sign advertising the Folk Art Show at the Train Station that had been placed on Market Square was questioned to make sure that it could be replaced or if it was taken down because of a violation of the sign ordinance.

Approval of Minutes: 11/26/2019 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors

- a) Ms. Kelly Lauver of the Manheim Chamber of Commerce was present to request approval for the 2020 Rock N Glow 5K Race scheduled for Saturday, May 30th. There will be no changes to the schedule and activities from the previous years. Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.

An article from the front page of the Lancaster Newspaper was noted by President Phillips as it pertained to one of our volunteer firefighters and his help with an autistic child who was in distress.

Mayor and Police Chief Report:

Mayor Funk updated Council on the Santa Run and the well-attended Christmas Tree Lighting Event organized by the Manheim BIC Church.

Police Chief Stauffer presented and reviewed his report with council. He updated Council on the current statistics, the Blue Christmas event, the Santa Run 5K, the Motorola Radios that are in service, the officer certification process, Street Sweeping parking tickets issued, an update on the management of their cruiser fleet and ongoing Speed Details. An update was given on finding occupants in houses that were condemned.

The Mayor and Police Chief both extended their appreciation to Ms. Leech & Ms. Gates for their support the last 4 years.

Borough Codes:

- a) Ms. Czeiner presented her report to Council. She updated council on the changes to the format of her council reports, the current status of the rental inspections for 2019, the process for condemnation of properties, the status of citations and the start of 2020 Codes.

Borough Engineer:

- a) Mr. Craddock presented his report to Council. He updated council on the Oak Street Bridge repairs since it was inspected by PennDOT after the initial borough repairs were completed, as the report noted the need for more steel. The contractor has calculated a unit price for this additional work, which should be approximately \$2,600.
- b) Application for Payment #3 in the amount of \$58,685.42 for the CDBG Project was explained and presented for approval. Motion to approve by Mr. Roth, seconded Mr. Howett, passed unanimously.

President Phillips complimented Mr. Fisher and his team on the continued successful grant work.

Borough Manager Report:

- a) Mr. Fisher presented his summary report to Council. Council was updated on the current status and submission of several grant applications and pension plan meetings that were held this past week. The pension plans are in good shape and it was noted the MMOs were completed in October for both plans, but since the actuarial tables were updated, they are slightly underfunded, and this was accounted for in the MMOs.
- b) It was noted that 23 people received write in votes for Tax Collector for the Borough at the November general election. The winner of the election was not interested in serving. The approval of Lancaster County to collect our real estate taxes for 2020 was presented. Motion to approve by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$85,308.80**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing new to report.
- b) Parks /Pool Committee – Discussion was held on the approval of the new pool rates for 2020. The recommendations for rate changes from the YMCA who will be managing the pool had been forwarded to council for their review and consideration. It contained changes to the day pass rates and limit to only 3 day passes per person per season. Motion to approve the rates as presented with the limit of 6 day passes per person per season and the discount period being extended to March 1, 2020 by Mr. Enck, seconded by Ms. Gates, passed with a 5 to 1 vote. Mr. Howett was the nay vote.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works –
 - i. Mr. Fisher explained the current structural status of the East Stiegel Street Bridge and the Bridge Inspection Report the borough received from PennDOT. These repairs are part of the Capital Budget Plan for 2020. According to the report there are repairs that need to be addressed now, so authorization to start this process is being presented for approval so Mr. Craddock can start the working on the bid for these repairs to move forward now. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
- e) Shade Tree Commission – There was nothing new to report.
- f) Land Bank – The next meeting is scheduled for December 17th at 6:30 PM.

Old Business:

- a) Ordinance #669 – Tax Ordinance was presented for approval as it has been advertised. This would set the new tax millage to 4.89 from 4.64. Motion to adopt by Mr. Roth, seconded by Mr. Enck, passed unanimously, with a vote of 6 to 0.
- b) The 2020 Budget which includes the newly approved tax millage increase was presented for approval. This has been advertised and is ready for action. Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.

New Business:

- a) The Annual CM High Traffic Signal Maintenance Contract in the amount of \$2,310.00 (the same cost for the last 4 years) was presented for approval. Motion to approve by Ms. Leech, seconded by Mr. Roth, passed unanimously.
- b) While the meeting was still in session, Mayor Funk stated that he would be vetoing the Tax Ordinance (Ordinance #669) which was approved by council earlier in the meeting, and stated for the record that his objections were that he believed a tax increase was not necessary and the projected deficit should be covered by surplus funds as we have had a surplus the last few years, and that as a Borough Mayor in Pennsylvania, he does not have a lot of say in the budget process. The ordinance was then, while the meeting was still in session, reconsidered by Borough Council after the Mayoral veto. A motion was made by Mr. Roth to approve Tax Rate Ordinance #669, second by Mr. Enck, and passed unanimously with a 6-0 vote. Final Tax Rate Ordinance #669 was therefore duly adopted at the December 10, 2019 Borough Council Meeting in accordance with Sections 3301.3 and 1310 of the Borough Code.

Correspondence: (NW EMS Report)

Public Comment:

- Mr. Luke Fisher requested clarification of what the approved tax mill increase will be, which is .25 mills. He also suggested offering a military discount for pool rates in the future. He requested information on the procedure for having your name put on the ballot for elections. He was told to contact the Lancaster County Board of Elections in Lancaster. He also offered his opinion on the handling of day pass purchases for the pool.
- Ms. Catherine Prozzillo questioned the procedure for overriding the veto by council of the budget by the mayor. She made positive comments on the constant transition and improvements happening in the borough.
- Ms. Donna Hlavacek from Stiegel Glassworks also presented Mr. Fisher with the financial information from the Glassworks that had been requested at the previous council meeting.

Adjournment:

Motion to Adjourn at 8:03 by Ms. Leech, seconded by Ms. Gates, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
December 10, 2019

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

8:17 AM

01/06/20

Accrual Basis

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2019**

**2019 Revenue ~ 102.5%
2019 Expenses ~ 93.3%**

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
01 · General Fund Income				
301 · Real Estate Taxes				
301.100 · Real Estate Tax Current	1,456,449.78	1,526,335.00	-69,885.22	95.4%
301.200 · Real Estate Tax Prior	26,537.28	25,000.00	1,537.28	106.1%
310.100 · Real Estate Transfer Tax	86,194.31	65,000.00	21,194.31	132.6%
Total 301 · Real Estate Taxes	1,569,181.37	1,616,335.00	-47,153.63	97.1%
310 · Wage Tax				
310.200 · Earned Income Tax	569,513.57	567,000.00	2,513.57	100.4%
310.500 · Local Service Tax	94,462.23	80,000.00	14,462.23	118.1%
Total 310 · Wage Tax	663,975.80	647,000.00	16,975.80	102.6%
331 · Code Violation				
331.110 · MV Code Violation	50,203.33	40,000.00	10,203.33	125.5%
331.130 · State MV Code Violation	2,359.49	1,750.00	609.49	134.8%
331.140 · Parking Tickets	910.00	750.00	160.00	121.3%
331.141 · Rapho Twp Parking Tickets	120.00	250.00	-130.00	48.0%
Total 331 · Code Violation	53,592.82	42,750.00	10,842.82	125.4%
355 · Government				
354.150 · Recycling / Act 101	2,907.00	6,500.00	-3,593.00	44.7%
354.160 · Connection Study Grant	27,391.95			
355.010 · Public Utility Realty Tax	2,084.09	1,700.00	384.09	122.6%
355.040 · Alcoholic Bev Tax / License	600.00	600.00	0.00	100.0%
355.060 · Act 205 Pension	207,144.91	165,000.00	42,144.91	125.5%
355.070 · Foreign Fire Insurance	25,789.13	31,000.00	-5,210.87	83.2%
357.150 · Hauler Rebate	14,305.71	18,950.00	-4,644.29	75.5%
Total 355 · Government	280,222.79	223,750.00	56,472.79	125.2%
360 · Police				
357.020 · DTF Reimbursement	51,922.42	100,496.00	-48,573.58	51.7%
362.000 · Rapho Township Contract	1,335,191.00	1,335,096.00	95.00	100.0%
362.110 · Police Income Reports, Misc	16,736.39	15,000.00	1,736.39	111.6%
362.140 · Crossing Guards	10,245.75	30,000.00	-19,754.25	34.2%
362.150 · SRO / Police Officer Reimb.	52,474.01	55,000.00	-2,525.99	95.4%
Total 360 · Police	1,466,569.57	1,535,592.00	-69,022.43	95.5%
361 · Code Enforcement				
331.120 · Violation- Ordinances	270.00	1,000.00	-730.00	27.0%
361.300 · Bldg/Zoning Permits	6,783.75	11,000.00	-4,216.25	61.7%
361.340 · Zoning Hearing Fees	8,250.00	5,000.00	3,250.00	165.0%
362.469 · 2019 Rental Occupancy Permit	0.00	0.00	0.00	0.0%
362.470 · Annual Rental Occ Permit Fees	20,515.00	38,500.00	-17,985.00	53.3%
362.471 · Apartment Inspection Fees	18,180.00	7,000.00	11,180.00	259.7%
362.480 · Code Enforcement Rev	5,205.45	1,000.00	4,205.45	520.5%
Total 361 · Code Enforcement	59,204.20	63,500.00	-4,295.80	93.2%
364 · Municipal Services				
364.310 · Refuse Tags	9,998.00	7,000.00	2,998.00	142.8%
383.000 · Trash/ Recycling Fees	478,481.79	432,820.00	45,661.79	110.5%
Total 364 · Municipal Services	488,479.79	439,820.00	48,659.79	111.1%
367 · Community Facilities				
342.200 · Rent Boro Bldg/Comm Room	12,254.40	5,500.00	6,754.40	222.8%
367.110 · Pool Income	107,766.33	110,000.00	-2,233.67	98.0%
367.130 · Concessions	637.50			
367.140 · Rent Pivilions/Parks	7,855.00	10,500.00	-2,645.00	74.8%
367.250 · MCSD Lease	56,354.22	75,480.00	-19,125.78	74.7%
Total 367 · Community Facilities	184,867.45	201,480.00	-16,612.55	91.8%

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Accrual Basis

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2019**

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
368 · Miscellaneous				
320.800 · Cable Franchise	62,909.56	61,500.00	1,409.56	102.3%
341.000 · Interest Income	70,197.11	30,000.00	40,197.11	234.0%
363.000 · Street Opening Permits	11,965.15	7,000.00	4,965.15	170.9%
365.500 · Animal Control	60.00	100.00	-40.00	60.0%
365.510 · PADOT Contracted Snow Removal	9,104.89	5,000.00	4,104.89	182.1%
387.000 · In Lieu of Taxes Income	0.00	500.00	-500.00	0.0%
389.000 · Miscellaneous Revenues	14.75			
395.000 · Refunds Of Expenditures (Co-op)	185,016.72	100,000.00	85,016.72	185.0%
395.530 · Kaufmann Park Tax	1,599.26	7,000.00	-5,400.74	22.8%
Total 368 · Miscellaneous	340,867.44	211,100.00	129,767.44	161.5%
Total 01 · General Fund Income	5,106,961.23	4,981,327.00	125,634.23	102.5%
Total Income	5,106,961.23	4,981,327.00	125,634.23	102.5%
Gross Profit	5,106,961.23	4,981,327.00	125,634.23	102.5%
Expense				
01E · General Fund Expense				
400 · Expenses				
400.105 · Mayor's Salary	240.00	240.00	0.00	100.0%
400.174 · Admin / Board / Comm. Education	1,199.42	1,550.00	-350.58	77.4%
400.190 · Payroll Taxes Dept 90 -Mayor	18.36	18.00	0.36	102.0%
400.194 · UC Tax Dept 90 - Mayor	0.00	12.00	-12.00	0.0%
400.352 · Public Official Liability Ins	1,777.56	1,455.00	322.56	122.2%
Total 400 · Expenses	3,235.34	3,275.00	-39.66	98.8%
401 · Executive				
401.110 · Wages-Borough Manager	98,679.76	98,988.00	-308.24	99.7%
401.112 · Wages - Admin Asst.	59,496.62	56,910.00	2,586.62	104.5%
401.190 · Payroll Taxes - Executive	11,802.18	13,957.82	-2,155.64	84.6%
401.194 · Unemployment Comp Tax	925.59	855.00	70.59	108.3%
401.195 · Workman's Comp	-4.73	506.78	-511.51	-0.9%
401.196 · Health Insurance	49,465.86	52,640.64	-3,174.78	94.0%
401.210 · Office Supplies	12,532.99	9,500.00	3,032.99	131.9%
401.215 · Postage Boro	8,787.79	7,500.00	1,287.79	117.2%
401.251 · Boro Car Maint	93.01	500.00	-406.99	18.6%
401.320 · Telephone (Mgr Cell Phone)	709.38	700.00	9.38	101.3%
401.330 · Travel - Executive	40.83	100.00	-59.17	40.8%
401.340 · Advertising/Printing	11,025.05	9,000.00	2,025.05	122.5%
401.352 · Liability Insurance	12,861.85	13,500.00	-638.15	95.3%
401.420 · Dues/Membership/Subscriptions	795.32	1,500.00	-704.68	53.0%
401.460 · Training - Executive	497.00	1,000.00	-503.00	49.7%
Total 401 · Executive	267,708.50	267,158.24	550.26	100.2%
402 · Financial Administration				
402.114 · Wages- FD/HRC	50,392.67	50,393.00	-0.33	100.0%
402.190 · Payroll Taxes - FD/HRC	3,825.15	3,799.61	25.54	100.7%
402.194 · Unemploy Comp Tax (FD/HRC)	284.98	285.00	-0.02	100.0%
402.195 · Workmen Comp (FD/HRC)	49.09	593.00	-543.91	8.3%
402.196 · Health Ins (FD/HRC)	9,755.25	11,809.00	-2,053.75	82.6%
402.311 · Auditing	23,107.44	15,000.00	8,107.44	154.0%
402.317 · Processing Payroll	3,276.26	2,500.00	776.26	131.1%
402.330 · Travel Expense	0.00	100.00	-100.00	0.0%
402.352 · Liability Insurance	652.81	473.00	179.81	138.0%
402.353 · Bond Insurance FD/HRC/Mgr	750.00	750.00	0.00	100.0%
402.460 · Training FD/HRC	45.00	250.00	-205.00	18.0%
403.116 · Tax Coll - Fee/Commission	2,362.85	2,500.00	-137.15	94.5%
Total 402 · Financial Administration	94,501.50	88,452.61	6,048.89	106.8%

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Accrual Basis

Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
404.000 · Professional Legal, Engineering				
404.310 · Professional Legal Service	22,289.40	35,000.00	-12,710.60	63.7%
404.314 · Ordinance Update Exp	2,473.49	6,000.00	-3,526.51	41.2%
408.313 · Engineer Contract	106,529.03	40,000.00	66,529.03	266.3%
404.000 · Professional Legal, Engineering - Other	0.00	0.00	0.00	0.0%
Total 404.000 · Professional Legal, Engineering	131,291.92	81,000.00	50,291.92	162.1%
409 · General Government Buildings				
409.200 · Material/Supplies	4,358.87	1,500.00	2,858.87	290.6%
409.213 · Computer Equipment	9,002.88	8,000.00	1,002.88	112.5%
409.250 · Minor Equip Repair / Purchase	277.70	1,000.00	-722.30	27.8%
409.317 · Cleaning Services	9,590.00	11,000.00	-1,410.00	87.2%
409.320 · Telephone	239.00	700.00	-461.00	34.1%
409.351 · Property Insurance	1,595.55	6,300.00	-4,704.45	25.3%
409.360 · Utilities	18,495.57	14,000.00	4,495.57	132.1%
409.370 · Maintenance/Repair	46,598.12	10,000.00	36,598.12	466.0%
Total 409 · General Government Buildings	90,157.69	52,500.00	37,657.69	171.7%
415.000 · Public Safety				
410 · Police Dept				
410.110 · Chief Police Wages	115,487.10	104,706.00	10,781.10	110.3%
410.112 · Police Secretary Full-time	47,554.76	40,801.00	6,753.76	116.6%
410.114 · Wages - Officers	1,262,856.06	1,224,708.00	38,148.06	103.1%
410.115 · Police Secretary - Part-time	7,012.74	26,749.00	-19,736.26	26.2%
410.117 · SRO Wages	83,538.68	82,072.00	1,466.68	101.8%
410.118 · Crossing Guard Wages	40,069.58	42,881.00	-2,811.42	93.4%
410.119 · DTF Officer Wages	93,191.89	86,176.00	7,015.89	108.1%
410.192 · PD Payroll Taxes	29,216.13	26,983.00	2,233.13	108.3%
410.194 · Unempl Com Tax PD	6,483.24	5,700.00	783.24	113.7%
410.195 · Workmen's Comp PD	60,818.67	93,000.00	-32,181.33	65.4%
410.196 · Health Insurance PD	441,148.90	441,021.00	127.90	100.0%
410.198 · Life Insurance PD	8,372.56	7,043.00	1,329.56	118.9%
410.210 · Office Supplies	6,117.78	10,200.00	-4,082.22	60.0%
410.215 · Postage PD	924.80	1,000.00	-75.20	92.5%
410.216 · Office Equipment PD	6,155.36	9,000.00	-2,844.64	68.4%
410.220 · Operating Supplies	27,751.71	35,500.00	-7,748.29	78.2%
410.231 · Vehicle Operation (Fuel)	30,105.38	43,376.00	-13,270.62	69.4%
410.238 · Officer's Uniforms	16,522.55	23,000.00	-6,477.45	71.8%
410.252 · Computer Equip PD	58,328.46	46,075.00	12,253.46	126.6%
410.311 · Auditing - Police	6,343.09	4,005.00	2,338.09	158.4%
410.314 · Legal Services	3,111.00	9,000.00	-5,889.00	34.6%
410.317 · Rapho Fines	19,074.54	250.00	18,824.54	7,629.8%
410.320 · Telephone	9,674.76	9,300.00	374.76	104.0%
410.327 · Radio PD	4,777.03	5,000.00	-222.97	95.5%
410.351 · Property Insurance	2,707.89	4,725.00	-2,017.11	57.3%
410.352 · Liability Insurance PD	30,124.29	40,016.00	-9,891.71	75.3%
410.360 · Utilities PD	13,671.15	17,510.00	-3,838.85	78.1%
410.373 · Building Maint	12,448.71	18,000.00	-5,551.29	69.2%
410.374 · Minor Equip Repair	9,142.62	10,000.00	-857.38	91.4%
410.384 · Cruiser Lease	79,164.84	75,000.00	4,164.84	105.6%
410.420 · Civil Service Commission	0.00	500.00	-500.00	0.0%
410.451 · Cruiser Maintenance	9,495.04	9,000.00	495.04	105.5%
410.460 · Training PD	7,863.32	9,000.00	-1,136.68	87.4%
410.500 · Youth Aid	0.00	500.00	-500.00	0.0%
Total 410 · Police Dept	2,549,254.63	2,561,797.00	-12,542.37	99.5%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2019**

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
411 · Fire Dept				
411.163 · Workmen's Comp	18,167.00	32,550.00	-14,383.00	55.8%
411.231 · Vehicle Operation FD	5,500.12	5,500.00	0.12	100.0%
411.352 · Liability Insurance	-156.23			
411.360 · Utilities	275.79			
411.500 · State Fire Relief	25,789.13	32,000.00	-6,210.87	80.6%
411.540 · Fire Department Contribution	26,500.00	26,500.00	0.00	100.0%
Total 411 · Fire Dept	76,075.81	96,550.00	-20,474.19	78.8%
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	56,256.94	54,637.00	1,619.94	103.0%
413.190 · Payroll Taxes - Code / Zoning	4,273.78	4,120.00	153.78	103.7%
413.194 · Unemploy Comp Tax - Code	285.01	285.00	0.01	100.0%
413.195 · Workmen's Comp	114.95	165.00	-50.05	69.7%
413.196 · Codes - Health Insurance	10,892.54	11,809.00	-916.46	92.2%
413.215 · Postage - Code / Zoning	0.00	0.00	0.00	0.0%
413.220 · Code Enforcement Supplies	0.00	500.00	-500.00	0.0%
413.310 · Professional Services	300.00	2,500.00	-2,200.00	12.0%
413.352 · Liability Insurance	922.07	1,155.00	-232.93	79.8%
413.460 · Training - Code / Zoning	291.16	750.00	-458.84	38.8%
414.240 · Misc Operating Supplies	1,769.39	1,000.00	769.39	176.9%
414.310 · ZHB Solicitor	9,865.25	4,000.00	5,865.25	246.6%
414.311 · Secretary for Zoning Hearing	1,305.00	1,000.00	305.00	130.5%
414.314 · Legal (Municipal Attorney)	3,448.00	1,500.00	1,948.00	229.9%
414.340 · Advertising/Printing	3,220.57	2,500.00	720.57	128.8%
Total 413 · Code / Zoning Enforcement	92,944.66	85,921.00	7,023.66	108.2%
415.300 · Emergency Magmt	99.85	500.00	-400.15	20.0%
419.300 · Task Force	4,858.00	4,858.00	0.00	100.0%
Total 415.000 · Public Safety	2,728,232.95	2,754,626.00	-26,393.05	99.0%
420.000 · Health & Human Services				
422.000 · Animal Control	0.00	1,500.00	-1,500.00	0.0%
Total 420.000 · Health & Human Services	0.00	1,500.00	-1,500.00	0.0%
431 · Public Works				
427 · Sanitation				
427.367 · Solid Waste Collection Contract	204,204.85	223,206.00	-19,001.15	91.5%
427.368 · Tipping Fee	150,857.00	185,000.00	-34,143.00	81.5%
Total 427 · Sanitation	355,061.85	408,206.00	-53,144.15	87.0%
428.000 · Public Works - Weed Control				
428.450 · Grass Cutting	31,282.46	35,000.00	-3,717.54	89.4%
Total 428.000 · Public Works - Weed Control	31,282.46	35,000.00	-3,717.54	89.4%
430.000 · Roads and Streets				
430.112 · Wages	170,579.18	166,727.00	3,852.18	102.3%
430.190 · Payroll Taxes - Public Works	12,542.15	12,286.00	256.15	102.1%
430.194 · Unemployment Tax - PW	1,140.01	1,425.00	-284.99	80.0%
430.195 · Workmen's Comp - PW	10,169.46	15,571.00	-5,401.54	65.3%
430.196 · Health Insurance - PW	70,790.72	75,383.00	-4,592.28	93.9%
430.200 · Material/Supplies	8,955.68	24,000.00	-15,044.32	37.3%
430.233 · Vehicle Operation (Fuel) PW	6,320.92	5,000.00	1,320.92	126.4%
430.238 · Uniforms Street Department	639.91	750.00	-110.09	85.3%
430.245 · Highway Materials	643.81	2,500.00	-1,856.19	25.8%
430.251 · Vehicle Parts/Maint	2,382.25	3,500.00	-1,117.75	68.1%
430.320 · Tele/call/internet	5,895.23	4,500.00	1,395.23	131.0%
430.351 · Property Insurance	2,542.41	2,625.00	-82.59	96.9%
430.360 · Utilities Maintenance Shed	9,764.90	8,000.00	1,764.90	122.1%

Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
430.370 · Maintenance/Repairs	10,104.73	10,000.00	104.73	101.0%
430.374 · Minor Equip Repair	2,640.30	2,500.00	140.30	105.6%
431.372 · Road Maint/Repairs	5,610.30	15,000.00	-9,389.70	37.4%
432.200 · Snow Materials/Supplies	17,282.50	10,000.00	7,282.50	172.8%
432.450 · Supplemental Snowplow	0.00	5,000.00	-5,000.00	0.0%
433.200 · Signs Materials/Supplies	6,353.31	3,500.00	2,853.31	181.5%
433.361 · Traffic Signals - Electric	3,443.64	3,200.00	243.64	107.6%
433.370 · Maintenance Traffic Signals	6,640.86	5,500.00	1,140.86	120.7%
434.361 · Street Lighting	74,413.15	80,000.00	-5,586.85	93.0%
435.370 · Paint / Maintenance	4,939.05	4,000.00	939.05	123.5%
Total 430.000 · Roads and Streets	433,794.47	460,967.00	-27,172.53	94.1%
446.000 · Public Works - Other				
446.300 · Grow Green/Professional Svcs	2,808.74	6,000.00	-3,191.26	46.8%
446.370 · Storm Water - MS4	7,119.38	20,000.00	-12,880.62	35.6%
448.370 · Hydrants	15,745.80	18,750.00	-3,004.20	84.0%
Total 446.000 · Public Works - Other	25,673.92	44,750.00	-19,076.08	57.4%
Total 431 · Public Works	845,812.70	948,923.00	-103,110.30	89.1%
450.000 · Culture and Recreation				
452 · Pool				
452.221 · Pool Chemicals	14,692.59	18,000.00	-3,307.41	81.6%
452.260 · Pool Equip/Supply	3,382.70	5,000.00	-1,617.30	67.7%
452.360 · Pool Utilities	23,131.97	35,000.00	-11,868.03	66.1%
452.370 · Pool Maint / Repairs	3,833.68	20,000.00	-16,166.32	19.2%
452.450 · Pool Contract	91,779.56	94,000.00	-2,220.44	97.6%
452.455 · Playground Contract	3,410.00	6,000.00	-2,590.00	56.8%
Total 452 · Pool	140,230.50	178,000.00	-37,769.50	78.8%
453.000 · Spectator - Museums, etc.				
453.540 · Historical Society Donation	5,976.00	1,500.00	4,476.00	398.4%
Total 453.000 · Spectator - Museums, etc.	5,976.00	1,500.00	4,476.00	398.4%
454 · Parks				
454.351 · Property Insurance	7,574.80	11,340.00	-3,765.20	66.8%
454.360 · Park Utilities	13,575.27	15,000.00	-1,424.73	90.5%
454.370 · Park Maintenance/Repairs	19,208.44	16,000.00	3,208.44	120.1%
454.371 · Park Tree Services	9,300.00	15,000.00	-5,700.00	62.0%
454.430 · Park Taxes	6,997.35	6,962.00	35.35	100.5%
Total 454 · Parks	56,655.86	64,302.00	-7,646.14	88.1%
456.540 · Library Donation	6,300.00	6,300.00	0.00	100.0%
Total 450.000 · Culture and Recreation	209,162.36	250,102.00	-40,939.64	83.6%
465.000 · Community Development				
465.351 · 26 E High Property Insurance	0.00	1,050.00	-1,050.00	0.0%
465.352 · 26 E High Liability Insurance	0.00	210.00	-210.00	0.0%
465.360 · 26 E High Utilities	2,021.63	2,500.00	-478.37	80.9%
465.373 · 26 E High Maintenance/Repair	14.25	5,000.00	-4,985.75	0.3%
465.430 · 26 E High Property Taxes	1,580.49			
Total 465.000 · Community Development	3,616.37	8,760.00	-5,143.63	41.3%
471.000 · Debt Service				
471.010 · GO 2015 Principal	0.00	237,000.00	-237,000.00	0.0%
471.200 · 2019 Bond Series Principle	25,000.00			
472.000 · 2019 Bond Series Interest	12,474.91			
472.010 · GO 2015 Interest	63,728.28	133,000.00	-69,271.72	47.9%
Total 471.000 · Debt Service	101,203.19	370,000.00	-268,796.81	27.4%

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Accrual Basis

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2019**

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
483.000 · Employer Paid Benefits				
483.100 · Act 205 Pension MMO (Police)	161,646.01	153,801.00	7,845.01	105.1%
483.300 · Act 205 Pension MMO (non-unif)	45,498.90	38,391.00	7,107.90	118.5%
Total 483.000 · Employer Paid Benefits	207,144.91	192,192.00	14,952.91	107.8%
01E · General Fund Expense - Other	82.16			
Total 01E · General Fund Expense	4,682,149.59	5,018,488.85	-336,339.26	93.3%
457.325 · 250th Donation	11,184.30			
462.420 · Community Development	5,750.00			
Total Expense	4,699,083.89	5,018,488.85	-319,404.96	93.6%
Net Income	407,877.34	-37,161.85	445,039.19	-1,097.6%

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		
2018 Budget	\$4,964,231	\$413,686 << Per month		
2019 Budget	\$5,018,489	\$418,207 << Per month		
	<u>Balance</u>	<u>YTD GF Income</u>	<u>YTD GF Expenses</u>	<u># Months Reserve</u>
	\$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
12/31/2016	\$2,695,347	** audited 12/31/16 balance		7.3
2/13/2017	\$2,853,747	\$358,288	\$199,888	7.4
4/10/2017	\$2,742,451	\$1,159,485	\$1,112,381	7.1
5/8/2017	\$2,834,005	\$1,453,279	\$1,314,620	7.4
6/13/2017	\$3,400,809	\$2,731,529	\$2,026,067	8.8
8/29/2017	\$3,580,891	\$3,763,218	\$2,877,674	9.3
9/26/2017	\$3,353,850	\$4,216,306	\$3,557,803	8.7
10/31/2017	\$3,215,025	\$4,350,337	\$3,830,659	8.3
11/27/2017	\$2,905,038	\$4,587,286	\$4,377,595	7.5
12/31/2017	\$2,910,813	** audited 12/31/17 balance		7.0
2/13/2018	\$2,518,880	\$431,794	\$608,261	6.1
4/10/2018	\$2,454,825	\$1,034,811	\$1,275,333	5.9
5/8/2018	\$2,802,723	\$1,736,884	\$1,629,508	6.8
6/13/2018	\$2,784,300	\$2,272,729	\$2,183,776	6.7
8/27/2018	\$3,595,699	\$3,853,615	\$2,953,263	8.7
9/26/2018	\$3,563,873	\$4,431,169	\$3,562,643	8.6
10/25/2018	\$3,258,004	\$4,614,412	\$4,051,756	7.9
11/26/2018	\$2,964,777	\$4,860,218	\$4,590,787	7.2
12/31/2018	\$2,983,836	** audited 12/31/18 balance		7.2
2/12/2019	\$2,409,197	\$ 416,422	\$702,572	5.8
4/29/2019	\$2,416,990	\$1,241,890	\$1,520,247	5.8
5/28/2019	\$3,354,448	\$2,661,357	\$2,002,256	8.0
6/25/2019	\$3,232,340	\$2,947,245	\$2,410,252	7.7
7/30/2019	\$3,418,884	\$3,519,082	\$2,795,545	8.2
8/27/2019	\$3,403,746	\$3,724,390	\$3,015,991	8.1
9/23/2019	\$3,341,011	\$4,310,346	\$3,664,682	8.0
10/29/2019	\$3,485,986	\$4,720,634	\$3,929,995	8.3
11/26/2019	\$3,124,824	\$4,785,948	\$4,356,471	7.5
12/31/2019	\$3,120,158	\$5,106,961	\$4,682,150	7.5 *unaudited

Manheim Borough

1/6/2020

BILLS TO BE APPROVED FOR PAYMENT

RATIFIED GENERAL FUND	\$ 67,410.55
RATIFIED CAPITAL FUND	\$ 31,368.95
250th CELEBRATION	\$ -
GENERAL FUND	\$ 39,163.68
CAPITAL FUND	\$ 4,045.50
LIQUID FUELS FUND	\$ -
	<hr/>
	\$ 141,988.68

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01/04/20

Manheim Borough Capital Fund

Check Detail

December 11 - 24, 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1844	12/19/2019	Mar-Allen	109.000 · Cash - Capital Boro	
Bill	Retain...	11/07/2019		430.600 · Capital Construction	-3,411.14
Bill	5653	11/07/2019		430.600 · Capital Construction	-19,876.00
TOTAL					-23,287.14
Bill Pmt -Check	1845	12/19/2019	Rettew Associates,...	109.000 · Cash - Capital Boro	
Bill	176188	12/05/2019		446.602 · Chiques Growing Greener	-1,325.50
Bill	176187	12/05/2019		446.602 · Chiques Growing Greener	-6,756.31
TOTAL					-8,081.81

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01/04/20

Manheim Borough -General Fund

Check Detail

December 11 - 19, 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4742	12/19/2019	Berkheimer Associates	102.000 · Cash 2203326201	
Bill	399	11/29/2019		403.116 · Tax Coll - Fee/Commission	-484.33
TOTAL					-484.33
Bill Pm...	4743	12/19/2019	Blue Ridge Communications	102.000 · Cash 2203326201	
Bill	03593...	12/09/2019		410.360 · Utilities PD	-62.04
				155.300 · Other Prepaid Expenses	-112.91
TOTAL					-174.95
Bill Pm...	4744	12/19/2019	C. M. High, Inc.	102.000 · Cash 2203326201	
Bill	96382...	12/06/2019		433.370 · Maintenance Traffic Signals	-1,155.00
TOTAL					-1,155.00
Bill Pm...	4745	12/19/2019	Eagle Wireless Communications	102.000 · Cash 2203326201	
Bill	INV-0...	09/27/2019		430.320 · Tele/call/internet	-582.04
TOTAL					-582.04
Bill Pm...	4746	12/19/2019	Intergovernmental Ins. Coop.	102.000 · Cash 2203326201	
Bill	19886-0	12/16/2019		155.300 · Other Prepaid Expenses	-50,701.25
TOTAL					-50,701.25
Bill Pm...	4747	12/19/2019	John A. Zern & Son	102.000 · Cash 2203326201	
Bill	60154	11/27/2019		410.210 · Office Supplies	-54.00
Bill	60153	11/27/2019		430.200 · Material/Supplies	-6.00
TOTAL					-60.00
Bill Pm...	4748	12/19/2019	Pennsylvania One Call System	102.000 · Cash 2203326201	
Bill	838869	11/30/2019		430.320 · Tele/call/internet	-94.65
TOTAL					-94.65
Bill Pm...	4749	12/19/2019	PP&L	102.000 · Cash 2203326201	
Bill	77299...	12/08/2019		410.360 · Utilities PD	-621.08
Bill	97028...	12/09/2019		465.360 · 26 E High Utilities	-71.32
Bill	84224...	12/09/2019		430.360 · Utilities Maintenance Shed	-255.23
Bill	07680...	12/09/2019		454.360 · Park Utilities	-28.74
TOTAL					-976.37
Bill Pm...	4750	12/19/2019	SWIF	102.000 · Cash 2203326201	
Bill	06214...	11/27/2019		411.163 · Workmen's Comp	-4,555.00
TOTAL					-4,555.00

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01/04/20

Manheim Borough -General Fund

Check Detail

December 11 - 19, 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4751	12/19/2019	Vertex Mechanical	102.000 · Cash 2203326201	
Bill	39800...	12/12/2019		409.370 · Maintenance/Repair	-8,475.00
TOTAL					-8,475.00
Bill Pm...	4752	12/19/2019	Windstream	102.000 · Cash 2203326201	
Bill	02144...	12/05/2019		452.360 · Pool Utilities	-56.56
				155.300 · Other Prepaid Expenses	-5.94
Bill	02149...	12/06/2019		452.360 · Pool Utilities	-37.13
				155.300 · Other Prepaid Expenses	-4.00
Bill	02177...	12/16/2019		430.320 · Tele/call/internet	-28.08
				155.300 · Other Prepaid Expenses	-20.25
TOTAL					-151.96

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01/04/20

Accrual Basis

Manheim Borough -General Fund

Check Run

December 11 - 19, 2019

Date	Num	Name	Amount
Dec 11 - 14, 19			
Dec 11 - 14, 19			
Dec 15 - 19, 19			
12/19/2019	4742	Berkheimer Associates	-484.33
12/19/2019	4743	Blue Ridge Communications	-174.95
12/19/2019	4744	C. M. High, Inc.	-1,155.00
12/19/2019	4745	Eagle Wireless Communications	-582.04
12/19/2019	4746	Intergovernmental Ins. Coop.	-50,701.25
12/19/2019	4747	John A. Zern & Son	-60.00
12/19/2019	4748	Pennsylvania One Call System	-94.65
12/19/2019	4749	PP&L	-976.37
12/19/2019	4750	SWIF	-4,555.00
12/19/2019	4751	Vertex Mechanical	-8,475.00
12/19/2019	4752	Windstream	-151.96
Dec 15 - 19, 19			-67,410.55
TOTAL			-67,410.55

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01/04/20

Manheim Borough -General Fund
Check Detail
December 20, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4755	12/31/2019	American United Life Insurance Company	102.000 · Cash 2203326201	
Bill	AUL0...	12/17/2019		155.195 · Prepaid Insurance	-781.71
TOTAL					-781.71
Bill Pm...	4756	12/31/2019	C. M. High, Inc.	102.000 · Cash 2203326201	
Bill	96383...	12/13/2019		433.370 · Maintenance Traffic Signals	-364.49
TOTAL					-364.49
Bill Pm...	4757	12/31/2019	Dave's Lawn & Garden	102.000 · Cash 2203326201	
Bill	53414	12/19/2019		454.370 · Park Maintenance/Repairs	-1.50
Bill	53136	12/19/2019		430.374 · Minor Equip Repair	-39.60
TOTAL					-41.10
Bill Pm...	4758	12/31/2019	Dixie Land Energy, LLC	102.000 · Cash 2203326201	
Bill	T3087...	11/13/2019		409.360 · Utilities	-76.44
TOTAL					-76.44
Bill Pm...	4759	12/31/2019	Eagle Wireless Communications	102.000 · Cash 2203326201	
Bill	INV-0...	12/01/2019		155.300 · Other Prepaid Expenses	-237.30
TOTAL					-237.30
Bill Pm...	4760	12/31/2019	Erdman, Anthony, Associates, Inc.	102.000 · Cash 2203326201	
Bill	L0029...	11/02/2019		408.313 · Engineer Contract	-3,300.61
TOTAL					-3,300.61
Bill Pm...	4761	12/31/2019	Erie Family Life Insurance Co.	102.000 · Cash 2203326201	
Bill	Li120...	12/12/2019		155.195 · Prepaid Insurance	-387.50
TOTAL					-387.50
Bill Pm...	4762	12/31/2019	G & G Feed & Supply, Inc.	102.000 · Cash 2203326201	
Bill	042226	12/10/2019		432.200 · Snow Materials/Supplies	-540.00
TOTAL					-540.00
Bill Pm...	4763	12/31/2019	Keystone Trailer, Inc.	102.000 · Cash 2203326201	
Bill	135973	12/19/2019		430.374 · Minor Equip Repair	-105.10
TOTAL					-105.10
Bill Pm...	4764	12/31/2019	Kocman Insurance Group	102.000 · Cash 2203326201	
Bill	62382	12/30/2019		155.195 · Prepaid Insurance	-1,240.00
TOTAL					-1,240.00

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Manheim Borough -General Fund
Check Detail
 December 20, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4765	12/31/2019	Lancaster Civil Engineering Co.	102.000 · Cash 2203326201	
Bill	2528	12/18/2019		408.313 · Engineer Contract	-262.50
Bill	2529	12/19/2019		408.313 · Engineer Contract	-183.75
Bill	2532	12/19/2019		408.313 · Engineer Contract	-315.00
Bill	2535	12/19/2019		408.313 · Engineer Contract	-183.75
Bill	2534	12/19/2019		408.313 · Engineer Contract	-682.50
TOTAL					-1,627.50
Bill Pm...	4766	12/31/2019	Lezzer Lumber	102.000 · Cash 2203326201	
Bill	91211...	12/11/2019		454.370 · Park Maintenance/Repairs	-25.90
Bill	82968...	12/18/2019		454.370 · Park Maintenance/Repairs	-17.48
TOTAL					-43.38
Bill Pm...	4767	12/31/2019	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	623470	12/09/2019		454.370 · Park Maintenance/Repairs	-28.85
Bill	623632	12/10/2019		432.200 · Snow Materials/Supplies	-2,948.00
Bill	623648	12/10/2019		409.200 · Material/Supplies	-2.69
Bill	623686	12/10/2019		409.200 · Material/Supplies	-12.40
Bill	623621	12/10/2019		432.200 · Snow Materials/Supplies	-19.90
Bill	623780	12/11/2019		430.200 · Material/Supplies	-3.00
Bill	623754	12/11/2019		430.200 · Material/Supplies	-1.32
Bill	623955	12/12/2019		454.370 · Park Maintenance/Repairs	-1.60
Bill	624293	12/16/2019		430.200 · Material/Supplies	-13.74
Bill	624538	12/18/2019		409.200 · Material/Supplies	-32.97
Bill	624524	12/18/2019		433.200 · Signs Materials/Supplies	-29.66
Bill	624733	12/19/2019		454.370 · Park Maintenance/Repairs	-16.99
Bill	624699	12/19/2019		430.200 · Material/Supplies	-6.29
Bill	625470	12/27/2019		430.200 · Material/Supplies	-20.27
TOTAL					-3,137.68
Bill Pm...	4768	12/31/2019	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-1393...	12/11/2019		410.210 · Office Supplies	-43.34
TOTAL					-43.34
Bill Pm...	4769	12/31/2019	PP&L	102.000 · Cash 2203326201	
Bill	79480...	12/10/2019		454.360 · Park Utilities	-164.72
Bill	07280...	12/10/2019		452.360 · Pool Utilities	-321.45
Bill	07480...	12/10/2019		454.360 · Park Utilities	-202.70
Bill	40870...	12/12/2019		434.361 · Street Lighting	-63.53
				409.360 · Utilities	-396.31
Bill	61279...	12/19/2019		433.361 · Traffic Signals - Electric	-32.27
Bill	20269...	12/19/2019		434.361 · Street Lighting	-31.36
Bill	82130...	12/19/2019		454.360 · Park Utilities	-31.69
Bill	58479...	12/21/2019		434.361 · Street Lighting	-43.26
TOTAL					-1,287.29
Bill Pm...	4770	12/31/2019	Rapho Township	102.000 · Cash 2203326201	
Bill	02-3-...	11/30/2019		410.317 · Rapho Fines	-178.84
Bill	02-2-...	11/30/2019		410.317 · Rapho Fines	-1,414.54
TOTAL					-1,593.38

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Manheim Borough -General Fund
Check Detail
December 20, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4771	12/31/2019	Rhoads Energy	102.000 · Cash 2203326201	
Bill	78146...	12/17/2019		430.360 · Utilities Maintenance Shed	-534.90
TOTAL					-534.90
Bill Pm...	4772	12/31/2019	Safeguard Business System, Inc.	102.000 · Cash 2203326201	
Bill	03386...	12/20/2019		401.210 · Office Supplies	-358.57
TOTAL					-358.57
Bill Pm...	4773	12/31/2019	Stiegel Glassworks, 1976	102.000 · Cash 2203326201	
Bill	131206	12/13/2019		409.200 · Material/Supplies	-169.50
TOTAL					-169.50
Bill Pm...	4774	12/31/2019	T & W Traffic Control	102.000 · Cash 2203326201	
Bill	8752	12/19/2019		433.200 · Signs Materials/Supplies	-386.00
TOTAL					-386.00
Bill Pm...	4775	12/31/2019	The Retirement Advantage, Inc	102.000 · Cash 2203326201	
Bill	02759...	12/12/2019		402.311 · Auditing	-1,200.00
Bill	02759...	12/12/2019		402.311 · Auditing	-1,375.00
TOTAL					-2,575.00
Bill Pm...	4776	12/31/2019	Triangle Press	102.000 · Cash 2203326201	
Bill	01917...	12/20/2019		401.210 · Office Supplies	-280.00
TOTAL					-280.00
Bill Pm...	4777	12/31/2019	UGI Utilities, Inc.	102.000 · Cash 2203326201	
Bill	41100...	12/17/2019		409.360 · Utilities	-403.05
Bill	41100...	12/17/2019		410.360 · Utilities PD	-331.94
TOTAL					-734.99
Bill Pm...	4778	12/31/2019	Wells Fargo Real Estate Tax Services	102.000 · Cash 2203326201	
Bill	50837...	12/06/2019		410.216 · Office Equipment PD	-91.40
				155.300 · Other Prepaid Expenses	-144.59
TOTAL					-235.99
Bill Pm...	4779	12/31/2019	Windstream	102.000 · Cash 2203326201	
Bill	02176...	12/12/2019		430.320 · Tele/call/internet	-236.50
				155.300 · Other Prepaid Expenses	-96.86
Bill		12/16/2019		430.320 · Tele/call/internet	-28.08
				155.300 · Other Prepaid Expenses	-20.25
TOTAL					-381.69

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01/04/20

Manheim Borough -General Fund
Check Detail
December 20, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4780	12/31/2019	YCG, Inc	102.000 · Cash 2203326201	
Bill	25.00	12/11/2019		410.460 · Training PD	-25.00
TOTAL					-25.00
Bill Pm...	4781	12/31/2019	3T Security LLC	102.000 · Cash 2203326201	
Bill	1367	12/27/2019		410.373 · Building Maint	-140.00
TOTAL					-140.00
Bill Pm...	4782	12/31/2019	DAKTARI, LLC	102.000 · Cash 2203326201	
Bill	1123	11/14/2019		409.370 · Maintenance/Repair	-125.00
TOTAL					-125.00
Bill Pm...	4783	12/31/2019	Filmtools	102.000 · Cash 2203326201	
Bill	SI-82...	12/17/2019		410.210 · Office Supplies	-124.48
TOTAL					-124.48
Bill Pm...	4784	12/31/2019	Fulton Bank Visa	102.000 · Cash 2203326201	
Bill	75851...	12/26/2019		410.220 · Operating Supplies	-79.74
				410.238 · Officer's Uniforms	-183.20
				410.215 · Postage PD	-8.92
				430.320 · Tele/call/internet	-29.06
				430.320 · Tele/call/internet	-142.89
				430.200 · Material/Supplies	-33.73
				446.370 · Storm Water - MS4	-96.90
				401.210 · Office Supplies	-34.69
				409.213 · Computer Equipment	-1,383.61
				401.330 · Travel - Executive	-13.19
				409.213 · Computer Equipment	-523.26
TOTAL					-2,529.19
Bill Pm...	4785	12/31/2019	Garden Spot Mechanical, Inc.	102.000 · Cash 2203326201	
Bill	9926	12/30/2019		430.200 · Material/Supplies	-408.00
TOTAL					-408.00
Bill Pm...	4786	12/31/2019	Garman's Cleaning	102.000 · Cash 2203326201	
Bill	4531	12/31/2019		409.317 · Cleaning Services	-950.00
TOTAL					-950.00
Bill Pm...	4787	12/31/2019	General Code, LLC	102.000 · Cash 2203326201	
Bill	PG00...	12/31/2019		408.313 · Engineer Contract	-2,930.00
TOTAL					-2,930.00

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01/04/20

Manheim Borough -General Fund
Check Detail
December 20, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4788	12/31/2019	Lancaster County Info Technology	102.000 · Cash 2203326201	
Bill	13753	11/20/2019		410.252 · Computer Equip PD	-450.00
TOTAL					-450.00
Bill Pm...	4789	12/31/2019	Leiding Edge Embroidery	102.000 · Cash 2203326201	
Bill	2344	12/17/2019		410.238 · Officer's Uniforms	-45.00
TOTAL					-45.00
Bill Pm...	4790	12/31/2019	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	625753	12/30/2019		454.370 · Park Maintenance/Repairs	-16.99
Bill	625821	12/31/2019		454.370 · Park Maintenance/Repairs	-17.45
TOTAL					-34.44
Bill Pm...	4791	12/31/2019	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-1407...	12/31/2019		410.210 · Office Supplies	-245.09
TOTAL					-245.09
Bill Pm...	4792	12/31/2019	Other Vendor	102.000 · Cash 2203326201	
Bill	1226...	12/26/2019		414.240 · Misc Operating Supplies	-5.00
TOTAL					-5.00
Bill Pm...	4793	12/31/2019	Petty Cash	102.000 · Cash 2203326201	
Bill	PCPD...	12/31/2019		410.220 · Operating Supplies	-6.13
				410.215 · Postage PD	-26.40
				410.210 · Office Supplies	-17.78
				410.220 · Operating Supplies	-37.20
TOTAL					-87.51
Bill Pm...	4794	12/31/2019	PP&L	102.000 · Cash 2203326201	
Bill	65320...	12/19/2019		433.361 · Traffic Signals - Electric	-382.47
Bill	71330...	12/20/2019		433.361 · Traffic Signals - Electric	-80.46
Bill	10560...	12/26/2019		454.360 · Park Utilities	-32.62
Bill	92560...	12/26/2019		454.360 · Park Utilities	-32.62
TOTAL					-528.17
Bill Pm...	4795	12/31/2019	Shaub's Dry Cleaning	102.000 · Cash 2203326201	
Bill	10009...	12/31/2019		410.238 · Officer's Uniforms	-438.40
TOTAL					-438.40
Bill Pm...	4796	12/31/2019	Tactical Wear	102.000 · Cash 2203326201	
Bill	40#13...	12/03/2019		410.238 · Officer's Uniforms	-28.79
Bill	40134...	12/12/2019		410.238 · Officer's Uniforms	-396.53
TOTAL					-425.32

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01/04/20

Manheim Borough -General Fund
Check Detail
December 20, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4797	12/31/2019	Verizon Wireless	102.000 · Cash 2203326201	
Bill	98446...	12/20/2019		410.320 · Telephone	-223.05
TOTAL					-223.05
Bill Pm...	4798	12/31/2019	Vertex Mechanical	102.000 · Cash 2203326201	
Bill	38751...	11/14/2019		409.370 · Maintenance/Repair	-567.51
TOTAL					-567.51
Bill Pm...	4799	12/31/2019	Wex Bank	102.000 · Cash 2203326201	
Bill	61196...	12/31/2019		411.231 · Vehicle Operation FD	-337.57
				410.231 · Vehicle Operation (Fuel)	-2,502.55
				430.233 · Vehicle Operation (Fuel) ...	-551.95
TOTAL					-3,392.07
Bill Pm...	4800	12/31/2019	Windstream	102.000 · Cash 2203326201	
Bill	02139...	12/26/2019		430.320 · Tele/call/internet	-76.40
				155.300 · Other Prepaid Expenses	-160.50
Bill	02139...	12/26/2019		430.320 · Tele/call/internet	-11.90
				155.300 · Other Prepaid Expenses	-25.13
TOTAL					-273.93
Bill Pm...	4801	01/06/2020	Central PA Chiefs of Police Assoc.	102.000 · Cash 2203326201	
Bill	CPAC...	01/01/2020		410.314 · Legal Services	-50.00
TOTAL					-50.00
Bill Pm...	4802	01/06/2020	Eagle Wireless Communications	102.000 · Cash 2203326201	
Bill	INV-0...	01/01/2020		410.252 · Computer Equip PD	-98.10
				430.320 · Tele/call/internet	-39.20
TOTAL					-137.30
Bill Pm...	4803	01/06/2020	Higher Information Group	102.000 · Cash 2203326201	
Bill	194408	01/01/2020		401.210 · Office Supplies	-39.00
Bill	194410	01/01/2020		410.252 · Computer Equip PD	-307.65
Bill	194413	01/01/2020		410.252 · Computer Equip PD	-50.00
TOTAL					-396.65
Bill Pm...	4804	01/06/2020	JGF Funding	102.000 · Cash 2203326201	
Bill	194409	01/01/2020		410.252 · Computer Equip PD	-1,131.43
Bill	194411	01/01/2020		410.252 · Computer Equip PD	-180.73
Bill	194415	01/01/2020		410.252 · Computer Equip PD	-265.50
Bill	194412	01/01/2020		410.252 · Computer Equip PD	-52.36
Bill	194414	01/01/2020		410.252 · Computer Equip PD	-140.30
TOTAL					-1,770.32

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01/04/20

Manheim Borough -General Fund
Check Detail
 December 20, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	4805	01/06/2020	John A. Zern & Son	102.000 · Cash 2203326201	
Bill	60238	01/02/2020		410.210 · Office Supplies	-48.00
TOTAL					-48.00
Bill Pm...	4806	01/06/2020	John J Hoffner	102.000 · Cash 2203326201	
Bill	51241	01/03/2020		410.460 · Training PD	-220.00
TOTAL					-220.00
Bill Pm...	4807	01/06/2020	Lancaster Co. Chiefs of Police	102.000 · Cash 2203326201	
Bill	COF2...	01/01/2020		410.314 · Legal Services	-150.00
TOTAL					-150.00
Bill Pm...	4808	01/06/2020	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	625951	01/02/2020		433.200 · Signs Materials/Supplies	-9.38
TOTAL					-9.38
Bill Pm...	4809	01/06/2020	Melissa S. Anderson	102.000 · Cash 2203326201	
Bill	2001	01/03/2020		414.311 · Secretary for Zoning Hear...	-150.00
TOTAL					-150.00
Bill Pm...	4810	01/06/2020	PA Retirement Solutions, Inc.	102.000 · Cash 2203326201	
Bill	10321	01/01/2020		402.317 · Processing Payroll	-394.00
TOTAL					-394.00
Bill Pm...	4811	01/06/2020	Paul B Zimmerman, LLC	102.000 · Cash 2203326201	
Bill	69434...	01/02/2020		430.374 · Minor Equip Repair	-6.05
Bill	69455...	01/02/2020		430.370 · Maintenance/Repairs	-162.86
TOTAL					-168.91
Bill Pm...	4812	01/06/2020	RedX Web Design	102.000 · Cash 2203326201	
Bill	5004	01/01/2020		410.252 · Computer Equip PD	-165.00
TOTAL					-165.00
Bill Pm...	4813	01/06/2020	Select Security	102.000 · Cash 2203326201	
Bill	22854...	01/03/2020		409.360 · Utilities	-120.00
TOTAL					-120.00
Bill Pm...	4814	01/06/2020	Triangle Press	102.000 · Cash 2203326201	
Bill	191774	01/03/2020		401.215 · Postage Boro	-973.50
TOTAL					-973.50

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Manheim Borough -General Fund Check Run

01/04/20

Accrual Basis

December 20, 2019 through January 6, 2020

Date	Num	Name	Amount
Dec 20 - 21, 19			
Dec 20 - 21, 19			
Week of Dec 22, 19			
Week of Dec 22, 19			
Week of Dec 29, 19			
12/31/2019	4755	American United Life Insurance Company	-781.71
12/31/2019	4756	C. M. High, Inc.	-364.49
12/31/2019	4757	Dave's Lawn & Garden	-41.10
12/31/2019	4758	Dixie Land Energy, LLC	-76.44
12/31/2019	4759	Eagle Wireless Communications	-237.30
12/31/2019	4760	Erdman, Anthony, Associates, Inc.	-3,300.61
12/31/2019	4761	Erie Family Life Insurance Co.	-387.50
12/31/2019	4762	G & G Feed & Supply, Inc.	-540.00
12/31/2019	4763	Keystone Trailer, Inc.	-105.10
12/31/2019	4764	Kocman Insurance Group	-1,240.00
12/31/2019	4765	Lancaster Civil Engineering Co.	-1,627.50
12/31/2019	4766	Lezzer Lumber	-43.38
12/31/2019	4767	Longeneckers Hardware Company	-3,137.68
12/31/2019	4768	Office Basics, Inc.	-43.34
12/31/2019	4769	PP&L	-1,287.29
12/31/2019	4770	Rapho Township	-1,593.38
12/31/2019	4771	Rhoads Energy	-534.90
12/31/2019	4772	Safeguard Business System, Inc.	-358.57
12/31/2019	4773	Stiegel Glassworks, 1976	-169.50
12/31/2019	4774	T & W Traffic Control	-386.00
12/31/2019	4775	The Retirement Advantage, Inc	-2,575.00
12/31/2019	4776	Triangle Press	-280.00
12/31/2019	4777	UGI Utilities, Inc.	-734.99
12/31/2019	4778	Wells Fargo Real Estate Tax Services	-235.99
12/31/2019	4779	Windstream	-381.69
12/31/2019	4780	YCG, Inc	-25.00
12/31/2019	4781	3T Security LLC	-140.00
12/31/2019	4782	DAKTARI, LLC	-125.00
12/31/2019	4783	Filmtools	-124.48
12/31/2019	4784	Fulton Bank Visa	-2,529.19
12/31/2019	4785	Garden Spot Mechanical, Inc.	-408.00
12/31/2019	4786	Garman's Cleaning	-950.00
12/31/2019	4787	General Code, LLC	-2,930.00
12/31/2019	4788	Lancaster County Info Technology	-450.00
12/31/2019	4789	Leiding Edge Embroidery	-45.00
12/31/2019	4790	Longeneckers Hardware Company	-34.44
12/31/2019	4791	Office Basics, Inc.	-245.09
12/31/2019	4792	Other Vendor	-5.00
12/31/2019	4793	Petty Cash	-87.51
12/31/2019	4794	PP&L	-528.17
12/31/2019	4795	Shaub's Dry Cleaning	-438.40
12/31/2019	4796	Tactical Wear	-425.32
12/31/2019	4797	Verizon Wireless	-223.05
12/31/2019	4798	Vertex Mechanical	-567.51
12/31/2019	4799	Wex Bank	-3,392.07
12/31/2019	4800	Windstream	-273.93
Week of Dec 29, 19			-34,410.62
Jan 5 - 6, 20			
01/06/2020	4801	Central PA Chiefs of Police Assoc.	-50.00
01/06/2020	4802	Eagle Wireless Communications	-137.30
01/06/2020	4803	Higher Information Group	-396.65
01/06/2020	4804	JGF Funding	-1,770.32
01/06/2020	4805	John A. Zern & Son	-48.00
01/06/2020	4806	John J Hoffner	-220.00
01/06/2020	4807	Lancaster Co. Chiefs of Police	-150.00
01/06/2020	4808	Longeneckers Hardware Company	-9.38
01/06/2020	4809	Melissa S. Anderson	-150.00
01/06/2020	4810	PA Retirement Solutions, Inc.	-394.00
01/06/2020	4811	Paul B Zimmerman, LLC	-168.91
01/06/2020	4812	RedX Web Design	-165.00

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01/04/20

Accrual Basis

Manheim Borough -General Fund
Check Run
December 20, 2019 through January 6, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/06/2020	4813	Select Security	-120.00
01/06/2020	4814	Triangle Press	-973.50
Jan 5 - 6, 20			-4,753.06
TOTAL			-39,163.68

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01/04/20

Manheim Borough Capital Fund
Check Detail
 December 26, 2019 through January 6, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1846	12/31/2019	L/B Water Services...	109.000 · Cash - Capital Boro	
Bill	3353377	12/31/2019		430.600 · Capital Construction	-2,208.00
TOTAL					-2,208.00
Bill Pmt -Check	1847	12/31/2019	Lancaster Civil En...	109.000 · Cash - Capital Boro	
Bill	2531	12/19/2019		446.602 · Chiques Growing Greener	-551.25
Bill	2533	12/19/2019		446.604 · CDBG Pedestrian Improvements	-1,181.25
Bill	2530	12/19/2019		446.602 · Chiques Growing Greener	-105.00
TOTAL					-1,837.50

ZONING / CODES COUNCIL REPORT

12-9-2019 thru 1-3-2020

Including Total Annual Report

Happy 2020!!

A. BUILDING/ZONING PERMITS:

Borough Owners Property improvement costs invested for 2019 = **\$1974,012.00**

Zoning Fees - **\$4,544.00**

B. STREET CUT PERMITS:

C. DUMPSTER PERMITS:

1. 234 South Charlotte Street - \$40.00
2. 133 West High Street - \$40.00

D. CURB/SIDEWALK PERMITS (INSPECTIONS): Total fees = \$1275.00

E. PROPERTY SALES FINAL CERTIFICATIONS:

1. 119 South Charlotte Street – Rental
2. 321 Parkview Drive – Investment
3. 139 South Grant Street – Rental
4. 15 Market Square – Commercial & Rental
5. 67 South Grant Street – Residential
6. 130 South Charlotte Street - Rental

F. RESIDENTIAL RENTAL PROPERTY REGISTRATION & UNSPECTIONS; Approximately

246 Rental Units Inspected @ \$60 per Unit = **\$14,760.00**

447 Annual Occupancy Permits Issued @ \$55 per Unit = **\$ 24,585.00**

G. OUTSTANDING/INCOMPLETED NOTICES: Currently -

100 Outstanding violation notices

98 Outstanding 2020 Annual Rental Applications

J. Notices sent: Approximately: 1376

G&W letters-185

Snow & Ice – 127

Total of =1688 violation notices sent in 2019

K. QUICK TICKET & Enforcement Revenue collected= Approximately **\$5000.00 +**

L. ZONING HEARINGS:

Conditional Use – Approved for 41-43 N Main regarding retail space greater than 2000 square feet

ZH01 – Denied for 37 S Main regarding first floor space be changed from commercial use changed into residential use

ZH02 – Approved for 105 E High; relief from providing interior landscaping

ZH03- Approved for Limited Lodging at 201 N Main Street

ZH04 – Approved a change of use for Assembly up to 100 people at 280 S Oak Street

ZH05- Approved for Manheim Central High School improvements for relief from Building Height; Lot Coverage; Landscaping Strip & Interior Parking Islands

ZH06 – Approved for Change of Use at 106 N Clay from commercial to residential

M. HISTORIC COMMISSION; None

N. JOINT BUILDING CODES APPEAL: None

O. CITATIONS: 47 Citations issued

The total fines will be provided until next month's report – the DJ are short staffed around the holidays and couldn't get it to me in time for this meeting.

Manheim Borough
Manager's Summary
1/6/20

- Ongoing updates to Borough Website and social media.
- Objectives meeting with new PW Dir.
- Draft contract with Lancaster YMCA for pool operations, review and revisions.
- Preparation/submission of Growing Greener grant application (for Memorial Park stream project).
- Meeting w/county municipal managers.
- Site mtg with Norfolk Southern at S Oak St/E Stiegel St crossing.
- Meeting with Borough Engineer.
- Meeting with SRBC, Re. Fee regarding flood resiliency study priority project.
- Finalization of annual budget summary report.
- Reorganization meeting preparation.
- Meeting/correspondence re: possible street vacation.
- Correspondences re: lien properties and legal proceedings.

Date of Issuance: December 19, 2019

Owner: Manheim Borough

Contractor: EJ Breneman, LLC

Engineer: Lancaster Civil Engineering Co.

Project: S. Hazel Street & N. Linden Street Improvements

Effective Date:

Owner's Contract No.: N/A

Contractor's Project No.:

Engineer's Project No.: 9-15

Contract Name: N/A

The Contract is modified as follows upon execution of this Change Order:

Description: **Balancing change order to account for actual vs. estimated quantities, reductions due to repairs for utility damages and low base course elevation (ponding).**

Attachments (list documents supporting change): Quantity Tabulation dated 12/19/2019

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>168,231.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>168,231.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>27,587.96</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>140,643.04</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:
By: Benjamin S. Castock
Engineer (if required)

Title: Borough Engineer

Date: 12/24/2019

ACCEPTED:

By: _____
Owner (authorized signature)

Title: Borough Manager

Date: _____

ACCEPTED:

By: John M. DeMartino
Contractor (authorized signature)

Title: John M. DeMartino, Vice President

Date: 12/20/19

Approved by Funding Agency (if applicable)

By: _____ Date: _____

Title: _____

December 19, 2019
S. Hazel Street & N. Linden Street Improvements (LCEC Project No. 9-15)
Final Balancing Change Order Quantity Tabulation

Number	Scope of Work	Description	Unit Of		EJ Breneman, LLC	Unit Price		Actual Quantity	Actual Cost	Change Order No. 1
			Measure	Estimated Quantity						
101	Full depth reclamation	Full Depth Pavement Reclamation: Sampling, Testing Mix Design	LS	1	\$ 5,900.00	\$ 5,900.00	\$ 5,900.00	1	\$ 5,900.00	\$ -
102		Full Depth Pavement Reclamation	SY	6400	\$ 140,672.00	\$ 21.98	\$ 120,890.00	5500	\$ 120,890.00	\$ (19,782.00)
103		Full Depth Pavement Reclamation: Cement Additive	TN	179	\$ 21,659.00	\$ 121.00	\$ 16,101.47	133.07	\$ 16,101.47	\$ (5,557.53)
104		Damages to Water Valves	LS			\$ (331.86)	\$ (331.86)	1	\$ (331.86)	\$ (331.86)
105		Repairs for Low Base Course Elevation (Ponding)	LS			\$ (1,916.57)	\$ (1,916.57)	1	\$ (1,916.57)	\$ (1,916.57)
					\$ 168,231.00		\$ 140,643.04		\$ 140,643.04	\$ (27,587.96)

Date of Issuance: December 9, 2019

Owner: Manheim Borough

Contractor: Pennsy Supply, Inc.

Engineer: Lancaster Civil Engineering Co.

Project: S. Hazel Street & N. Linden Street Improvements

Effective Date:

Owner's Contract No.: N/A

Contractor's Project No.:

Engineer's Project No.: 9-15

Contract Name: N/A

The Contract is modified as follows upon execution of this Change Order:

Description: **Balancing change order to account for actual vs. estimated quantities, with miscellaneous additional work encountered due to unforeseen conditions.**

Attachments (list documents supporting change): Quantity Tabulation dated 12/9/2019

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 299,710.20	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 299,710.20	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ 18,877.77	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 318,587.99	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (authorized signature)	Contractor (authorized signature)			
Title: Borough Engineer	Title: Borough Manager	Title: Pennsy Supply			
Date: _____	Date: _____	Date: 12.12.2019			

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

December 9, 2019
 S. Hazel Street & N. Linden Street Improvements (LCCEC Project No. 9-15)
 Final Balancing Change Order Quantity Tabulation

Number		Scope of Work	Description	Unit Of Measure	Estimated Quantity	El Breneman, LLC	Penny Supply Inc.	Unit Price	Actual Quantity	Actual Cost	Change Order No. 1	
101	Full depth reclamation	Full Depth Pavement Reclamation: Sampling, Testing Mix Design	LS	1	\$	5,900.00		\$	5,900.00	\$	-	
102	Full depth reclamation	Full Depth Pavement Reclamation	SY	6400	\$	140,672.00		\$	21.98	\$	(19,782.00)	
103	Full depth reclamation	Full Depth Pavement Reclamation: Cement Additive	TN	179	\$	21,659.00		\$	121.00	\$	(5,557.53)	
201		Damages to Water Valves (Penny Supply Item No. 240)	LS					\$	(331.86)	\$	(331.86)	
202		Repairs to Drainage Issue (To Be Determined)	LS			\$	169,231.00			\$	(25,671.39)	
201	Paving, ADA ramps, drainage	Superpave Base Course, 25.0mm, 4" depth	TN	1430		\$	101,530.00	\$	71.00	1329.32	\$	(7,148.28)
202		Milling, 3" average depth	SY	2900		\$	9,425.00	\$	3.25	3090	\$	617.50
203		Superpave Leveling Course, 9.5mm, 1.0" depth	TN	170		\$	15,300.00	\$	90.00	181.05	\$	994.50
204		Geotextile Paving Fabric	SY	1430		\$	6,277.70	\$	4.39	2930	\$	6,585.00
205		Superpave Wearing Course, 9.5mm, 1.5" depth	TN	780		\$	70,200.00	\$	90.00	867.12	\$	7,840.80
206		Cement Concrete Curb (Curb Ramps)	LF	210		\$	23,100.00	\$	110.00	255	\$	4,950.00
207		Concrete Sidewalk (Curb Ramps)	SF	830		\$	19,920.00	\$	24.00	1001	\$	4,104.00
208		Detectable Warning Surface (Curb Ramps)	SF	120		\$	5,280.00	\$	44.00	144	\$	6,336.00
209		Painted pavement markings (6" wide)	LF	150		\$	487.50	\$	3.25	150	\$	-
210		Thermoplastic Pavement Markings (24" wide)	LF	300		\$	3,150.00	\$	10.50	365.5	\$	687.75
211		Base Repair (Excavation, 2A Aggregate, 25mm)	SY	100		\$	9,000.00	\$	90.00	23	\$	(6,930.00)
212		14"x23" Reinforced Concrete Pipe	LF	24		\$	6,840.00	\$	285.00	24	\$	-
213		Standard Inlet Box, Type C Top (6" curb)	EA	2		\$	4,000.00	\$	2,000.00	2	\$	-
214		Standard Inlet Box, Type M Top (6" curb)	EA	1		\$	2,000.00	\$	2,000.00	1	\$	-
215		24" HDPE	LF	150		\$	15,000.00	\$	100.00	150	\$	-
216		D-W Endwall with Concrete Apron	EA	1		\$	2,600.00	\$	2,600.00	1	\$	-
217		Rock Apron	CY	2		\$	2,000.00	\$	1,000.00	4	\$	2,000.00
218		18" Silt Fence	LF	60		\$	1,200.00	\$	20.00	10	\$	(1,000.00)
219		Erosion Control Matting	SY	60		\$	1,200.00	\$	20.00	60	\$	-
220		Permanent Stabilization (Seeding)	LS	1		\$	1,200.00	\$	1,200.00	1	\$	-
240	Additional work	Repair Water Valves	LS			\$		\$	995.58	1	\$	995.58
250	Additional work	Endwall Modifications	LS			\$		\$	2,079.37	1	\$	2,079.37
260	Additional work	Additional Milling / Subbase Preparation	LS			\$		\$	2,045.57	1	\$	2,045.57
270	Additional work	Repairs to Drainage Issue (To Be Determined)	LS			\$		\$			\$	

[Signature]
 12.12.19