

Manheim Borough Council Meeting  
July 14, 2020 7:00 PM  
Manheim, PA

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

This meeting was held via Zoom. The information for public participation was provided on the Borough's website, and posted on the front door of the Borough building.

These proceedings were recorded for purposes of preparation of meeting minutes.

**ANNOUNCEMENTS:**

It was noted that any comments or questions during the meeting could be e-mailed to [boroughmanager@manheimboro.org](mailto:boroughmanager@manheimboro.org).

The Meeting was called to order by President Carol Phillips at 7:00 PM.

**HEARING OF VISITORS:**

There were no registered visitors

**ACTION ITEMS:**

1. **Approval of 6/30/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Enck, seconded by Mr. Martin, passed unanimously.
2. **Payment of bills (list in packets along with Budget YTD and reserves report): Presented for approval-General Fund** in the amount of **\$72,160.88** and **Capital Fund** in the amount of **\$27,952.99 (\$27,787.99 + \$165.00 Greenways Grant Fund)**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**Mayor and Police Chief Report:**

Mayor Funk updated council on the protest march in the Borough on Wednesday July 8<sup>th</sup>. It went very well with no arrests or injuries. There was a lot of police coverage with over 50 Police Officers present. The route for the march had been given to the Police Department ahead of time. It cost the Borough approximately \$25,000 for just this event. Mayor Funk met with MCSD Superintendent Aiken and the District SRO Officer Webb, as well as approximately 13 current and past students and parents to discuss and hear stories of things that have happened throughout the years at the schools and in the borough. He mentioned the large amount of fireworks that were set off in the Borough on the 4<sup>th</sup> of July. He noted that he talked to Heather Zeamer about using The Supply for future council meetings in July and August. Mr. Fisher noted also that the Farm Show Committee had also said that from August on we could use their building for Council Meetings except for Farm Show Week.

Police Chief Stauffer presented his report to council. He first addressed the protest march and covered more of the details of the peaceful march attended by approximately 60 to 70 protestors as well as council members and the Mayor. He covered the safety measures that were put in place to protect the protestors and the borough residents, as it was a huge undertaking and took countless hours of planning for the event as well as the implementation the day of the event. The Body Cams were once again used to capture all the events. The Police Department has seen an overwhelming amount of support from the community. He also noted the Aggressive Driving Details and the Traffic Study for the 5 Points Intersection on South Charlotte Street. Press releases were also presented. Mayor Funk complimented Chief Stauffer on his leadership during the Protest March.

**Borough Codes:**

- a) The Monthly Administrative and Codes Report will be presented at the next council meeting

**Borough Engineer:**

- a) Mr. Craddock presented his report to council. He updated them on the work currently happening on East High Street for the new drain pipe installation. This contractor work is for the bore holes to locate existing utilities while waiting for notice about our grant application. An update was also given on the North Laurel Street flooding issue as the investigation into the cause continues to then formulate a design concept.
- b) The CDBG Project Change Order #2 and Application for Payment #5 were explained and presented for approval. Motion to approve by Mr. Martin, seconded by Mr. Roth, passed unanimously.

**Borough Manager Report:**

- a) Mr. Fisher presented his Monthly Manager's Summary to Council. Council was updated on the current continuing work with the grant agencies. The work is almost complete for the MAEDC Dissolution as the final paperwork necessary has been submitted and judge will be sending in the recommendation for approval for the funds to be transferred to the Borough. We are still waiting for the grant decision for the Market Square Project. The Memorial Park Project has not gone out to bid yet, but is ready. There is still some work that needs to be with DCNR involving the many parcels that make up Memorial Park to see if there are any restrictions with these parcels.
- b) The Contract for the 2020 CDBG Grant has been received and authorization for the Borough Manager to sign the contract is being presented for approval. Motion to approve by Mr. Howett, seconded by Mr. Enck, passed unanimously.

**Committee Reports:**

- a) Finance Committee – There was nothing new to report.
- b) Parks /Pool Committee – There was nothing new to report.
- c) Public Works – The Committee met at a Zoom Meeting before the Council Meeting.
  - i. The Public Works Report was in the packet.
  - ii. Discussion was held concerning the 5 Points Intersection on South Charlotte Street. Committee recommends authorizing Mr. Craddock to conduct a study of how to implement all way stop signs at the intersection. Motion to approve by Mr. Enck, seconded by Mr. Martin, passed unanimously.
  - iii. Discussion was held on how to handle replacing the banners on the poles throughout the Borough in the future.
- d) Shade Tree Commission – There was nothing new to report.
- e) Land Bank – There was nothing new to report.

**Old Business:**

- a) It was suggested to put up caution tape in the area of the tree project at Logan Park to keep the area as safe as possible until the trees are down and taken away.
- b) It was questioned if there was any more thought given to putting in sidewalk at the South End of Hazel Street at Swan Park. Mr. Fisher explained the situation at this area, as part of it actually goes through Swan Park. Mr. Craddock had estimated that it would take about 1,000 feet of new sidewalk. A map of the area was shown to better explain where improvements could be made on the actual path that goes through the park instead of adding parallel sidewalk. It would cost approximately \$20,000 to put in new sidewalk. After discussion improvements will be looked into further to possibly improve the existing walking path portion through Swan Park instead.

**New Business:**

- a) A complaint was received about noise issues on Stedman Alley due to trucks coming, going and idling at Power Pro at all times of the night. A Letter has been sent to Power Pro concerning this issue. Residents

have been instructed to call the Police when there is noise issues and also when the alley is blocked as each of these types of incidents are occurring. This is an ongoing problem that needs to have the truck drivers being responsible, not the just business. Chief Stauffer explained some of the ongoing problems and complaints in this area of the Borough concerning trucks.

- b) Discussion was held on scheduling live Council Meetings. After much discussion it was decided to have the July 28<sup>th</sup> meeting at The Supply if possible and then start meeting at the Farm Show Building from August on.
- c) Mr. Enck presented information he was given on the success at Lititz Rec Pool since they opened their new facility, including large increases in memberships.

**Correspondence:** MAWSA Reports, NWEMS Reports, Fire Department Reports & PennDOT Speed Study Letter  
Mr. Fisher noted the letter about the requested Speed Study from PennDOT. It was suggested getting more help from Representative Fee in this matter.

It was noted that Lancaster District Attorney's Office gave our Police Department a Letter of Commendation for the handling of the Protest March.

**Public Comment:**

There was no Public Comment.

**Adjournment:**

The Meeting was adjourned by President Phillips at 7:44 PM

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
July 14, 2020

1:42 PM

07/27/20

Accrual Basis

# Manheim Borough -General Fund

## Profit & Loss Budget vs. Actual

### January through December 2020

% of Yr Revenue Expenses	2019 57% 70.6% 55.7%	2020 57% 68% 45.9%
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	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>01 · General Fund Income</b>				
<b>301 · Real Estate Taxes</b>				<b>2019</b>
301.100 · Real Estate Tax Current	1,420,401.82	1,609,969.44	-189,567.62	88.2% <b>91%</b>
301.200 · Real Estate Tax Prior	22,286.19	24,999.96	-2,713.77	89.1% <b>79%</b>
310.100 · Real Estate Transfer Tax	102,692.34	65,000.04	37,692.30	158.0% <b>58%</b>
<b>Total 301 · Real Estate Taxes</b>	<b>1,545,380.35</b>	<b>1,699,969.44</b>	<b>-154,589.09</b>	<b>90.9% 90%</b>
<b>310 · Wage Tax</b>				
310.200 · Earned Income Tax	280,053.16	600,000.00	-319,946.84	46.7% <b>52.6%</b>
310.500 · Local Service Tax	71,573.18	80,000.04	-8,426.86	89.5% <b>59.5%</b>
<b>Total 310 · Wage Tax</b>	<b>351,626.34</b>	<b>680,000.04</b>	<b>-328,373.70</b>	<b>51.7% 53.5%</b>
<b>331 · Code Violation</b>				
331.110 · MV Code Violation	13,491.84	21,000.00	-7,508.16	64.2%
331.111 · Rapho MV Code Violation	5,801.77	21,000.00	-15,198.23	27.6%
331.130 · State MV Code Violation	1,453.14	1,749.96	-296.82	83.0%
331.140 · Parking Tickets	975.00	750.00	225.00	130.0%
331.141 · Rapho Twp Parking Tickets	90.00	249.96	-159.96	36.0%
<b>Total 331 · Code Violation</b>	<b>21,811.75</b>	<b>44,749.92</b>	<b>-22,938.17</b>	<b>48.7% 86%</b>
<b>355 · Government</b>				
354.150 · Recycling / Act 101	0.00	6,000.00	-6,000.00	0.0%
354.160 · Connection Study Grant	9,565.14			
355.010 · Public Utility Realty Tax	0.00	2,000.04	-2,000.04	0.0%
355.040 · Alcoholic Bev Tax / License	600.00	600.00	0.00	100.0%
355.060 · Act 205 Pension	0.00	189,213.00	-189,213.00	0.0%
355.070 · Foreign Fire Insurance	0.00	30,000.00	-30,000.00	0.0%
357.150 · Hauler Rebate	9,187.86	18,950.04	-9,762.18	48.5%
<b>Total 355 · Government</b>	<b>19,353.00</b>	<b>246,763.08</b>	<b>-227,410.08</b>	<b>7.8% 14%</b>
<b>360 · Police</b>				
357.020 · DTF Reimbursement	25,826.72	96,999.96	-71,173.24	26.6%
362.000 · Rapho Township Contract	931,181.44	1,396,799.16	-465,617.72	66.7%
362.110 · Police Income Reports, Misc	5,037.27	15,000.00	-9,962.73	33.6%
362.140 · Crossing Guards	6,694.07	30,000.00	-23,305.93	22.3%
362.150 · SRO / Police Officer Reimb.	32,797.86	54,999.96	-22,202.10	59.6%
<b>Total 360 · Police</b>	<b>1,001,537.36</b>	<b>1,593,799.08</b>	<b>-592,261.72</b>	<b>62.8% 65%</b>
<b>361 · Code Enforcement</b>				
322.400 · Dumpster Permits	830.00			
331.120 · Violation- Ordinances	0.00	999.96	-999.96	0.0%
361.100 · Final Certs	1,472.82			
361.300 · Bldg/Zoning Permits	5,193.00	8,000.04	-2,807.04	64.9%
361.310 · Sub Div Land Dev Fee	300.00			
361.340 · Zoning Hearing Fees	3,750.00	5,000.04	-1,250.04	75.0%
362.470 · Annual Rental Occ Permit Fees	39,355.00	38,499.96	855.04	102.2%
362.471 · Apartment Inspection Fees	5,790.00	15,999.96	-10,209.96	36.2%
362.480 · Code Enforcement Rev	4,285.10	2,499.96	1,785.14	171.4%
<b>Total 361 · Code Enforcement</b>	<b>60,975.92</b>	<b>70,999.92</b>	<b>-10,024.00</b>	<b>85.9% 65%</b>
<b>364 · Municipal Services</b>				
364.310 · Refuse Tags	5,648.50	8,000.04	-2,351.54	70.6%
383.000 · Trash/ Recycling Fees	365,976.04	450,000.00	-84,023.96	81.3%
<b>Total 364 · Municipal Services</b>	<b>371,624.54</b>	<b>458,000.04</b>	<b>-86,375.50</b>	<b>81.1% 78%</b>

1:42 PM

07/27/20

Accrual Basis

# Manheim Borough -General Fund

## Profit & Loss Budget vs. Actual

### January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget	2019
<b>367 · Community Facilities</b>					
342.200 · Rent Boro Bldg/Comm Room	2,947.33	7,500.00	-4,552.67	39.3%	
367.110 · Pool Income	0.00	110,000.04	-110,000.04	0.0%	
367.140 · Rent Pivilions/Parks	3,095.00	9,999.96	-6,904.96	31.0%	
367.250 · MCSD Lease	38,583.84	76,650.00	-38,066.16	50.3%	
<b>Total 367 · Community Facilities</b>	<b>44,626.17</b>	<b>204,150.00</b>	<b>-159,523.83</b>	<b>21.9%</b>	<b>46%</b>
<b>368 · Miscellaneous</b>					
320.800 · Cable Franchise	15,534.68	61,500.00	-45,965.32	25.3%	
341.000 · Interest Income	10,627.98	60,000.00	-49,372.02	17.7%	
363.000 · Street Opening Permits	1,050.30	7,500.00	-6,449.70	14.0%	
365.500 · Animal Control	60.00	99.96	-39.96	60.0%	
365.510 · PADOT Contracted Snow Removal	0.00	11,000.04	-11,000.04	0.0%	
395.000 · Refunds Of Expenditures (Co-op)	121,658.25	99,999.96	21,658.29	121.7%	
395.530 · Kaufmann Park Tax	0.00	6,999.96	-6,999.96	0.0%	
368 · Miscellaneous - Other	0.00				
<b>Total 368 · Miscellaneous</b>	<b>148,931.21</b>	<b>247,099.92</b>	<b>-98,168.71</b>	<b>60.3%</b>	<b>85%</b>
<b>Total 01 · General Fund Income</b>	<b>3,565,866.64</b>	<b>5,245,531.44</b>	<b>-1,679,664.80</b>	<b>68.0%</b>	<b>70.6%</b>
<b>Total Income</b>	<b>3,565,866.64</b>	<b>5,245,531.44</b>	<b>-1,679,664.80</b>	<b>68.0%</b>	
<b>Gross Profit</b>	<b>3,565,866.64</b>	<b>5,245,531.44</b>	<b>-1,679,664.80</b>	<b>68.0%</b>	
<b>Expense</b>					
<b>01E · General Fund Expense</b>					
<b>400 · Expenses</b>					
400.105 · Mayor's Salary	240.00	240.00	0.00	100.0%	
400.174 · Admin / Board / Comm. Education	342.87	1,550.04	-1,207.17	22.1%	
400.190 · Payroll Taxes Dept 90 -Mayor	0.00	18.00	-18.00	0.0%	
400.194 · UC Tax Dept 90 - Mayor	18.36	12.00	6.36	153.0%	
400.352 · Public Official Liability Ins	1,835.26	1,528.08	307.18	120.1%	
<b>Total 400 · Expenses</b>	<b>2,436.49</b>	<b>3,348.12</b>	<b>-911.63</b>	<b>72.8%</b>	
<b>401 · Executive</b>					
401.110 · Wages-Borough Manager	51,287.20	102,947.52	-51,660.32	49.8%	
401.112 · Wages - Admin Asst.	32,843.95	65,436.00	-32,592.05	50.2%	
401.190 · Payroll Taxes - Executive	6,286.83	12,628.80	-6,341.97	49.8%	
401.194 · Unemployment Comp Tax	840.10	855.00	-14.90	98.3%	
401.195 · Workman's Comp	452.10	314.64	137.46	143.7%	
401.196 · Health Insurance	28,588.23	53,200.32	-24,612.09	53.7%	
401.210 · Office Supplies	5,293.97	9,500.04	-4,206.07	55.7%	
401.215 · Postage Boro	2,632.88	7,500.00	-4,867.12	35.1%	
401.251 · Boro Car Maint	0.00	249.96	-249.96	0.0%	
401.320 · Telephone (Mgr Cell Phone)	331.38	699.96	-368.58	47.3%	
401.330 · Travel - Executive	0.00	50.04	-50.04	0.0%	
401.340 · Advertising/Printing	1,622.68	9,000.00	-7,377.32	18.0%	
401.352 · Liability Insurance	13,175.21	13,500.00	-324.79	97.6%	
401.420 · Dues/Membership/Subscriptions	744.50	999.96	-255.46	74.5%	
401.460 · Training - Executive	2,094.00	750.00	1,344.00	279.2%	
<b>Total 401 · Executive</b>	<b>146,193.03</b>	<b>277,632.24</b>	<b>-131,439.21</b>	<b>52.7%</b>	

# Manheim Borough -General Fund

## Profit & Loss Budget vs. Actual

### January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>402 · Financial Administration</b>				
402.114 · Wages- FD/HRC	28,300.85	51,904.56	-23,603.71	54.5%
402.190 · Payroll Taxes - FD/HRC	1,983.52	3,892.80	-1,909.28	51.0%
402.194 · Unemploy Comp Tax ( FD/HRC)	285.01	285.00	0.01	100.0%
402.195 · Workmen Comp (FD/HRC)	83.92	77.04	6.88	108.9%
402.196 · Health Ins (FD/HRC)	7,213.87	11,006.88	-3,793.01	65.5%
402.311 · Auditing	15,942.00	20,000.04	-4,058.04	79.7%
402.317 · Processing Payroll	2,121.88	2,750.04	-628.16	77.2%
402.330 · Travel Expense	0.00	99.96	-99.96	0.0%
402.352 · Liability Insurance	647.85	496.08	151.77	130.6%
402.353 · Bond Insurance FD/HRC/Mgr	750.00	750.00	0.00	100.0%
402.460 · Training FD/HRC	0.00	249.96	-249.96	0.0%
403.116 · Tax Coll - Fee/Commission	1,151.22	2,499.96	-1,348.74	46.0%
<b>Total 402 · Financial Administration</b>	<b>58,480.12</b>	<b>94,012.32</b>	<b>-35,532.20</b>	<b>62.2%</b>
<b>404.000 · Professional Legal, Engineering</b>				
404.310 · Professional Legal Service	11,118.00	35,000.04	-23,882.04	31.8%
404.314 · Ordinance Update Exp	406.00	5,000.04	-4,594.04	8.1%
408.313 · Engineer Contract	44,389.48	45,000.00	-610.52	98.6%
<b>Total 404.000 · Professional Legal, Engineering</b>	<b>55,913.48</b>	<b>85,000.08</b>	<b>-29,086.60</b>	<b>65.8%</b>
<b>409 · General Government Buildings</b>				
409.200 · Material/Supplies	0.00	1,500.00	-1,500.00	0.0%
409.213 · Computer Equipment	8,365.96	8,000.04	365.92	104.6%
409.250 · Minor Equip Repair / Purchase	0.00	249.96	-249.96	0.0%
409.317 · Cleaning Services	3,980.00	11,000.04	-7,020.04	36.2%
409.320 · Telephone	0.00	500.04	-500.04	0.0%
409.351 · Property Insurance	972.12	2,505.96	-1,533.84	38.8%
409.360 · Utilities	7,227.08	15,999.96	-8,772.88	45.2%
409.370 · Maintenance/Repair	15,018.67	9,999.96	5,018.71	150.2%
<b>Total 409 · General Government Buildings</b>	<b>35,563.83</b>	<b>49,755.96</b>	<b>-14,192.13</b>	<b>71.5%</b>
<b>415.000 · Public Safety</b>				
<b>410 · Police Dept</b>				
410.110 · Chief Police Wages	59,351.31	107,042.04	-47,690.73	55.4%
410.112 · Police Secretary Full-time	25,681.28	51,503.28	-25,822.00	49.9%
410.114 · Wages - Officers	623,773.24	1,267,418.40	-643,645.16	49.2%
410.115 · Police Secretary - Part-time	0.00			
410.117 · SRO Wages	42,341.12	86,494.68	-44,153.56	49.0%
410.118 · Crossing Guard Wages	11,848.63	44,166.96	-32,318.33	26.8%
410.119 · DTF Officer Wages	44,799.04	90,741.96	-45,942.92	49.4%
410.192 · PD Payroll Taxes	13,747.59	27,998.04	-14,250.45	49.1%
410.194 · Unempl Com Tax PD	5,467.68	5,130.00	337.68	106.6%
410.195 · Workmen's Comp PD	90,738.69	102,300.00	-11,561.31	88.7%
410.196 · Health Insurance PD	252,432.06	458,276.28	-205,844.22	55.1%
410.198 · Life Insurance PD	3,978.72	7,254.12	-3,275.40	54.8%
410.210 · Office Supplies	3,400.17	10,200.00	-6,799.83	33.3%
410.215 · Postage PD	405.14	999.96	-594.82	40.5%
410.216 · Office Equipment PD	2,354.74	9,000.00	-6,645.26	26.2%
410.220 · Operating Supplies	30,579.72	49,898.04	-19,318.32	61.3%
410.231 · Vehicle Operation (Fuel)	12,591.90	42,776.52	-30,184.62	29.4%
410.238 · Officer's Uniforms	13,022.09	23,000.04	-9,977.95	56.6%
410.252 · Computer Equip PD	40,259.12	51,000.00	-10,740.88	78.9%
410.311 · Auditing - Police	2,750.00	4,005.00	-1,255.00	68.7%
410.314 · Legal Services	1,709.00	8,499.96	-6,790.96	20.1%
410.317 · Rapho Fines	7,322.54	20,000.04	-12,677.50	36.6%
410.320 · Telephone	4,893.35	9,300.00	-4,406.65	52.6%
410.327 · Radio PD	16,244.66	18,000.00	-1,755.34	90.2%
410.351 · Property Insurance	1,928.12	4,961.28	-3,033.16	38.9%
410.352 · Liability Insurance PD	32,289.20	42,016.32	-9,727.12	76.8%
410.360 · Utilities PD	7,244.91	17,510.04	-10,265.13	41.4%
410.373 · Building Maint	7,494.27	18,500.04	-11,005.77	40.5%
410.374 · Minor Equip Repair	2,301.71	9,999.96	-7,698.25	23.0%
410.384 · Cruiser Lease	46,900.86	60,272.04	-13,371.18	77.8%

# Manheim Borough -General Fund

## Profit & Loss Budget vs. Actual

### January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
410.420 · Civil Service Commission	0.00	500.04	-500.04	0.0%
410.451 · Cruiser Maintenance	7,733.81	9,999.96	-2,266.15	77.3%
410.460 · Training PD	3,381.17	9,000.00	-5,618.83	37.6%
410.500 · Youth Aid	0.00	500.04	-500.04	0.0%
<b>Total 410 · Police Dept</b>	<b>1,418,965.84</b>	<b>2,668,265.04</b>	<b>-1,249,299.20</b>	<b>53.2%</b>
<b>411 · Fire Dept</b>				
411.163 · Workmen's Comp	12,757.00	18,219.96	-5,462.96	70.0%
411.231 · Vehicle Operation FD	2,085.07	5,499.96	-3,414.89	37.9%
411.500 · State Fire Relief	0.00	30,000.00	-30,000.00	0.0%
411.540 · Fire Department Contribution	0.00	32,000.04	-32,000.04	0.0%
<b>Total 411 · Fire Dept</b>	<b>14,842.07</b>	<b>85,719.96</b>	<b>-70,877.89</b>	<b>17.3%</b>
<b>412.000 · Ambulance</b>				
412.540 · NW EMS Donation	5,000.00	9,999.96	-4,999.96	50.0%
<b>Total 412.000 · Ambulance</b>	<b>5,000.00</b>	<b>9,999.96</b>	<b>-4,999.96</b>	<b>50.0%</b>
<b>413 · Code / Zoning Enforcement</b>				
413.114 · Wages - Code Officer	28,066.35	56,276.28	-28,209.93	49.9%
413.190 · Payroll Taxes - Code / Zoning	2,132.18	4,243.32	-2,111.14	50.2%
413.194 · Unemploy Comp Tax - Code	812.66	285.00	527.66	285.1%
413.195 · Workmen's Comp	154.80	181.56	-26.76	85.3%
413.196 · Codes - Health Insurance	5,467.44	11,006.88	-5,539.44	49.7%
413.220 · Code Enforcement Supplies	0.00	249.96	-249.96	0.0%
413.310 · Professional Services	0.00	500.04	-500.04	0.0%
413.352 · Liability Insurance	1,019.16	1,212.72	-193.56	84.0%
413.460 · Training - Code / Zoning	355.00	500.04	-145.04	71.0%
414.240 · Misc Operating Supplies	1,183.94	999.96	183.98	118.4%
414.310 · ZHB Solicitor	2,050.00	5,000.04	-2,950.04	41.0%
414.311 · Secretary for Zoning Hearing	705.00	999.96	-294.96	70.5%
414.314 · Legal (Municipal Attorney)	1,608.00	2,499.96	-891.96	64.3%
414.340 · Advertising/Printing	2,595.52	2,499.96	95.56	103.8%
<b>Total 413 · Code / Zoning Enforcement</b>	<b>46,150.05</b>	<b>86,455.68</b>	<b>-40,305.63</b>	<b>53.4%</b>
415.300 · Emergency Magmt	88.74	500.04	-411.30	17.7%
419.300 · Task Force	4,858.00	4,857.96	0.04	100.0%
<b>Total 415.000 · Public Safety</b>	<b>1,489,904.70</b>	<b>2,855,798.64</b>	<b>-1,365,893.94</b>	<b>52.2%</b>
<b>420.000 · Health &amp; Human Services</b>				
422.000 · Animal Control	0.00	1,500.00	-1,500.00	0.0%
<b>Total 420.000 · Health &amp; Human Services</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
<b>431 · Public Works</b>				
427 · Sanitation				
427.367 · Solid Waste Collection Contract	129,843.00	260,000.04	-130,157.04	49.9%
427.368 · Tipping Fee	99,081.27	170,000.04	-70,918.77	58.3%
<b>Total 427 · Sanitation</b>	<b>228,924.27</b>	<b>430,000.08</b>	<b>-201,075.81</b>	<b>53.2%</b>
428.000 · Public Works - Weed Control				
428.450 · Grass Cutting	19,265.94	48,000.00	-28,734.06	40.1%
<b>Total 428.000 · Public Works - Weed Control</b>	<b>19,265.94</b>	<b>48,000.00</b>	<b>-28,734.06</b>	<b>40.1%</b>

# Manheim Borough -General Fund

## Profit & Loss Budget vs. Actual

### January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>430.000 · Roads and Streets</b>				
430.112 · Wages	91,561.57	184,008.36	-92,446.79	49.8%
430.190 · Payroll Taxes - Public Works	6,297.76	13,874.40	-7,576.64	45.4%
430.194 · Unemployment Tax - PW	1,306.55	1,140.00	166.55	114.6%
430.195 · Workmen's Comp - PW	10,163.88	17,128.44	-6,964.56	59.3%
430.196 · Health Insurance - PW	41,015.94	74,924.64	-33,908.70	54.7%
430.200 · Material/Supplies	7,222.40	18,000.00	-10,777.60	40.1%
430.233 · Vehicle Operation (Fuel) PW	2,687.95	6,000.00	-3,312.05	44.8%
430.238 · Uniforms Street Department	269.99	750.00	-480.01	36.0%
430.245 · Highway Materials	0.00	2,250.00	-2,250.00	0.0%
430.251 · Vehicle Parts/Maint	499.36	1,749.96	-1,250.60	28.5%
430.320 · Tele/call/internet	3,589.50	4,500.00	-910.50	79.8%
430.351 · Property Insurance	1,815.42	2,756.28	-940.86	65.9%
430.360 · Utilities Maintenance Shed	6,520.23	8,499.96	-1,979.73	76.7%
430.370 · Maintenance/Repairs	1,617.81	11,000.04	-9,382.23	14.7%
430.374 · Minor Equip Repair	611.88	3,000.00	-2,388.12	20.4%
431.372 · Road Maint/Repairs	2,449.19	9,999.96	-7,550.77	24.5%
432.200 · Snow Materials/Supplies	5,650.76	12,999.96	-7,349.20	43.5%
432.450 · Supplemental Snowplow	0.00	5,000.04	-5,000.04	0.0%
433.200 · Signs Materials/Supplies	2,352.79	4,500.00	-2,147.21	52.3%
433.361 · Traffic Signals - Electric	1,870.39	3,200.04	-1,329.65	58.4%
433.370 · Maintenance Traffic Signals	829.04	5,499.96	-4,670.92	15.1%
434.361 · Street Lighting	46,136.67	80,000.04	-33,863.37	57.7%
435.370 · Paint / Maintenance	961.20	3,999.96	-3,038.76	24.0%
<b>Total 430.000 · Roads and Streets</b>	<b>235,430.28</b>	<b>474,782.04</b>	<b>-239,351.76</b>	<b>49.6%</b>
<b>446.000 · Public Works - Other</b>				
446.300 · Grow Green/Professional Svcs	25.98			
446.370 · Storm Water - MS4	5,324.06	9,999.96	-4,675.90	53.2%
448.370 · Hydrants	9,440.52	18,750.00	-9,309.48	50.3%
<b>Total 446.000 · Public Works - Other</b>	<b>14,790.56</b>	<b>28,749.96</b>	<b>-13,959.40</b>	<b>51.4%</b>
<b>Total 431 · Public Works</b>	<b>498,411.05</b>	<b>981,532.08</b>	<b>-483,121.03</b>	<b>50.8%</b>
<b>450.000 · Culture and Recreation</b>				
<b>452 · Pool</b>				
452.221 · Pool Chemicals	3,661.58	15,000.00	-11,338.42	24.4%
452.260 · Pool Equip/Supply	319.70	5,000.04	-4,680.34	6.4%
452.360 · Pool Utilities	6,002.23	24,999.96	-18,997.73	24.0%
452.370 · Pool Maint / Repairs	1,666.82	7,500.00	-5,833.18	22.2%
452.450 · Pool Contract	5,722.00	129,000.00	-123,278.00	4.4%
<b>Total 452 · Pool</b>	<b>17,372.33</b>	<b>181,500.00</b>	<b>-164,127.67</b>	<b>9.6%</b>
<b>453.000 · Spectator - Museums, etc.</b>				
453.540 · Historical Society Donation	0.00	1,500.00	-1,500.00	0.0%
<b>Total 453.000 · Spectator - Museums, etc.</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
<b>454 · Parks</b>				
454.351 · Property Insurance	8,090.27	11,907.00	-3,816.73	67.9%
454.360 · Park Utilities	4,938.81	14,000.04	-9,061.23	35.3%
454.370 · Park Maintenance/Repairs	6,756.10	15,999.96	-9,243.86	42.2%
454.371 · Park Tree Services	2,700.00	9,999.96	-7,299.96	27.0%
454.430 · Park Taxes	6,997.35	6,962.28	35.07	100.5%
<b>Total 454 · Parks</b>	<b>29,482.53</b>	<b>58,869.24</b>	<b>-29,386.71</b>	<b>50.1%</b>
<b>456.540 · Library Donation</b>	<b>6,300.00</b>	<b>6,300.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 450.000 · Culture and Recreation</b>	<b>53,154.86</b>	<b>248,169.24</b>	<b>-195,014.38</b>	<b>21.4%</b>
<b>465.000 · Community Development</b>				
465.360 · 26 E High Utilities	149.94			
465.430 · 26 E High Property Taxes	165.00			
<b>Total 465.000 · Community Development</b>	<b>314.94</b>			



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07/27/20

Accrual Basis

**Manheim Borough -General Fund**  
**Profit & Loss Budget vs. Actual**  
**January through December 2020**

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>471.000 · Debt Service</b>				
471.200 · 2019 Bond Series Principle	0.00	230,000.04	-230,000.04	0.0%
472.000 · 2019 Bond Series Interest	67,795.00	134,000.04	-66,205.04	50.6%
<b>Total 471.000 · Debt Service</b>	67,795.00	364,000.08	-296,205.08	18.6%
<b>483.000 · Employer Paid Benefits</b>				
483.100 · Act 205 Pension MMO (Police)	0.00	244,599.96	-244,599.96	0.0%
483.300 · Act 205 Pension MMO (non-unif)	0.00	51,653.04	-51,653.04	0.0%
<b>Total 483.000 · Employer Paid Benefits</b>	0.00	296,253.00	-296,253.00	0.0%
<b>492.010 · To Capital</b>	0.00	6,000.00	-6,000.00	0.0%
<b>Total 01E · General Fund Expense</b>	2,408,167.50	5,263,001.76	-2,854,834.26	45.8%
<b>406.490 · Borough COVID-19 Expense</b>	3,622.47			
<b>410.490 · Police COVID-19</b>	3,616.67			
<b>Total Expense</b>	2,415,406.64	5,263,001.76	-2,847,595.12	45.9%
<b>Net Income</b>	<b>1,150,460.00</b>	<b>-17,470.32</b>	<b>1,167,930.32</b>	<b>-6,585.2%</b>

## 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

<b>2020 Budget</b>	<b>\$5,263,003</b>	<b>\$438,584 &lt;&lt; Per month</b>		
	<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	\$3,104,802	\$5,247,746	\$4,838,291	7.4 *unaudited
3/9/2020	\$2,639,421	\$812,795	\$868,721	6.3
4/28/2020	\$2,414,349	\$1,080,996	\$1,361,994	5.8
5/26/2020	\$2,942,932	\$2,013,914	\$1,766,329	7.0
6/30/2020	\$3,583,276	\$2,930,607	\$2,042,678	8.6
7/28/2020	\$3,845,807	\$3,565,867	\$2,415,407	9.2

## Manheim Borough

7/28/2020

### **BILLS TO BE APPROVED FOR PAYMENT**

RATIFIED GENERAL FUND	\$	-	
RATIFIED CAPITAL FUND	\$	-	
GENERAL FUND	\$	60,166.06	
K-9 FUND	\$	-	
GREENWAYS GRANT	\$	1,503.75	part of cap fnd list
CAPITAL FUND	\$	7,475.75	
LIQUID FUELS FUND	\$	-	
	\$	69,145.56	

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07/27/20

## Manheim Borough -General Fund

## Check Detail

July 28, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5294	07/28/2020	American United Life Insurance Company	102.000 · Cash 2203326201	
Bill	G006...	07/17/2020		410.196 · Health Insurance PD	-598.55
				401.196 · Health Insurance	-50.41
				430.196 · Health Insurance - PW	-92.08
				413.196 · Codes - Health Insurance	-25.58
				402.196 · Health Ins (FD/HRC)	-25.82
TOTAL					-792.44
Bill Pm...	5295	07/28/2020	Blue Ridge Communications	102.000 · Cash 2203326201	
Bill	03593...	07/08/2020		410.360 · Utilities PD	-174.95
TOTAL					-174.95
Bill Pm...	5296	07/28/2020	Borough of Columbia	102.000 · Cash 2203326201	
Bill	11723	07/16/2020		427.368 · Tipping Fee	-169.50
TOTAL					-169.50
Bill Pm...	5297	07/28/2020	Dave's Lawn & Garden	102.000 · Cash 2203326201	
Bill	58500	07/15/2020		454.370 · Park Maintenance/Repairs	-13.49
TOTAL					-13.49
Bill Pm...	5298	07/28/2020	Deer Country Farm & Lawn, Inc.	102.000 · Cash 2203326201	
Bill	WA67...	06/30/2020		430.374 · Minor Equip Repair	-383.48
TOTAL					-383.48
Bill Pm...	5299	07/28/2020	Intergovernmental Ins. Coop.	102.000 · Cash 2203326201	
Bill	34891-0	07/14/2020		410.196 · Health Insurance PD	-35,729.69
				401.196 · Health Insurance	-3,983.36
				413.196 · Codes - Health Insurance	-872.24
				430.196 · Health Insurance - PW	-5,703.72
				402.196 · Health Ins (FD/HRC)	-872.24
				222.000 · Health Insurnace W/H	-3,540.00
TOTAL					-50,701.25
Bill Pm...	5300	07/28/2020	James R. Fisher	102.000 · Cash 2203326201	
Bill	7-20-...	07/20/2020		401.460 · Training - Executive	-2,094.00
TOTAL					-2,094.00
Bill Pm...	5301	07/28/2020	Lancaster Civil Engineering Co.	102.000 · Cash 2203326201	
Bill	2778	07/22/2020		408.313 · Engineer Contract	-428.00
Bill	2775	07/22/2020		408.313 · Engineer Contract	-710.50
Bill	2774	07/22/2020		408.313 · Engineer Contract	-535.00
Bill	2771	07/22/2020		408.313 · Engineer Contract	-240.75
Bill	2770	07/22/2020		446.370 · Storm Water - MS4	-454.75
Bill	2769	07/22/2020		408.313 · Engineer Contract	-347.75
TOTAL					-2,716.75

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07/27/20

## Manheim Borough -General Fund

## Check Detail

July 28, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5302	07/28/2020	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	639127	05/16/2020		409.370 · Maintenance/Repair	-28.99
Bill	640185	05/26/2020		446.300 · Grow Green/Professional ...	-25.98
Bill	644837	07/06/2020		409.370 · Maintenance/Repair	-61.25
Bill	644843	07/06/2020		409.370 · Maintenance/Repair	-9.99
Bill	645696	07/14/2020		446.370 · Storm Water - MS4	-33.56
Bill	645794	07/15/2020		454.370 · Park Maintenance/Repairs	-26.86
Bill	645892	07/15/2020		454.370 · Park Maintenance/Repairs	-349.95
Bill	646290	07/20/2020		452.370 · Pool Maint / Repairs	-69.96
Bill	646234	07/20/2020		452.370 · Pool Maint / Repairs	-152.93
TOTAL					-759.47
Bill Pm...	5303	07/28/2020	Manheim Historical Society	102.000 · Cash 2203326201	
Bill	07132...	07/13/2020		409.360 · Utilities	-42.16
TOTAL					-42.16
Bill Pm...	5304	07/28/2020	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-1547...	07/15/2020		410.210 · Office Supplies	-54.21
TOTAL					-54.21
Bill Pm...	5305	07/28/2020	PA State Association of Boroughs	102.000 · Cash 2203326201	
Bill	26718	07/13/2020		413.460 · Training - Code / Zoning	-25.00
Bill	26714	07/13/2020		413.460 · Training - Code / Zoning	-25.00
TOTAL					-50.00
Bill Pm...	5306	07/28/2020	Personalized Commercial Cleaning	102.000 · Cash 2203326201	
Bill	141843	06/25/2020		410.373 · Building Maint	-645.00
TOTAL					-645.00
Bill Pm...	5307	07/28/2020	Petty Cash	102.000 · Cash 2203326201	
Bill	07262...	07/26/2020		410.210 · Office Supplies	-62.29
				410.215 · Postage PD	-35.30
				410.220 · Operating Supplies	-18.98
TOTAL					-116.57
Bill Pm...	5308	07/28/2020	PP&L	102.000 · Cash 2203326201	
Bill	82130...	07/20/2020		454.360 · Park Utilities	-29.73
Bill	58479...	07/20/2020		434.361 · Street Lighting	-41.33
Bill	61279...	07/20/2020		433.361 · Traffic Signals - Electric	-40.96
TOTAL					-112.02
Bill Pm...	5309	07/28/2020	Rapho Township	102.000 · Cash 2203326201	
Bill	02-2-...	07/26/2020		410.317 · Rapho Fines	-707.96
TOTAL					-707.96

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07/27/20

## Manheim Borough -General Fund

## Check Detail

July 28, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pm...	5310	07/28/2020	Rhoads Energy	102.000 · Cash 2203326201	
Bill	93471...	07/22/2020		430.360 · Utilities Maintenance Shed	-187.82
TOTAL					-187.82
Bill Pm...	5311	07/28/2020	UGI Utilities, Inc.	102.000 · Cash 2203326201	
Bill	41100...	07/17/2020		409.360 · Utilities	-22.41
Bill	41100...	07/17/2020		410.360 · Utilities PD	-39.98
TOTAL					-62.39
Bill Pm...	5312	07/28/2020	Windstream	102.000 · Cash 2203326201	
Bill	02176...	07/13/2020		410.320 · Telephone	-334.15
Bill	02177...	07/15/2020		430.320 · Tele/call/internet	-48.45
TOTAL					-382.60

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07/27/20

Accrual Basis

**Manheim Borough -General Fund**  
**Check Run**  
**July 28, 2020**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/28/2020	5294	American United Life Insurance Company	-792.44
07/28/2020	5295	Blue Ridge Communications	-174.95
07/28/2020	5296	Borough of Columbia	-169.50
07/28/2020	5297	Dave's Lawn & Garden	-13.49
07/28/2020	5298	Deer Country Farm & Lawn, Inc.	-383.48
07/28/2020	5299	Intergovernmental Ins. Coop.	-50,701.25
07/28/2020	5300	James R. Fisher	-2,094.00
07/28/2020	5301	Lancaster Civil Engineering Co.	-2,716.75
07/28/2020	5302	Longeneckers Hardware Company	-759.47
07/28/2020	5303	Manheim Historical Society	-42.16
07/28/2020	5304	Office Basics, Inc.	-54.21
07/28/2020	5305	PA State Association of Boroughs	-50.00
07/28/2020	5306	Personalized Commercial Cleaning	-645.00
07/28/2020	5307	Petty Cash	-116.57
07/28/2020	5308	PP&L	-112.02
07/28/2020	5309	Rapho Township	-707.96
07/28/2020	5310	Rhoads Energy	-187.82
07/28/2020	5311	UGI Utilities, Inc.	-62.39
07/28/2020	5312	Windstream	-382.60
<b>TOTAL</b>			<b>-60,166.06</b>

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07/27/20

## Manheim Borough Capital Fund

## Check Detail

July 15 - 28, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1046	07/27/2020	Lancaster Civil Engineering...		109.090 · Greenways Grant Cash		-80.25
Bill	2773	07/27/2020			446.603 · Chiques Greenway (DCNR)	-80.25	80.25
TOTAL						-80.25	80.25
Bill Pmt -Check	1047	07/27/2020	Rettew Associates, Inc.		109.090 · Greenways Grant Cash		-1,423.50
Bill	188838	07/16/2020			446.603 · Chiques Greenway (DCNR)	-25.00	25.00
Bill	189096	07/16/2020			446.603 · Chiques Greenway (DCNR)	-1,398.50	1,398.50
TOTAL						-1,423.50	1,423.50
Bill Pmt -Check	1883	07/27/2020	Henry B. Hoover, Inc		109.000 · Cash - Capital Boro		-4,435.00
Bill	136930	07/22/2020			452.600 · Pool Improvements	-4,435.00	4,435.00
TOTAL						-4,435.00	4,435.00
Bill Pmt -Check	1884	07/27/2020	Lancaster Civil Engineering...		109.000 · Cash - Capital Boro		-749.00
Bill	2772	07/22/2020			446.602 · Chiques Growing Greener	-133.75	133.75
Bill	2776	07/22/2020			430.600 · Capital Construction	-428.00	428.00
Bill	2777	07/22/2020			446.604 · CDBG Pedestrian Improvements	-187.25	187.25
TOTAL						-749.00	749.00
Bill Pmt -Check	1885	07/27/2020	Rettew Associates, Inc.		109.000 · Cash - Capital Boro		-2,291.75
Bill	189095	07/16/2020			446.602 · Chiques Growing Greener	-2,291.75	2,291.75
TOTAL						-2,291.75	2,291.75



11:17 AM

## Manheim Borough Capital Fund

07/27/20

## Check Run

Accrual Basis

July 15 - 28, 2020

Date	Num	Name	Memo	Amount	Balance
Jul 15 - 18, 20					
Jul 15 - 18, 20					0.00
Week of Jul 19, 20					
Week of Jul 19, 20					0.00
Jul 26 - 28, 20					
07/27/2020	1883	Henry B. Hoover, Inc		-4,435.00	-4,435.00
07/27/2020	1884	Lancaster Civil Engineering Co.		-749.00	-5,184.00
07/27/2020	1885	Rettew Associates, Inc.		-2,291.75	-7,475.75
07/27/2020	1046	Lancaster Civil Engineering Co.		-80.25	-7,556.00
07/27/2020	1047	Rettew Associates, Inc.		-1,423.50	-8,979.50
Jul 26 - 28, 20				-8,979.50	-8,979.50
TOTAL				-8,979.50	-8,979.50

*Capital*  
*Greenways*  
 -4,435.00  
 -749.00  
 -2,291.75  
 -80.25  
 -1,423.50  
 -8,979.50  
 -8,979.50  
 -8,979.50

# ADMINISTRATIVE COUNCIL REPORT

6-29-2020 thru 7-24-2020

## A. STREET CUT PERMITS:

1. 173 North Linden Street – Install New Gas Service SC5-2020

## B. DUMPSTER PERMITS:

1. 133 Mill Street – \$80.00 D17-2020
2. 33 South Oak Street - \$40.00 D18-2020

## C. PROPERTY SALES FINAL CERTIFICATIONS:

1. 181 North Charlotte Street – Rental
2. 230 North Laurel Street – Residential
3. 37 East Gramby Street – Residential
4. 22 North Charlotte Street – Residential & Rental
5. 308 West End Avenue – Flip/Rental
6. 85 North Main Street – Rental
7. 17 North Main Street – Rental
8. 136 Hoffer Way – Rental
9. 161 Hart Street – Residential
10. 4 West Colebrook Street - Residential

Manheim Borough  
15 E High St  
Manheim PA 17545  
Phone: (717)665-2461  
Fax: (717)665-7324

JUNE 29 -  
JULY 24

Violations Report

Violation Report Results

	Notice Number	Status	Inspector	Issue Date	Issued To	House No	Address	Violation
1	V-200288	CLOSED	D.Czeiner	07/01/2020	Blankenship Cynthia M	132	E Mill St	Annual Rental Occupancy Permit
2	V-200288	CLOSED	D.Czeiner	07/01/2020	Blankenship Cynthia M	132	E Mill St	INSPECTIONS
3	V-200289	OPEN	D.Czeiner	07/01/2020	Firm Foundations Property Solu	031- 037	& 28-36 S Wolf S Main St	Quick Ticket Final Notice Failure to Pay
4	V-200290	CLOSED	D.Czeiner	07/02/2020	Marie Cogan	112	N Hart St	QUICK TICKET - HIGH G&W
5	V-200291	OPEN	D.Czeiner	07/02/2020	Garber Jason E	108	E High St	SWIMMING POOLS, SPAS & HOT TUBS Enclosures
6	V-200292	OPEN	D.Czeiner	07/02/2020	Thompson Michelle	311	S Charlotte St	SWIMMING POOLS, SPAS & HOT TUBS Enclosures
7	V-200293	CLOSED	D.Czeiner	07/02/2020	Gregg M Smith	007	S Pitt St	UN-INSPECTED VEHICLE
8	V-200294	CLOSED	D.Czeiner	07/02/2020	Hill Jesse W & Kim M	008	S Charlotte St	QUICK TICKET - HIGH G&W
9	V-200295	CLOSED	D.Czeiner	07/02/2020	James Smith Jr	010	S Charlotte St	QUICK TICKET - HIGH G&W
10	V-200296	CLOSED	D.Czeiner	07/02/2020	Speedwell Partners	243	S Charlotte St	Zoning Permit Required
11	V-200297	CLOSED	D.Czeiner	07/08/2020	Hess Herbert L	152	N Hazel St	SWIMMING POOLS, SPAS & HOT TUBS Enclosures
12	V-200298	CLOSED	D.Czeiner	07/08/2020	Jbc Capital Llc	320	W Stiegel St	SWIMMING POOLS, SPAS & HOT TUBS Enclosures
13	V-200299	CLOSED	D.Czeiner	07/08/2020	Kalya Rodriquez & Kelly Saylor	329	W Holtz Aly	SWIMMING POOLS, SPAS & HOT TUBS Enclosures
14	V-200300	OPEN	D.Czeiner	07/08/2020	Epio Llc C/o Andrew Kusplos	156	1/2 S Charlotte St	ACCUMULATION OF RUBBISH AND GARBAGE
15	V-200300	OPEN	D.Czeiner	07/08/2020	Epio Llc C/o Andrew Kusplos	156	1/2 S Charlotte St	STRUCTURE UNFIT FOR HUMAN OCCUPANCY
16	V-200300	OPEN	D.Czeiner	07/08/2020	Epio Llc C/o Andrew Kusplos	156	1/2 S Charlotte St	UN-INSPECTED VEHICLE
17	V-200301	OPEN	D.Czeiner	07/15/2020	Joyce Smoker	408	Orchard Ln	Work without a Permit
18	V-200301	OPEN	D.Czeiner	07/15/2020	Joyce Smoker	408	Orchard Ln	ACT 45 PERMIT REQUIREMENTS (RESIDENTIAL)
19	V-200302	OPEN	D.Czeiner	07/15/2020	Thompson Michelle	311	S Charlotte St	QUICK TICKET - HIGH G&W
20	V-200303	OPEN	D.Czeiner	07/15/2020	Thompson Michelle	311	S Charlotte St	QUICK TICKET - RUBBISH
21	V-200304	OPEN	D.Czeiner	07/15/2020	Thompson Michelle	311	S Charlotte St	REFRIGERATORS white goods
22	V-200305	OPEN	D.Czeiner	07/15/2020	Mitchell Hess	043	S Charlotte St	Zoning Permit Required
23	V-200306	OPEN	D.Czeiner	07/20/2020	James Smith Jr	010	S Charlotte St	UN-INSPECTED VEHICLE
24	V-200307	OPEN	D.Czeiner	07/20/2020	Nace Samuel A	28	N Hazel St	Camper Storage
25	V-200308	OPEN	D.Czeiner	07/21/2020	Epio Llc C/o Andrew Kusplos	156	1/2 S Charlotte St	STRUCTURE UNFIT FOR HUMAN OCCUPANCY
26	V-200308	OPEN	D.Czeiner	07/21/2020	Epio Llc C/o Andrew Kusplos	156	1/2 S Charlotte St	PLACARD REMOVAL
27	V-200308	OPEN	D.Czeiner	07/21/2020	Epio Llc C/o Andrew Kusplos	156	1/2 S Charlotte St	PROHIBITED OCCUPANCY (CONDEMNED PROPERTY)

## Violation Report Results

	Notice Number	Status	Inspector	Issue Date	Issued To	House No	Address	Violation
28	V-200309	OPEN	D.Czeiner	07/23/2020	Geunes Jeremy R	177	S Main St	QUICK TICKET - HIGH G&W
29	V-200310	OPEN	D.Czeiner	07/23/2020	Keech David E	101	S Main St	QUICK TICKET - HIGH G&W
30	V-200311	OPEN	D.Czeiner	07/23/2020	Martin Noah D	115	S Main St	QUICK TICKET - HIGH G&W
31	V-200312	OPEN	D.Czeiner	07/23/2020	Mastromatteo Jeanette	138	S Main St	QUICK TICKET - HIGH G&W
32	V-200313	OPEN	D.Czeiner	07/23/2020	Steven Stoltzfus	139	S Main St	QUICK TICKET - HIGH G&W
33	V-200314	OPEN	D.Czeiner	07/23/2020	Steven Stoltzfus	141	S Main St	QUICK TICKET - HIGH G&W
34	V-200315	OPEN	D.Czeiner	07/23/2020	Adriano Hauck C/o Gary Hauck	25	E Ferdinand St	QUICK TICKET - HIGH G&W
35	V-200316	OPEN	D.Czeiner	07/23/2020	Manheim Fire Company/doug Shaub	24	E Ferdinand St	QUICK TICKET - HIGH G&W
36	V-200317	OPEN	D.Czeiner	07/23/2020	Usa Housing & Urban Developmen	111	E Mill St	QUICK TICKET - HIGH G&W
37	V-200318	OPEN	D.Czeiner	07/23/2020	Kristina Hippo	119	E Mill St	QUICK TICKET - HIGH G&W
38	V-200319	OPEN	D.Czeiner	07/23/2020	Baker J Kevin & Cathy M	121	E Mill St	QUICK TICKET - HIGH G&W
39	V-200320	OPEN	D.Czeiner	07/23/2020	Stoltzfus David G	123	E Mill St	QUICK TICKET - HIGH G&W
40	V-200321	OPEN	D.Czeiner	07/23/2020	Jonathan Cortes	133	E Mill St	QUICK TICKET - HIGH G&W
41	V-200322	OPEN	D.Czeiner	07/23/2020	Mitchell Witman	127	W High St	QUICK TICKET - HIGH G&W
42	V-200323	OPEN	D.Czeiner	07/23/2020	Fahnestock Darrin S & Angela F	144	W High St	QUICK TICKET - HIGH G&W
43	V-200324	OPEN	D.Czeiner	07/23/2020	Moser Timothy P	148	W High St	QUICK TICKET - HIGH G&W
44	V-200325	OPEN	D.Czeiner	07/23/2020	David Erb	218	W High St	QUICK TICKET - HIGH G&W
45	V-200326	OPEN	D.Czeiner	07/23/2020	Whetsel Mark D	50	S Penn St	SWIMMING POOLS, SPAS & HOT TUBS Enclosures
46	V-200327	OPEN	D.Czeiner	07/23/2020	Frog Hollow Associates Llc	220	W High St	QUICK TICKET - HIGH G&W
47	V-200328	OPEN	D.Czeiner	07/23/2020	Eric Nohr	24	S Penn St	QUICK TICKET - HIGH G&W
48	V-200329	OPEN	D.Czeiner	07/23/2020	Tom Tom Properties, Llc	135	S Charlotte St	QUICK TICKET - HIGH G&W
49	V-200330	OPEN	D.Czeiner	07/23/2020	Holbein Charles L	113	S Charlotte St	QUICK TICKET - HIGH G&W
50	V-200331	OPEN	D.Czeiner	07/23/2020	Dunkle Timothy J	115	S Charlotte St	QUICK TICKET - HIGH G&W
51	V-200332	OPEN	D.Czeiner	07/23/2020	Shirk Dean L	117	S Charlotte St	QUICK TICKET - HIGH G&W
52	V-200333	OPEN	D.Czeiner	07/23/2020	Dean Shirk	119	S Charlotte St	QUICK TICKET - HIGH G&W
53	V-200334	OPEN	D.Czeiner	07/23/2020	Ginder Carl L & Patricia A	135	W Ferdinand St	SWIMMING POOLS, SPAS & HOT TUBS Enclosures
54	V-200335	OPEN	D.Czeiner	07/23/2020	Bush Dennis J	121	S Charlotte St	QUICK TICKET - HIGH G&W
55	V-200336	OPEN	D.Czeiner	07/23/2020	Triple L Real Estate Llc	057	S Charlotte St	QUICK TICKET - HIGH G&W
56	V-200337	OPEN	D.Czeiner	07/23/2020	Brian Musser & Christine Kinne	060	S Charlotte St	QUICK TICKET - HIGH G&W
57	V-200338	OPEN	D.Czeiner	07/23/2020	Shf Manheim Realty Llc	001	S Charlotte St	QUICK TICKET - HIGH G&W
58	V-200339	OPEN	D.Czeiner	07/23/2020	Diffendall Willis & Sharon L	9	& 11 W Ferdinand St	QUICK TICKET - HIGH G&W
59	V-200340	OPEN	D.Czeiner	07/23/2020	Hartman David A	026	W Stiegel St	QUICK TICKET - HIGH G&W
60	V-200342	OPEN	D.Czeiner	07/23/2020	Baxter John M	33	W Ferdinand St	QUICK TICKET - HIGH G&W
61	V-200343	OPEN	D.Czeiner	07/23/2020	Gunselman Jeffrey M	181	S Main St	QUICK TICKET - HIGH G&W
62	V-200344	OPEN	D.Czeiner	07/23/2020	Power Pro -199 W Stiegel Holdings, Llc	199	W Stiegel St	QUICK TICKET - HIGH G&W

## Violation Report Results

	Notice Number	Status	Inspector	Issue Date	Issued To	House No	Address	Violation
63	V-200345	OPEN	D.Czeiner	07/24/2020	Houston & Lauren Groff	055	S Charlotte St	QUICK TICKET - HIGH G&W
64	V-200346	OPEN	D.Czeiner	07/24/2020	Lewis Eric M	13	W Gramby St	QUICK TICKET - HIGH G&W
65	V-200347	OPEN	D.Czeiner	07/24/2020	B. Boycan Kent/cherth Shaffer	16	W Gramby St	QUICK TICKET - HIGH G&W
66	V-200348	OPEN	D.Czeiner	07/24/2020	Olde Mill Holdings Llc	20	W Gramby St	QUICK TICKET - HIGH G&W
67	V-200349	OPEN	D.Czeiner	07/24/2020	Dillon Harnly & Deanne Martin	21	W Gramby St	QUICK TICKET - HIGH G&W
68	V-200350	OPEN	D.Czeiner	07/24/2020	Hackenberger Mary K	29	W Gramby St	QUICK TICKET - HIGH G&W
69	V-200351	OPEN	D.Czeiner	07/24/2020	Mullins James D & Patricia J	52	W Gramby St	QUICK TICKET - HIGH G&W

6/30/2020	63-2020	122 S Fulton	Corby Burkholder	Enclose porch	Enclose an existing back porch to a 3 season room
6/30/2020	64-2020	15 New Charlotte	Justin Paul's Tenant	Paint booth	Install a 17x15 spray paint booth
6/30/2020	65-2020	142 N Charlotte	Brian Hammer	New Shed	Add new 10x16 prebuilt shed
7/1/2020	66-2020	146 N Main	William Lilley	Fence	Replaced existing fence with wood privacy fence
7/1/2020	67-2020	204 W Colebrook	David Trostle	Replace service	Replace 200 A Service - pays Andy at inspection
7/6/2020	68-2020	185 N Laurel	Tom Ludwig	Shed roof	New 12x22 Shed roof over existing patio
7/9/2020	69-2020	220 N Pitt	Joseph Cruz	Enclose car port	Enclose 12x20 existing carport, add concrete floor, sliding door & 2 windows
7/13/2020	70-2020	521 Rambler	Michael Hershey	Electric upgrade	Upgrade from 100 amp to 200 amp electric panel - pays when inspected No fee
7/13/2020	71-2020	114 S Charlotte	Ralph Bagnato	Pool & electrical	New 8' x 14' x 48" above ground pool; Ext GFCI electric - pays Andy at time of inspection
7/14/2020	72-2020	89 Miller Dr	Daniel Breigan	Shed	New 8x10 pre-built shed
7/17/2020	73-2020	76 N Main	Michael McClenaghan	Alteration	Repair damage from a vehicle accident into the facade of the structure
7/17/2020	74-2020	316 Dover	Lloyd Mitzel	Shed	New 8x10 prebuilt shed
7/21/2020	75-2020	178 S Charlotte	Dave Lewis/Freda Mumma	Fence	4 1/2" Wire fence to enclose 10' X 30" above ground temporary swimming pool
7/23/2020	76-2020	161 Hart	Suzanne Houck	Electrical	Upgrade electric panel - pays Andy directly
7/24/2020	77-2020	12 N Charlotte	Alicia Webley	Fence	Adding a 6" vinyl fence on northside of property

Manheim Borough  
Manager's Summary  
7/28/20

- Ongoing updates to Borough website and social media.
- Buzz-in system installed at borough building, still some adjustments required (costars purchase, should be eligible for reimbursement).
- New air scrubber/filtering system installed (should be eligible for reimbursement). Evaluating improvements and possible adjustments.
- Ongoing communication with library director on building reopening preparations.
- Working with grant agencies on outstanding applications.
- Addressing various resident concerns.
- Ongoing communication with stream restoration engineer, borough solicitor, regarding improvements, upcoming bidding process and grant compliance.
- Chiques management team meeting.
- PW Committee Mtg
- Meeting with bank to work on changes to bank account to reduce costs.
- Correspondence w/solicitor, tax claim bureau, etc. re: property in tax repository.

Manheim Borough Council  
15 East High Street  
Manheim. PA 17545

Dear Council Members:

Please accept this letter as my formal resignation from my position as Chairman of the Shade Tree Commission. I will continue as a member of the Commission, but now suggest Catherine Prozzillo replace me as leader of the group.

It has been rewarding working to create a warm and inviting environment through the presence of trees in our Borough. Since 2013 our group has planted 34 trees throughout the town and parks as well as participating in the redesign and planting of the "green" areas on the square.

My only hope is that Borough Council will continue to support the Tree Commission in their endeavor at turning our Borough into a healthy and attractive hometown.

Sincerely,

A handwritten signature in cursive script that reads "Jean Gates".

Jean Gates  
Tree Commission Chairman



**RESOLUTION NO. 34-2020**  
**BOROUGH OF MANHEIM**  
**LANCASTER, COUNTY, PENNSYLVANIA**

Resolved by the Borough Council of the Borough of Manheim, Lancaster County, that:

WHEREAS, Section 1201.3(a) of the Borough Code specifically permits the Borough to sell used personal property without the necessity to publicly bid or auction such property when sold to another municipality or other entities as permitted under the Code when approved by Resolution of the Borough Council;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in accordance with the above cited section of the Borough Code, hereby authorizes the sale of the following police equipment to Lancaster County municipalities:  
Relm portable radios at \$400.00 each.

DULY ADOPTED this 28th day of July 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