

Manheim Borough Council Meeting
August 25, 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. Also, Attendees are directed to use the hand-raise function in Zoom if they would like to comment. Attendees will also be given the opportunity to comment prior to any vote or moving on to a new agenda item.

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

HEARING OF VISITORS:

Ms. Donna Hlavacek was present to update council on an earlier approved request for the Celebrate Manheim Tour of the Town on Saturday September 5th at 1:00 PM sponsored by the Ruth Mackley Democratic Club. It will now be held on Saturday September 12th at the same time due to a conflict with a participant. The Police Department has been notified of the change and will be receiving the final details.

ACTION ITEMS:

1. **Approval of 8/11/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.
2. **Payment of bills (list in packets along with Budget YTD and reserves report): Presented for approval-Ratified General Fund** in the amount of **\$1,367.00 (SWIF)**, **General Fund** in the amount of **\$99,672.14** and **Capital Fund** in the amount of **\$347.75**. Motion to approve by Mr. Roth, seconded by Mr. Longenecker, passed unanimously.

Mayor and Police Chief Report:

Mayor Funk did not have a report for Council.

Police Chief Stauffer presented his report to council. Council was updated on the monthly statistics, the start of the preliminary budget process, the start of SRO returning to MCSD with a body cam, Speed Details, Stop Sign Details and August 24th meeting and training updates for Crossing Guards. It was noted that Body Cam use was approved by the school district and reminders will be posted everywhere possible that school will be starting Monday August 31st and to be aware of the many walkers in the borough. The Mayor also updated council on his discussion with Public Works Director on the bad condition of the Pedestrian Crossing Signs especially on the west side of the borough. They are looking to repair them if possible, but are also moving some throughout the borough to better locations where the crossing guards are located. Council was also given copies of 3 Outside Agency Commendations for Officer John Hoffner and Officer Kirk Colwell & K9 Casper.

Ms. Donna Hlavacek questioned Chief Stauffer on growing concern of speeding in the borough. She was questioning the possible installation of speed bumps and speed regulation signs. Chief Stauffer explained what is currently being done as the situation is being discussed by the Borough Manager, the Borough Engineer and

himself. There would need to be traffic studies implemented for these problem areas if they prove necessary. Chief Stauffer explained how speed bumps are placed mostly for pedestrian safety and not speed control. Speed regulation signs would help and could be considered for the budget process. Markings painted on the streets at the intersections that have 4 way stop signs were also suggested to make drivers more aware to stop. Public Works has gotten a stencil to paint these warnings on the streets.

Borough Codes:

- a) The Monthly Administrative and Codes Reports were presented to council.
- b) Due to technical difficulties, Ms. Czeiner was not able to address council with any comments or answer questions. Council can e-mail her if they have any questions or comments about the report.

Borough Engineer:

- a) The Monthly Engineering Report will be presented at the next council meeting.
- b) Council was updated on the status of the possible change order for the North Linden /East High Street Stormwater Project by Mr. Fisher. It may not need a change order but only a change of quantity instead. If there is a need for one it will be presented at a future council meeting. It was explained that we did not receive a small grant we had hoped to possibly use for this project. It was noted that the crosswalk in question was not part of the original project. Once the numbers are complete and available, it will be discussed for approval.

Borough Manager Report:

- a) Mr. Fisher presented his Summary Manager Report to council. The staff is still sorting through some things with the changes to the building.
- b) Authorization for the Borough Manager to certify the Lancaster County CARES Act reimbursement documents was presented for approval. The Borough's allocation is \$30,134. The Borough will continue to track all the items that can be reimbursed in case we would have additional items that qualify in the future and there is an allocation for additional funds. Motion to approve by Mr. Enck, seconded by Mr. Martin, passed unanimously. Mr. Fisher was thanked for his work on this.
- c) Resolution 35-2020 Adding Univest Bank to our authorized bank depositories was presented for approval. Mr. Fisher explained the addition of this bank depository for possible consideration of future deposits. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Committee Reports:

- a) Finance Committee – The First Budget Meeting will be held in council chambers with the finance committee only on September 1st at 6:30 PM, with the public available to attend via Zoom. It will be for the Police portion of the budget. If the equipment to allow this to occur in person is not available, the entire meeting will be conducted via Zoom
- b) Parks /Pool Committee – There was nothing new to report. The repairs being made to the pool were questioned and Mr. Fisher updated council on the current status and that they are proceeding as originally planned.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – There was nothing new to report.
- e) Land Bank – They met on August 18th. Mr. Fisher updated council on the possibility of hearing from them in the next month or so. The interest in the Old Fire House is on hold. There is possible interest in a second property in the borough.
- f) Shade Tree Commission – There was nothing new to report.

Old Business: There was no Old Business.

New Business: There was no New Business

Correspondence: MAWSA Report

Public Comment:

Ms. Donna Hlavacek thanked the Borough for cleaning up the branches on the walk on South Hazel Street at the old elementary school. She noted the placement of a huge white metal drop box for the collection of clothing and shoes on East High Street at the Masonic building parking lot. She questioned whether there is any permission requirements for placing these types of boxes in the borough, as it is right up against the sidewalk and very visible and looks bad. Mr. Fisher noted that the Codes Officer is listening and she had texted him that we do not regulate those types of boxes.

Ms. Catherine Prozzillo questioned whether the e-mail that she had sent to the Borough Manager after the last council meeting expressing her concern about the Mummau Park Dance Recital approval and the possible 250 attendees was sent to council. Mr. Fisher did forward it and Council members acknowledged that they did receive the e-mail. Mr. Fisher explained that there have been other events such as company picnics with tents used in the park as well, but this event went to council for approval because they were going to bring a stage. It was explained that when the pavilion is rented it does not close down the park. There is some limitation on the park use because of the activity, but the park is never totally closed or restricted to the public. She wanted to again express her concern on how the decision was made. She also noted that she is seeing people parking on Chestnut Street at Mummau Park on the grass. She was wondering if there is any enforcement and no parking signs for parking on the grass at the park. She has pictures she will be forwarding to Mr. Fisher and the Police Chief for review.

Adjournment:

Motion by Mr. Enck to adjourn the council meeting at 7:39 PM, seconded by Mr. Martin, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
August 25, 2020

Manheim Borough

9/8/2020

BILLS TO BE APPROVED FOR PAYMENT

RATIFIED GENERAL FUND	\$	275.50	National Elevator
RATIFIED CAPITAL FUND	\$	-	
GENERAL FUND	\$	31,030.57	
K-9 FUND	\$	-	
GREENWAYS GRANT	\$	99.00	
CAPITAL FUND	\$	22,229.32	
LIQUID FUELS FUND	\$	-	
	\$	53,634.39	

MANHEIM BOROUGH BANK BALANCES													
NAME	BANK	12/31/2015	1/31/2016	2/29/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016
General Fund	BBT/Fulton	\$ 2,247,249	\$ 2,063,607	\$ 2,941,618	\$ 2,452,049	\$ 2,438,512	\$ 3,096,917	\$ 3,680,032	\$ 3,202,523	\$ 3,509,287	\$ 3,485,265	\$ 3,067,777	\$ 3,084,330
Capital Fund	BBT/Fulton	\$ 678,386	\$ 678,005	\$ 672,357	\$ 634,593	\$ 672,342	\$ 673,282	\$ 668,938	\$ 670,034	\$ 670,597	\$ 670,921	\$ 668,423	\$ 669,509
250th Celebration	Fulton	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 18,376	\$ 12,684	\$ 12,684
Liquid Fuel	Fulton	\$ 313,479	\$ 313,586	\$ 313,685	\$ 314,632	\$ 447,472	\$ 447,623	\$ 397,153	\$ 319,026	\$ 309,693	\$ 305,644	\$ 1,414	\$ 1,414
Kauffman Park	Fulton	\$ 4,819	\$ 4,821	\$ 4,821	\$ 4,824	\$ 4,826	\$ 4,827	\$ 28	\$ 28	\$ -	\$ -	\$ -	\$ -
Stormwater	Fulton	\$ 18,395	\$ 18,401	\$ 18,411	\$ 18,417	\$ 18,423	\$ 18,429	\$ 18,435	\$ 18,470	\$ 18,476	\$ 18,482	\$ 18,489	\$ 18,495
NAME	BANK	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017
General Fund	Fulton	\$ 2,717,345	\$ 2,828,726	\$ 2,873,431	\$ 2,884,058	\$ 2,678,918	\$ 3,681,271	\$ 3,650,688	\$ 3,592,011	\$ 3,870,178	\$ 3,860,778	\$ 3,532,433	\$ 3,435,740
Capital Fund	Fulton	\$ 657,453	\$ 651,287	\$ 641,682	\$ 631,746	\$ 621,546	\$ 621,134	\$ 622,444	\$ 611,949	\$ 558,594	\$ 552,279	\$ 531,412	\$ 763,486
250th Celebration	Fulton	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 12,684	\$ 11,184	\$ 11,184
Liquid Fuel	Fulton	\$ 755	\$ 756	\$ 756	\$ 141,747	\$ 141,852	\$ 141,960	\$ 142,081	\$ 60,651	\$ 60,710	\$ 60,768	\$ 60,827	\$ 60,885
Stormwater	Fulton	\$ 18,503	\$ 18,513	\$ 18,522	\$ 18,535	\$ 18,548	\$ 18,563	\$ 18,578	\$ 18,596	\$ 18,615	\$ 18,632	\$ 18,650	\$ 18,668
NAME	BANK	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018
General Fund	Fulton	\$ 2,957,866	\$ 3,115,459	\$ 3,109,232	\$ 2,983,560	\$ 3,073,635	\$ 3,314,211	\$ 3,177,227	\$ 3,121,190	\$ 3,898,698	\$ 4,055,000	\$ 3,778,174	\$ 3,256,400
Capital Fund	Fulton	\$ 764,552	\$ 768,810	\$ 752,180	\$ 740,233	\$ 737,746	\$ 737,759	\$ 740,295	\$ 691,892	\$ 609,652	\$ 603,591	\$ 568,384	\$ 661,439
250th Celebration	Fulton	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184
Liquid Fuel	Fulton	\$ 60,952	\$ 61,024	\$ 61,090	\$ 210,505	\$ 210,791	\$ 211,086	\$ 211,397	\$ 211,738	\$ 212,080	\$ 212,417	\$ 212,805	\$ 213,181
Stormwater	Fulton	\$ 18,689	\$ 18,711	\$ 18,731	\$ 18,754	\$ 18,780	\$ 18,806	\$ 18,834	\$ 18,864	\$ 18,895	\$ 18,925	\$ 18,959	\$ 18,923
NAME	BANK	12/31/2018	1/31/2019	2/28/2019	3/31/2019	4/30/2019	5/31/2019	6/30/2019	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019
General Fund	Fulton	\$ 3,036,007	\$ 3,150,885	\$ 3,136,889	\$ 3,026,006	\$ 3,041,297	\$ 3,964,015	\$ 3,937,280	\$ 3,969,851	\$ 4,033,223	\$ 4,161,886	\$ 3,883,711	\$ 3,796,764
Capital Fund	Fulton	\$ 665,065	\$ 709,278	\$ 712,427	\$ 664,947	\$ 666,612	\$ 668,328	\$ 657,767	\$ 659,215	\$ 631,302	\$ 614,979	\$ 537,921	\$ 438,176
250th Celebration	Fulton	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	0	\$ -	\$ -	\$ -	\$ -	\$ -	
Liquid Fuel	Fulton	\$ 213,587	\$ 214,023	\$ 214,417	\$ 366,605	\$ 367,328	\$ 368,077	\$ 368,803	\$ 369,554	\$ 370,229	\$ 235,028	\$ 7,964	\$ 7,974
Stormwater	Fulton	\$ 19,020	\$ 19,068	\$ 19,103	\$ 19,142	\$ 19,180	\$ 19,219	\$ 19,257	\$ 19,296	\$ 19,331	\$ 19,364	\$ 19,393	\$ 19,418
NAME	BANK	12/31/2019	1/31/2020	2/28/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020
General Fund	Fulton	\$ 3,559,635	\$ 3,758,052	\$ 3,733,681	\$ 3,604,414	\$ 3,961,328	\$ 4,708,173	\$ 4,629,803	\$ 4,589,107	\$ 4,758,951			
Capital Fund	Fulton	\$ 431,856	\$ 432,605	\$ 417,415	\$ 434,553	\$ 425,478	\$ 422,543	\$ 391,506	\$ 360,968	\$ 327,822			
Liquid Fuel	Fulton	\$ 7,984	\$ 7,993	\$ 8,002	\$ 156,700	\$ 156,713	\$ 156,727	\$ 156,739	\$ 156,753	\$ 156,766			
Stormwater	Fulton	\$ 19,441	\$ 19,463	\$ 19,484	\$ 19,492	\$ 19,494	\$ 19,495	\$ 19,497	\$ 19,499	\$ 19,500			

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09/08/20

Accrual Basis

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

69% of year 2019 2020
Revenue 81% 78%
Expense 64% 56%

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget	
Income					2019
01 · General Fund Income					
301 · Real Estate Taxes					
301.100 · Real Estate Tax Current	1,455,034.05	1,609,969.44	-154,935.39	90.4%	94%
301.200 · Real Estate Tax Prior	23,974.05	24,999.96	-1,025.91	95.9%	82%
310.100 · Real Estate Transfer Tax	113,929.51	65,000.04	48,929.47	175.3%	84%
Total 301 · Real Estate Taxes	1,592,937.61	1,699,969.44	-107,031.83	93.7%	93%
310 · Wage Tax					
310.200 · Earned Income Tax	423,649.94	600,000.00	-176,350.06	70.6%	74%
310.500 · Local Service Tax	63,491.82	80,000.04	-16,508.22	79.4%	89%
Total 310 · Wage Tax	487,141.76	680,000.04	-192,858.28	71.6%	76%
331 · Code Violation					
331.110 · MV Code Violation	18,628.09	21,000.00	-2,371.91	88.7%	
331.111 · Rapho MV Code Violation	10,225.12	21,000.00	-10,774.88	48.7%	
331.130 · State MV Code Violation	1,453.14	1,749.96	-296.82	83.0%	
331.140 · Parking Tickets	1,005.00	750.00	255.00	134.0%	
331.141 · Rapho Twp Parking Tickets	90.00	249.96	-159.96	36.0%	
Total 331 · Code Violation	31,401.35	44,749.92	-13,348.57	70.2%	95%
355 · Government					
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	14,399.96	18,950.04	-4,550.08	76.0%	
Total 355 · Government	24,565.10	246,763.08	-222,197.98	10.0%	14%
360 · Police					
357.020 · DTF Reimbursement	50,624.32	96,999.96	-46,375.64	52.2%	
362.000 · Rapho Township Contract	1,047,581.37	1,396,799.16	-349,217.79	75.0%	
362.110 · Police Income Reports, Misc	11,921.21	15,000.00	-3,078.79	79.5%	
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%	
Total 360 · Police	1,149,618.83	1,593,799.08	-444,180.25	72.1%	72%
361 · Code Enforcement					
322.400 · Dumpster Permits	1,090.00				
331.120 · Violation- Ordinances	0.00	999.96	-999.96	0.0%	
361.100 · Final Certs	1,552.82				
361.300 · Bldg/Zoning Permits	5,693.00	8,000.04	-2,307.04	71.2%	
361.310 · Sub Div Land Dev Fee	300.00				
361.340 · Zoning Hearing Fees	5,250.00	5,000.04	249.96	105.0%	
362.470 · Annual Rental Occ Permit Fees	40,235.00	38,499.96	1,735.04	104.5%	
362.471 · Apartment Inspection Fees	6,750.00	15,999.96	-9,249.96	42.2%	
362.480 · Code Enforcement Rev	5,935.92	2,499.96	3,435.96	237.4%	
Total 361 · Code Enforcement	66,806.74	70,999.92	-4,193.18	94.1%	75%
364 · Municipal Services					
364.310 · Refuse Tags	6,811.00	8,000.04	-1,189.04	85.1%	
383.000 · Trash/ Recycling Fees	451,871.09	450,000.00	1,871.09	100.4%	
Total 364 · Municipal Services	458,682.09	458,000.04	682.05	100.1%	104%

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09/08/20

Accrual Basis

Manheim Borough -General Fund

Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget	
367 · Community Facilities					2019
342.200 · Rent Boro Bldg/Comm Room	4,330.99	7,500.00	-3,169.01	57.7%	
367.110 · Pool Income	0.00	110,000.04	-110,000.04	0.0%	
367.140 · Rent Pivilions/Parks	4,260.00	9,999.96	-5,739.96	42.6%	
367.250 · MCSD Lease	38,583.84	76,650.00	-38,066.16	50.3%	
Total 367 · Community Facilities	47,174.83	204,150.00	-156,975.17	23.1%	76%
368 · Miscellaneous					
320.800 · Cable Franchise	30,388.06	61,500.00	-31,111.94	49.4%	
341.000 · Interest Income	11,413.59	60,000.00	-48,586.41	19.0%	
363.000 · Street Opening Permits	4,100.60	7,500.00	-3,399.40	54.7%	
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)	203,732.87	99,999.96	103,732.91	203.7%	
395.530 · Kaufmann Park Tax	0.00	6,999.96	-6,999.96	0.0%	
368 · Miscellaneous - Other	0.00				
Total 368 · Miscellaneous	249,695.12	247,099.92	2,595.20	101.1%	101%
Total 01 · General Fund Income	4,108,023.43	5,245,531.44	-1,137,508.01	78.3%	
Total Income	4,108,023.43	5,245,531.44	-1,137,508.01	78.3%	81%
Gross Profit	4,108,023.43	5,245,531.44	-1,137,508.01	78.3%	
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	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%	
Total 400 · Expenses	2,436.49	3,348.12	-911.63	72.8%	
401 · Executive					
401.110 · Wages-Borough Manager	67,124.00	102,947.52	-35,823.52	65.2%	
401.112 · Wages - Admin Asst.	43,336.85	65,436.00	-22,099.15	66.2%	
401.190 · Payroll Taxes - Executive	7,786.45	12,628.80	-4,842.35	61.7%	
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	32,622.00	53,200.32	-20,578.32	61.3%	
401.210 · Office Supplies	6,362.24	9,500.04	-3,137.80	67.0%	
401.215 · Postage Boro	4,568.27	7,500.00	-2,931.73	60.9%	
401.251 · Boro Car Maint	0.00	249.96	-249.96	0.0%	
401.320 · Telephone (Mgr Cell Phone)	439.19	699.96	-260.77	62.7%	
401.330 · Travel - Executive	0.00	50.04	-50.04	0.0%	
401.340 · Advertising/Printing	2,689.16	9,000.00	-6,310.84	29.9%	
401.352 · Liability Insurance	13,251.21	13,500.00	-248.79	98.2%	
401.420 · Dues/Membership/Subscriptions	744.50	999.96	-255.46	74.5%	
401.460 · Training - Executive	4,188.00	750.00	3,438.00	558.4%	
Total 401 · Executive	184,404.07	277,632.24	-93,228.17	66.4%	

Manheim Borough -General Fund

Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
402 · Financial Administration				
402.114 · Wages- FD/HRC	37,067.66	51,904.56	-14,836.90	71.4%
402.190 · Payroll Taxes - FD/HRC	2,649.59	3,892.80	-1,243.21	68.1%
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)	8,111.93	11,006.88	-2,894.95	73.7%
402.311 · Auditing	15,942.00	20,000.04	-4,058.04	79.7%
402.317 · Processing Payroll	2,552.39	2,750.04	-197.65	92.8%
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	1,247.65	2,499.96	-1,252.31	49.9%
Total 402 · Financial Administration	69,338.00	94,012.32	-24,674.32	73.8%
404.000 · Professional Legal, Engineering				
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	61,106.51	45,000.00	16,106.51	135.8%
Total 404.000 · Professional Legal, Engineering	72,630.51	85,000.08	-12,369.57	85.4%
409 · General Government Buildings				
409.200 · Material/Supplies	0.00	1,500.00	-1,500.00	0.0%
409.213 · Computer Equipment	8,392.34	8,000.04	392.30	104.9%
409.250 · Minor Equip Repair / Purchase	0.00	249.96	-249.96	0.0%
409.317 · Cleaning Services	5,180.00	11,000.04	-5,820.04	47.1%
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	9,413.57	15,999.96	-6,586.39	58.8%
409.370 · Maintenance/Repair	15,536.01	9,999.96	5,536.05	155.4%
Total 409 · General Government Buildings	39,494.04	49,755.96	-10,261.92	79.4%
415.000 · Public Safety				
410 · Police Dept				
410.110 · Chief Police Wages	77,053.55	107,042.04	-29,988.49	72.0%
410.112 · Police Secretary Full-time	33,604.48	51,503.28	-17,898.80	65.2%
410.114 · Wages - Officers	828,718.96	1,267,418.40	-438,699.44	65.4%
410.115 · Police Secretary - Part-time	0.00			
410.117 · SRO Wages	55,409.92	86,494.68	-31,084.76	64.1%
410.118 · Crossing Guard Wages	11,848.63	44,166.96	-32,318.33	26.8%
410.119 · DTF Officer Wages	58,520.64	90,741.96	-32,221.32	64.5%
410.192 · PD Payroll Taxes	17,880.63	27,998.04	-10,117.41	63.9%
410.194 · Unempl Com Tax PD	5,951.30	5,130.00	821.30	116.0%
410.195 · Workmen's Comp PD	90,738.69	102,300.00	-11,561.31	88.7%
410.196 · Health Insurance PD	288,760.30	458,276.28	-169,515.98	63.0%
410.198 · Life Insurance PD	5,396.35	7,254.12	-1,857.77	74.4%
410.210 · Office Supplies	4,056.43	10,200.00	-6,143.57	39.8%
410.215 · Postage PD	438.59	999.96	-561.37	43.9%
410.216 · Office Equipment PD	2,750.84	9,000.00	-6,249.16	30.6%
410.220 · Operating Supplies	31,407.64	49,898.04	-18,490.40	62.9%
410.231 · Vehicle Operation (Fuel)	14,717.43	42,776.52	-28,059.09	34.4%
410.238 · Officer's Uniforms	14,434.39	23,000.04	-8,565.65	62.8%
410.252 · Computer Equip PD	46,994.97	51,000.00	-4,005.03	92.1%
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	11,037.93	20,000.04	-8,962.11	55.2%
410.320 · Telephone	6,314.82	9,300.00	-2,985.18	67.9%
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	8,856.97	17,510.04	-8,653.07	50.6%
410.373 · Building Maint	8,885.27	18,500.04	-9,614.77	48.0%
410.374 · Minor Equip Repair	3,383.06	9,999.96	-6,616.90	33.8%
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	4,416.17	9,000.00	-4,583.83	49.1%
410.500 · Youth Aid	0.00	500.04	-500.04	0.0%
Total 410 · Police Dept	1,741,133.61	2,668,265.04	-927,131.43	65.3%
411 · Fire Dept				
411.163 · Workmen's Comp	14,124.00	18,219.96	-4,095.96	77.5%
411.231 · Vehicle Operation FD	4,708.19	5,499.96	-791.77	85.6%
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%
Total 411 · Fire Dept	18,832.19	85,719.96	-66,887.77	22.0%
412.000 · Ambulance				
412.540 · NW EMS Donation	5,000.00	9,999.96	-4,999.96	50.0%
Total 412.000 · Ambulance	5,000.00	9,999.96	-4,999.96	50.0%
413 · Code / Zoning Enforcement				
413.114 · Wages - Code Officer	36,725.55	56,276.28	-19,550.73	65.3%
413.190 · Payroll Taxes - Code / Zoning	2,790.02	4,243.32	-1,453.30	65.8%
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	6,365.26	11,006.88	-4,641.62	57.8%
413.215 · Postage - Code / Zoning	180.14			
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	1,263.96	999.96	264.00	126.4%
414.310 · ZHB Solicitor	3,250.00	5,000.04	-1,750.04	65.0%
414.311 · Secretary for Zoning Hearing	830.00	999.96	-169.96	83.0%
414.314 · Legal (Municipal Attorney)	1,608.00	2,499.96	-891.96	64.3%
414.340 · Advertising/Printing	3,061.84	2,499.96	561.88	122.5%
Total 413 · Code / Zoning Enforcement	58,416.39	86,455.68	-28,039.29	67.6%
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%
Total 415.000 · Public Safety	1,828,328.93	2,855,798.64	-1,027,469.71	64.0%
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	151,483.50	260,000.04	-108,516.54	58.3%
427.368 · Tipping Fee	115,312.65	170,000.04	-54,687.39	67.8%
Total 427 · Sanitation	266,796.15	430,000.08	-163,203.93	62.0%
428.000 · Public Works - Weed Control				
428.450 · Grass Cutting	33,516.98	48,000.00	-14,483.02	69.8%
Total 428.000 · Public Works - Weed Control	33,516.98	48,000.00	-14,483.02	69.8%

Manheim Borough -General Fund

Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
430.000 · Roads and Streets				
430.112 · Wages	119,912.53	184,008.36	-64,095.83	65.2%
430.190 · Payroll Taxes - Public Works	8,411.52	13,874.40	-5,462.88	60.6%
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	46,811.74	74,924.64	-28,112.90	62.5%
430.200 · Material/Supplies	7,544.27	18,000.00	-10,455.73	41.9%
430.233 · Vehicle Operation (Fuel) PW	3,029.06	6,000.00	-2,970.94	50.5%
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	4,221.82	4,500.00	-278.18	93.8%
430.351 · Property Insurance	1,815.42	2,756.28	-940.86	65.9%
430.360 · Utilities Maintenance Shed	7,526.28	8,499.96	-973.68	88.5%
430.370 · Maintenance/Repairs	2,320.80	11,000.04	-8,679.24	21.1%
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	2,382.00	3,200.04	-818.04	74.4%
433.370 · Maintenance Traffic Signals	1,984.04	5,499.96	-3,515.92	36.1%
434.361 · Street Lighting	52,794.48	80,000.04	-27,205.56	66.0%
435.370 · Paint / Maintenance	3,708.56	3,999.96	-291.40	92.7%
Total 430.000 · Roads and Streets	285,766.92	474,782.04	-189,015.12	60.2%
446.000 · Public Works - Other				
446.300 · Grow Green/Professional Svcs	25.98			
446.370 · Storm Water - MS4	5,760.27	9,999.96	-4,239.69	57.6%
448.370 · Hydrants	12,587.36	18,750.00	-6,162.64	67.1%
Total 446.000 · Public Works - Other	18,373.61	28,749.96	-10,376.35	63.9%
Total 431 · Public Works	604,453.66	981,532.08	-377,078.42	61.6%
450.000 · Culture and Recreation				
452 · Pool				
452.221 · Pool Chemicals	5,296.00	15,000.00	-9,704.00	35.3%
452.260 · Pool Equip/Supply	319.70	5,000.04	-4,680.34	6.4%
452.360 · Pool Utilities	8,645.84	24,999.96	-16,354.12	34.6%
452.370 · Pool Maint / Repairs	3,044.58	7,500.00	-4,455.42	40.6%
452.450 · Pool Contract	5,722.00	129,000.00	-123,278.00	4.4%
Total 452 · Pool	23,028.12	181,500.00	-158,471.88	12.7%
453.000 · Spectator - Museums, etc.				
453.540 · Historical Society Donation	0.00	1,500.00	-1,500.00	0.0%
Total 453.000 · Spectator - Museums, etc.	0.00	1,500.00	-1,500.00	0.0%
454 · Parks				
454.351 · Property Insurance	8,090.27	11,907.00	-3,816.73	67.9%
454.360 · Park Utilities	7,751.93	14,000.04	-6,248.11	55.4%
454.370 · Park Maintenance/Repairs	7,173.73	15,999.96	-8,826.23	44.8%
454.371 · Park Tree Services	3,500.00	9,999.96	-6,499.96	35.0%
454.430 · Park Taxes	6,997.35	6,962.28	35.07	100.5%
Total 454 · Parks	33,513.28	58,869.24	-25,355.96	56.9%
456.540 · Library Donation	6,300.00	6,300.00	0.00	100.0%
Total 450.000 · Culture and Recreation	62,841.40	248,169.24	-185,327.84	25.3%
465.000 · Community Development				
465.360 · 26 E High Utilities	149.94			
465.430 · 26 E High Property Taxes	165.00			
Total 465.000 · Community Development	314.94			

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Accrual Basis

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

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
471.000 · Debt Service				
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%
Total 471.000 · Debt Service	67,795.00	364,000.08	-296,205.08	18.6%
483.000 · Employer Paid Benefits				
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%
Total 483.000 · Employer Paid Benefits	0.00	296,253.00	-296,253.00	0.0%
492.010 · To Capital	0.00	6,000.00	-6,000.00	0.0%
Total 01E · General Fund Expense	2,932,037.04	5,263,001.76	-2,330,964.72	55.7%
406.490 · Borough COVID-19 Expense	6,388.47			
410.490 · Police COVID-19	3,616.67			
Total Expense	2,942,042.18	5,263,001.76	-2,320,959.58	55.9%
Net Income	1,165,981.25	-17,470.32	1,183,451.57	-6,674.1%

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

2020 Budget \$5,263,003 \$438,584 << 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	\$2,734,346	\$431,794	\$608,261	6.6
4/10/2018	\$2,670,291	\$1,034,811	\$1,275,333	6.5
5/8/2018	\$3,018,189	\$1,736,884	\$1,629,508	7.3
6/13/2018	\$2,999,766	\$2,272,729	\$2,183,776	7.3
8/27/2018	\$3,811,165	\$3,853,615	\$2,953,263	9.2
9/26/2018	\$3,779,339	\$4,431,169	\$3,562,643	9.1
10/25/2018	\$3,473,470	\$4,614,412	\$4,051,756	8.4
11/26/2018	\$3,180,243	\$4,860,218	\$4,590,787	7.7
12/31/2018	\$2,983,836	** audited 12/31/18 balance		7.2
2/12/2019	\$2,697,686	\$ 416,422	\$702,572	6.5
4/29/2019	\$2,705,479	\$1,241,890	\$1,520,247	6.5
5/28/2019	\$3,642,937	\$2,661,357	\$2,002,256	8.7
6/25/2019	\$3,520,829	\$2,947,245	\$2,410,252	8.4
7/30/2019	\$3,707,373	\$3,519,082	\$2,795,545	8.9
8/27/2019	\$3,692,235	\$3,724,390	\$3,015,991	8.8
9/23/2019	\$3,629,500	\$4,310,346	\$3,664,682	8.7
10/29/2019	\$3,774,475	\$4,720,634	\$3,929,995	9.0
11/26/2019	\$3,413,313	\$4,785,948	\$4,356,471	8.2
12/31/2019	\$3,502,360	** audited 12/31/19 balance		8.4 *unaudited
3/9/2020	\$3,446,434	\$812,795	\$868,721	8.2
4/28/2020	\$3,221,362	\$1,080,996	\$1,361,994	7.7
5/26/2020	\$3,749,945	\$2,013,914	\$1,766,329	9.0
6/30/2020	\$4,390,289	\$2,930,607	\$2,042,678	10.5
7/28/2020	\$4,652,820	\$3,565,867	\$2,415,407	11.1
8/25/2020	\$4,543,582	\$3,868,366	\$2,827,144	10.9

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Manheim Borough -General Fund
Check Detail
 August 26 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt...	5395	08/26/2020	National Elevator Inspection Svc	102.000 · Cash 2203326201	
Bill	0398447	08/20/2020		409.370 · Maintenance/Repair	-275.50
TOTAL					-275.50
Bill Pmt...	5396	09/08/2020	10-8 Emergency Vehicle Service	102.000 · Cash 2203326201	
Bill	22365	08/17/2020		410.374 · Minor Equip Repair	-368.85
TOTAL					-368.85
Bill Pmt...	5397	09/08/2020	3T Security LLC	102.000 · Cash 2203326201	
Bill	1667	08/26/2020		410.374 · Minor Equip Repair	-712.50
TOTAL					-712.50
Bill Pmt...	5398	09/08/2020	American United Life Insurance Company	102.000 · Cash 2203326201	
Bill	G0061...	08/18/2020		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 Pmt...	5399	09/08/2020	C. M. High, Inc.	102.000 · Cash 2203326201	
Bill	9641153	08/18/2020		433.370 · Maintenance Traffic Signals	-1,155.00
TOTAL					-1,155.00
Bill Pmt...	5400	09/08/2020	Dave's Lawn & Garden	102.000 · Cash 2203326201	
Bill	57851	08/25/2020		454.370 · Park Maintenance/Repairs	-5.45
TOTAL					-5.45

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Manheim Borough -General Fund
Check Detail
 August 26 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt...	5401	09/08/2020	Eagle Wireless Communications	102.000 · Cash 2203326201	
Bill	INV-0...	09/01/2020		410.252 · Computer Equip PD	-169.50
				430.320 · Tele/call/internet	-67.80
TOTAL					-237.30
Bill Pmt...	5402	09/08/2020	Erie Family Life Insurance Co.	102.000 · Cash 2203326201	
Bill	L1984...	08/31/2020		410.198 · Life Insurance PD	-1,029.81
TOTAL					-1,029.81
Bill Pmt...	5403	09/08/2020	Fulton Bank Visa	102.000 · Cash 2203326201	
Bill	75850...	08/25/2020		410.220 · Operating Supplies	-51.43
				410.238 · Officer's Uniforms	-272.60
				410.220 · Operating Supplies	-102.71
				410.460 · Training PD	-40.00
				410.238 · Officer's Uniforms	-75.80
				410.210 · Office Supplies	-43.24
				410.216 · Office Equipment PD	-44.62
				410.460 · Training PD	-995.00
				430.200 · Material/Supplies	-23.98
				430.200 · Material/Supplies	-26.87
				452.370 · Pool Maint / Repairs	-57.40
				452.370 · Pool Maint / Repairs	-18.02
				409.360 · Utilities	-29.98
TOTAL					-1,781.65
Bill Pmt...	5404	09/08/2020	G & G Feed & Supply, Inc.	102.000 · Cash 2203326201	
Bill	048789	08/10/2020		435.370 · Paint / Maintenance	-14.95
TOTAL					-14.95
Bill Pmt...	5405	09/08/2020	Garman's Cleaning	102.000 · Cash 2203326201	
Bill	6266	09/01/2020		409.317 · Cleaning Services	-600.00
TOTAL					-600.00

Manheim Borough -General Fund
Check Detail
 August 26 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt...	5406	09/08/2020	Goodman & Kenneff	102.000 · Cash 2203326201	
Bill	08192...	08/19/2020		414.310 · ZHB Solicitor	-1,200.00
TOTAL					-1,200.00
Bill Pmt...	5407	09/08/2020	Government Forms & Supplies	102.000 · Cash 2203326201	
Bill	0323356	08/31/2020		401.210 · Office Supplies	-74.55
TOTAL					-74.55
Bill Pmt...	5408	09/08/2020	Hackman Fire Equipment, Inc.	102.000 · Cash 2203326201	
Bill	14822	09/01/2020		409.370 · Maintenance/Repair	-143.00
				410.373 · Building Maint	-196.75
				430.360 · Utilties Maintenance Shed	-121.00
				452.370 · Pool Maint / Repairs	-429.00
Bill	14821	09/01/2020		452.370 · Pool Maint / Repairs	-107.50
TOTAL					-997.25
Bill Pmt...	5409	09/08/2020	Higher Information Group	102.000 · Cash 2203326201	
Bill	224494	09/01/2020		410.210 · Office Supplies	-39.00
Bill	224497	09/01/2020		410.216 · Office Equipment PD	-53.00
TOTAL					-92.00
Bill Pmt...	5410	09/08/2020	James R. Fisher	102.000 · Cash 2203326201	
Bill	08312...	08/31/2020		401.460 · Training - Executive	-2,094.00
TOTAL					-2,094.00
Bill Pmt...	5411	09/08/2020	JGF Funding	102.000 · Cash 2203326201	
Bill	224499	09/01/2020		410.252 · Computer Equip PD	-316.00
Bill	224495	09/01/2020		410.252 · Computer Equip PD	-180.73
Bill	224498	09/01/2020		410.252 · Computer Equip PD	-140.30
TOTAL					-637.03

Manheim Borough -General Fund
Check Detail
 August 26 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt...	5412	09/08/2020	John A. Zern & Son	102.000 · Cash 2203326201	
Bill	60553	08/27/2020		410.210 · Office Supplies	-48.00
TOTAL					-48.00
Bill Pmt...	5413	09/08/2020	Kocman Insurance Group	102.000 · Cash 2203326201	
Bill	63504	09/02/2020		401.352 · Liability Insurance	-76.00
TOTAL					-76.00
Bill Pmt...	5414	09/08/2020	Kreiser's Garage	102.000 · Cash 2203326201	
Bill	63375	08/12/2020		430.370 · Maintenance/Repairs	-471.01
Bill	63500	08/17/2020		430.370 · Maintenance/Repairs	-161.98
TOTAL					-632.99
Bill Pmt...	5415	09/08/2020	LNP Media Group, Inc.	102.000 · Cash 2203326201	
Bill	4262172	08/23/2020		401.340 · Advertising/Printing	-1,066.48
TOTAL					-1,066.48
Bill Pmt...	5416	09/08/2020	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	633212	03/16/2020	Longeneckers Hardware Company	20000 · Accounts Payable	0.00
Bill	634157	03/24/2020	Longeneckers Hardware Company	20000 · Accounts Payable	0.00
Bill	702046	04/30/2020	Longeneckers Hardware Company	20000 · Accounts Payable	0.00
Bill	649198	08/18/2020		435.370 · Paint / Maintenance	-5.78
Bill	649479	08/20/2020		454.370 · Park Maintenance/Repairs	-34.48
Bill	649937	08/25/2020		435.370 · Paint / Maintenance	-27.73
Bill	650069	08/26/2020		430.200 · Material/Supplies	-33.64
Bill	650178	08/27/2020		435.370 · Paint / Maintenance	-29.93
Bill	Financ...	09/01/2020		430.200 · Material/Supplies	-66.90
Bill	650695	09/01/2020		452.370 · Pool Maint / Repairs	-20.75
Bill	650671	09/01/2020		452.370 · Pool Maint / Repairs	-22.99
Bill	650649	09/01/2020		452.370 · Pool Maint / Repairs	-8.99
Bill	650655	09/01/2020		452.370 · Pool Maint / Repairs	-33.99
TOTAL					-285.18

Manheim Borough -General Fund
Check Detail
August 26 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt...	5417	09/08/2020	MAWSA	102.000 · Cash 2203326201	
Bill	2321332	08/20/2020		448.370 · Hydrants	-1,573.42
Bill	2320682	08/20/2020		430.360 · Utilities Maintenance Shed	-66.07
Bill	2319719	08/20/2020		454.360 · Park Utilities	-11.60
Bill	2319435	08/20/2020		409.360 · Utilities	-65.93
Bill	2319177	08/20/2020		454.360 · Park Utilities	-11.60
Bill	2319173	08/20/2020		452.360 · Pool Utilities	-501.53
Bill	2319170	08/20/2020		454.360 · Park Utilities	-35.19
Bill	2319172	08/20/2020		452.360 · Pool Utilities	-644.54
Bill	2318868	08/20/2020		452.360 · Pool Utilities	-61.27
Bill	2318680	08/20/2020		410.360 · Utilities PD	-153.64
TOTAL					-3,124.79
Bill Pmt...	5418	09/08/2020	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-1577...	08/26/2020		401.210 · Office Supplies	-45.53
Bill	I-1582...	09/01/2020		410.210 · Office Supplies	-71.00
TOTAL					-116.53
Bill Pmt...	5419	09/08/2020	PP&L	102.000 · Cash 2203326201	
Bill	40870...	08/13/2020		409.360 · Utilities	-763.23
Bill	20269...	08/19/2020		434.361 · Street Lighting	-29.69
Bill	82130...	08/19/2020		454.360 · Park Utilities	-29.75
Bill	61279...	08/19/2020		433.361 · Traffic Signals - Electric	-42.27
Bill	58479...	08/19/2020		434.361 · Street Lighting	-42.06
Bill	65320...	08/20/2020		433.361 · Traffic Signals - Electric	-157.43
Bill	71330...	08/21/2020		433.361 · Traffic Signals - Electric	-79.13
Bill	92560...	08/24/2020		454.360 · Park Utilities	-29.95
Bill	10560...	08/24/2020		454.360 · Park Utilities	-29.69
Bill	87401...	08/31/2020		434.361 · Street Lighting	-385.48
TOTAL					-1,588.68
Bill Pmt...	5420	09/08/2020	Quality Digital Office Solutions	102.000 · Cash 2203326201	
Bill	292603	09/01/2020		401.210 · Office Supplies	-161.40
TOTAL					-161.40

Manheim Borough -General Fund
Check Detail
 August 26 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt...	5421	09/08/2020	Roberts Oxygen Co, Inc.	102.000 · Cash 2203326201	
Bill	348431	08/21/2020		452.221 · Pool Chemicals	-54.90
Bill	355861	08/26/2020		452.221 · Pool Chemicals	-54.14
TOTAL					-109.04
Bill Pmt...	5422	09/08/2020	Select Security	102.000 · Cash 2203326201	
Bill	2553707	08/19/2020		409.360 · Utilities	-160.00
TOTAL					-160.00
Bill Pmt...	5423	09/08/2020	Shaub's Dry Cleaning	102.000 · Cash 2203326201	
Bill	10009...	08/31/2020		410.238 · Officer's Uniforms	-463.10
TOTAL					-463.10
Bill Pmt...	5424	09/08/2020	Shield Arms	102.000 · Cash 2203326201	
Bill	135260	08/24/2020		410.220 · Operating Supplies	-152.41
TOTAL					-152.41
Bill Pmt...	5425	09/08/2020	Triangle Press	102.000 · Cash 2203326201	
Bill	02008...	08/25/2020		413.215 · Postage - Code / Zoning	-180.14
TOTAL					-180.14
Bill Pmt...	5426	09/08/2020	Triangle Refrigeration	102.000 · Cash 2203326201	
Bill	1097013	08/24/2020		410.373 · Building Maint	-236.00
TOTAL					-236.00
Bill Pmt...	5427	09/08/2020	UGI Utilities, Inc.	102.000 · Cash 2203326201	
Bill	41100...	08/07/2020		410.360 · Utilities PD	-38.29
TOTAL					-38.29

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Manheim Borough -General Fund
Check Detail
 August 26 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt...	5428	09/08/2020	Verizon Wireless	102.000 · Cash 2203326201	
Bill	98611...	08/20/2020		410.320 · Telephone	-224.85
Bill	98616...	08/26/2020		410.320 · Telephone	-308.63
				430.320 · Tele/call/internet	-117.57
				401.320 · Telephone (Mgr Cell Phone)	-51.73
				414.240 · Misc Operating Supplies	-40.01
TOTAL					-742.79
Bill Pmt...	5429	09/08/2020	Walters Services, Inc.	102.000 · Cash 2203326201	
Bill	A-278...	08/26/2020		454.360 · Park Utilities	-428.00
Bill	A-278...	08/26/2020		454.360 · Park Utilities	-428.00
TOTAL					-856.00
Bill Pmt...	5430	09/08/2020	Warihay Enterprises, Inc.	102.000 · Cash 2203326201	
Bill	07202...	08/10/2020		428.450 · Grass Cutting	-250.00
Bill	09022...	09/02/2020		428.450 · Grass Cutting	-5,855.00
				410.373 · Building Maint	-450.00
TOTAL					-6,555.00
Bill Pmt...	5431	09/08/2020	Wex Bank	102.000 · Cash 2203326201	
Bill	67274...	08/31/2020		411.231 · Vehicle Operation FD	-2,037.12
TOTAL					-2,037.12
Bill Pmt...	5432	09/08/2020	Windstream	102.000 · Cash 2203326201	
Bill	02176...	08/12/2020		410.320 · Telephone	-335.19
Bill	02139...	08/25/2020		409.360 · Utilities	-235.62
Bill	02139...	08/25/2020		430.320 · Tele/call/internet	-37.04
TOTAL					-607.85

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09/08/20

Accrual Basis

Manheim Borough -General Fund
Check Run
August 26 through September 8, 2020

Date	Num	Name	Amount
Aug 26 - 29, 20			
08/26/2020	5395	National Elevator Inspection Svc	-275.50
			<i>To be Ratified</i>
Aug 26 - 29, 20			-275.50
Week of Aug 30, 20			
Week of Aug 30, 20			
Sep 6 - 8, 20			
09/08/2020	5396	10-8 Emergency Vehicle Service	-368.85
09/08/2020	5397	3T Security LLC	-712.50
09/08/2020	5398	American United Life Insurance Company	-792.44
09/08/2020	5399	C. M. High, Inc.	-1,155.00
09/08/2020	5400	Dave's Lawn & Garden	-5.45
09/08/2020	5401	Eagle Wireless Communications	-237.30
09/08/2020	5402	Erie Family Life Insurance Co.	-1,029.81
09/08/2020	5403	Fulton Bank Visa	-1,781.65
09/08/2020	5404	G & G Feed & Supply, Inc.	-14.95
09/08/2020	5405	Garman's Cleaning	-600.00
09/08/2020	5406	Goodman & Kenneff	-1,200.00
09/08/2020	5407	Government Forms & Supplies	-74.55
09/08/2020	5408	Hackman Fire Equipment, Inc.	-997.25
09/08/2020	5409	Higher Information Group	-92.00
09/08/2020	5410	James R. Fisher	-2,094.00
09/08/2020	5411	JGF Funding	-637.03
09/08/2020	5412	John A. Zern & Son	-48.00
09/08/2020	5413	Kocman Insurance Group	-76.00
09/08/2020	5414	Kreiser's Garage	-632.99
09/08/2020	5415	LNP Media Group, Inc.	-1,066.48
09/08/2020	5416	Longeneckers Hardware Company	-285.18
09/08/2020	5417	MAWSA	-3,124.79
09/08/2020	5418	Office Basics, Inc.	-116.53
09/08/2020	5419	PP&L	-1,588.68
09/08/2020	5420	Quality Digital Office Solutions	-161.40
09/08/2020	5421	Roberts Oxygen Co, Inc.	-109.04
09/08/2020	5422	Select Security	-160.00
09/08/2020	5423	Shaub's Dry Cleaning	-463.10
09/08/2020	5424	Shield Arms	-152.41
09/08/2020	5425	Triangle Press	-180.14
09/08/2020	5426	Triangle Refrigeration	-236.00
09/08/2020	5427	UGI Utilities, Inc.	-38.29
09/08/2020	5428	Verizon Wireless	-742.79
09/08/2020	5429	Walters Services, Inc.	-856.00
09/08/2020	5430	Warihay Enterprises, Inc.	-6,555.00
09/08/2020	5431	Wex Bank	-2,037.12
09/08/2020	5432	Windstream	-607.85
Sep 6 - 8, 20			-31,030.57

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Accrual Basis

Manheim Borough -General Fund
Check Run
August 26 through September 8, 2020

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
TOTAL				<u><u>-31,306.07</u></u>

Manheim Borough Capital Fund
Check Detail
 August 25 through September 8, 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1048	09/08/2020	Rettew Associates,...	109.090 · Greenways Grant Cash	
Bill	190468	08/20/2020		446.603 · Chiques Greenway (DCNR)	-99.00
TOTAL					-99.00
Bill Pmt -Check	1887	08/25/2020	Lancaster Civil En...	109.000 · Cash - Capital Boro	
Bill	2810	08/20/2020		430.600 · Capital Construction	-347.75
TOTAL					-347.75
Bill Pmt -Check	1888	09/08/2020	B. R. Kreider & So...	109.000 · Cash - Capital Boro	
Bill	1	08/31/2020		430.600 · Capital Construction	-5,683.50
TOTAL					-5,683.50
Bill Pmt -Check	1889	09/08/2020	Penn Township	109.000 · Cash - Capital Boro	
Bill	2020-...	08/25/2020		439.600 · Capital Construction - Streets	-7,367.25
TOTAL					-7,367.25
Bill Pmt -Check	1890	09/08/2020	Pennsy Supply, Inc.	109.000 · Cash - Capital Boro	
Bill	9035156	08/24/2020		430.600 · Capital Construction	-5,066.57
TOTAL					-5,066.57
Bill Pmt -Check	1891	09/08/2020	Rettew Associates,...	109.000 · Cash - Capital Boro	
TOTAL					0.00
Bill Pmt -Check	1892	09/08/2020	Select Security	109.000 · Cash - Capital Boro	
Bill	2553705	08/19/2020		409.001 · COVID Expenses	-4,112.00
TOTAL					-4,112.00

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09/08/20

Accrual Basis

Manheim Borough Capital Fund
Check Run
August 26 through September 8, 2020

Date	Num	Name	Memo	Amount	Balance
Aug 26 - 29, 20					
Aug 26 - 29, 20					0.00
Week of Aug 30, 20					
Week of Aug 30, 20					0.00
Sep 6 - 8, 20					
09/08/2020	1888	B. R. Kreider & Sons, Inc.		-5,683.50	-5,683.50
09/08/2020	1889	Penn Township		-7,367.25	-13,050.75
09/08/2020	1890	Pennsy Supply, Inc.		-5,066.57	-18,117.32
09/08/2020	1891	Rettew Associates, Inc.	(Greenways Grant)	-99.00	-18,216.32
09/08/2020	1892	Select Security		-4,112.00	-22,328.32
Sep 6 - 8, 20				-22,328.32	-22,328.32
TOTAL				-22,328.32	-22,328.32

Higher Information Group, LLC -Managed IT Services Agreement (MSA)

This Managed Services Agreement is entered into by **Manheim Borough Police Department**, herein referred to as "Client", and **Higher Information Group, LLC**, a Pennsylvania Corporation, hereinafter referred to as "Service Provider". The Parties agree as follows:

1. Term of Agreement

The Managed Services Agreement ("Agreement") is for a term of thirty-six (36) months. The Agreement automatically renews for a subsequent term equal to the term of the initial term of the Agreement beginning on the day immediately following the end of the Initial Term, unless either party gives the other thirty (30) days prior written notice of its intent not to renew this Agreement. Service Provider uses software from third party vendors to monitor and maintain Client's infrastructure. From time-to-time, third party vendors pass along a price increase to the Service Provider. Should adjustments or modifications be required that increase the monthly unit costs paid for the services rendered under this Agreement, these increases will not exceed 10% of the value of the existing monthly fees per Appendix B or the applicable Appendix due under this Agreement.

- a) This Agreement may be terminated by the Client upon forty-five (45) days written notice if the Service Provider:
 - i. Breaches any material term or condition of this Agreement and fails to remedy such breach within fifteen business (15) days of receipt of such written notice; or,
 - ii. Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.
- b) This Agreement may be terminated by the Service Provider upon forty-five (45) days written notice to the Client.
- c) If either party terminates this Agreement, Service Provider will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Service Provider in accordance with the fees and/or schedules contained in Appendix B or any applicable Appendix.

2. Fees and Payment Schedule

Fees will be calculated per month or per project as defined under the provisions of Appendix B or the applicable Appendix, invoiced to Client on a Monthly basis, and will become due and payable as defined under the provisions of each Appendix. The first invoice may include an additional one-time setup fee as defined under the provisions of each Appendix. Services will be suspended if payment is not received within thirty (30) days from the date that it was due. Services provided by Service Provider that fall outside the scope of this Agreement may be billed on different intervals and under different terms. Fees reflect a 4% discount for cash payment.

Client acknowledges that Service Provider will charge Client a \$30.00 service charge for checks that are returned by Client's bank for insufficient funds. Client agrees to pay said charge in addition to any other charges or fees that Service Provider may be entitled to. If Client tenders a check that is returned for insufficient funds, Client agrees to pay all future payments in certified funds and acknowledges that personal checks will no longer be an acceptable form of payment.

Interest on an unpaid account balance will accrue at the annual rate of 18%. If Client makes payment in full for all invoices before the day it is due, no interest will be charged to Client's account. The missing of one payment in full at any time will render the entire amount due in full immediately and will cause interest to accrue at the annual rate of 18% on the entire remaining balance of the total bill to date and will authorize Service Provider to pursue legal action against Client for the entire balance of Client bill. All future services not paid on or before their due date will also be charged 18% interest.

It is understood and agreed that all services requested by Client that are not expressly included within the terms of this Agreement will be considered additional projects, and will be billed as separate, individual services from those contemplated herein.

3. Taxes

It is understood and agreed that all Federal, State and Local Taxes applicable, except for payroll taxes, shall be added to each invoice for services and materials provided. Client shall pay any taxes due.

4. Coverage

Remote Support Desk and Service Provider's management of Client's IT infrastructure as defined in Appendix A will be provided to the Client by Service Provider remotely between the hours of 7:00 am – 6:00 pm Eastern Standard Time (EST), Monday through Friday, excluding the following Higher Information Group observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Eve Day and Christmas Day. Remote Software-Based Monitoring Services will be provided twenty-four (24) hours per day all year round. All services provided by Service Provider regardless if they are included under the provisions of Appendix B or Additional Projects, shall be governed by the provisions of Appendix B.

5. Additional Maintenance Services

Users/Devices/System Support

Service Provider shall provide support for all users, devices, and systems as specified in Appendix A or the applicable Appendix. Client agrees that all devices shall be covered under warranty or an active vendor support contract; otherwise, Client shall have all necessary replacement parts readily available on site. Client warrants that all software is genuine, currently licensed, and vendor supported. Should any hardware, software, and/or system fail to meet the foregoing provisions, such hardware, software, and/or system shall be excluded from further service SLAs unless Client remedies the issue. Client agrees to pay any third-party vendor support charges required to resolve any issues. Service Provider agrees to obtain Client's authorization to engage third party vendors prior to incurring any additional charges.

Virus Recovery for Current, Licensed Antivirus protected systems

Service Provider shall use its best efforts to recover from a virus infection not detected and quarantined by the latest antivirus definitions, provided that those systems are protected with a currently licensed, vendor-supported, server-based, Antivirus solution. If the rectification of the condition is covered under the terms of this Agreement the Client will not be charged additional fees; if the rectification of the condition is not covered under the terms of this Agreement the Client will be charged additional fees under the provisions of Appendix B.

Monitoring Services

Service Provider will provide ongoing software-based monitoring services for devices as indicated in Appendix A or any other Appendix where monitoring is a specified service. Should a problem be discovered during monitoring, Service Provider shall make every attempt to remediate the condition in a timely manner through whatever means available. If the rectification of the condition is covered under the terms of this Agreement the Client will not be charged additional fees; if the remediation of the condition is not covered under the terms of this Agreement the Client will be charged additional fees under the provisions of Appendix B or the applicable Appendix.

6. Suitability of Existing Environment

Minimum Standards Required for Services

For a Client's existing environment to qualify for Service Provider's Managed Services, the following requirements must be met, and Service Provider will provide the Client with written notice of any deficiencies in this environment within two (2) business days of discovering the deficiencies. The Client will have thirty (30) business days to remediate any deficiencies:

- a. All Servers with Microsoft TM Windows Server Operating Systems must align with Microsoft TM Extended Support lifecycle and have all the latest Microsoft TM Service Packs and Critical Updates installed.
- b. All Desktops, notebooks, netbooks, laptops, and tablets with Microsoft TM Windows Desktop Operating Systems must align with Microsoft TM Extended Support lifecycle and have all the latest Microsoft TM Service Packs and Critical Updates installed.
- c. All server and desktop software must be genuine, licensed and vendor supported.
- d. All servers, desktops, notebooks/laptops, and email must be protected by a currently licensed, up-to-date and Vendor- Supported Server-based Antivirus Solution.
- e. All wireless data must be securely encrypted.
- f. All servers, desktops, and notebooks/laptops must always be accessible via a high-speed internet connection with sustainable upload and download speeds exceeding that is acceptable to the Service Provider.
- g. Client must have a public static IP address assigned to a network device, allowing remote access to Service Provider.
- h. Service Provider shall have the right to immediately cancel all services herein upon the determination by Service Provider that Client has engaged in any activity prohibited by state or federal law.

The Service Provider will provide the customer costs required to bring Client's environment up to these Minimum Standards and those are not included in this Agreement.

7. Excluded Services

Service rendered under this Agreement does not include:

- a. The cost of any parts, equipment, or shipping charges of any kind.
- b. The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
- c. The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees of any kind.
- d. The cost to bring Client's environment up to our minimum standards required for Services.
- e. Failure due to acts of God; acts or omissions of Client; water damage; fires; strikes; insurrections; riots; embargoes; delays in transportation; acts of terrorism; acts of nature and animals; inability to obtain supplies; or requirements or regulations of the United States government or any other civil or military authority, infrastructure modifications, power failures, or other adverse environmental conditions.
- f. Service and repair made necessary by the alteration or modification of hardware, software and/or systems other than that authorized by Service Provider, including alterations, software installations or modifications of equipment made by Client's employees or anyone other than Service Provider.
- g. Maintenance of Applications software packages, whether acquired from Service Provider or any other source unless as specified in Appendix B or the applicable Appendix.
- h. Programming (modification of software code) and program (software) maintenance unless as specified in Appendix B or the applicable Appendix

8. Confidentiality

Service Provider and its agents will not use or disclose Client information, except as necessary for or consistent with providing the contracted services and will *use its best efforts to* protect against unauthorized use.

9. Miscellaneous

This Agreement shall be governed by the laws of the State of Pennsylvania and venue for any lawsuit regarding the terms of this Agreement shall be in the District Court for the City and County of Dauphin, Pennsylvania.

It is agreed between the parties hereto that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement and the exhibits and appendices attached hereto contain the entire agreement of the parties with respect to the subject matter of this Agreement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Agreement may only be amended by a written document duly executed by all parties.

No change or modification of this Agreement shall be valid unless the same is in writing and signed by the parties.

No waiver of any term, provision or condition of this Agreement, the breach or default thereof, by conduct or otherwise, in one or more instances shall be deemed to be either a continuing waiver or a waiver of a subsequent breach or default of any such term, provision or condition of this Agreement.

This Agreement and the exhibits attached hereto contain the entire agreement of the parties with respect to the subject matter of this Agreement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Agreement may only be amended by a written document duly executed by all parties.

If any provision of this Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

10. Facsimile Copies

Signed facsimiles or electronically signed or transmitted copies of this Agreement are to be given the same effect as an originally signed contract.

11. Acceptance of Service Agreement

This Agreement covers only those users, devices and services listed in Appendix A or the applicable Appendix. Any additional equipment, software, or systems added after the execution of this agreement must comply with the provisions stated in Paragraph 6 above. The addition of such equipment, software, or systems shall result in an adjustment of the Client's monthly charges which shall be agreed upon between Service Provider and the Client in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

Authorized Signature

Service Provider

Date

Authorized Signature

Client

Date

MANAGED SERVICE AGREEMENT: APPENDIX LIST – If applicable

- APPENDIX A Billing Details & Authorization**
- APPENDIX B Proactive Support Solution**
- APPENDIX C Cloud Collaboration Solution**
- APPENDIX D IT Infrastructure Solutions (Hardware & Software)**
- APPENDIX E Security Solutions**
- APPENDIX F Business Continuity & Disaster Recovery Solutions**
- APPENDIX F Project Management Services**
- APPENDIX G IT Staffing**
- APPENDIX H IT Consulting Services**
- APPENDIX I Other**

Managed Services Agreement - APPENDIX A: Billing Details & Authorization

I, _____, hereby authorize:

**Higher Information Group to charge my:
Check One:**

☐ Visa/ Master ☐ Discover Card ☐ American Express ☐ ACH

Recurring and Non-Recurring Charges:

I authorize Higher Information Group, LLC to charge the account listed below for all recurring and non-recurring charges for computer service rendered until I notify them in writing of a new card to replace this authorization, or through the end of my contract, or until written termination of services.

Credit Card Information

Cardholder Name: _____
Credit Card Number: _____
Exp. Date: _____ / _____ / _____
Security Code: _____
Billing
Address: _____
City: _____
State, Zip: _____ , _____
Phone Number: _____

Client Signature: _____

Billing/Shipping Contact Information Main Site

Contact Name: _____
Contact Title: _____
Company Name: _____
Phone Number: _____
Bill to Address: _____
Bill to City: _____
Bill to State, Zip: _____ , _____
Ship to Address: _____
Ship to City: _____
Ship to State, Zip: _____ , _____

Managed Services Agreement - APPENDIX A (cont.): Billing Details & Authorization

Billing/Shipping Contact Information Additional Site A

Contact Name:	_____
Contact Title:	_____
Company Name:	_____
Phone Number:	_____
Bill to Address:	_____
Bill to City:	_____
Bill to State, Zip	_____ , _____
Ship to Address:	_____
Ship to City:	_____
Ship to State, Zip:	_____ , _____

Billing/Shipping Contact Information Additional Site B

Contact Name:	_____
Contact Title:	_____
Company Name:	_____
Phone Number:	_____
Bill to Address:	_____
Bill to City:	_____
Bill to State, Zip	_____ , _____
Ship to Address:	_____
Ship to City:	_____
Ship to State, Zip:	_____ , _____

Billing/Shipping Contact Information Additional Site C

Contact Name:	_____
Contact Title:	_____
Company Name:	_____
Phone Number:	_____
Bill to Address:	_____
Bill to City:	_____
Bill to State, Zip	_____ , _____
Ship to Address:	_____
Ship to City:	_____
Ship to State, Zip:	_____ , _____

Managed Services Agreement - APPENDIX B: Proactive Support Solution

I. Included Managed Services Completed Pursuant to the Detail in the Tables Below:

MANAGED IT SERVICES OPTIONS			
SERVICE LEVEL PLANS (Monthly Billing)	IT ENHANCED	IT ADVANTAGE	IT UMBRELLA
IT PERFORMANCE MANAGEMENT	⊗	⊗	⊗
Workstation Uptime (Up to Devices Per User)	\$75.00	\$95.00	\$115.00
Remote Monitoring and Maintenance (24/7/365) *	+	+	+
Incident Alert Resolution (Operating System)	+	+	+
Antivirus Management	+	+	+
Procurement and Deployment (Devices/Software)	+	+	+
Server Optimization (Per Windows OS Instance)	\$100.00	\$100.00	\$100.00
Remote Monitoring and Maintenance (24/7/365) *	+	+	+
Incident Alert Resolution (Hardware/OS)	+	+	+
Patch Management (Security)	+	+	+
Network Security (Per Router/Per Switch)	\$15.00	\$15.00	\$15.00
Remote Monitoring and Maintenance (24/7/365) *	+	+	+
Management and Incident Alert Remediation (Devices)	+	+	+
Device Configuration Backup (Named Devices)	Daily	Daily	Daily
DNS Firewall Protection (Security)	+	+	+
IT PRODUCTIVITY MANAGEMENT	⊗	⊗	⊗
End-user Centric	☆	☆	☆
Identity Management (Active Directory) *	+	+	+
Email Management (Exchange/Office 365)	+	+	+
Antispam Management (Security)	+	+	+
Software Support (Covered Applications)	+	+	+
On-site IT Wellness Visits (Technician)	Bi-annually	Quarterly	Monthly
IT ASSET MANAGEMENT	⊗	⊗	⊗
Initial IT Onboarding (Conversion Plan)	+	+	+
IT Inventory Assessment (Hardware/Software)	+	+	+
IT Warranty Management (Asset Lifecycle)	+	+	+
Initial Onboarding Fee (One-time Fee)	1st Months Fee	Half 1st Months Fee	Included
IT PROJECT MANAGEMENT	⊗	⊗	⊗
Solutions Proposal (Fixed Cost Contract)	+	+	+
Dedicated Project Lead (IT Engineer)	+	+	+
Defined Scope of Work (Project Plan)	+	+	+
Post Implementation Review (Deliverables)	+	+	+
IT STRATEGY MANAGEMENT	⊗	⊗	⊗
IT Procurement Planning (Upgrades/Replacements)	Annually	Bi-annually	Quarterly
IT Business Review (Account Manager)	Annually	Bi-annually	Quarterly
IT Services and Solutions Roadmap (vCTO Services)	Every 3 Years	Every 2 Years	Annually
* Includes support of device(s) and user(s) as configured. Moves, Adds and Changes are billed as projects.			
** On-site support dispatched only after remote support troubleshooting does not remediate the incident.			

Managed Service Agreement - APPENDIX B (cont.): Proactive Support Solution

II. Contract Rates and SLAs for Services Included in this Agreement:

SERVICE LEVEL PLANS (Monthly Billing)	IT ENHANCED	IT ADVANTAGE	IT UMBRELLA
IT INCIDENT MANAGEMENT	⊛	⊛	⊛
REMOTE SUPPORT DESK	★	★	★
Business Hours - Incident Remediation (Monday thru Friday)	7:00am to 6:00pm	7:00am to 6:00pm	7:00am to 6:00pm
Business Hours - Critical Incident (First Response SLA)	4 Hours	3 Hours	2 Hours
Business Hours - Emergency Outage (First Response SLA)	3 Hours	2 Hours	1 Hours
After Hours - Emergency Outage (First Response SLA)	4 Hours	3 Hours	2 Hours
After Hours - Emergency Outage Remediation (Remote)	1.5 x Contract Rate	Contract Rate	1/2 Contract Rate
ON-SITE TECHNICAL SUPPORT	★	★	★
Business Hours - Incident Remediation (Monday thru Friday)	9:00am to 4:00pm	8:00am to 5:00pm	7:00am to 6:00pm
On-site Support Included in Plan (Per User x Total Users)	Up to 15 Minutes	Up to 30 Minutes	Up to 1 Hour
On-site Support Contract Rate (Billed in 15 Min. Increments)	\$135 Per Hour	\$125 per Hour	\$110 Per Hour
After Hours - Emergency Outage Remediation (On-site)	2x Contract Rate	1.5x Contract Rate	Contract Rate
1. On-site support dispatched only after remote troubleshooting does not remediate the incident. 2. The minimum time charged will be 15 minutes and will be rounded up to the next minute. 3. Time that does not exceed the minimum for each plan will be charged at the minimum. 4. Travel time for on-site services will be charged from HIG office to Client office. 5. Time for on-site support to be billed at contract rate once time charged to plan exceeds maximum under the plan. 6. Projects outside of the scope of this agreement do not have guaranteed response/resolution times.			

III. Acceptable Service Request Methods

TICKET MANAGEMENT SYSTEM	CONTACT METHOD
Support Ticket Submission - Phone Call	helpdesk@higherinfogroup.com
Support Ticket Submission - Email	(717) 844-225-5444 or (717) 652-3310
Support Ticket Submission - Client Access Portal	Auto Task PSA
1. HIG reserves the right to change service request methods. 2. If the service method changes, HIG will provide the client with advance notice in writing.	

IV. Incident Request Service Prioritization

PRIORITIZATION	CRITICALITY	SERVICE IMPACT	USER IMPACT
Critical	Major Problem (Urgent)	Work around unavailable, almost all or all or all user(s) cannot perform their primary job function	>75%
High	Major Problem	Work around unavailable, most user(s) cannot perform their primary job function.	50% - 75%
Medium	Minor Problem	Work around unavailable, the users(s) cannot perform their primary job functions.	25% - 50%
Low	Minor Problem (with work around)	Work around available, the users(s) can perform their primary job functions.	>25%

Managed Service Agreement - APPENDIX B (cont.): Proactive Support Solution

V. Monthly Recurring Fee for Services

MANGED IT SERVICES OPTIONS	IT ENHANCED	IT ADVANTAGE	IT UMBRELLA
(1.) Managed Users (Up to 2 Devices Per User)	\$75.00	\$95.00	\$115.00
(2.) Managed Servers (Devices)	\$100.00	\$100.00	\$100.00
(3.) Managed Network (Devices)	\$15.00	\$15.00	\$15.00
(4.) Initial (One-time) Onboarding Fee	1st Months Fee	1/2 1st Months Fee	Included
INDICATE AN "X" FOR SERVICE PLAN SELECTED	X		
CALCULATE FEE BASED ON PLAN & QUANTITY			
USERS/DEVICES COVERED UNDER SELECTED PLAN	USERS (A.)	SERVERS (B.)	NETWORK (C.)
(5.) INDICATE ESTIMATED QUANTITY WITH COUNT	18	2	2
(6.) MULTIPLY QUANTITY BY FEE WITH AN "X"			

VI. Total First Month Fee at Signing

MANAGED SERVICE FEES	AMOUNT
(7.) CALCULATE MONTHLY FEE BY ADDING (A.) + (B.) + (C.) FROM SECTION V. (6.)	\$ 1,580.00
(8.) CALCULATE INITIAL (ONE-TIME) ONBOARDING FEE FROM SECTION V. (4.)	Waived for CERP Program
(9.) CALCULATE TOTAL DUE AT TIME OF CONTRACT SIGNING BY ADDING (7.) + (8.)	\$ 1,580.00

- Proactive Support Solution as defined in Section I. thru IV.
- Proactive Support Solution will be provided for the users and devices covered as listed in the table above as part of the recurring managed service fees as defined in Section VI.
- The number of users or devices at signing may change after the completion of the initial onboarding.
- The number of users or devices will be adjusted once a month to reflect any changes in the number covered.
- As the number of users and devices increase or decrease then service fees will increase or decrease each month, per the new number of users or devices, by the monthly fees listed in the table above.
- The increases and decreases will occur automatically and does not require an amendment to the MSA or Appendix B.
- The monthly recurring fee in Section V1 (7.) will automatically adjust up or down based on the change in the number of users/devices.

Managed Services Agreement - APPENDIX B (cont.): Authorized Signature

VII. Other Payment Terms and Contract Conditions

1. Proactive Support Solution Fees - Fees are calculated using rates in the table above per user and/or device, per month. The quantity listed is the number of users or devices covered at the time of contact signing, as devices are added the service fee will increase the Proactive Support fee.
2. Deposit – Deposit amount of one-month service plus setup fee due upon execution of this contract. If contract Start date is other than the first day of the month, the first month will be prorated.
3. Sales and/or Use tax will added to the invoice if applicable. Invoiced fees reflect a 4% discount for cash payment.
4. Payment terms are Net 30. Invoices will be transmitted to an email address of the Client's choosing and/or mailed to the client unless requested in writing to have invoice transmitted another way.
5. Client will pay 2 times on-site contract rate per hour for service to move client to new provider plus any actual costs incurred by Service Provider.

VIII. Authorized Signature

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

Authorized Signature

Service Provider

Date

Authorized Signature

Client

Date

Managed Service Agreement – Appendix B (cont.): Onboarding Scope of Work

Proactive Support Solution - Initial Client Onboarding with Best Practice Review (Quantities for on boarding dictated by the solutions selected)

- **Inventory**
 - Document all Servers, Networking, End User Devices, Software, and Backups in HIG inventory system
 - Hardware
 - Model and Service Tag/Serial Number
 - OS and Firmware Version
 - Warranty Status
 - Application
 - Name and Version Number
 - Customer Project Champion
 - Support Contract
 - Licensing - Provider Name
 - Credentials - Admin accounts
- **Server**
 - Verify all server hardware, software, and support agreements are up to date
 - Document all server workflow and functionality
 - Installation of HIG's RMM and management tool sets
 - Verify all active users accounts - Remove/ deactivated any discrepancies
 - Verify all active computers - Remove/ deactivated any discrepancies
 - Reset and document DSRM passwords
 - Reset Administrator level account passwords
- **Networking**
 - Verify all network hardware, licensing, and support agreements are up to date
 - Perform backup of all network device configurations
 - Generate network topology diagram and Network VLAN map
 - Document all internal and external Static and DHCP address and pools
 - Installation of HIG's network monitoring system on all network equipment
- **End User Devices**
 - Create local HIG admin user account
 - Installation of HIG's RMM and management tool sets
 - Installation of Cisco Umbrella and Webroot (Managed by HIG)
- **Backups**
 - Review and document customer current backup procedure
 - Schedule
 - Disaster Recovery Plan
 - Hardware and software configured for backup
- **Customer Required Information**
 - Primary project point of contact
 - Last day of support under previous IT vendor
 - All "required" fields completed on the Client Readiness Document
 - Implementation Plan Call (dates will be provided by HIG Project Services Team)
 - List of current software and hardware vendors with contact information
 - Internet Service Provider account information and a copy of most recent bill
 - Business critical application list with support contacts and contracts
 - Admin Credentials for all IT Infrastructure
- **Solution Implementation Timeline**
 - Higher Information Group will perform customer onboarding at a date and time that is mutually agreed upon by both parties during normal business hours.
 - Prior to this, the customer and Higher Information Group must have an implementation call to discuss the items required by both parties.
 - The client must provide a completed Client Readiness Document with all the "required" fields completed.
 - On completion of the above requirements Higher Information Group will set a date for Field Services to perform the action of onboarding at the customer site. Once onboarding documentation is completed, customer may utilize Higher Information Group helpdesk and monitoring service.

Managed Services Agreement - APPENDIX B (cont.): Detailed Coverages

Summarized descriptions of each of the services covered. These definitions are provided for convenience only, and do not describe the specific coverages of your Managed Services Plan.

Products, software, and solutions outlined in the "Coverage Solution" section is documented as products or services currently utilized by Higher Information Group's IT Managed Services Division. Higher Information Group reserves the right to change the products, software, and services under the Coverage Solution to replacements with a comparable feature set without prior notice to the client

IT PERFORMANCE MANAGEMENT		
Service	Summary Service Description	Coverage Solution*
Workstation Management	Maintenance and monitoring of hardware and software on Windows Workstations and Laptops to ensure optimal functionality.	ConnectWise Automate
Antivirus Management	A workstation security solution to improve an IT environments security against spyware, malware, trojans and viruses. Includes deployment, configuration, scanning, definition updates, and infection remediation.	Webroot
Server Management	Maintenance and monitoring of hardware and software on Windows Servers to ensure optimal functionality.	ConnectWise Automate
Patch Management	A server strategy for managing Microsoft Windows patches and updates, and service packs. Includes assessment, testing, deployment, and review of patches/updates.	ConnectWise Automate
Network Management	The service of managing the configuration, operation, and security of an IT Environment's network. This includes configuration of network devices, internet connectivity, DNS/VPN settings and configuration, and troubleshooting.	Auvik
DNS Firewall Protection	A network security solution to prevent users and systems from connecting to malicious Internet locations. Provides insights on threats, isolates infected devices for remediation, and is current with the threat landscape.	Cisco Umbrella
Procurement & Deployment	The purchasing of devices: Finalize system configurations with vendor to meet customer requirements, leverage standardized configurations to reduce costs and coordinate equipment orders, shipments, and returns.	HIG Service
IT PRODUCTIVITY MANAGEMENT		
Identity Management	A service for the creation, deletion and ongoing management of user accounts, permissions and access levels across a Client's IT environment.	HIG Service
Email Management	A service to monitor and maintain email availability, spam filtering, and malware filtering. This service is commonly packaged with Helpdesk services.	HIG Service
Antispam Management	Software, hardware or process used to combat the proliferation of spam to keep it from entering a system.	Secure Tide/ Proofpoint
Software Management	A service to track, deploy, configure, monitor, and manage covered software in the client's IT environment. Packaged with workstation and server management.	HIG Service
IT Wellness Visits	A Planned quality assurance visit by a Field Technician to assure the Client is satisfied with the service level and that the IT environment is performing as expected.	HIG Service

Managed Services Agreement - APPENDIX B (cont.): Detailed Coverages

IT INCIDENT MANAGEMENT		
Incident Management	A single point of contact for a client to receive service and support. This includes triage, escalation, problem management, and levels of technical support.	HIG Service
Service Level Agreement (SLA)	Defines the level of service promised and expected by the client and lays out the metrics for measuring service level	HIG Service
Software-Based Monitoring	IT tools and software used to remotely monitor, alert, and remediate endpoint, server, and network devices via the internet. Allows proactive support of IT.	ConnectWise Automate & Auvik
Remote Support (Help Desk)	IT tools and software that enable a technician to connect to a remote device from their console via the Internet and work directly on the remote system.	ConnectWise Control
On-site Support (Escalation)	The deployment of a technician to the Client's location to remediate an IT incident that could not be resolved remotely.	HIG Service
Support Ticket Options (PSA)	Multiple options such as email, phone or desktop portal for a Client to use to submit an incident ticket to the support desk.	Autotask PSA
IT ASSET MANAGEMENT		
IT Asset Management	The discovery, inventorying, tracking, and management of IT assets during and throughout their life cycle.	HIG Service
IT Onboarding Plan	The plan, checklist and tools to capture the client specific IT Infrastructure data to set up a managed service plan.	HIG Documentation
IT Inventory Assessment	The discovery, inventorying, tracking, and management of IT assets during and throughout their life cycle.	HIG Service
IT Warranty Management	A software solution for administering the crucial aspects of the warrant claims process with reporting functionality.	HIG Documentation
IT STRATEGY MANAGEMENT		
IT Strategy Management	Provides guidance on clarification and prioritization of the Client's IT investments with a focus on process improvement.	HIG Service
IT Procurement Planning	Assistance in purchasing and procurement of IT Assets, including hardware, software, licensing, and cloud services.	HIG Service
IT Business Reviews	A schedule meeting with the Client to check what IT goals and objectives have been met and what is still outstanding.	HIG Service
IT Roadmap Assessment	Advisory services to help clients assess technology strategies to ensure they align with business strategies.	HIG Service
IT PROJECT MANAGEMENT		
Project Management	The application of processes, methods, skills, knowledge and experience to achieve specific project objectives	HIG Service
Fixed Cost Proposal	A type of contract in project management where the payment is not dependent on the resources or time spent.	HIG Service
Project Planning	A process that provides a document that defines project deliverables, scope of work, tasks, resources and timeline.	AutoTask PSA
Post Implementation Review	An evaluation completed after a project concludes to determine if the project objectives were achieved.	HIG Service



AXON

Manheim Borough Police Dept. - PA

AXON SALES REPRESENTATIVE

Matt Dearing

mdearing@axon.com

ISSUED

8/26/2020



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737

Q-265088-44069.697MD

Issued: 08/26/2020

Quote Expiration: 09/15/2020

Account Number: 113514

Payment Terms: Net 30
Delivery Method: Fedex - Ground

SALES REPRESENTATIVE

Matt Dearing

Phone:

Email: mdearing@axon.com

Fax:

PRIMARY CONTACT

Joseph Stauffer

Phone: (717) 665-2481

Email: j.stauffer@manheimpolice.org

SHIP TO

Joseph Stauffer
Manheim Borough Police Dept. - PA
211 N. Charlotte Street
Manhiem, PA 17545
US

BILL TO

Manheim Borough Police Dept. - PA
211 N. Charlotte Street
Manhiem, PA 17545
US

Year 1

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
80216	FLEET 2 UNLIMITED 60 PAYMENT		7	1,188.00	333.84	2,336.88
Hardware						
71088	AXON FLEET 2 KIT		7	1,560.00	0.00	0.00
80181	EXTENDED WARRANTY, 4 YEAR, FLEET 2 KIT		7	0.00	0.00	0.00
11634	CRADLEPOINT IBR900-1200M-NPS+5 YEAR NETCLOUD ESSENT (PRIME)		7	1,509.00	1,509.00	10,563.00
71200	FLEET ROUTER ANTENNA, COMPACT 5-IN-1, BLACK		7	270.00	270.00	1,890.00
74110	CABLE, CAT6 ETHERNET 25 FT, FLEET		7	0.00	0.00	0.00
71100	CABLE ASSEMBLY, POWER HARNESS, FLEET 2		7	0.00	0.00	0.00
80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	60	7	0.00	0.00	0.00
Other						
87050	FLEET VIEW XL ACCESS LICENSE	60	7	0.00	0.00	0.00
Services						
74063	STANDARD FLEET INSTALLATION (PER VEHICLE)		7	1,200.00	1,200.00	8,400.00

Year 1 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Services (Continued)						
11620	ADDITIONAL CUSTOM FLEET TRIGGER and INSTALLATION (1 PER)		14	99.00	99.00	1,386.00
					Subtotal	24,575.88
					Estimated Shipping	0.00
					Estimated Tax	0.00
					Total	24,575.88

Year 2

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
80216	FLEET 2 UNLIMITED 60 PAYMENT		7	1,188.00	1,188.00	8,316.00
					Subtotal	8,316.00
					Estimated Tax	0.00
					Total	8,316.00

Year 3

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
80216	FLEET 2 UNLIMITED 60 PAYMENT		7	1,188.00	1,188.00	8,316.00
					Subtotal	8,316.00
					Estimated Tax	0.00
					Total	8,316.00

Year 4

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
80216	FLEET 2 UNLIMITED 60 PAYMENT		7	1,188.00	1,188.00	8,316.00
					Subtotal	8,316.00
					Estimated Tax	0.00
					Total	8,316.00

Year 5

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
80216	FLEET 2 UNLIMITED 60 PAYMENT		7	1,188.00	1,188.00	8,316.00
					Subtotal	8,316.00
					Estimated Tax	0.00
					Total	8,316.00
Grand Total						57,839.88

Discounts (USD)

Quote Expiration: 09/15/2020

List Amount	74,739.00
Discounts	16,899.12
Total	57,839.88

**Total excludes applicable taxes*

Summary of Payments

Payment	Amount (USD)
Year 1	24,575.88
Year 2	8,316.00
Year 3	8,316.00
Year 4	8,316.00
Year 5	8,316.00
Grand Total	57,839.88

STATEMENT OF WORK & CONFIGURATION DOCUMENT

Axon Fleet In-Car Recording Platform





This document details a proposed system design

Agency Created For: Manheim Borough Police Dept. - PA

Quote: Q-265088-44069.697MD

Sold By:	Matt Dearing
Designed By:	Ashlyn Frahm
Installed By:	Axon
Target Install Date:	

VEHICLE OVERVIEW

SITE NAME	CUSTOMER NAME
Headquarters	Manheim Borough Police Dept. - PA
<div> <div> Total Configured Vehicles <ul style="list-style-type: none"> • 7 Total Vehicles with this Configuration </div> <div> Video Capture Sources <ul style="list-style-type: none"> • 14 Total Cameras Deployed • 1 Axon Signal Unit(s) Per Vehicle </div> <div> Mobile Data Terminal Per Vehicle <ul style="list-style-type: none"> • 1 Located In Each Vehicle </div> <div> Mobile Router Per Vehicle <ul style="list-style-type: none"> • 1 Cradlepoint IBR900-1200 </div> <div> Offload Mechanism <ul style="list-style-type: none"> • 4G LTE Cellular </div> <div> Evidence Management System <ul style="list-style-type: none"> • Evidence.com </div> </div> <div>  <p>Axon Camera</p>  <p>Signal Unit</p>  <p>In-Car Router</p>  <p>Battery Box</p> </div>	

SYSTEM CONFIGURATION DETAILS

The following sections detail the configuration of the Axon Fleet In-Car System

Vehicle Hardware

Vehicle Hardware	2	Axon Fleet Cameras will be installed in each vehicle
	2	Axon Fleet Battery Boxes will be installed in each vehicle
	1	Axon Signal Units will be installed in each vehicle
	1	Cradlepoint IBR900-1200 router will be installed in each vehicle
Axon Battery Boxes	The battery box provides power to its connected camera for up to 4 hours allowing for video offload while the vehicle ignition state is OFF and the MDT is connected and available.	
Signal Activation Methods	When triggered, the Axon Signal Vehicle (ASV) device will activate the recording mechanism for all configured Axon cameras within 30 feet of the vehicle.	
Mobile Data Terminal	Each vehicle will be equipped with a Mobile Data Terminal provided by the customer.	
Mobile Data Terminal Requirements	<p>Operating System: Windows 7 or Windows 10 - x32 or x64 with the most current service packs and updates</p> <p>Hard Drive: Must have 25GB+ of free disk space</p> <p>RAM/Memory: Windows 7 - 4GB or greater Windows 10 - 8GB or greater</p> <p>Ethernet Port: The system requires the MDT to have one dedicated and available Ethernet port reserved for an Ethernet cable from router. The Ethernet port can be located on an electronic and stationary mobile docking station. If a docking station is used, it is the preferred location for the Ethernet port.</p> <p>Wi-Fi Card: The system requires an 802.11n compatible Wi-Fi card using 5Ghz band.</p> <p>USB Ports: If the computer is assigned to the officer and does not remain with the vehicle, then the number dongles ordered should equal the number of officers or the number of computers assigned. At least one dedicated and available USB 2.0 port for the Fleet USB dongle USB Port on MDT or Dock.</p>	

Additional Considerations	If the customer has a MiFi hotspot, embedded cellular, or USB 4G, then the customer must purchase a Cradlepoint router with an external antenna and Cradlecare. For agencies that use NetMotion Mobility, Axon traffic must be passed through; such that it does not use the Mobility VPN tunnel. Customer must provide IT and / or Admin resources at time of installation to ensure data routing if functional for Axon Fleet operation.	
	In the event an Agency is unable to support the IT requirements associated with the installation, Axon reserves the right to charge the Agency for additional time associated with on-site work completed by an Axon Employee.	
Hardware Provisioning	Axon will provide the following router for all vehicles:	Cradlepoint IBR900-1200
	The customer will provide a MDT for each vehicle	

In-Car Network Considerations

Network Requirements	Cradlepoint IBR900-1200 will create a dedicated 5Ghz WiFi network within each vehicle. This network will join the Axon Fleet cameras and Mobile Data Terminal together.			
Network Addressing	IP Addressing		Total IPs Required	
	Axon Fleet Cameras	14	28	
	Mobile Data Terminal	7		
	Cradlepoint IBR900-1200	7		
Hardware Provisioning	Customer to provide all IP addressing and applicable network information			

Network Consideration Agreement

Network Consideration Agreement	Customer acknowledges the minimum requirements for the network to support this Statement of Work.
	All Axon employees performing services under this SOW are CJIS certified.
	If the network provided by Customer does not meet the minimum requirements, or in the event of a requested change in scope of the project, a Change Order will be required and additional fees may apply. Additional fees would also apply if Axon is required to extend the installation time for reasons caused by the customer or the customer network accessibility.

Professional Services & Training

Project Management	Axon will assign a Project Manager that will provide the expertise to execute a successful Fleet camera deployment and implementation. The Project Manager will have knowledge and experience with all phases of the project management lifecycle and with all application modules being implemented. He/she will work closely with the customer's project manager and project team members and will be responsible for completing the tasks required to meet all contract deliverables.
Vehicle Installation	<p>Axon will be performing the installation of all Axon Fleet vehicle hardware. Installation services purchased from Axon include a "clip" and removal of existing in-car system hardware. This does not include "full removal" of existing wiring. A "full removal" of all existing hardware and wiring is subject to additional fees. Axon provides basic Fleet operation overview to the customer lead and/or Admin at the time of install.</p> <p>Clip vs Rip installation removal:</p> <ul style="list-style-type: none"> ○ It is necessary to differentiate between the type of equipment removal to be provided by Axon. Standard Fleet Installation includes hardware removal in a fashion considered "Clip" which means Axon cuts the wires from the old system without removing multiple panels, removing all wiring and parts from the old system. In the case Axon removes the hardware Axon is not responsible for the surplus of hardware or any devices that may have been physically integrated with the removed system. In some situations, radar systems are integrated with the in-car video system and have a cable that connects to the system, if Axon removes the old in car system then Axon is not responsible for the radar system as part of the removal. ○ A "Rip" removal should be contracted through ProLogic directly. The Rip would be similar to a complete and full removal, which is more common when they retire a vehicle from service.
Custom Trigger Installation	Axon Signal Units have multiple trigger configuration options. Any trigger configurations that include a door or magnetic door switch are considered "custom" and may be subject to additional fees. An Axon representative has discussed with the Agency the standard triggers of the Fleet System. Those standard triggers include light-bar activation, speed, crash and gun-locks. The light-bar must have a controller to allow Axon to interface for the desired position, gun-locks must be installed with existing hardware in the vehicle. Doors are considered "CUSTOM" since they required additional hardware and time for installation, typically requiring the door may need to be taken apart for the installation.
Training	<p>End-user go-live training provides individual device set up and configuration assistance, training on device use, Evidence.com and AXON View XL.</p> <p>End-user go-live training and support is not included in the installation fee scope.</p>

4G / Cellular Offload Considerations

Network Considerations	The Cradlepoint IBR900-1200 will be the connection which allows 4G upload of recorded video
	The customer will ensure that their cellular contract does not allow for data throttling, or service denial, once a set data threshold is met. Throttling or denial of service will negatively affect Fleet upload capabilities.
	The MDT's 4G connection will facilitate the upload of recorded video content.
Hardware Provisioning	The customer will provide all 4G sim cards as required by their mobile provider.

Tax is subject to change at order processing with valid exemption.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: _____	Date: _____
Name (Print): _____	Title: _____
PO# (Or write N/A): _____	

Please sign and email to Matt Dearing at mdearing@axon.com or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

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Axon Internal Use Only

		SFDC Contract #:
		Order Type:
		RMA #:
		Address Used:
		SO #:
Review 1	Review 2	
Comments:		

September 3, 2020

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

Re: Borough Engineer's Report



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

Dear Mr. Fisher:

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

N. Linden/E. High Street Drainage Improvements: We reviewed submittals from the contractor and are working to get additional quotes for the crosswalk/ADA ramp work at N. Laurel Street. Work is currently scheduled to begin mid-October.

N. Laurel Street drainage improvements: This project is out to bid with the bid opening to occur on September 8th. I plan to bring a recommendation for awarding this bid to the Public Works Committee meeting on the same day. We have a surveyor scheduled (Sept. 15th) to perform the fieldwork necessary to establish easements for the pipes within private property.

E. Stiegel Street bridge repairs: This project is out to bid with the bid opening to occur on September 23rd.

Five Points Intersection improvements: I met with Lindsey to review the proposed signage and pavement markings. I also provided a draft ordinance amendment for the additional stop signs.

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

Sincerely,

Benjamin S. Craddock, PE, President

LANCASTER CIVIL

cc: Manheim Borough Council
Lindsey Uhlig, Public Works

Date of Issuance:

Effective Date:

Owner: Manheim Borough

Owner's Contract No.: N/A

Contractor: Pennsy Supply, Inc.

Contractor's Project No.:

Engineer: Lancaster Civil Engineering Co.

Engineer's Project No.: 9-15

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

Contract Name: N/A

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

Description: **Additional asphalt to bring a low spot up to final grade. A portion of this change order (\$1,916.57) was deducted from the full depth reclamation contractor's contract (EJ Breneman, Change Order No. 1)**

Attachments (list documents supporting change): Contractor's invoice #9035156

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>299,710.20</u>	Original Contract Times: Substantial Completion: <u>8/23/2019</u> Ready for Final Payment: <u>8/23/2019</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>18,877.77</u>	[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>318,587.93</u>	Contract Times prior to this Change Order: Substantial Completion: <u>8/23/2019</u> Ready for Final Payment: <u>8/23/2019</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>5,066.57</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>9/1/2020</u> Ready for Final Payment: <u>9/1/2020</u> 375 days
Contract Price incorporating this Change Order: \$ <u>323,654.47</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

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

ACCEPTED:

By: _____
Owner (authorized signature)

ACCEPTED:

By: _____
Contractor (authorized signature)

Title: Borough Engineer
Date: 8/31/2020

Title: Borough Manager
Date: _____

Title: _____
Date: _____

Approved by Funding Agency (if applicable)

By: _____
Title: _____

Date:



A CRH COMPANY

PENNSY SUPPLY INC
PO BOX 3331
HARRISBURG, PA 17105

Invoice No: 9035156
Invoice Date: 08/24/2020
Contract: 119216
Customer No: 200590
Terms: Net 30 Days
Due Date: 09/23/2020
Application: 5
Invoiced Period: -
Customer PO: -

To: **Manheim Boro**
15 East High St
Manheim, PA 17545

Page 1 of 1

Job Name: **MANHEIM BOROUGH**

Item	Description	Contract			Completed to Date			Current Invoice	
		Units	U/M	Unit Price	Amount	Units	Amount	%	Units
80	Superpave Wearing Course, 9.5mm, 1.5" depth	780.00	TON	90.00	70,200.00	902.12	81,190.80	115.66	35.00
270	Additional Work Due to Low Subbase	1.00	EA	1,916.57	1,916.57	1.00	1,916.57	100.00	1.00
					Subtotal	\$323,654.56			\$5,066.57
					Retainage	\$15,673.38			\$0.00
					Sales Tax/GRT	\$0.00			\$0.00
						\$307,981.18			
					Total Due This Invoice				\$5,066.57
					A late charge of 1 1/2 % per month which is an annual percentage rate of 18% or \$2.00 whichever is greater, will be charged on all accounts not paid per the terms of the agreement				

Remit to: **PENNSY SUPPLY INC**
PO Box 415396
BOSTON, MA 02241-5396

Customer Name: Manheim Boro
Customer No: 200590
Invoice Number: 9035156
Invoice Amount: 5,066.57
Contract No: 119216

Amount Remitted: _____

Manheim Borough
Manager's Summary
9/8/20

- Ongoing updates to Borough website and social media.
- Meeting with library director on building reopening preparations.
- Working with grant agencies on outstanding applications.
- Addressing various resident concerns.
- Ongoing communication with borough solicitor regarding Memorial Park title work, upcoming bidding process and grant compliance.
- Completion of NFWF grant documentation and questionnaire form.
- Review of draft borough financial audit and preparation of revision to Management's Discussion and Analysis document.
- County Cares Act reimbursement application submission.
- Budget meeting.
- Traffic ordinance amendment draft.
- Preliminary budget preparation.
- Addressing rental inspection matter.
- Pension MMO.
- MAEDC dissolution filings for fund transfer to borough.

**MANHEIM BOROUGH NON-UNIFORMED PLAN
MINIMUM MUNICIPAL OBLIGATION FOR 2021**

A. Estimated Covered Payroll for 2020	\$ <u>490,603</u>
B. Normal Cost Contribution Calculation	
1. Estimated Covered Payroll (A above)	\$ <u>490,603</u>
2. Normal Cost as a percentage of payroll	9.462%
3. Calculated Normal Cost Contribution = B(1) times B(2)	\$ <u>46,431</u>
C. Total Amortization Requirement	\$ 8,009
D. Total Administrative Expense	\$ 0
E. Total Financial Requirements = B(3) + C + D	\$ <u>54,430</u>
F. Estimated Employee Contributions	N/A
G. Recognition of Advance Funding	
1. Amount of Assets in excess of Accrued Liability	\$ 0
2. Recognition of Portion of Excess = 10% of G(1)	\$ 0
H. Minimum Municipal Obligation = E - F - G (2)	\$ <u>54,430</u>
I. Estimated State Aid (based on most recent State Aid received, not to exceed H)	\$ <u>54,430</u>
J. Estimated Local Portion of the MMO = H - I	\$ <u>0</u>

Date Certified

by Chief Administrative Officer

The MMO (amount in H) must be deposited between January 1, 2021 and December 31, 2021. Please note that the MMO (amount in H) is the minimum amount that must be deposited. If the actual state aid is less than the estimated state aid, the actual local portion will need to be higher than the estimated local portion. Similarly, if the actual state aid is more than the estimated state aid, the local portion can be lower than the estimated local portion.

Figures based on January 1, 2019 Actuary's Report.

**MANHEIM BOROUGH POLICE PENSION PLAN
MINIMUM MUNICIPAL OBLIGATION FOR 2021**

A. Estimated Covered Payroll for 2020	\$ <u>1,463,251</u>
B. Normal Cost Contribution Calculation	
1. Estimated Covered Payroll (A above)	\$ <u>1,463,251</u>
2. Normal Cost as a percentage of payroll	14.772%
3. Calculated Normal Cost Contribution = B(1) times B(2)	\$ <u>216,151</u>
C. Total Amortization Requirement	\$ 107,715
D. Total Administrative Expense	\$ 0
E. Total Financial Requirements = B(3) + C + D	\$ <u>323,866</u>
F. Estimated Employee Contributions = 5.0% of A	\$ <u>73,163</u>
G. Recognition of Advance Funding	
1. Amount of Assets in excess of Accrued Liability	\$ 0
2. Recognition of Portion of Excess = 10% of G(1)	\$ 0
H. Minimum Municipal Obligation = E – F – G(2)	\$ <u>250,703</u>
I. Estimated State Aid	\$ <u>152,715</u>
J. Estimated Local Portion of the MMO = H – I	\$ <u>97,988</u>

Date Certified

by Chief Administrative Officer

The MMO (amount in H) must be deposited between January 1, 2021 and December 31, 2021. Please note that the MMO (amount in H) is the minimum amount that must be deposited. If the actual state aid is less than the estimated state aid, the actual local portion will need to be higher than the estimated local portion. Similarly, if the actual state aid is more than the estimated state aid, the local portion can be lower than the estimated local portion.

Figures based on January 1, 2019 Actuary's Report.

BOROUGH OF MANHEIM
Lancaster County, Pennsylvania
Resolution No. 36-2020

WHEREAS the Borough of Manheim established a Police Pension Plan in accordance with the laws of the Commonwealth of Pennsylvania; and

WHEREAS the Borough of Manheim established a Non-uniform Pension Plan in accordance with the laws of the Commonwealth of Pennsylvania; and

WHEREAS Act 205 requires the calculation, adoption and budgeting of funds for the aforementioned pension plans prior to expiration of September; and

WHEREAS Borough Council is responsible for adoption of the calculated Minimum Municipal Obligation, which quantifies the amount of funds to be budgeted to maintain the actuarial soundness of the aforementioned pension plans; and

WHEREAS the following Minimum Municipal Obligations for the Police Pension Plan and the Non-uniform Pension Plan prepared by the Borough Staff in conjunction with the actuarial consultant The Retirement Advantage, Inc. (TRA) and set forth:

Minimum Municipal Obligation for the Borough of Manheim

	Police Pension Plan	Non-uniformed Employees Pension Plan
1. Estimated Payroll for 2020	\$1,463,251	\$490,603
2. * Normal Cost as a percentage of payroll	14.772%	9.462%
3. Calculated normal Cost Contribution (#1x#2)	\$216,151	\$46,421
* Amortization Requirement	\$107,715	\$ 8,009
4.* Administrative Expense	\$ 0	\$ 0
5. Estimated Insurance Premium	\$ 0	\$ 0
6. Total Financial Requirements (#3, 4, 5)	\$323,866	\$54,430
7. Estimated Employee Contributions @ 5%	\$ 73,163	\$ N/A
8.* Amount of Assets in excess of Accrued Liability	\$ 0	\$ 0
9.* Recognitions of Portion of Excess=10% #8	\$ 0	\$ 0
10. MMO Pre State Aid (#6-7-9)	\$250,703	\$54,430
11. Estimated State Aid	\$152,715	\$54,430
12. Minimum Municipal Obligation (#10-11)	\$97,988	\$ 0

* = TRA provided numbers

WHEREAS in accordance with the previous chart the Borough will require a 5% contribution from the Police Officers for 2021 relative to the Police Pension Plan.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Manheim in accordance with Act 205 of the Commonwealth of Pennsylvania, that the above mentioned Minimum Municipal Obligations are hereby adopted for 2020. The adopted obligations shall be carried into the 2021 budget for adoption.

RESOLVED this 8th day of September, 2020

President, Manheim Borough Council

ATTEST: _____
Secretary

APPROVED this 8th day of September, 2020

Mayor, Manheim Borough

Public Works Report

August 2020

Good evening everyone, this month's report will be fairly short because most of our time was spent out at the pool finishing up repairs. With that being said let's get to it.

Pool repairs we spent most of our time this month cleaning and patching the L pool. It took us several weeks to complete this project. Because of the number of patches that need to be restored. Once the repairs were fixed we then proceeded to clean out the deep well for the second time to remove the loose debris and plaster. This was mainly to protect our new pump from any large pieces. With the pool clean we could then begin to fill the pool. We just finished filling the pool this week. We are currently monitoring and will continue to do so until it is put to bed this fall. We are still waiting to have the grates installed.

Five point intersection, we have all our material ordered. As soon as we have our material we will be scheduling this project to start. Our line painting is under way and we have plans on getting to several intersections done around town. We noticed that at on E Hight St. there are a few pedestrian cross walk signs that are faded and are on the agenda to be replaced.

Safety Talks~ reviewing traffic control for upcoming street projects

Classes scheduled

MS-4

Cleaned storm drains after each weather event.

Thank you.....

Lindsey Uhlig

From: [St. Paul's UCC](#)
To: [Linda Gerhart](#)
Cc: [Jim Fisher](#)
Subject: FW: RE: Saint Paul's UCC Fall Fest Street Blocking
Date: Thursday, August 27, 2020 9:57:52 AM
Attachments: [Saint Paul's Fall Fest Street Block Request 2019.docx](#)

Linda,

Per our telephone conversation earlier today I am requesting approval to block off the alley from Main Street down to the stop sign at the corner of Hart Street and Kready Alley, as well as the street from Hart Street to West Danner Alley. This was approved last year to accommodate the safety of children at our Fall Fest to be held on Sunday, September 27 from 4-6 pm (Rain date is Sunday, October 4) We would like to do this again to ensure that no traffic comes through while the event is going on.

We would like to block the streets from 4 to 6:30 pm, please.

Please be assured that current social distancing protocols re: covid-19 will be in place for the event.

Feel free to let me know what may need to be done on my end for approval – if I need to attend the September 8 council meeting, please let me know as soon as possible.

Thank you for your consideration.

Blessings,
Pam Herman, Church Administrator
Office: 717-665-2447

St. Paul's United Church of Christ



St. Paul's United Church of Christ, Manheim PA

4.0 ★★★★★ (1)

Church



Directions



Save



Nearby



Send to your phone



Share



50 N Main St, Manheim, PA 17545



5J73+V7 Manheim, Pennsylvania



stpaulsuccmanheim.org



(717) 665-2447



Opens at 8:00 AM ▼

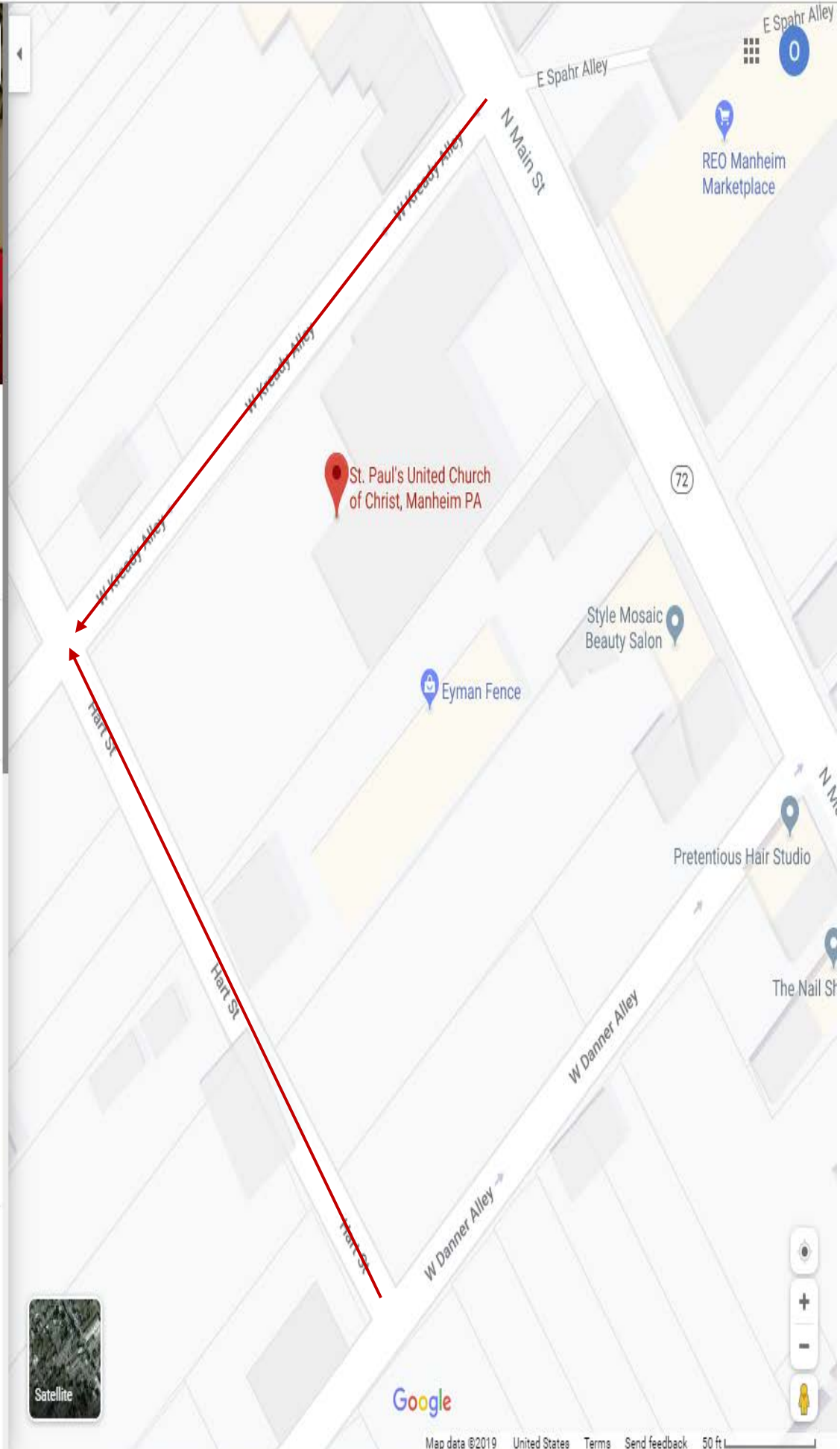


Add a label



Suggest an edit

Photos



Google

Map data ©2019 United States Terms Send feedback 50 ft

Manheim Fire Department July 2020 Fire Report

By Fire Chief Andrew Kirchner

August 2020 Incidents - 30

2020 Year - to - Date Incidents - 206

319 members responded and spent 145 hours in service

Members spent a total of 13.5 hours in service

Averaged 29 minutes in service per incident

Averaged 11 members per incident

Average 9 members Dayshift (0500-1700)

Average 12 members Nightshift (1700-0500)

Average 13 members Weekends

79 members spent 208 man-hours in fire department training

0 members spent 0 hours in Fire Prevention and Public service for the Community

5 Members spent over 30 man-hours on repairs and maintenance of equipment and apparatus

Property Endangered by Fire in August 2020 - \$0

Property Damaged by Fire in August 2020 -\$0

Property Saved by Firefighters in August 2020 - \$0

Notable Incidents:

Incidents by Municipality

Penn Township - 13 incidents
Manheim Borough - 10 incidents
Rapho Township - 3 incidents
East Hempfield Twp - 2 Incidents
East Pete Boro - 1 Incidents
East Lampeter twp - 1 incidents

Incidents by Fire District

Manheim Fire Dept. - 23 Incidents
East Pete Fire Dept. - 2 Incidents
Fire Dept Mount Joy - 2 Incident
Mastersonville Fire Dept. - 1 Incident
Hempfield Fire Dept. - 1 Incident
Lafayette Fire Dept. - 1 incident

Incidents by Time of Day

12AM - 8AM - 3
8AM - 4PM - 17
4PM - 12AM - 10

Incidents by Day of the Week

Sunday - 4
Monday - 5
Tuesday - 3
Wednesday - 5
Thursday - 2
Friday - 7
Saturday - 4

Types of Incidents

11 Vehicle Accidents
4 Building / Dwelling Fires
4 smoke detector activations
3 AED
2 Sprinkler Activation
2 Assist calls
2 Outside Rubbish fires
1 Good intent
1 Vehicle Fire

Apparatus Use

Fire Chief - 13 responses
Duty Chief - 6 responses
Duty Officer - 15 responses
Engine 26-1 - 11 responses
Rescue 26 - 10 responses
Truck 26 - 6 responses, 3 mutual aid
Tanker 26 - 5 responses, 3 mutual aid
Squad 26-1 - 7 responses, 1 mutual aid
Squad 26-2 - 2 responses
Fire Police - 13 responses, 5 mutual aid

Mutual Aid Received

East Petersburg Fire Dept. - 2 incidents
Penryn Fire Dept. - 2 incidents
Mastersonville QRS - 1 incidents
Lititz Fire Dept. - 1 incidents

Northwest EMS - 13 incidents
Susquehanna Valley EMS - 1 incidents
Rothsville EMS - 1 incidents
Manheim Twp EMS - 1 incidents
LEMSA - 1 incidents

Manheim Boro Police - 8 incidents
Northern Lancaster Regional Police - 15 incident