

Manheim Borough Council Meeting
May 8, 2018 7:00 PM
Manheim Borough Building, Manheim, PA

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

Approval of Minutes: 4/24/2018 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

Visitors:

Mr. Eric Phillips was present to discuss with the council the importance of Historic Preservation in the borough. He was especially concerned with the different classes of historic preservation assigned to properties on Market Square and how it applies to the current modification and painting project underway at 36 Market Square. He is concerned about consistency of zoning permit approval for projects being permitted in the Historic District. Ms. Czeiner gave a brief update on the status of the project at the property on Market Square and the classes currently on record for the properties in the Historic District. Discussion was held by council on the classes assigned to the areas of the Historic District on the overlay map and if they are assigned correctly. This information will be presented to the Historic Commission for review and possible updating and adjustments. The reason new permits are still approved for properties that are in violation on previously approved permits, was explained. Council was shown the current list of historic properties by historic class, which will be sent the Historic Commission for review and clarification.

Borough Codes:

- a) Ms. Czeiner presented her report to council. She updated them on current permitted projects, status of rental licenses, high grass and weeds notifications and property maintenance notifications that have been processed. Quick tickets are being issued for property notices. The District Justice has been very supportive in dealing with Borough issues. Registration of businesses in the borough was discussed. It will be helpful to have the information on new businesses moving into the borough, especially when dealing with permitted uses and the need for upgrades to utilities. Individual property questions were addressed concerning the involvement of the owners of business properties that have tenants making permitted construction improvements.

Borough Engineer Report:

- a) Mr. Craddock presented his report to Council. Council was updated on the start of the North Main Street project, which is scheduled to officially start May 21st with the detour in place. The street light conversion should be complete in 70 days once the paperwork is complete, hopefully by the end of summer.
- b) The MS4 Public Information presentation is scheduled for the next Borough Council Meeting on May 22nd.

Mayor and Police Chief Report:

There was no report from the Mayor.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the Prom Promise event, the Rock N Glow meeting, the Manheim VFW Parade scheduled for May 28th and the Guns and Hoses Softball game on June 13th. Ms. Toniell Fetter and Mr. Eric Morgan were sent Citizen Commendations for

their help in coming forward to stop what could have been a more serious police situation. News releases were also included.

The Mayor offered comments on the Prom Promise event as well. The Mayor also voiced his concern on the need for more volunteers to cover all intersections during the Rock N Glow race to stop traffic from entering the route.

Borough Manager Report:

- a) The Manager's report was presented and briefly discussed. Mr. Fisher reported that he is working on the updates for sign regulations and the ordinance and asked that council review the copy they were sent for comments as each section is reviewed for changes. A meeting was held with the architects involved with the proposed project at the old Stiegel Elementary School building. A summary of the meeting was sent to council for review. The borough was informed that they can continue the process for the submitted TreeVitalize Grant Letter of Intent. Council was updated on the current status of the patching project at the pool and minor damage to two of the bathrooms in the borough building. The Vulture Effigies will be removed this week.

Treasurer Report/Payment of Bills:

Presented for approval – General Fund in the amount of **\$100,601.24**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing new to report. They will start meeting later in the year.
- b) Parks and Pools – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The committee did not meet prior to the council meeting. The Public Works Department Report was presented to council.
 - i. Motion by Mr. Roth to move forward sending out the RFP for an Architect for the Old Fire Hall/Borough Office Building project, seconded by Mr. Howett, passed unanimously.
 - ii. Resolution 31-2018 & PennDOT Permit Application for the relocation of stop bars at West High Street/Main Street/Market Square was presented for approval. Motion by Mr. Howett seconded by Ms. Leech, passed unanimously.
 - iii. Mr. Craddock presented and recommended for approval Change Order No. 2 for a Time Extension for the North Main Street Stormwater Project. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.
 - iv. Resolution 32-2018 for DCED Greenways, Trails & Recreation Program Grant application in the amount of \$250,000.00 was presented for approval. Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.
 - v. Resolution 33-2018 for DCED Watershed Restoration & Protection Grant application in the amount of \$300,000.00 was presented for approval. Motion by Ms. Leech, seconded by Mr. Roth, passed unanimously.
- e) Shade Tree Commission – The commission will continue to move ahead with the submission of the application for the TreeVitalize Grant.

Old Business:

- a) Mr. Enck has been in contact with Mr. Graybill concerning the safety issues at the stream in Memorial Park for the Fishing Derby, he organizes every year scheduled for Sunday, May 27th. After checking the area in the park, Mr. Enck is recommending that additional "Danger – No trespassing" signs like the one on High Street be added to the whole area, before this event. This way everyone will be aware that they cannot fish on the far bank of the stream and only on the side in Memorial Park where permitted. It was recommended to check possible trees that need to come down immediately, for safety reasons on the Memorial Park side of the creek as summer events scheduled in the park are starting.

New Business:

- a) Approval of Brian Lauver as the next Junior Council Person was presented for approval. Motion by Mr. Howett, seconded by Ms. Gates, passed unanimously. The borough is waiting to hear from the PSAB for the date that Ms. Lebron will be honored for her service to the borough this past year. It will most likely be at the May 22nd Council Meeting.

Correspondence: This was distributed as part of the packet.

Public Comment: There was no public comment.

With no further action, Motion to adjourn the Council Meeting at 8:31 PM by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
May 8, 2018

DRAFT

Manheim Borough
Manager's Summary
5/22/18

- Addressed various resident inquiries (code/permit issues, street projects questions, pool membership questions, parking issues at Gramby Elementary project, private street closure questions, dead trees, misc. complaints, general inquiries).
- Ongoing updates to Borough Website.
- Regular meetings with Public Works Director.
- Regular meetings with Code Enforcement Officer.
- Continuing to handle HR and finance director responsibilities during her absence.
- Participated in pool committee meetings regarding future direction and options.
- Reviewing historic overlay information/regulations.
- Revisions to rental property ordinance.
- MAEDC Board Meeting.
- Meeting with Jim Williams, Dave Christian, Ben regarding Veterans' Memorial project.
- Meeting with Ben to discuss grant applications and Main St detour for SW project.
- Follow-up with DCNR regarding Ash Tree situation.
- Correspondence with PennDOT regarding street trees along Main St and other state roads.
- Correspondence/coordination with engineers, businesses, our contractors regarding Norfolk Southern planned crossing work at S Penn, S Charlotte and New Charlotte Streets.
- Correspondence (numerous) with PennDOT regarding tree planting requirements/restrictions along state roads.
- Meeting with Penn and Rapho Mgrs and MCSO Superintendent re: regional matters and projects.
- Preparation of RFP for architects for old fire house.
- Correspondence, assembling documentation, and meeting with EMC (insurance) attorney regarding police pension lawsuit.
- Interview with ABC27 regarding N Main St storm sewer project.
- Conf call with SRBC re flood resiliency study and potential projects to implement, as well as stream cam/flood notifications.
- Meeting with state Representatives and Senators, DEP Secretary, municipal managers regarding MS4 requirement changes.
- Mtg with engineers, owners re: business expansion approval requirements
- Mtg with our engineer re: MS4 requirements based on recent DEP meeting.
- Processing claim for street light damage.

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05/21/18

Manheim Borough -General Fund

Check Detail

May 10 - 21, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	3054	05/21/2018	AJ's Automotive Sales & Service	102.000 · Cash 2203326201	
Bill	13346	04/26/2018		410.451 · Cruiser Maintenance	-59.00
TOTAL					-59.00
Bill Pmt -Check	3055	05/21/2018	Berkheimer Associates	102.000 · Cash 2203326201	
Bill	Dist. # ...	04/30/2018		403.116 · Tax Coll - Fee/Commission	-168.25
TOTAL					-168.25
Bill Pmt -Check	3056	05/21/2018	Blue Ridge Communications	102.000 · Cash 2203326201	
Bill	03290...	05/02/2018		430.320 · Tele/call/internet	-39.95
Bill	03593...	05/08/2018		410.360 · Utilities PD	-149.90
Bill	03306...	05/21/2018		452.360 · Pool Utilities	-87.76
TOTAL					-277.61
Bill Pmt -Check	3057	05/21/2018	Eagle Wireless Communications	102.000 · Cash 2203326201	
Bill	14489	05/01/2018		410.252 · Computer Equip PD	-135.60
				430.320 · Tele/call/internet	-67.80
TOTAL					-203.40
Bill Pmt -Check	3058	05/21/2018	ESCO, Inc. Security Systems	102.000 · Cash 2203326201	
Bill	59167	04/30/2018		409.370 · Maintenance/Repair	-389.55
Bill	59325	05/11/2018		409.370 · Maintenance/Repair	-104.26
TOTAL					-493.81
Bill Pmt -Check	3059	05/21/2018	Federal Express Corp.	102.000 · Cash 2203326201	
Bill	6-173-...	05/08/2018		410.215 · Postage PD	-31.80
TOTAL					-31.80
Bill Pmt -Check	3060	05/21/2018	G & G Feed & Supply, Inc.	102.000 · Cash 2203326201	
Bill	026519	05/08/2018		454.370 · Park Maintenance/Repairs	-69.90
TOTAL					-69.90
Bill Pmt -Check	3061	05/21/2018	Hajoca Lancaster	102.000 · Cash 2203326201	
Bill	S0213...	04/25/2018		452.370 · Pool Maint / Repairs	-180.69
Bill	S0213...	04/25/2018		452.370 · Pool Maint / Repairs	-21.49
TOTAL					-202.18
Bill Pmt -Check	3062	05/21/2018	Intergovernmental Ins. Coop.	102.000 · Cash 2203326201	
Bill	Health ...	05/01/2018		410.196 · Health Insurance PD	-34,871.78
				401.196 · Health Insurance	-4,172.68
				413.196 · Codes - Health Insurance	-893.75
				430.196 · Health Insurance - PW	-11,003.08
				402.196 · Health Ins (FD/HRC)	-893.75
				222.000 · Health Insurnace W/H	-3,390.00
TOTAL					-55,225.04
Bill Pmt -Check	3063	05/21/2018	J. L. Honberger Co, Inc.	102.000 · Cash 2203326201	
Bill	00183...	05/01/2018		452.221 · Pool Chemicals	-606.75
Bill	00183...	05/02/2018		452.221 · Pool Chemicals	-199.90
TOTAL					-806.65

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Manheim Borough -General Fund

Check Detail

May 10 - 21, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	3064	05/21/2018	Kreiser's Garage	102.000 · Cash 2203326201	
Bill	47826	04/07/2018		410.451 · Cruiser Maintenance	-59.30
Bill	48177	04/26/2018		410.451 · Cruiser Maintenance	-59.30
TOTAL					-118.60
Bill Pmt -Check	3065	05/21/2018	Lancaster Civil Engineering Co.	102.000 · Cash 2203326201	
Bill	1889	05/17/2018		408.313 · Engineer Contract	-206.00
Bill	1890	05/17/2018		408.313 · Engineer Contract	-180.25
Bill	1891	05/17/2018		408.313 · Engineer Contract	-1,624.50
Bill	1892	05/17/2018		408.313 · Engineer Contract	-1,210.25
Bill	1893	05/17/2018		408.313 · Engineer Contract	-154.50
TOTAL					-3,375.50
Bill Pmt -Check	3066	05/21/2018	Lancaster County Solid Waste Mangem...	102.000 · Cash 2203326201	
Bill	13040...	04/30/2018		427.368 · Tipping Fee	-10,711.00
TOTAL					-10,711.00
Bill Pmt -Check	3067	05/21/2018	Land Studies	102.000 · Cash 2203326201	
Bill	7489	04/27/2018		428.450 · Grass Cutting	-1,075.20
TOTAL					-1,075.20
Bill Pmt -Check	3068	05/21/2018	Leiding Edge Embroidery	102.000 · Cash 2203326201	
Bill	18357	05/10/2018		430.238 · St Dept Uniforms	-60.00
TOTAL					-60.00
Bill Pmt -Check	3069	05/21/2018	Lezzer Lumber	102.000 · Cash 2203326201	
Bill	82581...	05/04/2018		454.370 · Park Maintenance/Repairs	-54.40
Bill	82582...	05/07/2018		454.370 · Park Maintenance/Repairs	-48.45
TOTAL					-102.85
Bill Pmt -Check	3070	05/21/2018	LNP Media Group, Inc.	102.000 · Cash 2203326201	
Bill	AD # 3...	05/08/2018		401.340 · Advertising/Printing	-585.36
TOTAL					-585.36
Bill Pmt -Check	3071	05/21/2018	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	559833	05/08/2018		452.260 · Pool Equip/Supply	-56.47
Bill	559762	05/08/2018		454.370 · Park Maintenance/Repairs	-18.98
Bill	559923	05/09/2018		452.260 · Pool Equip/Supply	-54.00
Bill	560009	05/09/2018		454.370 · Park Maintenance/Repairs	-20.98
Bill	559966	05/09/2018		452.370 · Pool Maint / Repairs	-40.85
Bill	560014	05/09/2018		410.210 · Office Supplies	-11.37
Bill	560143	05/10/2018		454.370 · Park Maintenance/Repairs	-198.49
Bill	560117	05/10/2018		452.260 · Pool Equip/Supply	-119.00
Bill	560122	05/10/2018		410.220 · Operating Supplies	-102.96
Bill	560465	05/14/2018		452.260 · Pool Equip/Supply	-156.20
Bill	560462	05/14/2018		452.260 · Pool Equip/Supply	-12.77
Bill	560605	05/15/2018		452.260 · Pool Equip/Supply	-25.98
Bill	560629	05/15/2018		452.370 · Pool Maint / Repairs	-2.20
Bill	560666	05/15/2018		430.374 · Minor Equip Repair	-39.96
TOTAL					-860.21

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Manheim Borough -General Fund

Check Detail

May 10 - 21, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	3072	05/21/2018	NMS Labs	102.000 · Cash 2203326201	
Bill	1052564	04/30/2018		410.314 · Legal Services	-599.00
TOTAL					-599.00
Bill Pmt -Check	3073	05/21/2018	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-914505	05/14/2018		410.210 · Office Supplies	-61.07
Bill	I-916353	05/16/2018		452.260 · Pool Equip/Supply	-193.89
TOTAL					-254.96
Bill Pmt -Check	3074	05/21/2018	PA Construction Codes Academy	102.000 · Cash 2203326201	
Bill	Cours...	05/11/2018		413.460 · Training - Code / Zoning	-25.00
TOTAL					-25.00
Bill Pmt -Check	3075	05/21/2018	Paul B, LLC	102.000 · Cash 2203326201	
Bill	48022...	05/04/2018		454.370 · Park Maintenance/Repairs	-162.60
Bill	48185...	05/09/2018		454.370 · Park Maintenance/Repairs	-89.25
TOTAL					-251.85
Bill Pmt -Check	3076	05/21/2018	Pennsylvania One Call System	102.000 · Cash 2203326201	
Bill	00007...	04/30/2018		430.320 · Tele/call/internet	-93.75
TOTAL					-93.75
Bill Pmt -Check	3077	05/21/2018	PP&L	102.000 · Cash 2203326201	
Bill	87401-...	05/01/2018		434.361 · Street Lighting	-7,105.47
Bill	77299-...	05/07/2018		410.360 · Utilities PD	-661.07
Bill	33070-...	05/08/2018		465.360 · 26 E High Utilities	-60.20
Bill	84224-...	05/09/2018		430.360 · Utilities Maintenance Shed	-203.12
Bill	07280-...	05/10/2018		452.360 · Pool Utilities	-230.65
Bill	07480-...	05/10/2018		454.360 · Park Utilities	-358.37
Bill	07680-...	05/10/2018		454.360 · Park Utilities	-28.63
Bill	79480-...	05/10/2018		454.360 · Park Utilities	-159.67
TOTAL					-8,807.18
Bill Pmt -Check	3078	05/21/2018	Quality Digital Office Solutions	102.000 · Cash 2203326201	
Bill	240223	05/07/2018		409.213 · Computer Equipment	-5,300.00
TOTAL					-5,300.00
Bill Pmt -Check	3079	05/21/2018	Shaub's Dry Cleaning	102.000 · Cash 2203326201	
Bill	10009...	05/01/2018		410.238 · Officer's Uniforms	-686.20
TOTAL					-686.20
Bill Pmt -Check	3080	05/21/2018	SWIF	102.000 · Cash 2203326201	
Bill	06214...	05/01/2018		411.163 · Workmen's Comp	-1,817.00
TOTAL					-1,817.00
Bill Pmt -Check	3081	05/21/2018	Triangle Press	102.000 · Cash 2203326201	
Bill	0180572	05/01/2018		409.200 · Material/Supplies	-868.00
TOTAL					-868.00

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Manheim Borough -General Fund

Check Detail

May 10 - 21, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	3082	05/21/2018	Wells Fargo Vendor Fin. Serv.	102.000 · Cash 2203326201	
Bill	68343...	05/06/2018		410.220 · Operating Supplies	-235.99
TOTAL					-235.99
Bill Pmt -Check	3083	05/21/2018	Windstream	102.000 · Cash 2203326201	
Bill	02149...	05/07/2018		452.360 · Pool Utilities	-42.29
Bill	02144...	05/07/2018		452.360 · Pool Utilities	-63.27
Bill	02176...	05/21/2018		410.320 · Telephone	-330.65
Bill	02177...	05/21/2018		430.320 · Tele/call/internet	-46.90
TOTAL					-483.11
Bill Pmt -Check	3084	05/21/2018	YIS/ Cowden Group, Inc	102.000 · Cash 2203326201	
Bill	220716	05/10/2018		410.374 · Minor Equip Repair	-460.00
TOTAL					-460.00

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Manheim Borough -General Fund

05/21/18

Check Run

Accrual Basis

May 10 - 21, 2018

Date	Num	Name	Memo	Amount	Balance
May 10 - 12, 18					
May 10 - 12, 18					0.00
Week of May 13, 18					
Week of May 13, 18					0.00
May 20 - 21, 18					
05/21/2018	3054	AJ's Automotive Sales & Service		-59.00	-59.00
05/21/2018	3055	Berkheimer Associates		-168.25	-227.25
05/21/2018	3056	Blue Ridge Communications		-277.61	-504.86
05/21/2018	3057	Eagle Wireless Communications		-203.40	-708.26
05/21/2018	3058	ESCO, Inc. Security Systems		-493.81	-1,202.07
05/21/2018	3059	Federal Express Corp.		-31.80	-1,233.87
05/21/2018	3060	G & G Feed & Supply, Inc.		-69.90	-1,303.77
05/21/2018	3061	Hajoca Lancaster		-202.18	-1,505.95
05/21/2018	3062	Intergovernmental Ins. Coop.		-55,225.04	-56,730.99
05/21/2018	3063	J. L. Honberger Co, Inc.		-806.65	-57,537.64
05/21/2018	3064	Kreiser's Garage		-118.60	-57,656.24
05/21/2018	3065	Lancaster Civil Engineering Co.		-3,375.50	-61,031.74
05/21/2018	3066	Lancaster County Solid Waste Mangement	1030400	-10,711.00	-71,742.74
05/21/2018	3067	Land Studies		-1,075.20	-72,817.94
05/21/2018	3068	Leiding Edge Embroidery		-60.00	-72,877.94
05/21/2018	3069	Lezzer Lumber	M6652461	-102.85	-72,980.79
05/21/2018	3070	LNP Media Group, Inc.	254012	-585.36	-73,566.15
05/21/2018	3071	Longeneckers Hardware Company	52461	-860.21	-74,426.36
05/21/2018	3072	NMS Labs		-599.00	-75,025.36
05/21/2018	3073	Office Basics, Inc.	6652461	-254.96	-75,280.32
05/21/2018	3074	PA Construction Codes Academy		-25.00	-75,305.32
05/21/2018	3075	Paul B, LLC		-251.85	-75,557.17
05/21/2018	3076	Pennsylvania One Call System		-93.75	-75,650.92
05/21/2018	3077	PP&L		-8,807.18	-84,458.10
05/21/2018	3078	Quality Digital Office Solutions		-5,300.00	-89,758.10
05/21/2018	3079	Shaub's Dry Cleaning	717-6652481	-686.20	-90,444.30
05/21/2018	3080	SWIF		-1,817.00	-92,261.30
05/21/2018	3081	Triangle Press	MANHBOR	-868.00	-93,129.30
05/21/2018	3082	Wells Fargo Vendor Fin. Serv.		-235.99	-93,365.29
05/21/2018	3083	Windstream		-483.11	-93,848.40
05/21/2018	3084	YIS/ Cowden Group, Inc		-460.00	-94,308.40
May 20 - 21, 18				-94,308.40	-94,308.40
TOTAL				-94,308.40	-94,308.40

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05/21/18

Manheim Borough Capital Fund
Check Detail
April 24 through May 21, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1797	05/21/2018	Office Basics, Inc.	109.000 · Cash - Capital Boro	
Bill	I-8985...	05/09/2018		410.750 · Police Equip from Donations	-368.70
TOTAL					-368.70

Manheim Borough Capital Fund
Check Run
 April 24 through May 22, 2018

Type	Date	Num	Name	Debit	Credit
109.000 · Cash - Capital Boro					
Bill Pmt -Check	05/21/2018	1797	Office Basics, Inc.		368.70
Total 109.000 · Cash - Capital Boro				0.00	368.70
TOTAL				0.00	368.70