

Manheim Borough Council Meeting  
June 12, 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, Jean Gates, Bryan Howett, Junior Council Person Brian Lauver and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

**Junior Council Person:** Brian Lauver was sworn in by Mayor Scot Funk as the new Junior Council Person.

**Approval of Minutes:** 5/22/2018 Borough Council Meeting Minutes: Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.

**Visitors:**

- a) Ms. Kelly Lauver from the Manheim Chamber of Commerce was present to give an update on the Rock N Glow 5K Race that was scheduled to be run on June 2<sup>nd</sup>. The pre-race events were held on Market Square and went very well. Unfortunately the race itself was cancelled due to heavy rains, flooding and lightning, as safety is always the first concern. The Chamber of Commerce is already looking ahead for holding the event again next year.
- b) Mr. & Mrs. Ron & Elizabeth Baier of South Fulton Street were present to discuss the street opening and temporary restoration work on their block due to a sewer issue at their neighbor's property, which after 12 weeks is still not complete. The original street cut was repaired temporarily, but issues keep occurring as the repaired area is constantly being driven over by car carriers at all hours of the day into the evening causing noise and vibrations to their home. They are also concerned about water issues at their property with the temporary restoration to this cut. The borough staff will keep checking on this situation as there is a company scheduled to complete this street repair.  
Their second concern is the intersection of West Ferdinand & South Fulton Streets and the possibility of having stop signs on South Fulton Street. He noted all the near miss accidents with all the increased truck traffic and confusion from motorist as to stopping on South Fulton Street. They were also concerned about the excessive speeding on this street as more young families are buying homes in this area. Motion for Traffic Study at West Ferdinand & South by Mr. Howett, seconded by Ms. Roth, passed unanimously.
- c) Mr. Eric Patterson representing the Manheim Central Little League was present to request possible consideration of allowing either the Little League or the VFW Baseball organization to purchase Hollinger Field as the availability of fields keeps decreasing. The process for the borough selling property was explained. This request will be forwarded to the Parks/Pool Committee for further discussions and research on this request. Jeff Knosp of VFW Baseball voiced his concerns on the thought of opening up the selling of this property to the public. He offered comments on the how the VFW feels about using the field.

**Borough Codes:**

- a) Ms. Donna Czeiner, Codes Officer presented her report and reviewed it with council. She updated council on compliance issues. Weed and Grass violations are ongoing and are being addressed and cited. There will be no Zoning Hearing Board meeting in July. She explained the procedure for serving warrants and the delay in serving them with the Sheriff Department since there has been a change in policy for that department in the past year, as well as what is involved with filing a civil action. All rental licenses have been paid for the year, and inspections are continuing to be scheduled as they are not due until October. Inspection procedures were explained.

**Borough Engineer Report:**

- a) Mr. Craddock presented his report to council. The Main Street project will be completed by the week of June 18<sup>th</sup>. The South Charlotte Street ADA ramp reconstruction is complete and the paving is scheduled for June 21<sup>st</sup>.
- b) North Main Street Stormwater Project AFP #1 in the amount of 115,055.10 was presented for approval. Motion by Mr. Roth, seconded by Mr. Howett, passed unanimously.

#### **Mayor and Police Chief Report:**

Mayor Funk noted there was a Congratulation Parade for the Manheim Central Volleyball team for their second place finish in the State Tournament by the Fire Company on Saturday night. Council was updated on the project underway at the old Bickel Building on North Main Street.

Police Chief Stauffer distributed his report and reviewed it with council. Council was updated on the increase in traffic incidents & accidents as the borough continues to deal with road construction projects, the Manheim VFW Parade held on May 28<sup>th</sup> at 10:00 AM and the Guns and Hoses Softball game schedule for Wednesday, June 13<sup>th</sup> starting at 6:30 PM. The increasing farm implement traffic through the borough was questioned and discussed.

#### **Borough Manager Report:**

The Manager's report was presented and reviewed with council.

- a) Authorization for advertising a Partner's meeting for August 15<sup>th</sup> at the Manheim Central School District was presented for approval. Motion by Mr. Enck, seconded by Ms. Gates, passed unanimously.
- b) Continuation of the Feral Cat Program with Nobody's Cats Foundation was presented for approval. Motion by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- c) A request for financial compensation for sidewalk replacement from a resident was presented for approval. This matter is tabled until the next meeting so more information can be gathered before council makes a decision on this request.

#### **Treasurer Report/Payment of Bills:**

**Presented for approval – General Fund** in the amount of **\$240,863.77**. 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 in August.
- b) Parks and Pools – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The committee met before the council meeting.
  - i. Two proposals were received for architectural services for the Old Fire Hall/Borough Office Building. The committee recommends the proposal from de Vitry Architects for \$14,000. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
  - ii. Traffic Signal Battery Backup Unit bid from C M High was the low bid in the amount of \$42,950.00 and is recommended for approval. Motion to approve by Mr. Roth, seconded by Ms. Gates, passed unanimously.
  - iii. Main Street Change Order #3 for additional work due to 2" water lines being encountered in the amount of \$4,750.00 was recommended by the committee for approval. Motion by Mr. Enck, seconded by Mr. Howett, passed unanimously.
  - iv. Mr. Craddock explained the revisions to the scope of the South Hazel Street project, which will result in a significant reduction to the cost of the project.
  - v. The Public Work Committee is recommending the work on the E & S Plan for the Ash Tree removal project in Memorial Park for approximately \$3,000 be approved to start the process so it will be ready for the bid package when it is prepared for the project. Motion by Mr. Roth, seconded by Ms. Gates, passed unanimously.
  - vi. The cost of paving Chestnut Street will be approximately \$16,900, so we will need to get 3 formal quotes for the project. It was decided to table any further action on this project until the borough contacts the residents on the block involved to make sure they want this street paved.

- vii. Manheim Medical trucks are not blocking the streets around their business any more. A letter will be sent to them acknowledging and thanking them for addressing this issue. This will serve as a reminder and follow up to them that they cannot block the streets completely.
- e) Shade Tree Commission – The commission will continue to move ahead with the submission of the application for the TreeVitalize Grant which is due in July. The dead tree in front of Fulton Bank is scheduled to be cut down in the near future.

**Old Business:**

- a) The sign ordinance will continue to be reviewed for updates and advertisement when it is complete.
- b) The ordinance for ice and snow removal is also being reviewed for updates.
- c) Mayor Funk requested consideration from council to have the mowing at the Police Building handled by the Public Works Department. Discussion was held on budgeting and covering this cost for the future.

**New Business:** There was no new business.

**Correspondence:** The correspondence was distributed with the packet.

**Public Comment:** Mr. John Ralston of 36 Market Square questioned who is responsible for maintenance and cleanup for the trees in front of Market Square properties. He was told it was the property owner's responsibility to maintain their property. He was also questioning the current changes to the sign ordinance being considered and where to find the information on the changes once they are complete and advertised as a pending ordinance. He updated council on the renovation project currently ongoing at his property. He invited council to contact him directly if they have any questions about his property.

**Council Meeting was recessed to Executive Session at 8:33 PM for personnel matters by President Phillips.**

**Executive session was adjourned at 9:05 PM.**

**With no further action to be taken, Council Meeting was adjourned by President Phillips at 9:07 PM.**

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
June 12, 2018

**Manheim Borough**  
**Manager's Summary**  
**6/25/18**

- Addressed various resident inquiries (code/permit issues, street projects questions, pool membership questions, sidewalk replacement, borough ROW/unopened street issue, 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.
- Revisions to rental property ordinance.
- Addressing matters with PA Dep't of AG regarding various state permitting matters for pool.
- Processing claim for street light damage.
- Processing of workers comp claim (previously believed to be closed out) and ongoing disability claim.
- MAEDC Meeting.
- Follow-up on sidewalk matter
- Finalizing sign regulations (zoning ordinance) amendments draft for review
- Addressing matter regarding permitting and fee schedule with UGI
- Chamber of Commerce Board meeting

**Manheim Borough -General Fund**  
**Check Detail**  
 June 12 - 25, 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt...</b>	<b>3085</b>	<b>06/25/2018</b>	<b>Eagle Wireless Communic...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	14591	06/01/2018		430.320 · Tele/call/internet 410.252 · Computer Equip PD	-67.80 -135.60
TOTAL					-203.40
<b>Bill Pmt...</b>	<b>3086</b>	<b>06/25/2018</b>	<b>US Public Safety Group, Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	000534	05/31/2018		410.238 · Officer's Uniforms	-45.85
TOTAL					-45.85
<b>Bill Pmt...</b>	<b>3087</b>	<b>06/25/2018</b>	<b>NMS Labs</b>	<b>102.000 · Cash 2203326201</b>	
Bill	1055052	05/31/2018		410.314 · Legal Services	-1,017.00
TOTAL					-1,017.00
<b>Bill Pmt...</b>	<b>3142</b>	<b>06/25/2018</b>	<b>Wells Fargo Vendor Fin. S...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	68456...	06/06/2018		410.220 · Operating Supplies	-235.99
TOTAL					-235.99
<b>Bill Pmt...</b>	<b>3143</b>	<b>06/25/2018</b>	<b>Roberts Oxygen Co, Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	Order ...	06/08/2018		452.370 · Pool Maint / Repairs	-190.00
TOTAL					-190.00
<b>Bill Pmt...</b>	<b>3144</b>	<b>06/25/2018</b>	<b>American United Life Insur...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	G0061...	06/25/2018		410.196 · Health Insurance PD 401.196 · Health Insurance 430.196 · Health Insurance - PW 413.196 · Codes - Health Insurance 402.196 · Health Ins (FD/HRC)	-611.77 -50.85 -61.82 -25.65 -24.66
TOTAL					-774.75
<b>Bill Pmt...</b>	<b>3145</b>	<b>06/25/2018</b>	<b>Blue Ridge Communications</b>	<b>102.000 · Cash 2203326201</b>	
Bill	03593...	06/08/2018		410.360 · Utilities PD	-149.90
Bill	03306...	06/15/2018		452.360 · Pool Utilities	-49.95
TOTAL					-199.85
<b>Bill Pmt...</b>	<b>3146</b>	<b>06/25/2018</b>	<b>Borough of Columbia</b>	<b>102.000 · Cash 2203326201</b>	
Bill	6017	06/20/2018		427.368 · Tipping Fee	-257.50
TOTAL					-257.50
<b>Bill Pmt...</b>	<b>3147</b>	<b>06/25/2018</b>	<b>Buckman's Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	656735	06/08/2018		452.221 · Pool Chemicals	-118.75
TOTAL					-118.75
<b>Bill Pmt...</b>	<b>3148</b>	<b>06/25/2018</b>	<b>Commonwealth Code Insp...</b>	<b>102.000 · Cash 2203326201</b>	

**Manheim Borough -General Fund**  
**Check Detail**  
**June 12 - 25, 2018**

06/25/18

Type	Num	Date	Name	Account	Paid Amount
Bill	72963	06/15/2018		452.260 · Pool Equip/Supply	-700.00
TOTAL					-700.00
<b>Bill Pmt...</b>	<b>3149</b>	<b>06/25/2018</b>	<b>East Petersburg Borough</b>	<b>102.000 · Cash 2203326201</b>	
Bill	71	06/12/2018		431.372 · Road Maint/Repairs	-2,632.50
TOTAL					-2,632.50
<b>Bill Pmt...</b>	<b>3150</b>	<b>06/25/2018</b>	<b>Garman's Mulch</b>	<b>102.000 · Cash 2203326201</b>	
Bill	117616	06/12/2018		454.370 · Park Maintenance/Repairs	-60.00
TOTAL					-60.00
<b>Bill Pmt...</b>	<b>3151</b>	<b>06/25/2018</b>	<b>Gretna Computer Consulti...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	7157	06/20/2018		409.213 · Computer Equipment	-1,226.86
Bill	7156	06/20/2018		430.200 · Material/Supplies	-894.28
TOTAL					-2,121.14
<b>Bill Pmt...</b>	<b>3152</b>	<b>06/25/2018</b>	<b>Intergovernmental Ins. Co...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	July 1...	06/01/2018		401.196 · Health Insurance	-4,095.33
				410.196 · Health Insurance PD	-34,225.31
				413.196 · Codes - Health Insurance	-877.18
				430.196 · Health Insurance - PW	-6,703.77
				222.000 · Health Insurnace W/H	-3,003.27
TOTAL					-48,904.86
<b>Bill Pmt...</b>	<b>3153</b>	<b>06/25/2018</b>	<b>J. L. Honberger Co, Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	00184...	06/06/2018		452.221 · Pool Chemicals	-40.56
Bill	00184...	06/08/2018		452.221 · Pool Chemicals	-158.97
TOTAL					-199.53
<b>Bill Pmt...</b>	<b>3154</b>	<b>06/25/2018</b>	<b>Jean Gates</b>	<b>102.000 · Cash 2203326201</b>	
Bill	Shrub...	06/13/2018		446.300 · Grow Green/Professional S...	-516.86
TOTAL					-516.86
<b>Bill Pmt...</b>	<b>3155</b>	<b>06/25/2018</b>	<b>Kozloff Stoudt</b>	<b>102.000 · Cash 2203326201</b>	
Bill	168480	06/20/2018		404.310 · Professional Legal Service	-238.00
Bill	168479	06/20/2018		404.310 · Professional Legal Service	-1,330.00
				414.314 · Legal (Municipal Attorney)	-85.00
				404.310 · Professional Legal Service	-3,250.00
				410.314 · Legal Services	-68.00
				414.314 · Legal (Municipal Attorney)	-1,156.00
				414.314 · Legal (Municipal Attorney)	-221.00
TOTAL					-6,348.00
<b>Bill Pmt...</b>	<b>3156</b>	<b>06/25/2018</b>	<b>Lancaster Civil Engineerin...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	1918	06/20/2018		408.313 · Engineer Contract	-309.00
Bill	1919	06/20/2018		408.313 · Engineer Contract	-695.25
Bill	1920	06/20/2018		408.313 · Engineer Contract	-927.00

## Manheim Borough -General Fund

06/25/18

## Check Detail

June 12 - 25, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	1921	06/20/2018		408.313 · Engineer Contract	-515.00
Bill	1922	06/20/2018		408.313 · Engineer Contract	-128.75
Bill	1923	06/20/2018		446.370 · Storm Water - MS4	-386.25
Bill	1925	06/20/2018		408.313 · Engineer Contract	-1,324.63
Bill	1926	06/20/2018		408.313 · Engineer Contract	-98.98
Bill	1927	06/20/2018		408.313 · Engineer Contract	-3,527.75
Bill	1929	06/20/2018		408.313 · Engineer Contract	-180.25
Bill	1928	06/20/2018		408.313 · Engineer Contract	-77.25
Bill	1924	06/20/2018		408.313 · Engineer Contract	-309.00
TOTAL					-8,479.11
<b>Bill Pmt...</b>	<b>3157</b>	<b>06/25/2018</b>	<b>Lancaster County Solid W...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	I3040-...	05/31/2018		427.368 · Tipping Fee	-10,896.88
TOTAL					-10,896.88
<b>Bill Pmt...</b>	<b>3158</b>	<b>06/25/2018</b>	<b>Longeneckers Hardware C...</b>	<b>102.000 · Cash 2203326201</b>	
Bill	563389	06/08/2018		452.260 · Pool Equip/Supply	-10.28
Bill	563983	06/13/2018		452.260 · Pool Equip/Supply	-22.47
Bill	564410	06/18/2018		430.200 · Material/Supplies	-4.29
Bill	564550	06/19/2018		452.260 · Pool Equip/Supply	-14.47
Bill	564710	06/20/2018		454.370 · Park Maintenance/Repairs	-44.98
Bill	564760	06/20/2018		430.370 · Maintenance/Repairs	-129.40
Bill	564845	06/21/2018		452.260 · Pool Equip/Supply	-26.46
Bill	564899	06/21/2018		454.370 · Park Maintenance/Repairs	-128.55
Bill	564838	06/21/2018		454.370 · Park Maintenance/Repairs	-26.54
Bill	564893	06/21/2018		430.200 · Material/Supplies	-3.58
TOTAL					-411.02
<b>Bill Pmt...</b>	<b>3159</b>	<b>06/25/2018</b>	<b>MAWSA</b>	<b>102.000 · Cash 2203326201</b>	
Bill	956	06/15/2018		430.251 · Vehicle Parts/Maint	-331.68
TOTAL					-331.68
<b>Bill Pmt...</b>	<b>3160</b>	<b>06/25/2018</b>	<b>Office Basics, Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	I-9354...	06/11/2018		410.210 · Office Supplies	-263.43
Bill	I-9372...	06/13/2018		452.260 · Pool Equip/Supply	-176.67
Bill	I-9384...	06/14/2018		452.260 · Pool Equip/Supply	-203.05
TOTAL					-643.15
<b>Bill Pmt...</b>	<b>3161</b>	<b>06/25/2018</b>	<b>PhoneDRX</b>	<b>102.000 · Cash 2203326201</b>	
Bill	3404	06/18/2018		409.213 · Computer Equipment	-2,499.00
TOTAL					-2,499.00
<b>Bill Pmt...</b>	<b>3162</b>	<b>06/25/2018</b>	<b>PP&amp;L</b>	<b>102.000 · Cash 2203326201</b>	
Bill	79480...	06/08/2018		454.360 · Park Utilities	-157.59
Bill	07680...	06/08/2018		454.360 · Park Utilities	-28.63
Bill	07480...	06/08/2018		454.360 · Park Utilities	-363.53
Bill	07280...	06/08/2018		452.360 · Pool Utilities	-1,081.28
Bill	40870...	06/12/2018		434.361 · Street Lighting	-32.86
				409.360 · Utilities	-481.85
TOTAL					-2,145.74

## Manheim Borough -General Fund

## Check Detail

June 12 - 25, 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt...</b>	<b>3163</b>	<b>06/25/2018</b>	<b>Rapho Township</b>	<b>102.000 · Cash 2203326201</b>	
Bill	Reimb...	06/20/2018		410.220 · Operating Supplies	-4,531.71
TOTAL					-4,531.71
<b>Bill Pmt...</b>	<b>3164</b>	<b>06/25/2018</b>	<b>Roberts Oxygen Co, Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	029221	06/11/2018		452.221 · Pool Chemicals	-200.00
Bill	038675	06/15/2018		452.221 · Pool Chemicals	-28.50
TOTAL					-228.50
<b>Bill Pmt...</b>	<b>3165</b>	<b>06/25/2018</b>	<b>Rohrer's Quarry, Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	Q1941...	06/08/2018		454.370 · Park Maintenance/Repairs	-13.86
TOTAL					-13.86
<b>Bill Pmt...</b>	<b>3166</b>	<b>06/25/2018</b>	<b>Royer's Flowers &amp; Gifts</b>	<b>102.000 · Cash 2203326201</b>	
Bill	1413188	06/15/2018		410.220 · Operating Supplies	-52.97
TOTAL					-52.97
<b>Bill Pmt...</b>	<b>3167</b>	<b>06/25/2018</b>	<b>Sirchie Finger Print Lab</b>	<b>102.000 · Cash 2203326201</b>	
Bill	03524...	06/11/2018		410.216 · Office Equipment PD	-189.28
TOTAL					-189.28
<b>Bill Pmt...</b>	<b>3168</b>	<b>06/25/2018</b>	<b>Tactical Wear</b>	<b>102.000 · Cash 2203326201</b>	
Bill	61143...	06/16/2018		410.238 · Officer's Uniforms	-127.35
TOTAL					-127.35
<b>Bill Pmt...</b>	<b>3169</b>	<b>06/25/2018</b>	<b>Triangle Press</b>	<b>102.000 · Cash 2203326201</b>	
Bill	01808...	06/18/2018		401.340 · Advertising/Printing	-348.00
Bill	01809...	06/18/2018		401.340 · Advertising/Printing	-149.00
TOTAL					-497.00
<b>Bill Pmt...</b>	<b>3170</b>	<b>06/25/2018</b>	<b>Windstream</b>	<b>102.000 · Cash 2203326201</b>	
Bill	02176...	06/13/2018		410.360 · Utilities PD	-308.71
Bill	02177...	06/15/2018		430.320 · Tele/call/internet	-46.90
TOTAL					-355.61
<b>Bill Pmt...</b>	<b>3171</b>	<b>06/25/2018</b>	<b>Zeiset Electric, Inc.</b>	<b>102.000 · Cash 2203326201</b>	
Bill	18134	06/13/2018		430.370 · Maintenance/Repairs	-225.00
TOTAL					-225.00



## Manheim Borough -General Fund

## Check Run

June 12 - 25, 2018

06/26/18

Accrual Basis

Date	Num	Name	Amount
<b>Jun 12 - 16, 18</b>			
Jun 12 - 16, 18			
<b>Week of Jun 17, 18</b>			
Week of Jun 17, 18			
<b>Jun 24 - 25, 18</b>			
06/25/2018	3087	NMS Labs	-1,017.00
06/25/2018	3086	US Public Safety Group, Inc.	-45.85
06/25/2018	3085	Eagle Wireless Communications	-203.40
06/25/2018	3143	Roberts Oxygen Co, Inc.	-190.00
06/25/2018	3142	Wells Fargo Vendor Fin. Serv.	-235.99
06/25/2018	3144	American United Life Insurance Company	-774.75
06/25/2018	3145	Blue Ridge Communications	-199.85
06/25/2018	3146	Borough of Columbia	-257.50
06/25/2018	3147	Buckman's Inc.	-118.75
06/25/2018	3148	Commonwealth Code Inspection Svc	-700.00
06/25/2018	3149	East Petersburg Borough	-2,632.50
06/25/2018	3150	Garman's Mulch	-60.00
06/25/2018	3151	Gretna Computer Consulting, Inc.	-2,121.14
06/25/2018	3152	Intergovernmental Ins. Coop.	-48,904.86
06/25/2018	3153	J. L. Honberger Co, Inc.	-199.53
06/25/2018	3154	Jean Gates	-516.86
06/25/2018	3155	Kozloff Stoudt	-6,348.00
06/25/2018	3156	Lancaster Civil Engineering Co.	-8,479.11
06/25/2018	3157	Lancaster County Solid Waste Mangement	-10,896.88
06/25/2018	3158	Longeneckers Hardware Company	-411.02
06/25/2018	3159	MAWSA	-331.68
06/25/2018	3160	Office Basics, Inc.	-643.15
06/25/2018	3161	PhoneDRX	-2,499.00
06/25/2018	3162	PP&L	-2,145.74
06/25/2018	3163	Rapho Township	-4,531.71
06/25/2018	3164	Roberts Oxygen Co, Inc.	-228.50
06/25/2018	3165	Rohrer's Quarry, Inc.	-13.86
06/25/2018	3166	Royer's Flowers & Gifts	-52.97
06/25/2018	3167	Sirchie Finger Print Lab	-189.28
06/25/2018	3168	Tactical Wear	-127.35
06/25/2018	3169	Triangle Press	-497.00
06/25/2018	3170	Windstream	-355.61
06/25/2018	3171	Zeiset Electric, Inc.	-225.00
Jun 24 - 25, 18			-96,153.84
<b>TOTAL</b>			<b>-96,153.84</b>

**Manheim Borough Capital Fund  
Check Detail  
May 22 through June 25, 2018**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>1798</b>	<b>06/25/2018</b>	<b>Dan F Barthold Adv Art Ser...</b>	<b>109.000 · Cash - Capital Boro</b>	
Bill	Inv 0-0...	06/25/2018		410.750 · Police Equip from Donations	-90.00
TOTAL					-90.00
<b>Bill Pmt -Check</b>	<b>1799</b>	<b>06/25/2018</b>	<b>Barton Signs &amp; Apparel</b>	<b>109.000 · Cash - Capital Boro</b>	
Bill	Inv 3598	06/25/2018		410.750 · Police Equip from Donations	-367.80
TOTAL					-367.80

**Authority Manager's Report**

*June 14th, 2018*

*Meeting - 061418*

## **Water**

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**DEP Compliance** No compliance issues

### **May Water Operations**

- May 2nd meter pit service line at 27 Eby Street was replaced
- May 8th main break at 72 North Grant Street was repaired
- May 15th two million gallon reservoir tank scheduled interior wash down was performed
- May 22nd hydrant replaced at 309 Lakeview Drive
- May 23rd and 24th hydrant flushing occurred
- May 29th hydrant replaced at 416 South Main Street
- May 30th hydrant replaced at 3 North Charlotte Street

**Water Plant** – Water plant continues in operation with 1 DE filter in service  
**15,106,000** gallons raw water pumped to the water treatment plant

### **Completed Water Capital Projects**

- ◇ Logan Ave. line replacement
- ◇ Market Square 6" new water line

### **Current Water Capital Projects**

- Sunhill Water Tank contractor notified to complete punch list items and return gate key

### **Future Water Capital Projects**

- ◆ South Charlotte Street final paving project in cooperation with Manheim Borough 2018
- ◆ 6" line connection from South Charlotte Street over to the Cherry Street pump station 2019
- ◆ Quarry Fencing at WWTP 2018
- ◆ WTP Door repairs and window replacement 2018
- ◆ WTP 10" Meter replacement 2018 possible deferment to 2019

## Wastewater

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**DEP Compliance** – No compliance issues

### **May Wastewater Plant Operations**

- ◆ Phosphorous (P) 0.18< mg/l , Total Nitrogen (TN) 3.91< mg/l avg.  
DEP 2017-2018 Water Compliance Year average TP = 0.13mg/l, TN = 3.47< mg/l  
NPDES Nutrient Permit Limits: TN 6.0, TP 0.8
- ◆ Hauled Waste Program: 393 loads; 1,748,250 gallons received for processing

### **Completed Wastewater Capital Projects**

- ◇ Final Pug Mill Conveyor January 2018

### **Current Wastewater Capital Projects**

- Plant WAS options SSM working with operators to increase wasting capabilities 2018

### **Future Wastewater Capital Projects**

- ◆ Collector Interceptor Line televising 2018 \* awaiting grant application decision
- ◆ Resurfacing repairs to WWTP driveway 2018
- ◆ Flooring replacement in WWTP office 2018 possible deferment to 2019
- ◆ Septage receiving building insulation 2018 possible deferment to 2019

### **CCTV Inspections, Sewer Back-ups or Collection Repairs**

Continuing to survey and identify areas of concern in the collection system for future repairs or relining

## Administration

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CFA Grant application is in process; recent communications have occurred with DCED

Management remains committed to maximizing revenue sources, while controlling operation costs to provide the highest level of customer service possible while strategically planning for the preservation and improvement of the Authority's valuable infrastructure.

Respectfully Submitted,  
*Terry L. Shaffer*  
Authority Manager

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



# Manheim Community Library

15 East High Street. Manheim, PA 17545 Phone: 665-6700 Fax: 665-2470

## Director's Report May 2018

May felt like the calm before the storm of summer reading. A lot of preparing, organizing and coordinating, battening down the hatches. All in anticipation of a very busy time over the next three months. We have a ton of summer reading events planned and will continue with our author visits by hosting Dave Howard, author of the non-fiction book *Chasing Phil*, about two FBI agents in the 1970's who befriended the con man they were supposed to be trying to apprehend. Howard will be here at 2 PM on June 20<sup>th</sup>.

As I continue to get settled in (I feel like I've been here forever but then got my May paycheck and realized I've only been here for five paychecks) I'm working on developing relationships and programs. You'll see, too, I'm working on personal development. I will be sharing some of my goals and objectives for the library in the near future.

### May 2018 Statistics

Circulation: 7,892 (down 1.1% from May 2017, up 3.9% from April 2018)

New Registrations: 24

Total Borrowers: 1,381 (down 5.5% from May 2017, up 5.5% from April 2018)

eBooks: 349 (up 1.5% from May 2017, down 3.9% from April 2018).

Wireless and Computer Users: 521 (down 27.2% from May 2017, down 10.5% from April 2018)

Circulation desk: 94 reference or technical questions were answered by staff during the month.

Programs: 17 programs in May: 327 children, 14 young adults and 101 adults for a total of 442 attendees.

### What's Been Going On

**Programming:** We had a couple great author programs involving the library in May. On the 3<sup>rd</sup>, we hosted Zach OHara at H.C. Burgard Elementary school. He did an extremely entertaining reading of his children's book *My Cousin Momo*, showed the kids how to draw Momo and had a very amusing Q&A session with the kindergartner and first graders present. Colleen and I both attended.

On the 14<sup>th</sup>, the author of the gothic short story collection *Dear Enemy*, Jessica Alexander, did readings and a Q&A in the Borough Chamber. We had a nice turnout and the Chamber made for a really good venue. The Lititz Record covered the event as well. Jess just wrapped up a visiting professorship at Franklin & Marshall and is now at the University of Louisiana at Lafayette for a full professor position so we were fortunate to catch her while she was here. Everyone I spoke to after was impressed by her and enjoyed her conversation and readings.

My Side Hustle program wrapped up and I suspect we will see a couple successful hustles being started as a result of the program. I expect I will offer it again because of its success.

Alissa and I continue to try and reach out to folks for future programming activities, some of which will be reported on in June (a cliffhanger in the Director's Report!).

## **Community and Library System Connections:**

May 1 – Side Hustle talk.

May 2 – Chiques Creek Watershed Association meeting

May 3 - One Book One Author event at H.C. Burgard. See above.

May 4 – Director’s Council at the system offices.

May 5 – I attended a talk in Middletown, PA by PC Sweeney, the Political Director of EveryLibrary, the only Political Action Committee for libraries in the U.S. The talk was put on by the Capital Region library system and was designed for trustees and board members. Sadly, I was the only attendee from Lancaster County. It was a useful talk about communication best practices with municipal leaders. Much of the talk I was familiar with from reading his book *Winning Elections and Influencing Politicians for Library Funding* but I got a lot of useful information on messaging, an area I struggle with as I continue to determine how the library can better serve the community.

May 8 – Chamber of Commerce breakfast with State Senator Ryan Aument and State Representative Mindy Fee. Got to meet a number of business owners in the community and learn about the state of the state. Finished up the Side Hustle series in the evening.

May 9 – Lunch with author Jess Alexander.

May 14 – Jess Alexander author visit, see above.

May 16 – Alissa and I received training on Eventbrite from the library system. We will be using it for summer reading registration. Friends board meeting at the book sale.

May 17-18 – Off for personal business of which you are aware.

May 21- Manheim Community Library board meeting.

May 22 – STIG meeting at the system in the morning. Preliminary meeting on this year’s Extraordinary Give at the Pennsylvania College of Health Sciences in the afternoon. See below.

May 23 – I hired vocal coach Bradley Hawkins to try and help me learn how to get my voice out of my throat and not be as soft-spoken. We had a lesson at Rettew Field. Turns out there are about seventeen different things wrong with how I talk that I need to work on; frankly, after meeting with him, I began to wonder how I generate any sound at all given the number of problem areas. But I’m working on it and have been improving.

May 25 – Received my Public Librarian Professional Certification from the State of Pennsylvania. This was a formality as much as anything. I just had to provide the State with my college transcripts (which I did back in March) to show I have had the proper education. So I am now “official”.

May 30 – Attended a webinar on major gifts in fundraising. Didn’t really learn much I hadn’t known from Temple.

May 31 – Volunteered at the Chamber of Commerce’s Rock and Glo’ race packet handout.

**Community Relations:** Blue Ridge News (BRN) was out for a quick interview about the Atlantic Sunrise grant. It is my understanding that BRN will be ceasing news coverage in the near future.

I reached out to the home sound system company Sonos and they agreed to sponsor our adult summer reading program.

PennLive included me in their librarian summer reading recommendations. I recommended the book *Smart Baseball* by ESPN.com writer Keith Law. To show how closely knit the world is thanks to the internet, a story...PennLive asked me for a recommendation but never told me they were going to use my recommendation. Apparently Keith Law had a Google Alert and found out about the recommendation and posted it on his website. A friend of mine in Seattle reads Keith's website, saw that "one kind soul" who was a Pennsylvania librarian had recommended Law's book, figured it was me, clicked the link and saw that it indeed was me and proceeded to e-mail me and let me know about the mention. That led me to reach out to Keith (he lives in Delaware) and we are looking into him doing a program sometime in the near future.

**Fundraising:** The Friends' book sale ran from May 17<sup>th</sup> through 19<sup>th</sup>. As mentioned above, planning is already underway for the Extraordinary Give on November 16<sup>th</sup>. Last year, of fifteen libraries participating in Lancaster County, we ranked 11<sup>th</sup> in terms of money raised and number of gifts. My goal for this year is to rank third. I'm cool with us being behind Lancaster Public and Ephrata...for now. In order to accomplish this, we will need to more than double what we brought in last year because I expect Manheim Township and Lititz will see some growth. I'd like to see us at 200 donors and \$15,000 raised.

After some discussions with Alissa, Stacey and Judy surrounding the business ask letter, I feel the need to have a unified fundraising plan that coordinates the efforts of both the library and the Friends as well as some other things. More on this in the near future.

**Facility Update:** In an effort to create a more visible area for our programming than the hallway, I removed a bulletin board that wasn't being used then spackled and painted the wall. Alissa created a nice design for our program announcements which are now being hung on that wall. Connie went through all our display materials from other organizations and organized them so they are predominantly at the top of the stairway landing and are accessible and not buried in a pile of materials. Through a group effort, we got rid of a lot of clutter and are making events at the library and in the community much more visible and accessible to our patrons. Reactions have been positive and plentiful about the new wall color.

**PA Forward:** Nothing much new on this front. We've been talking with organizations and libraries about partnering on programming. We have also been in touch with the Pennsylvania College of Health Sciences which has implemented a lot of PA Forward initiatives to see what insights we can glean from them.

Respectfully submitted, June 11, 2018:

Jonathan Dunkle, Director