

Manheim Borough Council Meeting
April 14, 2020 7:00 PM
Manheim Borough Building, 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, Facebook page including several Manheim Facebook groups, NextDoor Manheim, 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

Public Hearing – CDBG Grant Application for East Adele Ave Drainage Improvements Phase 2

Public Hearing Was Opened

Introduction/Project Summary – Borough Engineer, Ben Craddock introduced and reviewed the project with council. He reviewed the drawing showing the planned improvements. Downspouts directed to streets, which is not the normal circumstance were suggested. Discussion with property owners and even during the construction to improve downspout placement will be scheduled.

Public Comments – There were no public comments during the hearing.

It was noted that comments can be submitted to the Borough for this matter until April 24th.

Close Public Hearing - Motion to close the hearing by Mr. Roth, seconded by Mr. Howett, passed unanimously.

ACTION ITEMS:

1. **Approval of Minutes:** 3/10/2020 and 3/23/2020 Borough Council Meeting Minutes: Motion to approve by Mr. Martin, seconded by Mr. Howett, passed unanimously.
2. **Treasurer Report/Payment of Bills: Presented for approval – Ratified General Fund** in the amount of **\$3,195.00**, **General Fund** in the amount of **\$91,194.88**, **Capital Fund** in the amount of **\$7,070.16** and **K9 Fund** in the amount of **\$419.90**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.
3. **Acceptance of the Annual Borough Planning Commission Report:** Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.
4. **Approval of the Auditor Proposal for the Police Pension GASB for \$2,500.** Motion to approve by Mr. Howett, seconded by Mr. Longenecker, passed unanimously.

5. **Approval and Authorization** for the Borough Manager to sign the **Joint Petition to Stay 2020 Upset Tax Sales**. Motion to approve by Mr. Roth, seconded by Mr. Martin, passed unanimously.
6. **Approval of Resolution 31-2020** – This Resolution extends the Period that Real Estate Taxes are paid at the Base Rate for 2020 until November 30th, 2020. Motion to approve by Mr. Martin, seconded by Mr. Enck, passed unanimously.
7. **Horner-Ryan modification request and conditional plan approval**. Mr. Craddock explained the reason for the project submitted by Harbor Engineering. A small portion of the Ryan property adjacent to the Horner property on West Gramby is being added. There are two modifications in the comment letter and conditional approval involved with this plan. Mr. Craddock is recommending conditional plan approval when all remaining comments are satisfactorily addressed. The reason for this project was explained as it covers a discrepancy on property lines that was recently discovered. Motion to approve modifications and grant conditional approval by Mr. Howett, seconded by Mr. Martin, passed unanimously.
8. **VFW Memorial Day Parade Request**. Motion by Mr. Enck to approve the request contingent on the status of the Stay At Home & Social Distancing Order currently in place is lifted, seconded by Mr. Roth, passed unanimously.
9. **Columbia Borough Yard Waste Agreement** was presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Longenecker, passed unanimously.

Mayor & Police Chief Reports:

Mayor Funk updated council on the wonderful way Manheim is coming together as a community and handling the safe distancing and stay at home orders that are currently in place, as it is a learning experience for everyone. It is definitely giving everyone a new perspective on life.

President Phillips echoed the same sentiments for the great way the community is working together to follow the directives put in place from the state and county. Easter Bunny drive was really appreciated by the community on Saturday to enhance community spirit.

Police Chief Stauffer presented and reviewed his report with council. He highlighted the statistics and outlined the community outreach events that had to be cancelled. Some of the future events also tentatively on the schedule but will be reviewed as we move through this pandemic for a final decision if they will be held. They were updated on status of meeting requirements for First Aid/CPR Training and the Body Worn Camera Training held in March. Information was also presented on the implementation of all the training and guidance for all safety procedures put in place by the department. The police department already had a pandemic policy and order in effect. Lancaster County EMA has been very helpful and proactive with providing the needed PPE equipment. Police Departments in the County are working together to help backup all first responders. The Department is launching a new website. Mayor Funk complimented Chief Stauffer for the great job he is doing with the Department. The softball game is still tentatively on the schedule as the date is flexible. Make-A-Wish is currently postponed.

Borough Codes:

- a) The monthly code report will be presented at the next council meeting

Borough Engineer:

- a) Mr. Craddock presented his monthly engineering report to council. He noted the great job the Public Works Department did on the New Charlotte Drainage Project.

Borough Manager Report:

- a) Staff is taking safety precautions and we only have one person in the office at a time, with staggered schedules covering the office fulltime as the building is closed. Remaining staff are working remotely and coming in during off hours. Mr. Fisher stated that all necessary work is continuing to be completed. Council was updated on the status of the Codes Department, specifically with the temporary suspension of rental inspections due to the current orders related to the pandemic. Old plans & files are being organized.

Committee Reports:

- a) Finance Committee – There was nothing new to report.
- b) Parks /Pool Committee – Mr. Fisher gave an update on the current pool situation to highlight all the information he has been forwarding to council on the current status of needed repairs, pool opening schedule and possible opening day considering the current social distancing and stay at home orders currently in affect in our state. Based on Governor’s orders, contractors who would be performing the work required for the pool to open are shut down. Their schedule, assuming the orders are lifted on April 30, is very tentative due to their backlog because of being shut down. The Public Work crew is only performing work that is necessary to maintain the pool (i.e. offseason maintenance). The YMCA has indicated that the earliest opening date would be July 1 as the best case scenario. This date could be later depending on social distancing and gatherings guidelines that may be in place at that time. A final decision must be made by May 1 for the YMCA to be able to have their staff ready to be operational for July 1st. Decision would need to be made on the handling of day passes and memberships. Aarons Acres is looking to make their decision by May 1st. It was noted pool attendance drops off in August, usually because of school sports etc... starting. The possibility of having the lap pool available for the swim team if the pool is not open was mentioned. After a lengthy discussion, it was the general consensus of council to wait until the April 28th meeting to make the final decision on the opening of the pool.
- c) Personnel/Police – There was nothing new to report
- d) Public Works – The Hart Street Paving Quotes will be presented at the next council meeting.
- e) Shade Tree Commission – There was nothing new to report.
- f) Land Bank – There was nothing new to report.

Old Business:

- a) VITA may be requesting use of the Council Chamber since their program is being extended this year at the next meeting

New Business:

- a) There was no new business.

Correspondence: MAWSA Report was provided in the packet.

Public Comment: There was no public comment.

Note: The next council meeting will be held in the same manner as this meeting (Zoom meeting), and it will be advertised in the newspaper and participation information provided on the Borough website.

Adjournment:

With no further business or actions necessary, President Phillips adjourned the Council Meeting at 8:18 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
April 14, 2020

