

Manheim Borough Council Meeting  
April 28, 2020 7:00 PM  
Manheim Borough, Manheim, PA

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

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

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

**ANNOUNCEMENTS:**

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

**ACTION ITEMS:**

1. **Approval of 4/14/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Martin, seconded by Mr. Roth, passed unanimously.
2. **Payment of bills (list in packets along with Budget YTD and reserves report): Presented for approval- General Fund** in the amount of **\$118,922.70**, **Capital Fund** in the amount of **\$12,017.40 (Includes \$1,766.40 from Greenways Grant Account)** and **K9 Fund** in the amount of **\$196.33**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.
3. **Approve submission of CDBG application** - Mr. Craddock presented the submission of the CDBG Application for East Adele Avenue Drainage Improvements Phase 2 for approval. Motion to approve by Mr. Roth, seconded by Mr. Longenecker, passed unanimously.
4. **33 S. Oak St – SW Ordinance Modification Request** - Mr. Craddock presented the modification request and explained what was involved with the earth disturbance issues on this property as the final impervious area for the project will be under the threshold for major earth disturbance. It will be restored to its original state at the completion of the project. Plans were displayed and explained. One condition in the review letter is that they submit an E & S Plan to the Lancaster County Conservation District to help cover this requested stormwater modification. There is also a driveway that is proposed to be located within an unopened alley. It is recommended that an Agreement be prepared for responsibility of maintaining this driveway be a condition of approval as well. It was noted that this Agreement has already been provided to the owners and the Borough for this driveway maintenance. Motion by Mr. Roth to approve the modification request contingent on meeting the conditions recommended by Mr. Craddock in his review letter, seconded by Mr. Martin, passed unanimously with a vote of 5 to 0. Mr. Longenecker abstained as this is a modification request for a property owned by his parents.
5. **160/162 N Charlotte St – SW Ord Modification/LD Plan** – Mr. Craddock reviewed the request with council. He explained that these 2 lots will become 4, with 2 driveways on North Pitt Street and 2 driveways on North Charlotte Street. It will be 4 lots with 3 new homes proposed and the 4<sup>th</sup> lot will be the original building. These will be owner occupied dwellings. One modification requested is to skip the preliminary plan approval and go to final approval for this plan. Second Waiver involves existing features within 200 feet of the subject property. Both of these waivers were recommended by the Planning Commission upon the recommendations from Mr. Craddock's review letter. There is also a request to waive minimum 20' wide access easement around all SWM facilities. Mr. Craddock explained the reason

for the request and has no objection to the modification to this requirement considering the size of the pipe. Motion to approve by Mr. Martin with the conditions provided by Mr. Craddock's review letters, seconded by Mr. Roth, passed unanimously.

6. **Hart Street Paving Quotes** – Martin Paving was the low bidder at \$20,040.00. Mr. Craddock explained the Hart Street paving project. The low bid was under the cutoff for the formal bidding process. Quotes were solicited from several contractors, and three were received. Motion to approve the low bid from Martin Paving by Mr. Enck, seconded by Mr. Longenecker, passed unanimously.
7. **North Linden and East High Storm Drainage Project Bids** – There were 9 bids received for this project with the lowest bid from BR Kreider at \$142,438.00. The borough had applied for a DCED Grant for this project. The anticipated timeframe for the award of this grant money has been pushed back to possibly September. It is not a long duration project and it will not affect the school year according to the school district. There is some timing issues for this project, so there could be some additional cost if paving deadlines cannot be met in the fall. Motion to approve the award to B R Kreider for North Linden & East High Storm Drainage Project, seconded by Mr. Enck, passed unanimously.
8. **Summer 2020 Pool Season** - There were representatives from the YMCA and Aarons Acres and the swim team attending the meeting. It was noted that repairs need to be made and it is possible that they cannot even be completed for a July 1<sup>st</sup> opening. It is up to the contractor and their availability to meet our deadline. Handling of safety issues are still being discussed by government agencies concerning managing social distancing. It was noted that some other pools in Lancaster County are not opening. There was discussion on handling the safety issues and the scheduling and time frame for the needed repairs. Motion by Mr. Enck given the conditions of the COVID Virus that the Manheim Community Pool not be opened for the 2020 Season, seconded by Mr. Roth. The option was discussed of the possibility of having the Swim Team use the Lap Pool, since the summer swim league has not cancelled their season as of yet. June 8<sup>th</sup> would be starting date for practices if they do push back their start of the season. All of their scheduling and participation with Lancaster County pools is tentative at this point. There are no major repairs needed for the lap pool. Swim Meet schedules and attendance policies would still need to be assessed. Mr. Fisher explained what is involved with opening the lap pool for the summer. Protocol for precautions would need to be submitted by the Swim Team. The Mayor offered the general consensus that he is getting from Mayors across the State, which is not very positive for pools being opened for the summer. It was noted that pool membership refunds will be made for all memberships already purchased for 2020. It was noted that Borough Council would like to have the pool opened again for 2021. The final decision of having the swim team using the lap pool was tabled until the next meeting on May 12<sup>th</sup>. The original motion by Mr. Enck and seconded by Mr. Roth was rescinded. Motion by Mr. Roth to close the pool to the public for the summer, but continue with the needed repairs and also table the final decision to allow the swim team to use the lap pool until the May 12<sup>th</sup> Council Meeting, seconded by Mr. Enck, passed unanimously. Ms. Risa Paskoff from Aarons Acres offered her thoughts on the disappointing, but clearly understood decision to close the pool. Aarons Acres has a tough decision to make as well on whether or not to hold their summer camps.
9. **Request to place MC HS graduate posters on poles (contingent upon PPL pole approval)** – Mr. Fisher explained the requested placement of the posters and has been in touch with PPL concerning their approval. Motion to approve by Mr. Martin to place HS Graduate Posters on the PPL Poles contingent on pole approval from PPL, seconded by Mr. Roth, passed unanimously. Council was thanked for helping to makes these things happen.
10. **The May 12<sup>th</sup> Council Meeting** - The May 12<sup>th</sup> Council meeting and future meetings will continue with the Zoom Format until further notice.

#### **Mayor & Police Chief Reports:**

Mayor Funk updated council on the State Mayors Association event "Bells across Pennsylvania". This event will be held on Sunday May 3<sup>rd</sup> at 7:00 PM for 3 minutes with ringing of bells by residents and church bells at all Houses of Worship who wish to participate.

Police Chief Stauffer presented and reviewed his report with council. He highlighted their participation in the new website "Crime Watch" as they are the 20<sup>th</sup> Lancaster County based Police Department to go live and he explained the many advantages of this technology. Domestic Violence is on the increase. The Department is healthy and using all precautions for continued wellness and safety in the community. Council was updated on cancelled training and Community Out Reach Events and the use of Body Worn Cameras. Silver Lining Salvage was also acknowledged for their donation of masks for all the children of the officers. A press release for the Crime Watch launch for the Department was also presented and News Releases were included in the report.

**Borough Codes:**

- a) The monthly Code Officer & Admin Report was presented and reviewed with Council by Mr. Fisher. Samples of Property Maintenance Procedures were also presented to council for review and comments to show how they are being handled during these COVID-19 times. Some suggestions were made to possible changes to some of the language so it is easier to understand.

**Borough Engineer:**

- a) Mr. Craddock presented his monthly engineering report to council. All the items were taken care of earlier in this meeting.

**Borough Manager Report:**

- a) Council was updated on the current operation of the Borough Office, as it is staffed during all regular hours. All the protocols for safety, health and wellness issues are being followed by the wearing of masks and social distancing as there is only one person in the office at a time to handle daily matters, as some are working remotely. It seems to be working well. Public Works is staggering their starting times and break & lunch schedules. They are wearing masks when out in the borough, as they and the Police continue to set a good example for the residents in the borough. The Fraudulent Act with the bank is being addressed and new procedures with the bank have been put in place. President Phillips complimented the staff for their work. She also mentioned the appreciation that has been voiced for the Easter Bunny Parade held in the Borough.

**Committee Reports:** The committees have not been meeting.

- a) Finance Committee – There was nothing new to report.
- b) Parks /Pool Committee – There was nothing new to report.
- c) Public Works – There was nothing new to report.
- d) Shade Tree Commission – There was nothing new to report.
- e) Land Bank – There was nothing new to report.

**Old Business:**

- a) There was no old business.
- b) Mr. Martin questioned if there were any red flags financially for the Borough so far this year since the deadlines for tax payments from property owners was extended. Mr. Fisher explained the updates and projections that he receives from the government agencies involved with these payments. There have not been any projections so far for real estate tax income for this year, until the totals are provided for payments received by the discount due date of April 30<sup>th</sup>. It was noted the Transfer Taxes are usually not a large number so that would not have a great effect on the budget. Our reserves are in good shape, and in line compared to the percentages from last year.

**New Business:**

- a) There was no new business.

**Correspondence:** NWEMS Report was provided in the packet.

**Public Comment:** There was no public comment.

**Adjournment:**

With no further business or actions necessary, President Phillips adjourned the Council Meeting at 8:30 PM.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
April 28, 2020