

Manheim Borough Council Meeting  
August 11, 2020 7:00 PM  
Manheim, PA

- **Roll Call:** President Carol Phillips, Vice President Brad Roth, 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).

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

**HEARING OF VISITORS:**

Ms. Colleen Dennis from Balance Dance Studio was present to request the use of the pavilion area of Mummau Park for a Dance Recital on September 12<sup>th</sup>. She explained the scope of the event limited to less than 250 attendees and how the social distancing will be handled for families. The cleanup by volunteers and the stage that is going to be used were explained. After questions by council were answered there was a Motion by Mr. Martin to approve the request for the use of Mummau Park, seconded by Mr. Howett, passed unanimously.

**ACTION ITEMS:**

1. **Approval of 7/28/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Roth, seconded by Mr. Martin, 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 **\$58,059.09**, **Capital Fund** in the amount of **\$29,786.40** and **K9 Fund** in the amount of **\$97.50**. Motion to approve by Mr. Roth, seconded by Mr. Longenecker, passed unanimously.

Mr. Fisher received an e-mail during the meeting from Catherine Prozzillo concerning the vote to allow the Special Event at Mummau Park. She expressed her concerns about this event being allowed and asked for more clarification of what it entailed. The time of the event was questioned since it was not part of the request and it was explained that they were waiting to see if they would be approved but it would be an afternoon event. It would be set up around noon, the event happening at 2:00 PM and they would cleaned up and gone by 5:00 PM.

**Mayor and Police Chief Report:**

Mayor Funk updated council on the Community Farm Show being cancelled and the logistics involved with their decision. They did not want to divide the community with the concerns of the COVID19 situation. There is still some plans in the works for the weekend of the Farm Show possibly.

Police Chief Stauffer presented his report to council. Council was updated on Crime Watch, the Budget Process that is starting as equipment quotes are being researched, the Accreditation Process that was outlined in the report, Foot Patrols and the Crossing Guard Meeting on August 24<sup>th</sup>. It was also noted that the National Night Out was cancelled so other initiatives are being researched to continue to give back to the community. The Farm Show being cancelled was noted. A press release was presented. The Mayor also endorsed the Accreditation Process.

**Borough Codes:**

- a) The Monthly Administrative and Codes Reports will be presented at the next council meeting.
- b) A copy of the September 14, 2020 Zoning Hearing Application was included in the packet.

**Borough Engineer:**

- a) Mr. Craddock presented and reviewed his monthly engineering report with council.
- b) He updated them on the North Laurel Street Drainage Improvements design that he has completed and is ready to go out to bid. He is reviewing the project with the residents directly involved. He explained the scope of the project, the resident responsibility to maintain the easement after it is completed and the CDBG that is involved with this project. Mr. Craddock was looking for approval to put the project out to bid, to advertise and prepare the easements. Public Works Committee is in favor of the plan and recommends moving forward. The placement of the drains currently shown on the drawings as well as the size of the pipes on the properties was questioned and explained. The easement agreements would give the Borough right but not the obligation to maintain the easements. Motion by Mr. Roth to proceed with the next steps for the North Laurel Street Drainage Improvements project, seconded by Mr. Martin, passed unanimously.
- c) The Five Points Intersection at South Charlotte Street was also discussed. Chief Stauffer had provided some good recommendations to help improve this intersection by adding some stop signs and other measures. A plan was provided showing additional signage and pavement markings. Mr. Craddock explained the adjustments on the plan after discussion was held at the Public Works Committee Meeting. It was decided that all this work with approval from Council could be handled by the Public Works Department. The enforcement by the Police Department was discussed as well as the possible addition of a crosswalk at New Charlotte Street. Motion to authorize the work on the traffic ordinance as well as Public Works Department working on the signage and street painting at this intersection by Mr. Roth, seconded by Mr. Howett, passed unanimously.

**Borough Manager Report:**

- a) The PennDOT Winter Maintenance Contract was explained and presented for approval. Motion by Mr. Martin, seconded by Mr. Longenecker, passed unanimously.
- b) Mr. Fisher presented the letter he received from PennDOT informing council that the Borough was not selected for FY 2020-2021 Multimodal Transportation Funding for Market Square. The Borough was encouraged to apply during the next open application window. He explained the competitive nature of the application process and the feedback comments he received. The connection study for truck traffic was questioned and explained as well since it is also an adjustment of traffic flow.

**Committee Reports:**

- a) Finance Committee – The Committee will start meeting in September. First Meeting will be in council chambers on September 1<sup>st</sup> at 6:30 PM.
- b) Parks /Pool Committee – There was nothing new to report.
- c) Public Works – Had a Zoom Meeting before the Council Meeting tonight.
  - i. Public Works Report was in the Packet.
  - ii. The North Laurel Street Drainage and Five Points Intersection Projects were discussed earlier in the meeting.
  - iii. Stormwater Projects for next year were discussed for future planning.
  - iv. The possible Crosswalk Change Order for the project at North Laurel and East High Streets was explained. It is in terrible shape and the eastern ADA ramp needs to be replaced to meet current regulations. Public Works Committee requested a change order from Mr. Craddock to be presented for Council for approval.
- d) Land Bank – There was nothing new to report.
- e) Shade Tree Commission – There was nothing new to report.

**Old Business:** There was no old Business.

**New Business:**

- a) Fire Company Contribution for their New Roof Project was presented for discussion and approval. Mr. Roth explained the history for this request. Council had approved to budget \$5,000 a year for 5 years to be used toward this project when it was scheduled. Since the Fire Company is having issue with the roof they are looking to replace it now, instead of the original schedule. Currently the Borough has budgeted \$15,000 toward this project so far. The question is whether Council continues with the original committed plan of \$5,000 a year giving them the \$15,000 currently available now or give them the whole committed amount now when the project is complete. After discussion and explanation there was a Motion by Mr. Martin to pay half of the project quote, seconded by Mr. Howett, passed unanimously.

**Correspondence:** Fire Department Report, NWEMS Report

**Public Comment:**

Mr. Luke Fisher questioned the ponding of residual run off at the bottom of Rapho Street and Mill Street during storm events, and how often street sweeping is scheduled to take care of this type of debris. Public Works Department checks these areas after rain events to sweep up excess debris as residents call in. It was explained that street sweeping is typically schedule twice a year the beginning of June and December. He also noted that cars are not heeding the stop sign at West Gramby & North Penn Streets. Chief Stauffer is aware of the situation and is working with residents in that area to help address the problem.

Live council meetings for the future were discussed. It was noted that some public attendees would like it kept as a zoom meeting for numerous precautionary reasons. Mr. Fisher will check with school district about possibly using one of their rooms for our meetings. That way council would be together but the public could still zoom in to attend.

Ms. Donna Hlavacek noted that there is a growing accumulation of tree debris on the sidewalk at the old Stiegel Elementary School along South Hazel Street. She was not sure who was responsible for keeping that sidewalk clear as it is becoming a possible dangerous situation. Mr. Fisher will check on who is responsible for maintaining the sidewalk.

Ms. Catherine Prozzillo noted she was pleased to hear about the additional stop signs on South Charlotte Street as it will be a huge improvement. She added comments to Mr. Luke Fisher's concern for sediment run off on Rapho Street. She is interested in getting touch with someone regarding the status of the Borough MS4 stream restoration project as she is educating herself about how trees are affecting these situations. Mr. Fisher noted the project is just about ready to go out for bid, but there is some title work that needs to be completed first so there is not conflict on ownership. The process to have clear titles for the property before the project starts was explained, as there are many parcels that make up Memorial Park. She would like to see a study of sediment runoff after rain events to check the areas where it occurs to schedule street sweeping. She was also questioning the Dance Recital that was approved earlier in meeting for Memorial Park as other events in the borough are being cancelled. She wanted to go on record that she is not ok with the event and did not like that the park is closed down for this event as she feels that it takes away from open air space for those that use the park. She noted that she appreciates the zoom meetings and would like to see them continue.

Discussion continued on the handling of the next council meeting. Mr. Howett will check on using a room at the school district and what the price would be.

**Adjournment:**

The meeting was adjourned at 8:12 PM by President Phillips.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
August 11, 2020