

Manheim Borough Council Meeting
September 8, 2020 7:00 PM
15 East High Street
Manheim, PA

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

This meeting was held in the Council Chambers with Public Participation 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. Also, Attendees are directed to use the hand-raise function in Zoom if they would like to comment. Attendees will also be given the opportunity to comment prior to any vote or moving on to a new agenda item.

The Meeting was called to order by President Carol Phillips.

HEARING OF VISITORS:

Ms. Donna Hlavacek was present to update council on an earlier approved request for the Celebrate Manheim Tour of the Town on Saturday September 12th at 1:00 PM sponsored by the Ruth Mackley Democratic Club. She explained the expanded format for the celebration procession. She outlined each stop on the trailer's route. It should take approximately an hour for the entire route. She answered questions concerning the route and locations of stops along the route to avoid any potential issues. The Police Department has been notified of the change.

ACTION ITEMS:

1. **Approval of 8/25/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Martin, seconded by Mr. Enck, passed unanimously.
2. **Payment of bills (list in packets along with Budget YTD and reserves report): Presented for approval- Ratified General Fund** in the amount of **\$275.00**, **General Fund** in the amount of **\$31,030.57**, and **Capital Fund** in the amount of **\$22,328.32 (\$22,229.32 + \$99.00 Greenways Grant)**. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously.

Mayor and Police Chief Report:

Mayor Funk did not have a report for council.

Police Chief Stauffer's report was presented to council by the Mayor in his absence. The AXON Dash/Fleet Camera Proposal and the IT Support Proposal for 2021 were presented for approval to lock in the 2021 rates. They are both recommended by the Finance Committee for approval. Motion to approve by Mr. Roth, seconded by Mr. Enck, passed unanimously. The 2021 Rapho Township preliminary portion of the budget was presented for approval so the numbers can be forwarded to Rapho Township for their consideration as both municipalities are moving forward with their budget process. Motion to approve forwarding the preliminary budget numbers to Rapho Township for Police coverage by Mr. Enck, seconded by Mr. Martin, passed unanimously. Council was updated on the Crime Watch, the upcoming football games, Speed and Stop Sign Details and the current Crossing Guard status and Crossing Guard locations. Two Press Releases were also included in the report. Certificates of Commendation were also presented to Officers Jordan Herr and James Starr.

Borough Codes:

- a) The Monthly Administrative and Codes Reports will be presented at the next Council Meeting.

Borough Engineer:

- a) The Monthly Engineering Report was presented to council.
- b) The possible change order for North Linden/East High Streets Stormwater Project was presented and explained. Additional pricing will be requested from separate contractors for this extra work as it is actually not part of the original project. The ramp on the West side of the intersection needs to be upgraded to meet ADA Regulations. There was no action taken on this change order.
- c) The South Hazel Street Change Order for \$5,066.57 was presented for approval. This is for the significant ponding issue resulting from the South Hazel Street Project in 2019 to bring a low spot up to final grade. Mr. Craddock explained the history behind this low subbase problem. This will bring the project to a close and with all past change orders and reductions the project is still about \$3,000 below the original award. Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- d) CDBG Project Bids - The bid tabulation was presented for the East Adele Avenue/North Laurel Street Drainage Improvements. The low bidder was Wexcon, Inc. for \$152,287.00. Mr. Craddock is recommending approval as all the necessary documents were supplied with their bid. The bid did come in below the original estimate so there is a possibility of increasing the scope. Motion to award by Mr. Roth, seconded by Mr. Martin, passed unanimously.

Borough Manager Report:

- a) Mr. Fisher presented his Summary Manager Report to council. Work is continuing with the grant agencies and the dissolution filings for release of the MAEDC Funds to the Borough as well as the current draft budget preparation. The continuing work on the update to the Traffic Ordinance was explained. Discussion was held on painting paving markings for the School Zone at the new Elementary School on East Gramby Street. Motion to paint the markings on the street for the School by Mr. Roth, seconded by Mr. Enck, passed unanimously.
- b) Resolution 36-2020 The annual MMO for Uniformed and Non-uniformed Pension Plans for the Borough of Manheim was presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.

Committee Reports:

- a) Finance Committee – The First Budget Meeting was held in council chambers with the finance committee only on September 1st at 6:30 PM, with the public available to attend via Zoom. It was the Police portion of the budget.
- b) Parks /Pool Committee – There was nothing new to report.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – The Public Works Department Report was included in the packet. There was nothing new to report.
- e) Land Bank – There was nothing new to report.
- f) Shade Tree Commission – There was nothing new to report.

Old Business: There was no Old Business.

New Business:

- a) St. Paul's UCC Fall Fest Request. Mr. David Ludwig representing the church explained the event that will be held Sunday September 27th and their request to block portions of Kready Alley & Hart Street from 4:00 PM to 6:30 PM for the safety of the children attending. This is the same event that was held last year. There is a rain date of October 4th. Motion to approve by Mr. Martin, seconded by Mr. Longenecker, passed unanimously.

Correspondence: Fire Department Report

Public Comment:

Ms. Donna Hlavacek questioned if there was any information available on the teacher who tested positive for COVID-19 at the Middle School.

Executive Session & Adjournment:

Motion by Mr. Enck to adjourn the meeting and go to Executive Session for Litigation Matters at 8:06 PM, seconded by Mr. Roth, passed unanimously.

There will be no action taken after the Executive Session.

Respectfully submitted,

Linda Gerhart
Recording Secretary
September 8, 2020