

Manheim Borough Council Meeting
September 29, 2020 7:00 PM
15 East High Street
Manheim, PA

- **Roll Call:** President Carol Phillips, Vice President Brad Roth, Pro Tempore Chad Enck, Bryan Howett, 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:

John Padora presented the request for the appreciation event at Memorial Park on Tuesday 10/20/20 from 6-8 pm for first responders. The request was included in the meeting packet. Motion by Mr. Enck, to approve the request, subject to following all CDC guidelines and that the organizers would provide their own portable restroom facilities and would properly clean and remove all trash upon completion of the event. Second by Mr. Roth. Approved unanimously.

Janelle Haying presented the request for the Light the Night event on 10/30/20 from 6-8 pm. The request was included in the meeting packet. Motion by Mr. Roth to approve the request subject to following all CDC guidelines, second by Mr. Longenecker. Approved unanimously.

ACTION ITEMS:

1. **Approval of 9/8/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Enck, seconded by Mr. Martin, 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 **\$14,921.71**, **General Fund** in the amount of **\$158,898.59**, and **Capital Fund** in the amount of **\$749.00**. 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 presented his report to council. Chief Stauffer presented a recommendation for approval of an ADA parking space at 255 S. Cherry Street. Motion by Mr. Roth, second by Mr. Martin to approve the request. Approved unanimously.

Borough Codes:

- a) The Monthly Administrative and Codes Reports were presented to council.

Borough Engineer:

- a) The Monthly Engineering Report will be presented to council at next meeting.
- b) Laurel and E High St crosswalk. Motion by Mr. Enck, second by Mr. Roth to approve the paving portion of the work for \$1,260 to Martin Paving and the ADA ramp portion for \$7,800 to Jons Concrete Plus. Approved unanimously.
- c) South Hazel Street change orders. Mr. Craddock presented an amended change order to address a typo in the previously approved change order for ratification. Upon review of the minor change of a few cents, motion by Mr. Martin, second by Mr. Longenecker to approve. Passed unanimously.
- d) East Stiegel Street Bridge repair project. Mr. Craddock reviewed the project and the bid that was received. After discussion, motion by Mr. Roth, second by Mr. Longenecker to award bid to Mar-Allen Concrete Products for \$95,965.00. Approved unanimously.
- e) Traffic signal poles. Recent inspection reports on the traffic signal poles in the borough were reviewed. Of immediate concern was the pole at Fruitville Pike and New Charlotte Street, which is recommended to be replaced. Motion by Mr. Enck, second Mr. Howett to authorize the engineer to prepare bid documents and solicit proposals for the work. Passed unanimously. Mr. Craddock was authorized to obtain cost estimates for the other poles that were identified as needing to be replaced next year so that this information can be included in the 2021 budget.

Borough Manager Report:

- a) Mr. Fisher presented his Summary Manager Report to council.
- b) East Petersburg Street Sweeping proposal. The proposal was reviewed which would maintain 2020 pricing through 2021 if the proposal is accepted this year. Motion by Mr. Enck, second by Mr. Martin to approve the proposal. Passed unanimously.
- c) 2020-2021 USDA Turkey Vulture agreement. The agreement and history was discussed. Motion by Mr. Enck, second by Mr. Roth, to enter into agreement. Passed unanimously.
- d) BRC Franchise Agreement renewal. The franchise agreement was discussed. Motion by Mr. Martin, second by Mr. Longenecker, to renew agreement. Passed unanimously.
- e) Audit of past performance of BRC under the current franchise agreement was discussed. Motion by Mr. Roth, second by Mr. Enck to authorize Cohen Law Group to perform audit in the amount of \$4,900. Passed unanimously.

Mr. Howett requested to be excused from the meeting to attend to another obligation.

Committee Reports:

- a) Finance Committee – Next budget meeting scheduled for October 6 at 6:30 pm.
- b) Parks /Pool Committee – Met prior to tonight’s meeting for general discussions on pool opening details for next year. Additional information will be provided to the committee within the next month.
- c) Personnel/Police – There was nothing new to report.
- d) Public Works – 5 point intersection complete, “school” street painting complete.
- e) Land Bank – There was nothing new to report.
- f) Shade Tree Commission – There was nothing new to report.

Old Business: 2020 Trick or treat night policy. The proposed policy was provided in the meeting packet and reviewed. Motion by Mr. Longenecker, second by Mr. Roth, to approve policy as stated, including that trick or treat night will be Friday October 30th to coincide with the remainder of the county. Passed unanimously.

New Business:

- a) Discussion about the borough office being open to the public. It was stated that while walk-in visitors are not currently permitted, residents who have a need to come into the office to take care of any borough business, such as payments, picking up trash tags, meeting with codes officer, etc. are permitted to do so if requested. It was stated that the goal is to limit unnecessary foot traffic in the borough office in order to protect the borough staff and the community while assuring that the residents are still being properly served.

Correspondence: MAWSA Manager Report

Public Comment:

Ms. Donna Hlavacek mentioned that at times it was difficult to hear everything that was being said, especially when “group” discussions were occurring. Suggestions were made to improve the remote public participation experience, and measures will be put in place for the next meeting to try to make improvements.

With no further business, President Phillips declared the meeting adjourned at 8:19 pm.

Respectfully submitted,

James R. Fisher, PE, CBO
Secretary
September 29, 2020