

Manheim Borough Council Meeting  
October 27, 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

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](mailto: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. Kim Hill, rental property owner of 128 South Main Street was questioning Code Citations that she had received from Ms. Czeiner for violations at her property. She has her mail forwarded between Florida and Mount Gretna and said this has become a problem of receiving citations by mail. After discussion it was decided that the citations are still due to the Borough and maybe a better way of handling the forwarding of their mail between locations could be established for the future.

**ACTION ITEMS:**

1. **Approval of 10/13/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Enck, seconded by Mr. Roth, 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 **\$43,281.00**, **General Fund** in the amount of **\$397,959.78** and **Capital Fund** in the amount of **\$2,714.00**. Motion to approve by Mr. Enck, seconded by Mr. Martin, passed unanimously.

**Mayor and Police Chief Report:**

It was noted that Chief Stauffer was not be able to attend the meeting tonight. He was at the Personnel Meeting Executive Session held at 6:00 PM.

Mayor Funk reported on Thursday October 29<sup>th</sup> from 4:00 PM to 5:30 PM there will be a grand opening for Horst Arts at their new location on North Main Street. He also noted that there are new "Open" Sign Banners created by the Manheim Chamber for the businesses in the borough.

Mayor Funk presented the Police Chief Report. He updated Council on current statistics, Crime Watch, Trick or Treat Night, the updated Football Schedule, Speed Limit Changes, Foot & Bike Patrols and the need for hiring one more Crossing Guard. The locations of the accidents listed in the report were questioned. It was requested to activate the Civil Service Commission to start the hiring process for a new officer to replace Officer Ludman, who is leaving on November 1<sup>st</sup>. Motion to approve the activation of the Civil Service Commission to start the hiring process by Mr. Roth, seconded by Mr. Longenecker, passed unanimously. It was questioned if an evaluation was

performed to see if the resigning officer needed to be replaced or not. Mayor Funk then explained that they could not drop their level by an officer and that the position was needed and could not be eliminated.

**Borough Codes:**

- a) The Monthly Administrative and Codes Reports were presented to Council by Ms. Czeiner. She updated council on the status of code matters such as citations, closing out projects and violation notices as the end of the year approaches. She expressed her appreciation to everyone on council for their support. They were updated on the status of 2021 Annual Rental Occupancy Permits, which have been mailed. She explained the easier software format she has for her to prepare her report.

**Borough Engineer:**

- a) The Monthly Engineering Report will be presented at the next council meeting.

**Borough Manager Report:**

- a) Mr. Fisher presented his Summary Manager Report to council. He updated Council on the status of the ongoing Memorial Park title work, the bidding process and the grant compliance for the stream restoration project. He gave an update on the improvements implemented for better sound for the Zoom Meetings. Trash rates will need to be decided for next year as well as the Membership rates for the pool for next season. It was questioned as to how much was spent on the pool this year even though it was not open. Distribution of bags for grass and leaves to residents was discussed as it is a challenge to control making sure that only residents are the ones who are taking them.
- b) Resolution 37-2020 – Multi-modal grant application was presented for approval. Discussion was held on the actual design completed to date for the improvements to Market Square for this grant. There will be additional input from the community as the design for the project moves forward. Motion to approve Resolution 37-2020 by Mr. Martin, seconded by Mr. Roth, passed unanimously.
- c) Ms. Suzanne Reiley of the Manheim Chamber wanted to notify Council that they will be doing a Keep America Beautiful Event on Saturday November 14<sup>th</sup> from 9:00 AM to 11:00 AM on Market Square and surrounding streets in the Central Business District. It was noted that day was also when the Fire Company will be installing the Christmas Lights on Market Square. Mr. Fisher will notify Ms. Reiley about that event as well. Market Square will close starting at 7:00 AM and reopen no later than 12:00 PM.

**Committee Reports:**

- a) Finance Committee – The Budget Meeting was held Tuesday, October 6th at 6:30 pm. The Budget is being finalized for distribution to Council at the next meeting. There will also be a few items that will need to be approved by Council for next year. The budget would then be approved at the last meeting in November to be advertised for adoption at the first meeting in December.
- b) Parks /Pool Committee – The YMCA has agreed to keep the same pricing for pool operations in 2021 that was in the agreement for 2020.
- c) Personnel/Police – The Committee held an Executive Session regarding personnel matters prior to tonight's Council Meeting at 6:00 PM.
- d) Public Works – 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) It was noted that an Ash Tree in Memorial Park that had been discussed at an earlier meeting will need to come down now. Mr. Fisher will contact Gebhart's Tree Service to have it taken care of.

**Correspondence:** None

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

**Adjournment:** With no further business, the meeting was adjourned by President Phillips at 7:50 PM.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
October 27, 2020