

Manheim Borough Council Meeting  
November 10, 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, Bryan Howett 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](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:**

- There were no visitors.

**ACTION ITEMS:**

1. **Approval of 10/27/20 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 **\$36,529.16**, **Capital Fund** in the amount of **\$12,930.30** and **K9 Fund** in the amount of **\$6,407.57**. Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.

**Mayor and Police Chief Report:**

Mayor Funk reported on the Grand Opening at Horst Art on North Main Street, the large attendance at Trick or Treat Night in the Borough and the Manheim Chamber Clean up on Market Square on Saturday November 14<sup>th</sup>. It was noted that Christmas Lights will also be installed on November 14<sup>th</sup> as well.

Police Chief Stauffer presented his report to council. He updated Council on the Crime Watch, Trick or Treat Night, Friday Night Manheim Football Schedule, Speed Limit Changes, Foot & Bike Patrols and the Crossing Guards. The Civil Service Commission met 11/2/2020. Council was updated on the process that has begun and will be followed for the hiring of the new police officer. Council will be advised of the progress on the Civil Service Commission process in December.

**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 by Mr. Craddock. He updated Council on the current progress of the North Linden/East High Streets Drainage Improvements which is progressing

slower than expected due to the discovery of unmarked utilities. There may be a change order in the future due to the extra time involved with this project, as the progress of the project is being tracked. There was also a sink hole discovered. Questions about the unmarked utilities were explained as no one knew they were there. It was questioned as to how many utilities were involved and it was noted that they were mainly water and gas. The handling of the cost of the project versus these unexpected extras was explained by Mr. Craddock, as well as the updates to the plans. Council was updated on the progress and possible start at the end of November for the North Laurel Street Drainage Improvements.

**Borough Manager Report:**

- a) Mr. Fisher presented his Summary Manager Report to council. Council was updated on the draft of the Traffic Ordinance Amendment. Council was requested to send in their changes as soon as they can, so we can move toward a final draft for advertisement and adoption. The preparation of the internal controls recommended by the Auditors is continuing.
- b) Resolution 38-2020 – Fee Schedule was presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Roth, passed unanimously.
- c) The county approved a second CARES Act allocation which will be received by the borough in the upcoming weeks.

**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 after the meeting tonight. 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 2021 Pool Rate Schedule was presented for approval with the rates staying the same as last year. Motion to approve by Mr. Martin, seconded by Enck, passed unanimously.
- c) Personnel/Police – The Committee held an executive session on 11/3/2020 at 6:00 PM and prior to tonight's meeting at 5:30 PM for Personnel Matters.
- d) Public Works – The Public Works Director Report was included in the packet. The signs on West Colebrook Street for the new speed limits have been posted. The new Chamber of Commerce "Open" signs were noted and it was asked if they could be used for the Borough Building also. The addition of the other 2 "Welcome to Manheim" Signs were discussed.
- e) Land Bank – There was nothing new to report.
- f) Shade Tree Commission – There was nothing new to report.

**Old Business:**

- a) It was noted that there are some neighborhood concerns with the Landis Homes Project currently planned for the North part of the Borough. They are currently working through some environmental issues.

**New Business:**

- a) Motion by Mr. Roth to approve the Pay Rates for 2021 that were discussed in Executive Session, seconded by Mr. Martin, passed unanimously.

**Correspondence:** NWEMS Reports

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

**Adjournment:** With no further business, the meeting was adjourned by President Phillips at 7:30 PM.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
November 10, 2020