

Manheim Borough Council Meeting
November 24, 2020 7:00 PM
15 East High Street
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 and Police Chief, Joseph Stauffer

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. 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 Vice President Brad Roth.

HEARING OF VISITORS:

- Ms. Catherine Prozzillo from the Manheim Veteran's Memorial Committee was present to update Council on the fundraising efforts and Capital Campaign status for the Project in Memorial Park. She presented a Year in Review: 2020 handout. She gave an overview of their progress, grant work being pursued which will need the help of the Borough, current board member structure and fundraising plans for the future. They are also establishing an Advisory Board. She noted that Mr. Chad Enck has also recently joined the committee.

ACTION ITEMS:

1. **Approval of 11/10/20 Borough Council Meeting Minutes:** Motion to approve by Dr. Phillips, seconded by Mr. Howett, 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 **\$103,256.11**, **Capital Fund** in the amount of **\$40,430.35** and **Liquid Fuels Fund** in the amount of **\$15,673.38**. Motion to approve by Mr. Martin, seconded by Mr. Longenecker, passed unanimously.

Mayor and Police Chief Report:

Mayor Funk reported on the installation of the Christmas Lights on Saturday, November 14th and thanked the Manheim Fire Company and Garden Spot Electric for their efforts. That same day the Manheim Chamber of Commerce had their Clean-up Event as well. The BIC Youth Group was also thanked for putting up and decorating the Christmas Tree at the Gazebo. He noted Mr. Allen Shaw of Shaw's Market passed away the previous week. Dr. Phillips also added appreciation for the Public Works helping with all the additional Christmas Lights on the Poles and throughout the Mini Park.

Police Chief Stauffer presented his report to council. He updated Council on the current statistics. He presented for approval a request for a handicap parking space at 328 West High Street. All the necessary paperwork had been submitted. Motion to approve by Mr. Martin, seconded by Dr. Phillips, passed unanimously. Mr. Fisher will check on the length of time they need this space. The serious effort being made by the Police Department since school is open to help curtail aggressive driving and deal with school bus violations and issues with all the walking

students was explained. An update was given on the progress of the Manheim Borough Civil Service Commission since they were activated to start the search for a new officer. News Releases were also attached to the report.

Borough Codes:

- a) The Monthly Administrative and Codes Reports were presented to Council by Ms. Czeiner. She updated Council on all the end of year details for processing outstanding Quick Tickets and Violations. She is continuing to organize and catalog all the boxes that had been stored the basement. The Annual Occupancy Rental Permits for 2021 are currently being processed as they are due by December 31st.

Borough Engineer:

- a) The Monthly Engineering Report will be presented at the next Council Meeting.
- b) Mr. Craddock was present tonight to discuss the Traffic Signal at Fruitville Pike and Route 72 near New Charlotte Street. In the summer when C M High did their yearly inspection they noticed damages to this signal pole. After an inspection by a structural Engineer, there seems to be several issues that need to be addressed. It is being recommended that it be replaced. The estimate received is above the threshold for the need to bid this project. Approval is being presented for the engineer to prepare bid documents and advertise this project. Motion to approve by Mr. Howett, seconded by Mr. Longenecker, passed unanimously.

Borough Manager Report:

- a) Mr. Fisher presented his Summary Manager Report to council.
- b) The Traffic Ordinance Amendment is almost complete. Any additional comments should be forwarded as soon as possible, so the completed draft can be forwarded to the solicitor. Some of the discrepancies with the alleys were explained.
- c) The list of 2021 Meeting Dates was presented for authorization to advertise. Motion by Mr. Martin, seconded by Mr. Longenecker, passed unanimously.
- d) Resolution 39-2020 – MAWSA Appointments was presented for approval. Motion by Mr. Martin, seconded by Dr. Phillips, passed unanimously.

Committee Reports:

- a) Finance Committee – The Draft Budget has been distributed to Council. There were no questions or comments. Motion by Dr. Phillips to advertise the Budget to be adopted at the December 8th Council Meeting, seconded by Mr. Howett, passed unanimously.
- b) Parks /Pool Committee – The YMCA Contract to Manage the Pool in 2021 (Same terms as 2020) was presented for approval. The Swim Team Agreement for 2021 (Same terms as 2020) was presented for approval. Motion by Mr. Longenecker to approve the YMCA Contract for 2021 and the Swim Team Agreement for 2021, seconded by Mr. Martin, passed unanimously.
- c) Personnel/Police – There was nothing new to report.
- 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:

- a) There was no Old Business.

New Business:

- a) There was no New Business.

Correspondence: There was no Correspondence.

Public Comment: Mr. Luke Fisher offered positive comments for the increased Police presence and enforcement and added improvements implemented by the Borough. He noted the added stop signs at the 5 Way Intersection

on South Charlotte Street and the uniform speed limits though the whole borough was a good positive move. He noted moving the last leaf pick up back a week to December 19th will help catch those last leaves for the season.

Ms. Catherine Prozzillo questioned the crosswalk ROW for pedestrians. Chief Stauffer explained the way Pedestrian have the ROW at all intersections whether there are crosswalk markings on the streets or not. Walking perpendicular with the intersection defines the ROW. Pedestrians must follow the signaled light cycles at traffic signaled intersections. Nighttime situations also can have adverse effect on these conditions due to limited visibility, as motorists and pedestrians need to be aware of their surroundings.

She also questioned the current turkey vulture situation. The effigies used to deter their return to the Borough in the past will be going up again, as this is the time of year they return.

It was questioned if the Christmas lights were set to go on at 5:00 PM on Thanksgiving Night.

Adjournment: With no further business, the meeting was adjourned by Vice President Roth at 7:44 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
November 24, 2020