

Manheim Borough Council Meeting
December 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, Bryan Howett and Mayor Scot Funk.
- **Staff:** Borough Manager/Secretary, James R. Fisher

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 President Carol Phillips.

HEARING OF VISITORS:

- There were no visitors.

ACTION ITEMS:

1. **Approval of 11/24/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Roth, seconded by Mr. Enck, 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 **\$26,512.33**, **Capital Fund** in the amount of **\$38,426.40** and **K9 Fund** in the amount of **\$59.88**. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Mayor and Police Chief Report:

Mayor Funk reported on the Santa Parade held on Saturday with the help of Duane Ober's 1970 Howe Pumper and the Christmas Tree Lighting sponsored by BIC Church and their Youth. He thanked all the volunteers who helped make both events a huge success. It was noted that used glasses and Toys for Tots were collected as well along the route.

Mayor Funk presented the Police Chief report to council. He updated Council on the continued use of Crime Watch. He explained the present status of the Civil Service Commission hiring process that is currently underway with interviews being held tonight and Wednesday night for the list of candidates chosen for this next step. The mayor also outlined the process that leads to the final certification by the Civil Service Commission to present the candidate to council for approval. In hopes of finalizing this process as quickly as possible, Chief Stauffer is looking for permission to make a conditional offer to the selected new officer prior to the next Council Meeting. Motion to grant permission by Mr. Enck, seconded by Mr. Martin, passed unanimously.

Borough Codes:

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

Borough Engineer:

- a) Mr. Craddock presented the Monthly Engineering Report to Council. Mr. Craddock updated Council on the pipe work at the North Linden/East High Street project. Temporary paving is currently in place due to the cold weather until Spring when the contractor will return to do the final milling and overlaying. Two change orders will be presented for approval in the future for additional work on this project. The North Laurel Street drainage project pipe work will start the Week of December 14th. The Easements are all set to go.
- b) Mr. Craddock updated Council on the status of the North Laurel Street Crosswalk at East High Street project. There were adjustments to the original approved cost for this project. The overall project costs were decreased with the new quotes received for the project to \$8,611.00. Motion by Mr. Enck to approve this project with a new cost of \$8,611.00, seconded by Mr. Howett, passed unanimously. It was questioned whether the Borough would have any control over the Traffic Signal at White Oak Road, which seems to cause a backlog for cars trying to make left or right hand turns onto East High Street from North Laurel Street at peak times during the day. Mr. Fisher will reach out to Penn Township on this issue, since it is their Traffic Signal.
- c) It was noted that the East Stiegel Street Bridge Repairs will be starting sometime during the month of December. The road would be closed for approximately one week to replace a beam and the contractor will be taking care of the notification 2 weeks in advance of the closure and signage will be in place 10 days before it is closed.

Borough Manager Report:

- a) Mr. Fisher presented his Summary Manager Report to council. We were just notified that our Workmen's Comp Rates for 2021 will be going down. Also, we were notified that our Health Insurance Rates will be going down 1%. This reduction will be about \$10,000 to \$15,000 for the year. This will have no substantial effect on the proposed Budget.
- b) Council was updated on the current status of the 4 liened properties that are currently set for final civil action. One property is making monthly payments. A couple of the properties are border line in this process. Official Court approval has been received by the Solicitor to move one of these properties to a sheriff sale. Since this process with these liens was already approved by council, this is just an update on this final step for council to be aware that this will be moving forward with the sheriff sale. Motion by Mr. Enck to see it through with this final step, seconded by Mr. Roth, passed unanimously.

Committee Reports:

- a) Finance Committee – The Budget is complete and ready for adoption along with the 2021 Tax Rate under Old Business.
- b) Parks /Pool Committee – There was nothing new to report.
- c) Personnel/Police – This was covered with the Police Chief Report.
- d) Public Works – There was nothing new to report.
 - i. The Public Works Report was in the packet.
- e) Land Bank – There was nothing new to report. Mr. Fisher explained the current status of the Land Bank activities with properties they are considering in the Borough.
- f) Shade Tree Commission – There was nothing new to report.

Old Business:

- a) The 2021 Budget was presented for approval. Motion by Mr. Martin to approve the 2021 Budget, seconded by Mr. Howett, passed unanimously.
- b) Resolution 40-2020 – 2021 Tax Rate was presented for approval. It was noted the rate would stay the same as 2020. Motion by Mr. Enck to approve Resolution 40-2020 - 2021 Tax Rate, seconded by Mr. Roth, passed unanimously.

New Business:

- a) Resolution 41-2020 Civil Service Commission
- b) Resolution 42-2020 Zoning Hearing Board
- c) Resolution 43-2020 Historic Commission
- d) Resolution 44-2020 Planning Commission
- e) Resolution 45-2020 Shade Tree Commission
- f) Resolution 46-2020 Sewage Enforcement Officer

Resolutions 41-2020 thru 46-2020 were presented for approval. Motion by Mr. Roth approve Resolutions 41-2020 thru 46-2020, seconded by Mr. Longenecker, passed unanimously.

- g) A request of approval to pay all bills due before the next scheduled council meeting was presented. Motion by Mr. Howett, seconded by Mr. Martin, passed unanimously.

Correspondence: (Fire Department Report)

Public Comment:

Mr. Luke Fisher questioned the street sweeping schedule and the dates on the No Parking Signs. It was explained that the sweeper works ahead sometimes if they get finished with the scheduled streets, but they do come back to the streets on the days they are actually scheduled also. Residents are told to follow the No Parking Signs and move their cars on the days designated. He suggested posting the No Parking earlier than currently being done.

Mr. Luke Fisher also questioned the timing schedule for the Holiday Lights on Market Square and the Borough Christmas Tree. The Manheim long standing tradition of lighting the Market Square Lights on Thanksgiving Night was explained. The Christmas Tree is lit for the first time on the night of the Christmas Tree Lighting Event.

Ms. Catherine Prozzillo noted that Manheim Borough does not have a Parks & Recreation Commission, as some other Municipalities do. The Borough does have a Public Works Department, Parks & Pool Committee made up of 3 Council Members and a Shade Tree Commission. She was looking to volunteer to be part of the Committee, to possibly help with upgrading the Borough's Green Space and creating a Dog Park. She is looking for more sidewalks to be installed to make the town more park and dog friendly.

Mr. Noah Martin questioned permitting chickens in the Borough, which is currently not allowed at this point. Upgrades to the Ordinance for suggested changes like this will start to be addressed in 2021.

Ms. Prozzillo was also questioning the possibility of the Borough being responsible for all sidewalks in the Central Business District to help promote beautification and Green Growing as well as allowing the Shade Tree Commission to plant trees in the CBD. Some of the added responsibilities of the Borough were noted if the Borough would start being accountable for the maintenance of all these sidewalks.

Everyone was wished a Joyous Wonderful Holiday Season.

Adjournment: With no further business, the meeting was adjourned by President Phillips at 7:55 PM.

Respectfully submitted,

Linda Gerhart
Recording Secretary
December 8, 2020