

Manheim Borough Council Meeting  
May 12, 2020 7:00 PM  
Manheim Borough, 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, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

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](mailto:boroughmanager@manheimboro.org).

The Meeting was called to order and conducted by Vice President Brad Roth.

**ACTION ITEMS:**

1. **Approval of 4/28/20 Borough Council Meeting Minutes:** Motion to approve by Mr. Howett, seconded by Dr. Phillips, 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 **\$36,112.65**. Motion to approve by Mr. Martin, seconded by Mr. Enck, passed unanimously.
3. **Approval of Salem UMC Financial Security Release** - Mr. Craddock presented and explained the request for the Financial Security Release. He is recommending approval. Motion to approve by Dr. Phillips, seconded by Mr. Martin, passed unanimously.
4. **37 & 41 South Oak St – SW Ordinance Modification Requests** - Mr. Craddock presented the modification requests and explained what was involved with the earth disturbance on this property as these requests are similar to the SW Ordinance Modification Request that was approved at the last council meeting. One condition in the review letter is that they submit an E & S Plan to the Lancaster County Conservation District. Mr. Craddock reviewed each lot plan with council and recommended approval. Motion by Mr. Longenecker to approve the modification requests for both lots, seconded by Mr. Martin, passed unanimously.
5. **Approval of New Charlotte Street Quote from Martin Paving in the amount of \$2,298.40** – Mr. Craddock reviewed the quote with Council from Martin Paving for paving the area of the completed Stormwater Work by the Public Works Department on New Charlotte Street and explained the need for the paving to eliminate a ponding problem. Motion for approve by Mr. Howett, seconded by Mr. Enck, passed unanimously.
6. **Resolution 32-2020 showing support from Manheim Borough to Reopen Lancaster County to Phase Yellow was presented for Approval.** Mr. Martin explained the origin of the resolution and the thought process of himself and many elected official in the county as well as residents and business owners in the borough as they look to move forward to the yellow phase. Business owners as well as residents who were in attendance offered their comments, concerns and updates as to how their local businesses are adapting to this situation for the future when they open. Salon Owner, Ms. Judy Miller explained the certifications and training her employees have obtained to make her business better equipped to handle

clients when she opens. She listed all the additional safety precautions they are putting in place. Liability issues and guidelines were researched by some owners with insurance companies to make sure this would not have an adverse legal effect on their businesses. Mayor Funk offered his support of the resolution. Resident Donna Hlavacek offered her concerns on going against the advice from medical experts and questioned what thoughts the borough had if they opened against the guidelines from the state and a spike in the number of cases did occur. Mr. Fisher explained the basis of the resolution as it is not an authorization to open but rather a statement seeking the reopening of the county for businesses. Some business owners were looking for an explanation of the laws as they apply to the licensing of their businesses by the state. It was stated that the business owners should seek advice from their legal counsel and insurance agents. Ms. Kelly Lauver suggested visiting the Lancaster County Chamber of Commerce website as a good resource for business questions and guidelines. Questions and comments were offered on how much power the Governor and the state have over the decisions made on a local level. Support was given for all business as it is extremely important to make this a safe and healthy decision to support the move to the Yellow Phase in the County. Motion by Mr. Martin to approve Resolution 32-2020, seconded by Mr. Longenecker, passed unanimously.

Mayor Funk updated council on the Bells Across Pennsylvania Event sponsored by the State Mayor Association that happened last Sunday and thanked all those in the community that participated. He also acknowledged the Wrestling Team for their generous donation to the Manheim Food Pantry of \$6,400. He also emphasized the importance of completing the current census forms that have been distributed to residents.

Police Chief Stauffer presented and reviewed his report with council. He highlighted the cancellation of the VFW Memorial Day Parade, the Crime Watch subscription events, the current phone scams and Firearms Training. He noted May 10<sup>th</sup> to the 16<sup>th</sup> is National Police Week. He noted the generous food donations they have received in the last 2 weeks from various businesses and residents. There will be a large food donation event scheduled by several community churches for the weekend in the area of the Farm Show Building in Memorial Park. It was also mentioned that the Lancaster County District Attorney will not prosecute citations issued pursuant to the stay at home orders currently in place. He explained how their department is handling this directive and the guidelines they are following. All officers are currently staying safe & healthy.

**Borough Codes:**

- a) The monthly Code Officer & Admin Report will be presented at the next council meeting.

**Borough Engineer:**

- a) Mr. Craddock presented his monthly engineering report to council. It was noted that the work for the 2019 CDBG Pedestrian Improvements will be starting up again with paving to begin shortly. This will help with the drainage in this area. East High Street will be closed temporarily during this work.

**Borough Manager Report:**

- a) Mr. Fisher presented his Monthly Manager's Summary to Council. Council was updated on the meetings being held with the Library Director concerning safety issues with the building as they look to eventually open. He updated Council on his meeting with other Municipal Managers and the county commissioner and discussion on handling of extra costs for COVID-19 in connection with the CARES Act funding for the Borough and the Police Department. The sidewalk work at the cemetery on West Gramby Street is complete. The prep work on the South Oak Street project being done cooperatively with Penn Township is almost complete and ready for paving in the next couple of weeks. It was noted that this project between the municipalities is working out really well and has saved both of us a substantial amount of money. Council was updated on the meetings and planning for the PennDOT West High Street Bridge replacement scheduled for next year, including a meeting that was recently held with Manheim Borough, Rapho Township and representatives from PennDOT. PennDOT has been addressing our concerns as this project is in the planning stages and more information will be presented at the next council meeting. This project will take 12 to 18 months to complete with one lane of traffic.

**Committee Reports:** The committees have not been meeting.

- a) Finance Committee – There was nothing new to report.
- b) Parks /Pool Committee – There was nothing new to report.
- c) Public Works – There was nothing new to report. The Public Works Director’s Report was included in the Packet.
- d) Shade Tree Commission – There was nothing new to report.
- e) Land Bank – There was nothing new to report.

**Old Business:**

- a) There was no old business.

**New Business:**

- a) There was no new business.

**Correspondence:** NWEMS Report was provided in the packet.

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

**Adjournment:**

With no further business, Motion by Mr. Enck to adjourn the meeting, seconded by Dr. Phillips, passed unanimously.

Respectfully submitted,

Linda Gerhart  
Recording Secretary  
May 12, 2020