Manheim Borough Council Meeting
March 9, 2021 7:00 PM
15 East High Street
Manheim, PA

- **Roll Call:** President Carol Phillips, Vice President Brad Roth, Pro Tempore Chad Enck, Jared Longenecker, Noah Martin, 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 Roth.

HEARING OF VISITORS:

- There were no registered visitors.

ACTION ITEMS:

1. **Approval of 2/23/21 Borough Council Meeting Minutes**: Motion to approve by Mr. Martin, seconded by Mr. Howett, passed unanimously.

2. **Payment of bills (list in packets): Presented for approval-**
   i. **Ratified - $0.00**
   ii. **General Fund – $126,060.84**
   iii. **Capital Fund - $2,834.00 (Greenways Grant)**
   iv. **Liquid Fuels - $0.00**
   v. **K9 Fund - $0.00**

   Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.

President Phillips took over the meeting.

Mayor and Police Chief Report:
Mayor Funk gave an update on a Ribbon Cutting that he attended with President Phillips at Fenner Drives. Positive comments were also offered by President Phillips and Mr. Enck on this 4 Million Dollar Capital Investment. Manheim Chamber of Commerce hired a new Executive Director who will be starting April 1st. Ms. Kelly Lauver was thanked for all her years of service. The subject of returning to live meetings was discussed. Comments were offered by council and the public on state guidelines.

Police Chief Stauffer presented his Annual Report for 2020 and reviewed it with Council. He highlighted all facets and statistic comparisons involved with managing the Department in both Manheim Borough and Rapho Township. It was noted that the Pandemic had different effects on the statistics for 2020. The report will also be posted on Social Media. Mayor Funk offered positive complimentary comments about the Police Chief making his job easier. Mayor Funk updated Council on the current status of the "Use of Radar" legislation that is being pursued for approval in Pennsylvania. Chief Stauffer was thanked for presenting a good report for the year.

He presented a handicap parking space request for 126 South Grant Street, which included all the necessary paperwork for approval. Motion to approve by Mr. Roth, seconded by Mr. Martin, passed unanimously. Chief Stauffer also presented a request from the VFW for the Annual Memorial Day Parade on Monday, May 31st. There are no changes being made to the route and the Police Department participation from prior years. Motion to approve by Mr. Enck, seconded by Mr. Longenecker, passed unanimously.

Borough Codes Officer: The Monthly Codes and Administrative Reports will be presented at the next council meeting.

Borough Engineer:

a) The Monthly Engineering Report was presented by Mr. Craddock. There are currently 2 projects that had been approved at a previous council out for bid. One is for paving and the other is the Traffic Signal Replacement at South Main Street and New Charlotte Street. The bids will be available for the meeting on March 30th.
b) Authorization to advertise the CDBG paving project on North Laurel Street was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Martin, passed unanimously.

Borough Manager Report:

a) Mr. Fisher presented his Summary Manager Report to Council. The auditors have been currently working in the Borough Office. Council was updated on a hearing scheduled for one of our civil action cases, but the defendant did not show. An order is being issued by the Judge to move ahead with the next step. The Solicitor will be joining Council at the next meeting.
b) The Auditor's Contract Extension and Authorization for 2020 Audit Engagement was presented for approval. Mr. Fisher explained the one-year contract extension. Motion to approve by Mr. Enck, seconded by Mr. Howett, passed unanimously.

Committee Reports:

a) Finance Committee – There was nothing new to report.
b) Parks /Pool Committee – There was nothing new to report.
c) Personnel/Police – There was nothing new to report.
d) Public Work – The Committee met before the Council Meeting.
    i. The Public Works Report was included in the packet.
    ii. The Stream Restoration Project bid results were presented for approval pending grant approvals. Low Bidder - Flyway Excavating, Inc. for $996,140.00 which includes the alternate is recommended for the award by Rettew Associates. Motion to approve by Mr. Roth, seconded by Mr. Martin, passed unanimously.
    iii. Public Works Building Bay (Bay that belongs to MAWSA) that was part of original construction project years ago; when MAWSA contributed money to that project, was presented for transfer back to the Borough. Mr. Fisher explained the history of this ownership and reason for the transfer of ownership at this time. The amount being discussed to offer MAWSA is $156,000 to be spread out over five years of payments. Motion to make the offer of this reimbursement amount to MAWSA for the Bay at the Public Works Building to be returned to the Borough was presented for approval. Motion to approve this offer by Mr. Enck, seconded by Mr. Longenecker, passed unanimously.
    iv. Inspections for curb & sidewalks repairs and the time sensitive notices mailed to property owners for this work to be completed for upcoming street projects was presented for approval. Mr. Craddock explained what repairs would be required as they would need to be completed before the paving is scheduled and completed. Motion to approve by Mr. Martin, seconded by Mr. Longenecker, passed unanimously.
    v. The proposed Crosswalk on North Main Street that had been discussed at previous Council Meetings was presented for consideration and approval. This was discussed at the Public Works meeting and is being recommended for approval for Mr. Craddock to proceed with the work, as PennDOT approval will be needed. Mr. Craddock updated Council on the recommended placement for this crosswalk on the North Side of Danner Alley. There was discussion and recommendations offered. Motion to proceed with this project by Mr. Enck, seconded by Mr. Roth, passed unanimously.

vi. Mayor Funk offered some comments on possible trails in the Borough for consideration in the future. Discussion was held on the possibility of a connecting loop with different municipalities. Positive public comment was also offered. This will be presented for discussion at the next Planning Commission Meeting

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) Resolution 2- 2021 – Disposition of Records was presented for approval. Motion to approve by Mr. Martin, seconded by Mr. Longenecker, passed unanimously.
b) MCFEE Pool Membership Donation for their fundraising auction was presented for approval. Motion to approved by Mr. Roth, seconded by Mr. Howett, passed unanimously.
c) The request from the Manheim Chamber of Commerce to terminate their current lease at the Borough Building on March 31st , with the right of first refusal being removed from their request, was presented for approval. Motion to approve by Mr. Howett, seconded by Mr. Enck, passed unanimously. They will be allowed to terminate now without fulfilling the total lease requirements.

Correspondence: NW EMS Reports

Public Comment:

Ms. Donna Hlavacek questioned the current status of the Land Bank.

With no further business, President Phillips declared the meeting adjourned at 8:30 PM

Respectfully submitted,

Linda Gerhart
Recording Secretary
March 9, 2021