Manheim Borough Council Meeting
May 11, 2021 7:00 PM
15 East High Street
Manheim, PA

- **Roll Call:** President Carol Phillips, Vice President Brad Roth, Noah Martin, Bryan Howett, Jared Longenecker 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.

HEARING OF VISITORS:

- Ms. Christina Street from the Cadette Girls Scout Troop at Salem UMC was present to request approval to collect donations on Market Square on Saturday, May 22nd from 9:00 AM to 1:00 PM. They are working on their Silver Project Award and will be collecting these donations for several organizations in the Borough. Motion to approve the request by Mr. Martin, seconded by Mr. Longenecker, passed unanimously.

ACTION ITEMS:

1. **Approval of 4/27/21 Borough Council Meeting Minutes**: Motion to approve by Mr. Martin, seconded by Mr. Roth, passed unanimously.

2. **Payment of bills (list in packets along with Bank Balances, Budget YTD, Reserves Report) presented for approval-**
   i. **Ratified - $0.00**
   ii. **General Fund – $49,238.69**
   iii. **Capital Fund – $8,761.00**
   iv. **Liquid Fuels - $0.00**
   v. **K9 Fund - $0.00**

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

Mayor and Police Chief Report:
Mayor Funk reminded Council about the Color Run scheduled for Saturday, May 15th sponsored by the Manheim Chamber of Commerce. Bells across PA was held on Sunday May 2nd to honor front-line workers by the State Mayors Association. He requested having a camera in the Council Chamber for future meetings that use Zoom and a discussion was held to consider the suggestion. This request will be on the agenda for the next Public Works Committee meeting.

Police Chief Stauffer was not present and will be presenting his report at the next Council Meeting.

1) A Funding Request from the District Attorney of Lancaster County for the Drug Task Force in the amount of $4,858.00 was presented for approval. Motion to approve by Mr. Roth, seconded by Mr. Howett, passed unanimously.

Borough Codes Officer: The Monthly Administrative & Codes Reports will be presented at the next Council Meeting.

Borough Engineer:

a) Mr. Craddock presented his monthly Engineering Report to Council. He highlighted the completion of the North Laurel Street Drainage Improvements, the completion of the North Laurel Street/East High Street Crosswalk ADA Ramps and the completion of the East Stiegel Street Bridge Project. It was requested to have the completed intersections for these projects painted.

Borough Manager Report:

a) Mr. Fisher presented his Summary Manager Report to Council. He highlighted the ongoing resiliency study project and meetings that are being held with SRBC. Council was updated on the status of the proposal for the MAWSA bay located within the Public Works Building. The status of pool memberships for the coming season was questioned and if the YMCA is having any staffing problems for hiring at the pool. Conference calls are being scheduled to find out this information. The start date for the Memorial Park MS4 project is going to be tentatively June 1st. The possible effect on the Community Farm Show was discussed as the length of time for the project to be completed is uncertain.

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 – They did not meet before the Council Meeting. The Public Works Director Report was in the packet.
e) Land Bank – There was nothing new to report.
f) Shade Tree Commission – There was nothing new to report.

Old Business:

a) Discussion of additional comments for the Zoning Ordinance Amendments before submitting to the County Planning Commission was held. Mr. Enck's comments were presented as they dealt with referencing other ordinances in the zoning ordinance. The stacking of firewood 5 feet from the property line was discussed. It was noted that this was recommended by the Planning Commission. Ms. Czeiner explained this recommendation, especially when it involves a fence. It was suggested to change the wording. Efficiency apartment definition was questioned and explained by Ms. Czeiner as this adds new terminology for the size of smaller units. The actual stipulated size that would be allowed was discussed. In-law units as an accessory dwelling unit use was also questioned and explained as this terminology would also change in the Ordinance to add more definitions for family units for specific situations. It was recommended for the size to be listed as not to exceed 600 square feet for these units. The parking section was also questioned and explained as to the limits allowed per property. Examples were given as far as parking work trailers, recreational vehicles etc…. The question of allowing chickens in the Borough was discussed and they will not be allowed. The lot sizes to be considered in the Borough were noted for this possible permitted use. Ms. Czeiner thanked everyone for their input on these ordinance changes.
b) The Manheim Township request for support for a County Health Department was presented for consideration. This request was tabled again as there is additional information to come.
c) A draft of the Special Events Application Form was presented for review. Council discussed the new form and offered their suggestions. Discussion was held as to what events would need to file this application form. Mr. Fisher will continue to review and finalize the application form for the next meeting. Ms. Catherine Prozzillo added suggestions as well.

New Business:

a) Discussion was held on the procedures for future Council, Committee & Board Meetings. The Public will be allowed to attend in person beginning on June 8th but zoom attendance for public participation will still be offered, and council decided that masks will be optional.

Correspondence: NWEMS Report & Fire Department Report

Public Comments: There was no public comment.

Executive Session: Motion to adjourn to Executive Session for Police and Borough Personnel Matters at 8:10 PM by Mr. Roth, seconded by Mr. Martin, passed unanimously.

Adjournment:
Council returned to the meeting and with no further business it was adjourned at 8:46 PM by President Phillips.

Respectfully submitted,

Linda Gerhart
Recording Secretary
May 11, 2021