

Manheim Borough Council Meeting
November 9, 2021 at 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, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

This meeting was held in person and via Zoom. The information for public participation via Zoom was provided on the Borough's website.

These proceedings were recorded for purposes of preparation of meeting minutes.

The Meeting was called to order by Vice President Roth at 7:00 PM followed by the Pledge of Allegiance and a Moment of Silence.

ANNOUNCEMENTS:

Zoom Attendees are directed to use the hand-raise function in Zoom if they would like to comment.

It was announced that Council met for Executive Session before this meeting tonight to discuss Real Estate and Personnel Matters.

HEARING OF VISITORS:

- Ms. Lisa Alcala from The Shack was present to discuss their current lease with the borough. It was noted that they are putting in a swing set and sliding board. Penn Township will be notified since that is the municipality where the property is located. The matter of responsibility of liability coverage will be checked with our solicitor. Motion by Mr. Enck to allow the name change and to extend the lease for 5 Years beyond the end of the original lease term, seconded by Mr. Howett, passed unanimously.

ACTION ITEMS:

1. **Approval of 10/26/21 Borough Council Meeting Minutes:** Motion to approve by Mr. Martin, seconded by Dr. Phillips, passed unanimously.
2. **Financials:**
 - a) Request for Payment from Flyway Excavating for \$318,285.34 was presented for approval. Motion to approve by Mr. Howett, seconded by Mr. Longenecker, passed unanimously.
 - b) **Payment of bills (List in Packets along with Budget YTD) presented for approval-**
 - 1) Ratified – \$0.00
 - 2) General Fund – **\$840,357.90** (Includes \$500,00 transfer to capital account to cover stream project invoices prior to receiving grant reimbursements)
 - 3) Capital Fund – **\$220,054.34 + \$99,000.00 Greenways Grant**
 - 4) Liquid Fuels - \$0.00
 - 5) K9 Fund - \$0.00

Motion to approve payment of the bills by Mr. Enck, seconded by Dr. Phillips, passed unanimously.

Mayor and Police Chief Report:

Mayor Funk noted that Twisted Sisters will be opening a shop in the Market Place on North Main Street in Spring of 2022. They will offer Ice Cream Treats and Hand Made Chocolate as well as many other items. The Sink will be leasing the 1st Floor of the Summy House to expand their current business and hopefully open it as a restaurant in the

future as well. The Glasshouse Wineworks at 8 South Charlotte Street will be having a soft opening on November 23rd.

Chief Stauffer presented his report to Council. The Department is once again participating in the Toys for Tots campaign. They will be doing a Blue Christmas Event again after taking a year off due to COVID. It was noted that Trick or Treat Night went really well with the schedule change being a good idea. Council was updated on future community events for the holidays and the continuation of the Corporal promotion process by the Civil Service Commission.

Borough Codes Officer: Ms. Czeiner will present the Monthly Administrative and Codes Reports at the next Council Meeting.

Borough Engineer: The Monthly Engineering Report was presented to Council. There were no questions or comments.

Borough Manager Report:

- a) Mr. Fisher presented his Summary Manager Report to Council.
- b) A contract from Portnoff Law Associates was presented by Mr. Fisher. He is recommending approval as an alternative to having the current delinquent accounts collected by Borough staff. Motion to approve using Portnoff Law Associates after 2 trash bill payments are missed by Mr. Howett, seconded by Mr. Enck, passed unanimously.

Committee Reports:

- a) Finance Committee – They are currently working on finalizing the draft budget. Outstanding item they need for budget finalization is:
 - i. 2022 wage rates – to be set at this council meeting
- b) Personnel/Police – Committee met in executive session on 11/2/21 at 6:00 PM for personnel matters and met with full council in executive session on 11/9/21 at 5:30 PM for personnel matters. 2022 non-uniform staff wages were presented for approval. Motion to approve by Dr. Phillips, seconded by Mr. Martin, passed unanimously with a vote of 5-0. Mr. Roth abstained since his wife is an employee of Manheim Borough.
- c) Public Works – The Public Works Director Report was in the packet. There was nothing new to report.
- d) Land Bank – They continue to review the two proposals they received to consider for the Fire House at 26 East High Street. Their next meeting is November 22nd.
- e) Shade Tree Commission – A request for use of the shade tree commission funds for trees along Chestnut Street and in Mummau Park was presented for approval. There was discussion about the pros & cons of the necessity of the Shade Tree Commission and what trees the commission is actually responsible for planting as well as who should be overseeing all these issues. It was noted that the commission would need to advertise twice in the newspaper that the trees along Chestnut Street will be formally considered at an upcoming specified meeting. Consideration was also requested to increase the Shade Tree Commission membership to 5 board members. It was decided that all these matters will be part of the Parks & Pool Committee agenda for review and discussion when they meet on November 30th.

Old Business:

- a) Authorization for the solicitor to put the Property Maintenance Code in ordinance form and advertise for adoption was presented for approval. Motion to approve by Mr. Enck, seconded by Mr. Longenecker, passed unanimously.
- b) The Pool Feasibility Study Grant Application was presented for discussion and approval. Discussion was held to determine if the borough would pay for the entire study to help fast track the study or apply for the grant, which would take more preparation time. Motion to have the borough pay for the total feasibility study by Mr. Longenecker, seconded by Dr. Phillips, passed unanimously.
- c) Motion by Mr. Enck to amend the current council agenda to include action on the recently approved Employee Handbook, seconded by Mr. Howett, passed unanimously. Motion by Mr. Enck to rescind the motion from the October 26th council meeting to approve the new Employee Handbook so further changes can be made, seconded by Mr. Longenecker, passed unanimously.

New Business:

- a) The borough Trick or Treat Night policy was presented for reconsideration and changes. There was discussion as to the scheduling and rescheduling of this event by the borough only when needed and not following the county wide policy for the future. Motion by Mr. Longenecker to approve the borough handling scheduling and rescheduling changes for rain dates etc. if needed and that Trick or Treat night for 2022 will be on 10/31, seconded by Mr. Howett, passed unanimously.
- b) The Manheim Chamber Event Application for the Holiday Story Hop on Wednesday December 1st in the borough was presented for approval. They requested use of the Mini Park on Wednesday December 1st for the Holiday Story Hop and having a brass band or recorded music during the Holiday Story Hop Event at the Gazebo. It was also requested by the Chamber to have the vendors in the mini park instead of along the streets on First Thursday in December since it gets dark so early. They would also like to place a mailbox in the Mini-Park flower bed to collect Christmas Cards from the public to be delivered to Retirement Communities. Motion by Mr. Longenecker to approve the application and all the special activities the Manheim Chamber requested for the Christmas Season, seconded by Dr. Phillips, passed unanimously.

Correspondence: There was a report from MAWSA in the Packet.

Public Comments: Mr. Luke Fisher questioned when the request for paying the Mayor and Council Members would be up for consideration again. It would be discussed at the budget season next year.

Adjournment:

Motion to adjourn the meeting at 7:54 PM by Mr. Enck, seconded by Dr. Phillips, passed unanimously.

Respectfully submitted,

Linda Gerhart
Recording Secretary
November 9, 2021