

Manheim Borough Council Meeting

August 8, 2017 7:00 PM

Manheim Borough Building, Manheim

- Pledge of Allegiance and Moment of Silence.
- **Roll Call:** President Carol Y. Phillips, Vice President Brad Roth, Elaine Leech, Chad Enck, Junior Council Person Destiny Lebron and Mayor Scot Funk
- **Staff:** Borough Manager, James R. Fisher, Police Chief, Joseph Stauffer and Recording Secretary, Linda Gerhart

Public Comments:

No Public Comment.

Approval of Minutes: 7/25/17 Borough Council Meeting minutes: Motion to approve by Mr. Roth, seconded by Ms. Leech, passed unanimously.

Visitors:

- a) There were no visitors.

Borough Codes:

The Monthly Codes Report will be presented at the next council meeting.

Borough Engineer Report:

- a. The Engineer Report was distributed to council. Council was updated on the need to perform test pits to locate utilities for the Main Street Stormwater Project. The procedure for quoting this work was explained. A budgetary estimate from Brubacher Excavating for \$19,281.00 was presented for consideration. A motion was moved by Mr. Roth to approve proceeding with the Main Street Test Pits with a not to exceed amount of \$19,600 by the lowest bidder when all quotes are received, seconded by Mr. Enck, passed unanimously.

Mayor and Police Chief Report:

Chief Stauffer presented and reviewed his report with council. Council was updated on a very successful National Night Out event on August 1st, the active shooter drills being conducted at the Doe Run on Gramby Street School before it is demolished and the mandatory Domestic Violence Training hosted at the Police Station with several other local Police Departments. Press releases were also included in his report. It was noted that there have been some fatal accidents in Rapho Township. The time frame for the installation of the new "No Parking No Stopping No Standing" Signs and enforcement was questioned. Motion by Mr. Roth to proceed with the Traffic Ordinance Amendment, seconded by Mr. Enck, passed unanimously.

Mayor Funk updated council on his attendance at the Wednesday Evening Meal held by the Project Manheim at the Farm Show Building where he thanked them for their continued efforts each year with this very successful and continually growing event. Aarons Acres has completed another successful camp season. Council was also updated on the activities of the Mayors Group which is part of the Lancaster Anti-Heroin Drug Task Force. The County Commissioners are endorsing the organizing of the "Joining Forces Coalition" to help bring together all the different organizations in the county dealing with the growing heroin epidemic. Council was also updated on the future of the Police Department K9, since his handler has been promoted to

Detective. Bayne is certified until the end of the year and will be used periodically until then on call. They will be looking for a new K9 Officer to hopefully be trained with Bayne for the future.

Borough Manager Report:

- a. Mr. Fisher presented his report with council. Council was updated on the new traffic signals on North & South Main Street intersections at Market Square. There were some problems with the LEDs in new signal heads on the light on the North East corner and this is currently being resolved with the contractor. Mr. Craddock will be handling the Green-Light-Go grant work.
- b. Council was updated on the meeting with the actuary about the pension plans. Resolution 17-2017 Minimum Municipal Obligation was presented for approval. Motion by Ms. Leech, seconded by Mr. Enck, passed unanimously.

Payment of Bills: Presented for approval - General Fund in the amount of **\$38,009.44** and **Capital Fund** in the amount of **\$55,550.00**. Motion by Mr. Enck, seconded by Ms. Leech, passed unanimously.

Committee Reports:

- a) Finance Committee – There was nothing new to report. The budget meetings will begin August 22nd.
- b) Parks and Pools – There was nothing new to report. The committee will meet after the pool season is complete. A summary to date of revenue and expenses was distributed to council.
- c) Personnel/Police – There was nothing new to report. There will be an executive session after the regular council meeting for the police contract and no action will be taken.
- d) Public Works – The Public Works Report was included in the packet.
- e) Shade Tree Commission – There was nothing new to report.

New Business:

There was no new business.

Old Business:

- a. Old NWEMS Building – Council was updated on the current lease agreement discussions. The potential tenants are still checking on codes compliance issues, financing and other items that still need to be finalized.

Correspondence: This was distributed as part of the packet.

Public Comment: There was no public comment.

Council Meeting was adjourned at 7:30 PM by President Phillips for Executive Session related to the police contract negotiations with no action to be taken afterwards.

Respectfully submitted,

Linda Gerhart
August 8, 2017

The Caddy Shack Restaurant & Mini Golf

662 South Oak Street

Manheim, PA 17545

August 24, 2017

Jim,

This letter is to inform you that Mark & Ronda Morrison (MRO Enterprises LLC) will not be renewing their lease for the property at 662 south Oak Street Manheim, PA 17545 for the 2018 season. Our current lease will expire on October 31, 2017.

We have worked very hard the past 3 years to turn this business around and make the business and property something special. We feel that we have done a good job on improving the property and mini golf business, but because of personal issues we will no longer be able to continue our lease.

Best Regards,

A handwritten signature in black ink, appearing to read 'Mark Morrison', with a stylized, cursive script.

Mark Morrison

A handwritten signature in black ink, appearing to read 'Ronda Morrison', with a cursive script.

Ronda Morrison

ZONING / CODES COUNCIL REPORT

7/24/17 THRU 8/25/17



A. BUILDING/ZONING PERMITS:

1. 270 Rapho – garage
2. Fasig House – ADA ramp
3. 33 N Main – electrical upgrade
4. 236 E Ferdinand – shed
5. 112 N Main – fence
6. 123 W Gramby – Demo
7. 214 Eby – House
8. 317 W Ferdinand – fence
9. 316 Park View – Patio
10. 20 Market Sq – sign
11. 42 Miller Dr – renovation
12. 66 N Fulton – fence
13. 123 Gramby – school
14. 99 S Snyder – fence
15. 137 N Charlotte - electrical

B. STREET CUT PERMITS:

1. 216 West Gramby Street – Replacement of Sewer Line SC12-2017
2. 166 North Hazel Street – Replacement of Sewer Lateral SC13-2017

C. DUMPSTER PERMITS:

1. 12 North Oak Street – Driveway \$40.00

D. CURB/SIDEWALK PERMITS (INSPECTIONS):

1. 216 W Gramby – sidewalk & curb
2. 330 Hamaker – sidewalk & curb

E. VEHICLE STORAGE PERMITS: None

F. PROPERTY SALES FINAL CERTIFICATIONS

1. 220 South Main Street – Rental
2. 144 South Charlotte Street – Residential
3. 67 North Oak Street – Residential
4. 74 North Penn Street – Residential
5. 67 South Wolf Street – Residential
6. 220 North Laurel Street – Residential
7. 115 South Main Street – Residential
8. 38 South Linden Street – Residential
9. 18 North Grant Street – Residential
10. 222 Magnolia Street – Residential

G. ANNUAL RESIDENTIAL RENTAL LICENSES RETURNED TO OFFICE:

January info -223 licenses x \$55 per unit =	\$28,765.00
February info - 26 licenses x \$55 per unit	1,430.00
Total =	\$30,195.00
March info – 27 licenses x \$55 per unit =	1485.00
Total =	\$31,680.00
April info - 70 licenses x \$55 per unit	3850.00
Total =	\$35,530.00
May/June info – 32 licenses x \$55 per unit =	1760.00
Total =	\$37,290.00
July info – 10 licenses X \$55 per unit	550.00
Total =	\$37,840.00
August info – 7 licenses X\$55 per unit	385.00
Total =	\$38,225.00

H.RESIDENTIAL RENTAL PROPERTY INSPECTION PERMITS ISSUED:

1. 30 N Main Unit 1
2. 30 N Main Unit 2
3. 20 Market Sq Apt B
4. 20 Market Sq Apt C
5. 25 S Main Apt B
6. 25 S Main Apt A
7. 30 N Main Unit 3
8. 127 S Main – Unit 1
9. 129 S Main Unit 1
- 10.20 S Main
- 11.20 S Main Unit 1
- 12.20 S Main Unit 2
- 13.102 W Stiegel
- 14.106 W Stiegel
- 15.53 S Penn 1st Floor
- 16.53 S Penn 2nd Floor
- 17.316 W Dover
- 18.15 Market Sq Unit 1
- 19.15 Market Sq Unit 2
- 20.41 W Stiegel
- 21.45 W Stiegel
- 22.212 N Pitt
- 23.185 S Main Unit A
- 24.185 S Main Unit B AKA 2 E Stiegel
- 25.181 S Main Unit B
- 26.49 S Penn
- 27.23 S Main
- 28.175 S Wolf
- 29.30 N Hazel
- 30.32 N Hazel

- 31. 15 S Wolf Apt 1
- 32. 15 S Wolf Apt 2
- 33. 24 S Main

I. RENTAL INSPECTION & PROPERTY MAINTENANCE NOTICES OUTSTANDING:

- 1. 37 N Clay – St ID – 2nd notice
- 2. 244 W Chestnut - G&W & rubbish
- 3. 16 E High- Multiple exterior – 2nd notice
- 4. 75 S Main 4 Units
- 5. 249 S Cherry – Reinspection reminder
- 6. 153 N Main – Paint; missing window sill
- 7. 172 S Main – Multiple exterior; 2nd floor apt
- 8. 61 S Main – 3 year rental required reminder
- 9. 156S Grant Units A & B inspections– follow-up from Rob
- 10. 265 S Charlotte – UGI appliances
- 11. 234 W High – Multiple exterior
- 12. 1 S Kauffman – Trim trees
- 13. 119 N Main – Multiple exterior
- 14. 139 W Chestnut – Reinspection reminder
- 15. 181/185 S Main – Sidewalks
- 16. 54-56 N Main – Paint
- 17. 215 S Main Unit 1– Reinspection for rental
- 18. 215 S Main Unit 2 – Reinspection for rental
- 19. 56 S Wolf Unit 1– Reinspection for rental
- 20. 57 S Main – Reinspection for rental
- 21. 56 S Wolf Unit 2 – Reinspection for rental
- 22. 35 Logan – Reinspection for rental
- 23. 178 S Charlotte – Pool w/out a permit – 2nd notice
- 24. 347 W High – Obstructing street gutter
- 25. 17 S Main – Paint
- 26. 234 S Charlotte Unit 1 – Reinspection for rental
- 27. 234 S Charlotte Unit 2 – Reinspection for rental
- 28. 78 S Main Unit 1 – Reinspection for rental
- 29. 78 S Main Unit 2 – reinspection for rental
- 30. 78 S Main – Reinspection for rental
- 31. 57 N Main – Paint – 2nd notice
- 32. 201 S Main – Multiple exterior – 2nd notice
- 33. 37 RR Ave- Rental Inspection Unit 1
- 34. 37 RR Ave Unit 2 – Rental inspection
- 35. 37 RR Ave Unit 3 – Rental inspection
- 36. 25 RR Ave Unit 1 – Rental inspection
- 37. 27 RR Ave Unit 2 – Rental inspection
- 38. 160 S Veterans Alley – Multiple exterior
- 39. 65 S Pitt Unit 3 – Rental reinspection
- 40. 65 S Pitt Unit 4 – Rental reinspection
- 41. 65 S Pitt Unit 5 – Rental reinspection

42.223 N Pitt – Rental inspection
43.255 S Cherry – Rental License – 2nd notice
44.30 S Main 2nd floor – Rental reinspection
45.102 N Main – Paint
46.66 New Charlotte – Rental inspection
47.66 ½ New Charlotte – Rental inspection
48.68 New Charlotte – Rental inspection
49.172 S Main – Rental reinspection
50.110 N Main – Paint
51.22 N Main – Paint
52.24 N Main – Paint
53.58 S Veterans Alley – Rental inspection
54.1 N Main 2nd floor apt – Rental reinspection
55.178 S Charlotte – Paint & balusters missing – 2nd notice
56.178 S Charlotte – Chimney
57.246 W High – Paint
58.184 S Main – Trim bush
59.15 N Penn – Multiple exterior
60.304 W High Paint
61.154 S Main – Paint – 2nd notice
62.148 S Main – Paint – 2nd notice
63.150 S Main – Paint – 2nd notice
64.27 Logan – Rental reinspection
65.9-11 N Main – Sign w/out a permit – 2nd notice
66.37 W Stiegel – Rental reinspection
67.39 W Stiegel – Rental reinspection
68.43 W Stiegel – Rental reinspection
69.47 W Stiegel – Rental reinspection
70.49 W Stiegel – Rental reinspection
71.25 N Grant – Broken window/glass
72.158 N Hazel – 3 Boats
73.101 S Charlotte – Sidewalk replacement w/out a permit
74.141 S Wolf – Vehicle – 2nd notice
75.171 N Main – Paint
76.329 W High – 3 yr rental inspection reminder
77.117 W Ferdinand – trash & rubbish
78.33 E Gramby – Rental inspection
79.147 S Wolf – Rental reinspection
80.36 E Ferdinand – G&W
81.8 S Charlotte – G&W & junk
82.10 S Charlotte – G&W
83.68 N Hazel – G&W , rubbish
84.109 S Charlotte – G&W
85.31 S Grant – G&W
86.15 W Ferdinand – G&W; fence in disrepair
87.36 Market Sq – Paint – 2nd notice

- 88.202 N Charlotte – vehicle & chair 2nd notice
- 89.33 Market Sq – Sign w/out permit
- 90.212 ½ E High – Rental inspection
- 91.19 New Charlotte – Rental reinspection
- 92.21 New Charlotte – Rental reinspection
- 93.67 N Main – Rental reinspection
- 94.165 N Main – Paint , G&W
- 95.71 S Veterans Alley AKA 80 S Main – Rental reinspection

J. 3 YEAR RENTAL INSP. DUE REMINDER LETTER – Compliance by October 15

- 1. 37 N Charlotte
- 2. 35 N Charlotte
- 3. 50 N Charlotte
- 4. 155 S Charlotte – 3 Units
- 5. 171 S Charlotte – 5 Units
- 6. 323 S Charlotte
- 7. 241 S Cherry
- 8. 315 S Cherry
- 9. 139 S Grant
- 10.165 N Grant
- 11.39 S Hazel
- 12.216 E High
- 13.222 E High – 3 Units
- 14.55 S Main
- 15.11 ½ S Main
- 16.30 S Main 2nd floor
- 17.38 S Main – 3 Units
- 18.1 N Main 2nd floor
- 19.59 S Main
- 20.70 S main – 2 Units
- 21.128 S Main – 5 Units
- 22.150 S Main – 5 Units
- 23.154 S Main
- 24.156 S Main Unit A
- 25.184 S Main
- 26.115 Mill
- 27.70 New Charlotte
- 28.17 S Penn
- 29.19 S Penn
- 30.53 S Penn 2 Units
- 31.130 S Penn
- 32.142 S Pitt
- 33.157 S Penn 2 Units
- 34.223 N Pitt
- 35.25 RR Ave
- 36.27 RR Ave

37.37 RR Ave 4 Units
38.117 Stedman Alley
39.2 W Stiegel
40.4 W Stiegel
41.21 W Stiegel
42.24 E Stiegel
43.30 E Stiegel
44.242 W Stiegel 2 Units
45.244 W Stiegel
46.58 Veterans Alley
47.52 S Wolf
48.60 N Wolf

K. LETTERS SENT & IN COMPLIANCE:

1. 78 S Main Units 1,2,3 – Rental License
2. 20 W Ferdinand – UGI tagged appliances
3. 156 S Grant – Rental License
4. 70 S Charlotte Units 1,2 – Rental License
5. 20 S Main – Reinspection reminder
6. 24 S Main – Reinspection reminder
7. 35 W Stiegel – Reinspection reminder
8. 37 W Stiegel – Reinspection reminder
9. 39 W Stiegel – Reinspection reminder
- 10.41 W Stiegel – Reinspection reminder
- 11.43 W Stiegel – Reinspection reminder
- 12.45 W Stiegel – Reinspection reminder
- 13.47 W Stiegel – Reinspection reminder
- 14.49 W Stiegel – Reinspection reminder
- 15.15 Market Sq Unit 1 – Reinspection reminder
- 16.15 Market Sq Unit 2 – Reinspection reminder
- 17.316 W Dover – Reinspection reminder
- 18.66 N Main – Work w/out a permit
- 19.67 N Main – Gutter
- 20.108 N Main – Paint
- 21.125 N Main – Trim branches, paint & litter
- 22.133 N Main - Downspout
- 23.146 N Main – Downspout
- 24.148 N Main – Fascia & gutter
25. 200 N Hazel – G&W
- 26.222 W Ferdinand Trim shrub
- 27.405 W Ferdinand – Trim tree
- 28.56 N Charlotte – Vehicle
- 29.39 E Gramby – G&W
- 30.104 W Colebrook – Trim bushes & G&W
- 31.144 W Colebrook – G&W
- 32.120 W Colebrook – G&W

- 33.215 S Main – Multiple exterior
- 34.167 S Main – Vehicle
- 35.101 Mill – Vehicle
- 36.109 Mill – Rubbish
- 37.226 E Ferdinand – Trim tree
- 38.72 Miller Dr – G&W
- 39.8 S Charlotte G&W, rubbish
- 40.132 W Colebrook – UGI tagged appliances
- 41.220 S Main – Vehicle
- 42.155 S Main – Paint
- 43.128 S Main – Litter; debris
- 44.115 S Main – Paint
- 45.169 N Main – Paint & gutter
- 46.166 N Main – Paint
- 47.149 N Main – Window frames; paint & gutter
- 48.134 N Main – Paint
- 49.101 N Main – Paint
- 50.76 N Main – Paint
- 51.59 N Main – Paint
- 52.27 N Main – Paint
- 53.129 S Main – Paint
- 54.156 S Grant – Bee hive; fire pit
- 55.45 N Charlotte – Illegal rental
- 56.82 N Main – Pool w/out a permit

L. Public Safety Notices in Compliance

- 1. 122 E High
- 2. 35 W Ferdinand
- 3. 157 S Main
- 4. 177 S Main
- 5. 220 S Main
- 6. 133 S Main
- 7. 182 N Main
- 8. 191 N Main
- 9. 202 N Main
- 10.216 N Main
- 11.222 S Main
- 12.223 S Main
- 13.7 S Main
- 14.9 S Main
- 15.31-37 S Main
- 16.61 S Main
- 17.63 S Main
- 18.65 S Main
- 19.115 S Main
- 20.153 N Main

21.159 N Main
22.160 N Main
23.138 N Main
24.148 N Main
25.110 N Main
26.112 N Main
27.115 N Main
28.128 N Main
29.130 N Main
30.134 N Main
31.82 N Main
32.60-62 N Main
33.69-71 N Main
34.31 N Main
35.27 N Main
36.21 N Main
37.BB&T Bank on Main
38.25 E High
39.179 S Main
40.173 S Main
41.130 S Main
42.127 S Main
43.129 S Main
44.116 S Main
45.61 S Main
46.57 S Main
47.41 S Main
48.23 S Main
49.76 N Main
50.72 N Main
51.57 N Main
52.6 N Charlotte
53.10 N Charlotte
54.14 N Charlotte
55.45 N Charlotte
56.57 N Charlotte
57.78 N Charlotte
58.81 N Charlotte
59.30 W Gramby
60.17 W Gramby
61.157 S Main

M. PUBLIC SAFETY NOTICES OUTSTANDING:

1. 201 W High
2. 12 Market Sq
3. 226 E High

4. 127 E High
5. 131 E High
6. 133 E High
7. 126 W High
8. 132 W High
9. 135 W High
10. 148 W High
11. 210 W High
12. 217 W High
13. 218 W High
14. 220 W High
15. 227 W High
16. 240 W High
17. 241 W High
18. 245 W High
19. 303 W High
20. 307 W High
21. 329 W High
22. 335 W High
23. 347 W High
24. 2 S Charlotte
25. 10 N Charlotte
26. 31 S Charlotte
27. 33 S Charlotte
28. 47 S Charlotte
29. 51 S Charlotte
30. 57 S Charlotte
31. 59 S Charlotte
32. 65 S Charlotte
33. 67 S Charlotte
34. 71 S Charlotte
35. 114 S Charlotte
36. 119 S Charlotte
37. 121 S Charlotte
38. 124 S Charlotte
39. 129 S Charlotte
40. 131 S Charlotte
41. 135 S Charlotte
42. 28 N Charlotte
43. 73 N Charlotte
44. 75 N Charlotte
45. 162 Hershey
46. 20 W Gramby
47. 25 W Gramby
48. 42 W Gramby
49. 3 W Stiegel

50.15 W Stiegel
51.21 W Stiegel
52.44 W Stiegel

N. ZONING HEARING:

ZH 03-2017: Gary & Joyce Aston, 270 Hilltop View Way, Elizabethtown, PA 17022, regarding 45 South Penn Street, Manheim, PA 17545 is requesting a Variance in accordance with Section 220-15 D, Design Standards, relief from the minimum 10' side yard setbacks, for a proposed accessory structure; a garage for personal use. The property is zoned R-3; Tax Parcel ID 4002060600000.

O. HISTORIC COMMISSION: None

P. PLANNING COMMISSION: Recommended to approve with conditions

CU 02-2017: The Fuller Company n/k/a FL Smidth c/o Steve Mahoney, 236 S Cherry St, Manheim, PA 17545, regarding 236 S Cherry St, Manheim, PA 17545 is requesting a Conditional Use approval in accordance with the Manheim Borough Zoning Ordinance Sub-Section 220-20 (D) "Automobile Storage Compounds" under the provisions of S/S 220-51 as required. Approval is also subject to additional conditions as deemed necessary by Borough Council. The property is zoned I- Industrial; Tax Parcel ID 4006176600000.

Q. OTHER:

1. Created a Rental Use Abandonment Form

Citations Withdrawn - in compliance:

1. 28 E Gramby – Rental License
2. 120 W Colebrook – Rental License
3. 133 E High – Rental License
4. 17 W Ferdinand – Rental License
5. 78 S Main – Rental License

Citations Scheduled on September 15, 2017:

1. 9 AM – 21 W Stiegel – Rental license
2. 9:15 AM – 154 S Main – Rental license
3. 9:30 AM – 235 E Ferdinand – Rental license
237 E Ferdinand – Rental license
237 E Ferdinand – Garage in disrepair
236 E Ferdinand – Rental license
587 W High – Rental license
109 Mill – Rental license
234 E Ferdinand – Exterior Paint

4. 10:15 AM – 40 N Main – Paint
5. 10:30 AM – 315 S Cherry – Rental license

Citations Submitted but *not scheduled* yet:

1. 201 S Main – Rental license
2. 65 N Main – Rental license
3. 30 N Grant – Rental license
4. 51 N Wolf – Rental license
5. 123 S Main – Foundation repair
6. 12 Market Sq – rental license
7. 50-52 N Charlotte – Rental license
8. 39 S Grant – Vehicle
9. 165 N Grant – Rental license
10. 123 E High – Rental license
11. 28 E Ferdinand – Accessory Structure Repairs
12. 2 N Charlotte – Paint, trim & soffit in disrepair, porch columns, chimney
13. 173 S Main – Rental license
14. 216 E High – Rental license
15. 245 W High – rental license

August 24, 2017

James R. Fisher, PE
Borough Manager
Manheim Borough
15 East High Street
Manheim, PA 17545

Re: Borough Engineer's Report



LANCASTER CIVIL
★ ★ *engineering company* ★ ★
p.o. box 8972, lancaster, pa 17604-8972
www.lancastercivil.com

Dear Mr. Fisher:

Below please find my update for the upcoming Borough Council meeting regarding the work performed during the past month.

2017 Street Improvements: Work on the final fog seal was completed on July 31st. (See attached photo log). Work on this project is now complete.

2016 Street Improvements: We received a complaint about poor drainage at the ADA ramp located on the southwest corner of N. Charlotte and Colebrook Avenue. We investigated and contacted the contractor (UNITEX) who completed this work. The contractor has agreed to mill and repave in the area to correct the drainage deficiency.

Main Street Drainage Improvements: We received a third quote for the test pits for utility location that was greater than the \$19,600 approved by Council. So the work was awarded to Brubacher Excavating. We expect the test pit work to be completed the week of August 28. Once the existing utilities are located we can proceed with final design.

MS4 Consulting: We prepared a draft application for the Borough's MS4 General Permit (ie. the NOI). This will re-authorize the Borough's MS4 permit for a five (5) year period. Included with this permit application will be the Pollutant Reduction Plan (PRP) which proposes the floodplain restoration project within Memorial Park to reduce sediment within the Chiques Creek. The public comment period for the PRP expired on August 14th. No public comments have been received. We request that Council consider adoption of the PRP at the 8/29 meeting and authorizes the permit application.

High and Main Street Repaving (PennDOT): Donna Czeiner and I completed inspections of the curbing and sidewalk along the roads where PennDOT will be repaving. I intend to have notices to property owners sent by the end of August.

Truck Route Study: I created a request for proposals (RFP) that will be sent to transportation firms capable of completing this study. PennDOT approved the RFP and I will be soliciting proposals from several local firms.

Traffic pole installation (SW corner of Main and High Street): This pole has been installed and appears to be in good working order. I am working on final inspections and documentation with the contractor to finish out the administration of this project.

I trust that this report provides you with the information you need for the upcoming Council meeting; however please do not hesitate to contact me if you have questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin S Craddock". The signature is written in a cursive style.

Benjamin S. Craddock, President

LANCASTER CIVIL

cc: Manheim Borough Council



Figure 1: Final seal coat for S. Linden Street.



Figure 2: Final seal coat for N. Fulton Street.



Figure 3: Final seal coat for N. Penn Street.

Manheim Borough
Manager's Report
General Summary of Activities
8/8/17 – 8/29/17

- Addressing various resident inquiries (code/permit issues, street projects, misc. complaints, general inquiries).
- Ongoing Updates to Borough Website.
- Regular meetings with Public Works Director.
- Regular meetings with Code Enforcement Officer.
- Police contract negotiation meetings.
- Processed right to know requests.
- Completed monthly bank reconciliations.
- Meetings, finalize lease, terms, gas service, façade, etc. and correspondence with prospective tenants for old fire hall.
- Pool services contract administration, correspondences.
- Preparation, attendance at conditional use hearing.
- Site meeting with structural engineer to assess old fire hall foundation.
- Meeting with prospective 457 Plan provider.
- Meeting with MAEDC, obtained preliminary approval for façade grant to assist with new façade for old fire hall.
- Meeting with Penn & Rapho Managers in preparation for Partners' meeting.
- Addressing issue with Graham Alley insurance claim.
- Contacted USDA regarding fall turkey vulture plan.
- Met with servpro to assess mold, asbestos and related issues in basement of old fire hall.
- Reviewed pool report, finances, membership and attendance figures – discussed with LititzRec, prepared summary.
- Reviewed Mummau Park playground summary report, discussed with LititzRec.
- Attended Partners' meeting.
- Correspondence with SRBC, LEMA regarding flood resiliency study and potential FMA funding, setting up meeting.
- Completing audit supplementary information.
- Addressing questions and comments regarding Ash Tree RFP.
- Attended police budget meeting.
- Worked with PennDOT regarding ADA ramp agreement for 2018 Main and High paving projects.
- Meeting with stone mason contractors regarding old fire hall foundation.
- Meeting with PTD regarding new network options for southern end of Borough.
- Meeting with Caddy Shack operators (existing/proposed) regarding future lease.

YTD = ~66% of year
 Revenue ~83% Expenses ~62%

1:28 PM

08/28/17

Accrual Basis

**Manheim Borough -General Fund
 Profit & Loss Budget vs. Actual
 January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
01 · General Fund Income				
301 · Real Estate Taxes				
301.100 · Real Estate Tax Current	1,446,694.80	1,458,755.42	-12,060.62	99.2%
301.200 · Real Estate Tax Prior	18,156.06	25,000.00	-6,843.94	72.6%
310.100 · Real Estate Transfer Tax	47,617.98	65,000.00	-17,382.02	73.3%
Total 301 · Real Estate Taxes	1,512,468.84	1,548,755.42	-36,286.58	97.7%
310 · Wage Tax				
310.200 · Earned Income Tax	287,987.02	530,000.00	-242,012.98	54.3%
310.500 · Local Service Tax	68,341.09	80,000.00	-11,658.91	85.4%
Total 310 · Wage Tax	356,328.11	610,000.00	-253,671.89	58.4%
331 · Code Violation				
331.110 · MV Code Violation	33,530.85	20,000.00	13,530.85	167.7%
331.120 · Violation Ordinance Status	0.00	4,000.00	-4,000.00	0.0%
331.130 · State MV Code Violation	1,342.56	1,750.00	-407.44	76.7%
331.140 · Parking Tickets	722.00	1,000.00	-278.00	72.2%
331.141 · Rapho Twp Parking Tickets	90.00			
Total 331 · Code Violation	35,685.41	26,750.00	8,935.41	133.4%
355 · Government				
354.150 · Recycling / Act 101	13,032.00	6,000.00	7,032.00	217.2%
355.010 · Public Utility Realty Tax	0.00	1,700.00	-1,700.00	0.0%
355.040 · Alcoholic Bev Tax / License	600.00	800.00	-200.00	75.0%
355.060 · Act 205 Pension	0.00	114,000.00	-114,000.00	0.0%
355.070 · Foreign Fire Insurance	0.00	31,000.00	-31,000.00	0.0%
357.150 · Hauler Rebate	9,067.19	18,500.00	-9,432.81	49.0%
Total 355 · Government	22,699.19	172,000.00	-149,300.81	13.2%
360 · Police				
357.020 · DTF Reimbursement	86,901.58	80,000.00	6,901.58	108.6%
362.000 · Rapho Township Contract	916,568.70	1,216,410.19	-299,841.49	75.4%
362.110 · Police Income Reports, Misc	15,888.17	15,000.00	888.17	105.9%
362.140 · Crossing Guards	9,828.65	17,611.00	-7,782.35	55.8%
362.150 · SRO / Police Officer Reimb.	23,199.79	53,500.00	-30,300.21	43.4%
Total 360 · Police	1,052,386.89	1,382,521.19	-330,134.30	76.1%
361 · Code Enforcement				
361.300 · Bldg/Zoning Permits	6,390.50	11,000.00	-4,609.50	58.1%
361.340 · Zoning Hearing Fees	4,510.00			
362.470 · Apt. License Fee	34,619.99	38,500.00	-3,880.01	89.9%
362.471 · Apartment Inspection Fees	6,050.00			
362.480 · Code Enforcement Rev	673.52	2,500.00	-1,826.48	26.9%
Total 361 · Code Enforcement	52,244.01	52,000.00	244.01	100.5%
364 · Municipal Services				
364.310 · Refuse Tags	5,662.00	7,000.00	-1,338.00	80.9%
383.000 · Municipal Service Fees	419,782.55	432,250.00	-12,467.45	97.1%
Total 364 · Municipal Services	425,444.55	439,250.00	-13,805.45	96.9%
367 · Community Facilities				
342.200 · Rent Boro Bldg/Comm Room	4,748.49	5,000.00	-251.51	95.0%
367.110 · Pool Income	100,469.12	95,000.00	5,469.12	105.8%
367.130 · Concessions	0.00	500.00	-500.00	0.0%
367.140 · Rent Pivillions/Parks	7,440.00	10,500.00	-3,060.00	70.9%
367.250 · MCSD Lease	42,822.40	75,480.00	-32,657.60	56.7%
Total 367 · Community Facilities	155,480.01	186,480.00	-30,999.99	83.4%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
368 · Miscellaneous				
320.800 · Cable Franchise	50,200.04	61,500.00	-11,299.96	81.6%
341.000 · Interest Income	16,119.87	2,500.00	13,619.87	644.8%
363.000 · Street Opening Permits	6,259.55	3,000.00	3,259.55	208.7%
365.500 · Animal Control	-840.00	500.00	-1,340.00	-168.0%
365.510 · PADOT Contracted Snow Removal	0.00	5,000.00	-5,000.00	0.0%
389.000 · Miscellaneous Revenues	71.00	500.00	-429.00	14.2%
395.000 · Refunds Of Expenditures (Co-op)	78,170.40	10,000.00	68,170.40	781.7%
395.530 · Kaufmann Park Tax	0.00	7,000.00	-7,000.00	0.0%
Total 368 · Miscellaneous	149,980.86	90,000.00	59,980.86	166.6%
Total 01 · General Fund Income	3,762,717.87	4,507,756.61	-745,038.74	83.5%
387.000 · Donations and Contributions	500.00			
Total Income	3,763,217.87	4,507,756.61	-744,538.74	83.5%
Gross Profit	3,763,217.87	4,507,756.61	-744,538.74	83.5%
Expense				
01E · General Fund Expense				
400 · Expenses				
400.105 · Mayor's Salary	240.00	240.00	0.00	100.0%
400.174 · Admin / Board / Comm. Education	1,527.92	1,500.00	27.92	101.9%
400.190 · Payroll Taxes Dept 90 -Mayor	18.36			
400.194 · UC Tax Dept 90 - Mayor	12.00			
400.352 · Public Official Liability Ins	1,386.32	1,465.00	-78.68	94.6%
Total 400 · Expenses	3,184.60	3,205.00	-20.40	99.4%
401 · Executive				
401.110 · Wages-Borough Manager	59,704.62	91,520.00	-31,815.38	65.2%
401.112 · Wages - Admin Asst.	33,865.67	53,680.00	-19,814.33	63.1%
401.190 · Payroll Taxes - Executive	6,963.02	13,000.00	-6,036.98	53.6%
401.194 · Unemployment Comp Tax	1,290.00	1,463.00	-173.00	88.2%
401.195 · Workman's Comp	265.27	400.00	-134.73	66.3%
401.196 · Health Insurance	32,337.68	46,000.00	-13,662.32	70.3%
401.210 · Office Supplies	7,435.69	5,000.00	2,435.69	148.7%
401.215 · Postage Boro	3,545.31	6,200.00	-2,654.69	57.2%
401.251 · Boro Car Maint	110.59	500.00	-389.41	22.1%
401.300 · General Expense	15.00			
401.320 · Telephone (Mgr Cell Phone)	382.96	700.00	-317.04	54.7%
401.330 · Travel - Executive	12.31	100.00	-87.69	12.3%
401.340 · Advertising/Printing	4,502.13	8,500.00	-3,997.87	53.0%
401.352 · Liability Insurance	12,665.85	10,233.00	2,432.85	123.8%
401.420 · Dues/Membership/Subscriptions	841.87	1,500.00	-658.13	56.1%
401.460 · Training - Executive	545.00	1,000.00	-455.00	54.5%
Total 401 · Executive	164,482.97	239,796.00	-75,313.03	68.6%
402 · Financial Administration				
402.114 · Wages- FD/HRC	31,934.60	48,925.00	-16,990.40	65.3%
402.190 · Payroll Taxes - FD/HRC	2,423.45	3,500.00	-1,076.55	69.2%
402.194 · Unemploy Comp Tax (FD/HRC)	487.49	488.00	-0.51	99.9%
402.195 · Workmen Comp (FD/HRC)	79.01	125.00	-45.99	63.2%
402.196 · Health Ins (FD/HRC)	7,199.64	9,300.00	-2,100.36	77.4%
402.311 · Auditing	10,953.63	20,000.00	-9,046.37	54.8%
402.317 · Processing Payroll	1,954.88	2,500.00	-545.12	78.2%
402.330 · Travel Expense	0.00	100.00	-100.00	0.0%
402.352 · Liability Insurance	439.48	486.00	-46.52	90.4%
402.353 · Bond Insurance FD/HRC/Mgr	750.00	375.00	375.00	200.0%
402.460 · Training FD/HRC	40.00	1,000.00	-960.00	4.0%
403.116 · Tax Coll - Fee/Commission	1,334.08	2,500.00	-1,165.92	53.4%
Total 402 · Financial Administration	57,596.26	89,299.00	-31,702.74	64.5%

Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
404.000 · Professional Legal, Engineering				
404.310 · Professional Legal Service	7,939.50	30,000.00	-22,060.50	26.5%
404.314 · Ordinance Update Exp	1,195.00	6,000.00	-4,805.00	19.9%
408.313 · Engineer Contract	37,004.50	40,000.00	-2,995.50	92.5%
Total 404.000 · Professional Legal, Engineering	46,139.00	76,000.00	-29,861.00	60.7%
409 · General Government Buildings				
409.200 · Material/Supplies	414.90	2,500.00	-2,085.10	16.6%
409.213 · Computer Equipment	6,620.31	12,000.00	-5,379.69	55.2%
409.250 · Minor Equip Repair / Purchase	231.38	2,000.00	-1,768.62	11.6%
409.317 · Cleaning Services	6,408.18	11,000.00	-4,591.82	58.3%
409.320 · Telephone	570.43	3,000.00	-2,429.57	19.0%
409.351 · Property Insurance	5,752.87	10,258.00	-4,505.13	56.1%
409.360 · Utilities	9,049.22	18,000.00	-8,950.78	50.3%
409.370 · Maintenance/Repair	5,135.24	15,000.00	-9,864.76	34.2%
Total 409 · General Government Buildings	34,182.53	73,758.00	-39,575.47	46.3%
415.000 · Public Safety				
410 · Police Dept				
410.110 · Chief Police Wages	63,909.23	94,931.25	-31,022.02	67.3%
410.112 · Police Secretary Full-time	25,103.20	39,095.08	-13,991.88	64.2%
410.114 · Wages - Officers	724,918.61	1,085,453.00	-360,534.39	66.8%
410.115 · Police Secretary - Part-time	16,237.69	25,019.64	-8,781.95	64.9%
410.117 · SRO Wages	50,150.73	76,063.19	-25,912.46	65.9%
410.118 · Crossing Guard Wages	15,191.94	35,221.05	-20,029.11	43.1%
410.119 · DTF Officer Wages	55,434.40	80,416.35	-24,981.95	68.9%
410.192 · PD Payroll Taxes	16,820.68	25,698.27	-8,877.59	65.5%
410.194 · Unempl Com Tax PD	10,143.39	14,873.00	-4,729.61	68.2%
410.195 · Workmen's Comp PD	62,961.53	74,183.04	-11,221.51	84.9%
410.196 · Health Insurance PD	270,234.87	394,400.00	-124,165.13	68.5%
410.198 · Life Insurance PD	3,007.18	6,703.67	-3,696.49	44.9%
410.210 · Office Supplies	4,194.29	13,000.00	-8,805.71	32.3%
410.215 · Postage PD	565.37	1,000.00	-434.63	56.5%
410.216 · Office Equipment PD	5,036.29	9,000.00	-3,963.71	56.0%
410.220 · Operating Supplies	28,339.24	35,000.00	-6,660.76	81.0%
410.231 · Vehicle Operation (Fuel)	19,965.83	41,612.00	-21,646.17	48.0%
410.238 · Officer's Uniforms	15,354.44	22,000.00	-6,645.56	69.8%
410.252 · Computer Equip PD	15,046.84	24,000.00	-8,953.16	62.7%
410.311 · Auditing - Police	4,125.00	4,005.00	120.00	103.0%
410.314 · Legal Services	5,614.00	9,000.00	-3,386.00	62.4%
410.320 · Telephone	4,284.46	6,500.00	-2,215.54	65.9%
410.327 · Radio PD	1,829.33	4,000.00	-2,170.67	45.7%
410.351 · Property Insurance	3,490.28	4,500.00	-1,009.72	77.6%
410.352 · Liability Insurance PD	38,461.26	37,000.00	1,461.26	103.9%
410.360 · Utilities PD	8,987.89	16,000.00	-7,012.11	56.2%
410.373 · Building Maint	7,512.44	25,000.00	-17,487.56	30.0%
410.374 · Minor Equip Repair	2,443.49	10,000.00	-7,556.51	24.4%
410.384 · Cruiser Lease	59,860.61	59,000.00	860.61	101.5%
410.420 · Civil Service Commission	520.00	500.00	20.00	104.0%
410.451 · Cruiser Maintenance	18,010.39	7,100.00	10,910.39	253.7%
410.460 · Training PD	2,716.55	9,000.00	-6,283.45	30.2%
410.500 · Youth Aid	0.00	500.00	-500.00	0.0%
Total 410 · Police Dept	1,560,471.45	2,289,774.54	-729,303.09	68.1%
411 · Fire Dept				
411.163 · Workmen's Comp	18,347.26	28,980.00	-10,632.74	63.3%
411.231 · Vehicle Operation FD	3,057.84	5,500.00	-2,442.16	55.6%
411.351 · Property Insurance	2,035.50	4,305.00	-2,269.50	47.3%
411.352 · Liability Insurance	5,125.55	9,975.00	-4,849.45	51.4%
411.360 · Utilities	8,127.19	12,000.00	-3,872.81	67.7%
411.370 · Maintenance/Repair	110.16	1,000.00	-889.84	11.0%
411.500 · State Fire Relief	0.00	31,000.00	-31,000.00	0.0%
Total 411 · Fire Dept	36,803.50	92,760.00	-55,956.50	39.7%

Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
412.000 · Ambulance				
412.540 · NW EMS Donation	5,000.00	5,000.00	0.00	100.0%
Total 412.000 · Ambulance	5,000.00	5,000.00	0.00	100.0%
413 · Code / Zoning Enforcement				
413.114 · Wages - Code Officer	26,970.38			
413.190 · Payroll Taxes - Code / Zoning	2,047.19			
413.194 · Unemploy Comp Tax - Code	487.48			
413.195 · Workmen's Comp	45.81			
413.196 · Codes - Health Insurance	7,138.45			
413.215 · Postage - Code / Zoning	0.00	250.00	-250.00	0.0%
413.220 · Code Enforcement Supplies	175.89	200.00	-24.11	87.9%
413.310 · Contract Services	2,775.00	52,000.00	-49,225.00	5.3%
413.352 · Liability Insurance	1,097.60	486.00	611.60	225.8%
413.421 · Permit State Fee	0.00	300.00	-300.00	0.0%
413.460 · Training - Code / Zoning	523.51			
414.240 · Misc Operating Supplies	635.77	250.00	385.77	254.3%
414.310 · Professional Service	4,225.00	4,000.00	225.00	105.6%
414.311 · Secretary for Zoning Hearing	668.00	1,000.00	-332.00	66.8%
414.314 · Legal (Municipal Attorney)	2,588.00	1,500.00	1,088.00	172.5%
414.340 · Advertising/Printing	1,454.60	4,000.00	-2,545.40	36.4%
Total 413 · Code / Zoning Enforcement	50,832.68	63,986.00	-13,153.32	79.4%
415.300 · Emergency Magmt	141.08	500.00	-358.92	28.2%
419.300 · Task Force	4,858.00	4,858.00	0.00	100.0%
Total 415.000 · Public Safety	1,658,106.71	2,456,878.54	-798,771.83	67.5%
420.000 · Health & Human Services				
422.000 · Animal Control	250.00	1,500.00	-1,250.00	16.7%
Total 420.000 · Health & Human Services	250.00	1,500.00	-1,250.00	16.7%
431 · Public Works				
427 · Sanitation				
427.367 · Solid Waste Collection Contract	124,294.66	213,100.00	-88,805.34	58.3%
427.368 · Tipping Fee	85,952.86	163,200.00	-77,247.14	52.7%
Total 427 · Sanitation	210,247.52	376,300.00	-166,052.48	55.9%
428.000 · Public Works - Weed Control				
428.450 · Grass Cutting	21,511.62	31,930.00	-10,418.38	67.4%
Total 428.000 · Public Works - Weed Control	21,511.62	31,930.00	-10,418.38	67.4%
430.000 · Roads and Streets				
430.112 · Wages	83,600.90	132,512.00	-48,911.10	63.1%
430.190 · Payroll Taxes - Public Works	6,353.03	9,601.00	-3,247.97	66.2%
430.194 · Unemployment Tax - PW	1,636.08	1,950.00	-313.92	83.9%
430.195 · Workmen's Comp - PW	8,224.62	10,312.00	-2,087.38	79.8%
430.196 · Health Insurance - PW	33,004.73	43,000.00	-9,995.27	76.8%
430.200 · Material/Supplies	19,404.69	18,000.00	1,404.69	107.8%
430.233 · Vehicle Operation (Fuel) PW	1,886.96	5,000.00	-3,113.04	37.7%
430.238 · St Dept Uniforms	532.24	1,000.00	-467.76	53.2%
430.245 · Highway Materials	742.50	3,000.00	-2,257.50	24.8%
430.251 · Vehicle Parts/Maint	1,156.08	5,000.00	-3,843.92	23.1%
430.320 · Tele/call/internet	2,477.42	2,000.00	477.42	123.9%
430.351 · Property Insurance	2,414.46	2,275.00	139.46	106.1%
430.360 · Utilities Maintenance Shed	4,527.31	10,000.00	-5,472.69	45.3%
430.370 · Maintenance/Repairs	10,169.22	3,500.00	6,669.22	290.5%
430.374 · Minor Equip Repair	1,616.22	5,000.00	-3,383.78	32.3%
431.372 · Road Maint/Repairs	8,994.00	6,000.00	2,994.00	149.9%
432.200 · Snow Materials/Supplies	3,558.87	10,000.00	-6,441.13	35.6%
432.450 · Supplemental Snowplow	2,887.80	10,000.00	-7,112.20	28.9%
433.200 · Signs Materials/Supplies	1,116.08	2,500.00	-1,383.92	44.6%
433.361 · Traffic Signals - Electric	2,144.75	2,500.00	-355.25	85.8%
433.370 · Maintenance Traffic Signals	44,783.01	5,000.00	39,783.01	895.7%

**Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
January through December 2017**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
434.361 · Street Lighting	54,236.51	90,000.00	-35,763.49	60.3%
435.370 · Paint / Maintenance	1,950.88	3,500.00	-1,549.12	55.7%
Total 430.000 · Roads and Streets	297,418.36	381,650.00	-84,231.64	77.9%
446.000 · Public Works - Other				
446.300 · Grow Green/Professional Svcs	512.80	4,000.00	-3,487.20	12.8%
446.370 · Storm Water - MS4	17,902.54	25,000.00	-7,097.46	71.6%
448.370 · Hydrants	7,200.00	14,000.00	-6,800.00	51.4%
Total 446.000 · Public Works - Other	25,615.34	43,000.00	-17,384.66	59.6%
Total 431 · Public Works	554,792.84	832,880.00	-278,087.16	66.6%
450.000 · Culture and Recreation				
452 · Pool				
452.221 · Pool Chemicals	14,241.08	15,750.00	-1,508.92	90.4%
452.260 · Pool Equip/Supply	2,845.81	10,500.00	-7,654.19	27.1%
452.360 · Pool Utilities	24,230.49	28,350.00	-4,119.51	85.5%
452.370 · Pool Maint / Repairs	8,708.93	21,000.00	-12,291.07	41.5%
452.450 · Pool Contract	125,026.65	114,450.00	10,576.65	109.2%
452.455 · Playground Contract	5,212.00	4,200.00	1,012.00	124.1%
Total 452 · Pool	180,264.96	194,250.00	-13,985.04	92.8%
453.000 · Spectator - Museums, etc.				
453.540 · Historical Society Donation	500.00	925.00	-425.00	54.1%
Total 453.000 · Spectator - Museums, etc.	500.00	925.00	-425.00	54.1%
454 · Parks				
454.351 · Property Insurance	10,759.83	11,555.00	-795.17	93.1%
454.360 · Park Utilities	8,062.16	26,250.00	-18,187.84	30.7%
454.370 · Park Maintenance/Repairs	14,258.13	15,750.00	-1,491.87	90.5%
454.371 · Park Tree Services	0.00	30,500.00	-30,500.00	0.0%
454.430 · Park Taxes	6,962.23	6,962.00	0.23	100.0%
Total 454 · Parks	40,042.35	91,017.00	-50,974.65	44.0%
456.540 · Library Donation	6,300.00	6,300.00	0.00	100.0%
Total 450.000 · Culture and Recreation	227,107.31	292,492.00	-65,384.69	77.6%
465.000 · Community Development				
465.351 · 26 E High Property Insurance	0.00	949.00	-949.00	0.0%
465.352 · 26 E High Liability Insurance	0.00	122.00	-122.00	0.0%
465.360 · 26 E High Utilities	1,447.78	2,400.00	-952.22	60.3%
465.373 · 26 E High Maintenance/Repair	669.15	5,000.00	-4,330.85	13.4%
Total 465.000 · Community Development	2,116.93	8,471.00	-6,354.07	25.0%
471.000 · Debt Service				
471.010 · GO 2015 Principal	0.00	70,000.00	-70,000.00	0.0%
472.010 · GO 2015 Interest	64,318.81	300,000.00	-235,681.19	21.4%
Total 471.000 · Debt Service	64,318.81	370,000.00	-305,681.19	17.4%
483.000 · Employer Paid Benefits				
483.100 · Act 205 Pension MMO (Police)	0.00	139,949.00	-139,949.00	0.0%
483.300 · Act 205 Pension MMO (non-unif)	0.00	36,728.00	-36,728.00	0.0%
Total 483.000 · Employer Paid Benefits	0.00	176,677.00	-176,677.00	0.0%
01E · General Fund Expense - Other	1,543.75			
Total 01E · General Fund Expense	2,813,821.71	4,620,956.54	-1,807,134.83	60.9%

Manheim Borough -General Fund
Profit & Loss Budget vs. Actual
 January through December 2017

	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
201. · BSSF AJE	63,852.03			
Total Expense	<u>2,877,673.74</u>	<u>4,620,956.54</u>	<u>-1,743,282.80</u>	<u>62.3%</u>
Net Income	<u><u>885,544.13</u></u>	<u><u>-113,199.93</u></u>	<u><u>998,744.06</u></u>	<u><u>-782.3%</u></u>

General Fund "Unassigned Balance" (i.e. "Reserves")

(this does not include Capital or any other funds...just General Fund)

2016 budget	\$4,443,273.52	\$370,273 << Per month		
2017 Budget	\$4,620,957	\$385,080 << Per month		
	<u>Balance</u>	<u>YTD GF Income</u>	<u>YTD GF Expenses</u>	<u># Months Reserve</u>
12/31/2015	\$2,322,740			6.3
2/9/2016	\$2,353,065	\$474,525	\$444,200	6.4
3/7/2016	\$2,436,255	\$863,781	\$750,267	6.6
4/11/2016	\$2,279,582	\$899,683	\$942,841	6.2
5/9/2016	\$2,565,301	\$1,521,071	\$1,278,510	6.9
6/14/2016	\$2,936,382	\$2,457,247	\$1,843,605	7.9
8/14/2016	\$2,929,828	\$3,310,836	\$2,703,747	7.9
9/13/2016	\$3,143,085	\$3,852,847	\$3,032,501	8.5
10/10/2016	\$3,037,512	\$4,254,249	\$3,539,477	8.2
11/8/2016	\$2,846,149	\$4,432,099	\$3,908,690	7.7
12/27/2016	\$2,527,670	\$4,812,217	\$4,607,288	6.8
2/13/2017	\$2,686,070	\$358,288	\$199,888	7.0
4/10/2017	\$2,574,774	\$1,159,485	\$1,112,381	6.7
5/8/2017	\$2,666,328	\$1,453,279	\$1,314,620	6.9
6/13/2017	\$3,233,132	\$2,731,529	\$2,026,067	8.4
8/29/2017	\$3,413,214	\$3,763,218	\$2,877,674	8.9



MANHEIM BOROUGH

15 EAST HIGH STREET
MANHEIM, PA 17545

August 29, 2017

To: Fulton Bank

Re: Loan Draw Requisition # 33
For Deposit into Construction Checking Account

The following loan draw amount has been approved by Manheim Borough Council at their 8/29/2017 Borough Council meeting. The invoices are attached to this requisition.

<u>Invoice Reference</u>	<u>Amount</u>
ElectSys	\$ 6187.00

Total	\$ 6,187.00

Council President OR Vice President
(Carol Phillips) (Brad Roth)

Treasurer
James Fisher

Manheim Borough

8/29/2017

BILLS TO BE APPROVED FOR PAYMENT

RATIFIED GENERAL FUND	\$	-
RATIFIED CAPITAL FUND	\$	-
GENERAL FUND	\$	165,621.84
CAPITAL FUND	\$	5,919.23
FULTON LOAN	\$	6,187.00
LIQUID FUELS FUND	\$	-
	\$	<u>177,728.07</u>

8:54 AM

08/28/17

Manheim Borough -General Fund

Check Detail

August 9 - 29, 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2281	08/29/2017	3 T Security	102.000 · Cash 2203326201	
Bill	239	08/16/2017		452.370 · Pool Maint / Repairs	-140.00
TOTAL					-140.00
Bill Pmt -Check	2282	08/29/2017	American United Life Insurance Com...	102.000 · Cash 2203326201	
Bill	Life In...	08/17/2017		410.196 · Health Insurance PD	-585.28
				401.196 · Health Insurance	-50.21
				430.196 · Health Insurance - PW	-59.34
				413.196 · Codes - Health Insurance	-25.07
				402.196 · Health Ins (FD/HRC)	-24.09
TOTAL					-743.99
Bill Pmt -Check	2283	08/29/2017	AmTrust North America	102.000 · Cash 2203326201	
Bill	17597...	08/11/2017		401.195 · Workman's Comp	-25.68
				402.195 · Workmen Comp (FD/HRC)	-9.48
				413.195 · Workmen's Comp	-3.61
				410.195 · Workmen's Comp PD	-6,827.90
				430.195 · Workmen's Comp - PW	-858.84
				411.163 · Workmen's Comp	-2,060.99
TOTAL					-9,786.50
Bill Pmt -Check	2284	08/29/2017	Berkheimer Associates	102.000 · Cash 2203326201	
Bill	372	07/31/2017		403.116 · Tax Coll - Fee/Commission	-80.35
TOTAL					-80.35
Bill Pmt -Check	2285	08/29/2017	Blue Ridge Communications	102.000 · Cash 2203326201	
Bill	03290...	08/02/2017		430.320 · Tele/call/internet	-39.95
Bill	03593...	08/08/2017		410.360 · Utilities PD	-152.90
Bill	03306...	08/15/2017		452.360 · Pool Utilities	-39.95
TOTAL					-232.80
Bill Pmt -Check	2286	08/29/2017	Browns Graphic Solutions, Inc.	102.000 · Cash 2203326201	
Bill	14858	08/12/2017		410.220 · Operating Supplies	-93.00
TOTAL					-93.00
Bill Pmt -Check	2287	08/29/2017	Buckman's Inc.	102.000 · Cash 2203326201	
Bill	636294	08/01/2017		452.221 · Pool Chemicals	-179.33
Bill	637553	08/04/2017		452.221 · Pool Chemicals	-401.58
Bill	637410	08/11/2017		452.221 · Pool Chemicals	-400.51
TOTAL					-981.42

8:54 AM
08/28/17

Manheim Borough -General Fund
Check Detail
August 9 - 29, 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2288	08/29/2017	C. M. High, Inc.	102.000 · Cash 2203326201	
Bill	25467	08/03/2017		433.370 · Maintenance Traffic Signals	-258.22
Bill	25478	08/03/2017		433.370 · Maintenance Traffic Signals	-627.39
Bill	96284...	08/16/2017		433.370 · Maintenance Traffic Signals	-18,694.69
Bill	96284...	08/16/2017		433.370 · Maintenance Traffic Signals	-2,797.50
Bill	25590	08/18/2017		433.370 · Maintenance Traffic Signals	-602.34
Bill	25589	08/18/2017		433.370 · Maintenance Traffic Signals	-608.00
Bill	25588	08/18/2017		433.370 · Maintenance Traffic Signals	-171.22
TOTAL					-23,759.36
Bill Pmt -Check	2289	08/29/2017	Certified Laboratories	102.000 · Cash 2203326201	
Bill	28028...	07/26/2017		430.200 · Material/Supplies	-201.15
TOTAL					-201.15
Bill Pmt -Check	2290	08/29/2017	Clair Brother Audio Systmes, Inc	102.000 · Cash 2203326201	
Bill	20546...	08/17/2017		410.327 · Radio PD	-1,829.33
TOTAL					-1,829.33
Bill Pmt -Check	2291	08/29/2017	Commonwealth of PA	102.000 · Cash 2203326201	
Bill	DEPN...	08/16/2017		446.370 · Storm Water - MS4	-500.00
TOTAL					-500.00
Bill Pmt -Check	2292	08/29/2017	County of Lancaster Purchasing	102.000 · Cash 2203326201	
Bill	6115	06/26/2017		410.210 · Office Supplies	-142.65
TOTAL					-142.65
Bill Pmt -Check	2293	08/29/2017	Dave's Lawn & Garden	102.000 · Cash 2203326201	
Bill	41296	08/23/2017		430.200 · Material/Supplies	-10.25
TOTAL					-10.25
Bill Pmt -Check	2294	08/29/2017	Electsys	102.000 · Cash 2203326201	
Bill	6883	08/03/2017		410.216 · Office Equipment PD	-258.00
TOTAL					-258.00
Bill Pmt -Check	2295	08/29/2017	Executive Printing	102.000 · Cash 2203326201	
Bill	49805	08/17/2017		410.210 · Office Supplies	-175.00
TOTAL					-175.00
Bill Pmt -Check	2296	08/29/2017	G & G Feed & Supply, Inc.	102.000 · Cash 2203326201	
Bill	019432	08/24/2017		430.238 · St Dept Uniforms	-22.49
TOTAL					-22.49

8:54 AM
08/28/17

Manheim Borough -General Fund
Check Detail
August 9 - 29, 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2297	08/29/2017	Garman's Mulch	102.000 · Cash 2203326201	
Bill	113701	08/14/2017		454.370 · Park Maintenance/Repairs	-175.00
TOTAL					-175.00
Bill Pmt -Check	2298	08/29/2017	Hondru Ford	102.000 · Cash 2203326201	
Bill	FOCB...	08/01/2017		410.451 · Cruiser Maintenance	-9,542.29
Bill	FOCS...	08/16/2017		430.251 · Vehicle Parts/Maint	-490.32
TOTAL					-10,032.61
Bill Pmt -Check	2299	08/29/2017	Intergovernmental Ins. Coop.	102.000 · Cash 2203326201	
Bill	Healt...	08/01/2017		410.196 · Health Insurance PD	-33,125.96
				401.196 · Health Insurance	-3,992.00
				413.196 · Codes - Health Insurance	-862.87
				430.196 · Health Insurance - PW	-5,454.64
				402.196 · Health Ins (FD/HRC)	-862.87
				222.000 · Health Insurnace W/H	-2,820.00
TOTAL					-47,118.34
Bill Pmt -Check	2300	08/29/2017	J. L. Honberger Co, Inc.	102.000 · Cash 2203326201	
Bill	00182...	08/14/2017		452.221 · Pool Chemicals	-169.95
TOTAL					-169.95
Bill Pmt -Check	2301	08/29/2017	Jeffrey Kiesel	102.000 · Cash 2203326201	
Bill	Reim...	08/22/2017		410.238 · Officer's Uniforms	-500.00
TOTAL					-500.00
Bill Pmt -Check	2302	08/29/2017	Joseph C Stauffer	102.000 · Cash 2203326201	
Bill	Reim...	08/24/2017		410.238 · Officer's Uniforms	-485.01
TOTAL					-485.01
Bill Pmt -Check	2303	08/29/2017	Lancaster Civil Engineering Co.	102.000 · Cash 2203326201	
Bill	1643	08/24/2017		408.313 · Engineer Contract	-454.50
Bill	1644	08/24/2017		446.370 · Storm Water - MS4	-313.49
Bill	1645	08/24/2017		408.313 · Engineer Contract	-101.00
Bill	1646	08/24/2017		408.313 · Engineer Contract	-378.75
Bill	1647	08/24/2017		408.313 · Engineer Contract	-101.00
Bill	1648	08/24/2017		408.313 · Engineer Contract	-707.00
Bill	1649	08/24/2017		408.313 · Engineer Contract	-277.75
Bill	1642	08/24/2017		408.313 · Engineer Contract	-679.00
TOTAL					-3,012.49
Bill Pmt -Check	2304	08/29/2017	Lancaster County Solid Waste Mang...	102.000 · Cash 2203326201	
Bill	13040...	07/31/2017		427.368 · Tipping Fee	-13,300.76
TOTAL					-13,300.76

8:54 AM
08/28/17

**Manheim Borough -General Fund
Check Detail
August 9 - 29, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2305	08/29/2017	Lancaster County SPCA	102.000 · Cash 2203326201	
Bill	Stray ...	08/24/2017		365.500 · Animal Control	-900.00
TOTAL					-900.00
Bill Pmt -Check	2306	08/29/2017	Land Studies	102.000 · Cash 2203326201	
Bill	7005	07/31/2017		428.450 · Grass Cutting	-1,037.80
TOTAL					-1,037.80
Bill Pmt -Check	2307	08/29/2017	Lebanon Farms Disposal	102.000 · Cash 2203326201	
Bill	12688...	07/31/2017		427.367 · Solid Waste Collection Contract	-17,756.38
Bill	12688...	07/31/2017		427.368 · Tipping Fee	-600.00
Bill				454.370 · Park Maintenance/Repairs	-431.60
TOTAL					-18,787.98
Bill Pmt -Check	2308	08/29/2017	Leiding Edge Embroidery	102.000 · Cash 2203326201	
Bill	50130	08/18/2017		430.238 · St Dept Uniforms	-195.00
TOTAL					-195.00
Bill Pmt -Check	2309	08/29/2017	Lititz Rec Center	102.000 · Cash 2203326201	
Bill	2997	08/01/2017		452.450 · Pool Contract	-506.58
Bill	2991	08/01/2017		452.450 · Pool Contract	-6,880.56
TOTAL					-7,387.14
Bill Pmt -Check	2310	08/29/2017	Longeneckers Hardware Company	102.000 · Cash 2203326201	
Bill	530029	08/04/2017		430.200 · Material/Supplies	-11.58
Bill	530246	08/07/2017		430.200 · Material/Supplies	-19.11
Bill	530310	08/07/2017		430.200 · Material/Supplies	-9.38
Bill	530387	08/08/2017		430.200 · Material/Supplies	-10.49
Bill	530639	08/10/2017		454.370 · Park Maintenance/Repairs	-14.99
Bill	531007	08/14/2017		435.370 · Paint / Maintenance	-16.47
Bill	531045	08/14/2017		465.373 · 26 E High Maintenance/Repair	-15.58
Bill	531593	08/18/2017		409.370 · Maintenance/Repair	-19.48
Bill	531811	08/21/2017		430.200 · Material/Supplies	-49.99
Bill	531805	08/21/2017		430.200 · Material/Supplies	-36.04
Bill	532043	08/23/2017		430.200 · Material/Supplies	-3.98
Bill	532061	08/23/2017		430.200 · Material/Supplies	-17.58
TOTAL					-224.67
Bill Pmt -Check	2311	08/29/2017	Markley Actuarial Services	102.000 · Cash 2203326201	
Bill	6531	07/31/2017		410.311 · Auditing - Police	-1,250.00
Bill	6530	07/31/2017		402.311 · Auditing	-1,075.00
TOTAL					-2,325.00

8:54 AM

08/28/17

Manheim Borough -General Fund

Check Detail

August 9 - 29, 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2312	08/29/2017	Office Basics, Inc.	102.000 · Cash 2203326201	
Bill	I-6758...	08/01/2017		452.260 · Pool Equip/Supply	-137.36
Bill	I-6832...	08/09/2017		401.210 · Office Supplies	-55.95
Bill	I-6907...	08/17/2017		401.210 · Office Supplies	-32.97
Bill	I-6907...	08/17/2017		452.260 · Pool Equip/Supply	-97.46
Bill	I-6913...	08/17/2017		410.210 · Office Supplies	-96.93
Bill	I-6973...	08/24/2017		410.210 · Office Supplies	-42.85
Bill	I-6973...	08/24/2017		410.210 · Office Supplies	-35.88
TOTAL					-499.40
Bill Pmt -Check	2313	08/29/2017	PA State Association of Boroughs	102.000 · Cash 2203326201	
Bill	22169	08/15/2017		401.460 · Training - Executive	-125.00
TOTAL					-125.00
Bill Pmt -Check	2314	08/29/2017	Personalized Commercial Cleaning	102.000 · Cash 2203326201	
Bill	138517	08/25/2017		410.373 · Building Maint	-645.00
TOTAL					-645.00
Bill Pmt -Check	2315	08/29/2017	Porter Lee Corporation	102.000 · Cash 2203326201	
Bill	19381	08/01/2017		410.252 · Computer Equip PD	-875.00
TOTAL					-875.00
Bill Pmt -Check	2316	08/29/2017	PP&L	102.000 · Cash 2203326201	
Bill	87401...	08/01/2017		434.361 · Street Lighting	-7,313.84
Bill	77299...	08/07/2017		410.360 · Utilities PD	-845.57
Bill	07680...	08/08/2017		454.360 · Park Utilities	-25.97
Bill	84224...	08/09/2017		430.360 · Utilities Maintenance Shed	-146.02
Bill	07280...	08/10/2017		452.360 · Pool Utilities	-2,380.28
Bill	07480...	08/10/2017		454.360 · Park Utilities	-431.60
Bill	79480...	08/10/2017		454.360 · Park Utilities	-172.04
Bill	40870...	08/11/2017		434.361 · Street Lighting	-765.53
				409.360 · Utilities	-52.92
Bill	20269...	08/17/2017		434.361 · Street Lighting	-30.42
Bill	58479...	08/17/2017		434.361 · Street Lighting	-40.37
Bill	61279...	08/17/2017		433.361 · Traffic Signals - Electric	-42.72
Bill	82130...	08/17/2017		454.360 · Park Utilities	-28.02
TOTAL					-12,275.30
Bill Pmt -Check	2317	08/29/2017	Rapho Township	102.000 · Cash 2203326201	
Bill	Magst...	08/24/2017		410.220 · Operating Supplies	-1,582.03
TOTAL					-1,582.03
Bill Pmt -Check	2318	08/29/2017	Roberts Oxygen Co, Inc.	102.000 · Cash 2203326201	
Bill	544383	08/07/2017		452.221 · Pool Chemicals	-285.87
Bill	556067	08/14/2017		452.221 · Pool Chemicals	-287.21
TOTAL					-573.08

8:54 AM
08/28/17

**Manheim Borough -General Fund
Check Detail
August 9 - 29, 2017**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	2319	08/29/2017	Share Corporation	102.000 · Cash 2203326201	
Bill	27129	08/03/2017		430.200 · Material/Supplies	-401.75
TOTAL					-401.75
Bill Pmt -Check	2320	08/29/2017	Sirchie Finger Print Lab	102.000 · Cash 2203326201	
Bill	03129...	08/14/2017		410.216 · Office Equipment PD	-123.65
TOTAL					-123.65
Bill Pmt -Check	2321	08/29/2017	Tactical Wear	102.000 · Cash 2203326201	
Bill	9-2312	08/09/2017		410.238 · Officer's Uniforms	-506.15
TOTAL					-506.15
Bill Pmt -Check	2322	08/29/2017	UGI Utilities, Inc.	102.000 · Cash 2203326201	
Bill	12890...	08/17/2017		409.360 · Utilities	-17.02
Bill	10977...	08/17/2017		411.360 · Utilities	-20.11
Bill	15323...	08/18/2017		410.360 · Utilities PD	-31.50
TOTAL					-68.63
Bill Pmt -Check	2323	08/29/2017	United States Postal Service	102.000 · Cash 2203326201	
Bill	Neop...	08/17/2017		401.215 · Postage Boro	-2,000.00
TOTAL					-2,000.00
Bill Pmt -Check	2324	08/29/2017	Walters Services, Inc.	102.000 · Cash 2203326201	
Bill	A-177...	08/15/2017		454.360 · Park Utilities	-231.00
Bill	A-177...	08/15/2017		454.360 · Park Utilities	-231.00
TOTAL					-462.00
Bill Pmt -Check	2325	08/29/2017	Windstream	102.000 · Cash 2203326201	
Bill	02149...	08/08/2017		452.360 · Pool Utilities	-42.17
Bill	02144...	08/08/2017		452.360 · Pool Utilities	-62.06
Bill	02176...	08/14/2017		410.320 · Telephone	-304.72
Bill	02177...	08/16/2017		430.320 · Tele/call/internet	-46.77
TOTAL					-455.72
Bill Pmt -Check	2326	08/29/2017	Worley & Obetz, Inc.	102.000 · Cash 2203326201	
Bill	66663...	08/10/2017		452.360 · Pool Utilities	-37.34
TOTAL					-37.34
Bill Pmt -Check	2327	08/29/2017	Zeiset Electric, Inc.	102.000 · Cash 2203326201	
Bill	17123	06/14/2017		454.370 · Park Maintenance/Repairs	-383.75
TOTAL					-383.75

Manheim Borough -General Fund

Check Run

August 9 - 29, 2017

08/28/17

Accrual Basis

Date	Num	Name	Memo	Amount	Balance
Aug 9 - 12, 17					
Aug 9 - 12, 17					0.00
Week of Aug 13, 17					
Week of Aug 13, 17					0.00
Week of Aug 20, 17					
Week of Aug 20, 17					0.00
Aug 27 - 29, 17					
08/29/2017	2281	3 T Security		-140.00	-140.00
08/29/2017	2282	American United Life Insurance Company	G00615195-0000...	-743.99	-883.99
08/29/2017	2283	AmTrust North America		-9,786.50	-10,670.49
08/29/2017	2284	Berkheimer Associates		-80.35	-10,750.84
08/29/2017	2285	Blue Ridge Communications		-232.80	-10,983.64
08/29/2017	2286	Browns Graphic Solutions, Inc.		-93.00	-11,076.64
08/29/2017	2287	Buckman's Inc.		-981.42	-12,058.06
08/29/2017	2288	C. M. High, Inc.		-23,759.36	-35,817.42
08/29/2017	2289	Certified Laboratories		-201.15	-36,018.57
08/29/2017	2290	Clair Brother Audio Systmes, Inc		-1,829.33	-37,847.90
08/29/2017	2291	Commonwealth of PA		-500.00	-38,347.90
08/29/2017	2292	County of Lancaster Purchasing		-142.65	-38,490.55
08/29/2017	2293	Dave's Lawn & Garden		-10.25	-38,500.80
08/29/2017	2294	Electsys		-258.00	-38,758.80
08/29/2017	2295	Executive Printing		-175.00	-38,933.80
08/29/2017	2296	G & G Feed & Supply, Inc.		-22.49	-38,956.29
08/29/2017	2297	Garman's Mulch		-175.00	-39,131.29
08/29/2017	2298	Hondru Ford		-10,032.61	-49,163.90
08/29/2017	2299	Intergovernmental Ins. Coop.		-47,118.34	-96,282.24
08/29/2017	2300	J. L. Honberger Co, Inc.		-169.95	-96,452.19
08/29/2017	2301	Jeffrey Kiesel		-500.00	-96,952.19
08/29/2017	2302	Joseph C Stauffer		-485.01	-97,437.20
08/29/2017	2303	Lancaster Civil Engineering Co.		-3,012.49	-100,449.69
08/29/2017	2304	Lancaster County Solid Waste Mangement	1030400	-13,300.76	-113,750.45
08/29/2017	2305	Lancaster County SPCA		-900.00	-114,650.45
08/29/2017	2306	Land Studies		-1,037.80	-115,688.25
08/29/2017	2307	Lebanon Farms Disposal	6424298	-18,787.98	-134,476.23
08/29/2017	2308	Leiding Edge Embroidery		-195.00	-134,671.23
08/29/2017	2309	Lititz Rec Center		-7,387.14	-142,058.37
08/29/2017	2310	Longeneckers Hardware Company	52461	-224.67	-142,283.04
08/29/2017	2311	Markley Actuarial Services		-2,325.00	-144,608.04
08/29/2017	2312	Office Basics, Inc.	6652461	-499.40	-145,107.44
08/29/2017	2313	PA State Association of Boroughs	7204	-125.00	-145,232.44
08/29/2017	2314	Personalized Commercial Cleaning		-645.00	-145,877.44
08/29/2017	2315	Porter Lee Corporation		-875.00	-146,752.44
08/29/2017	2316	PP&L		-12,275.30	-159,027.74
08/29/2017	2317	Rapho Township		-1,582.03	-160,609.77
08/29/2017	2318	Roberts Oxygen Co, Inc.		-573.08	-161,182.85
08/29/2017	2319	Share Corporation		-401.75	-161,584.60
08/29/2017	2320	Sirchie Finger Print Lab		-123.65	-161,708.25
08/29/2017	2321	Tactical Wear		-506.15	-162,214.40
08/29/2017	2322	UGI Utilities, Inc.		-68.63	-162,283.03
08/29/2017	2323	United States Postal Service	Account #: TMS1...	-2,000.00	-164,283.03
08/29/2017	2324	Walters Services, Inc.		-462.00	-164,745.03
08/29/2017	2325	Windstream		-455.72	-165,200.75
08/29/2017	2326	Worley & Obetz, Inc.	43097128	-37.34	-165,238.09
08/29/2017	2327	Zeiset Electric, Inc.		-383.75	-165,621.84
Aug 27 - 29, 17				-165,621.84	-165,621.84
TOTAL				-165,621.84	-165,621.84

Manheim Borough Capital Fund
Check Detail
August 9 - 29, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	197	08/29/2017	Electsys	15 · Fulton Constru...	
Bill	6883	08/03/2017		410.600 · Police Bld...	-6,187.00
TOTAL					-6,187.00
Bill Pmt -Check	1782	08/29/2017	Worley & Obetz, Inc.	109.000 · Cash - Ca...	
Bill	43118...	08/10/2017		465.600 · Capital Co...	-5,919.23
TOTAL					-5,919.23

10:07 AM

Manheim Borough Capital Fund

08/28/17

Check Run

Accrual Basis

August 9 - 29, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Aug 9 - 12, 17					
Aug 9 - 12, 17					0.00
Week of Aug 13, 17					
Week of Aug 13, 17					0.00
Week of Aug 20, 17					
Week of Aug 20, 17					0.00
Aug 27 - 29, 17					
08/29/2017	1782	Worley & Obetz, Inc.		-5,919.23	-5,919.23
08/29/2017	197	Electsys		-6,187.00	-12,106.23
Aug 27 - 29, 17				-12,106.23	-12,106.23
TOTAL				-12,106.23	-12,106.23

Manheim Community Pool Summary as of 8/14/17

Memberships

2015	215 (710 members)	\$43,985
2016	229 (796 members)	\$50,137 (48% Manheim resident, 31% Penn/19% Rapho resident, 2% other)
2017	214 (782 members)	\$52,497 (50% Manheim resident, 49% Penn/Rapho resident, 1% other) <i>*subject to final breakdown from LititzRec, anticipate minor or no changes to the percentages</i>

{Consistent with last year's figures with approximately 8% of Borough residents being pool members}

Daily Non-Member Guests

2015	\$31,892
2016	\$39,643 (visits <u>total</u> : Manheim-1,974, 28% / Penn-1,286, 18% / Rapho-872, 12% / Other-2,894, 42%)
2017	\$36,957 (visits <u>YTD</u>: Manheim-1,716, 28% / Penn-1,115, 18% / Rapho-689, 11% / Other-2,642, 43%)

Swim Lessons, Rentals

2015	\$1,750, \$790
2016	\$2,094, \$879
2017	\$1,820, \$650

Expenses

2015	~\$175,000 (2015 total, not including PW staff hours which were not tracked)
2016	~\$166,000 <u>YTD</u> (2016 total ~\$201,000)
2017	~\$171,000 <u>YTD</u> -- ~\$200,000 projection through the end of 2017 based on 2016 figures

Revenue

2015	\$101,400 (2015 total)
2016	\$92,753 <u>YTD</u> (2016 total ~\$108,000)
2017	\$91,924 <u>YTD</u> -- ~\$105,000 projection based on average of August 2016 and July 2017 figures

Deficit

2015	\$74,600 2015 total (assuming similar PW staff hours as 2016, deficit would be ~ \$95,000)
2016	\$73,247 <u>YTD</u> , \$93,000 2016 total
2017	\$79,076 <u>YTD</u>, \$95,000 2017 projected

2017 Free Playground Program Overview

At Mummau Park, Manheim Borough

For ages 5-12

Overall:

LrC ran locations in Lititz Borough and Warwick Township as well as Manheim Borough. Overall, in all three municipalities, there were 94 sessions at four different parks. Between all sessions, at all 4 parks, the overall average per session was 24. The overall total of participants was 422 and the overall total of day to day attendees was 2,261.

• **Mummau Park (M-F, 9:30am-12pm, June 13-August 5)**

- In 39 sessions: 122 participants (2016:36 sessions: 120 participants)
- Average per day: 24 kids (2016: 26 kids)
- 955 total day to day attendees (2016: 1033)
- Four staff supervised this site with a fifth staff on Fridays to help run the activity. On rainy days or when numbers were lower staff was called off. Program met at the Pavilion at Mummau Park every day. Activities varied day to day based on what the kids wanted to do. Some activity days were impacted by some rain; however kids still enjoyed crafts under the pavilion. Equipment provided gave kids games like kickball, t-ball, board games and card games. All kids enjoyed the games and activities as well as the staff there. A few parents complimented the staff as well as the program as a whole as well as how great the staff was with the children. The community hopes that this program will be offered again in the future years.

Summer Participants

Manheim Borough	70	57%
Penn Township	36	30%
Rapho Township	15	12%
East Pete	1	1%
Total	122	

Staff

• **Playground Staff this year:**

- » Olivia Reynolds: 4th year
- » Chandler Gillman: 4th year
- » Taylor Howett: 4th year
- » Matt Orta: 3rd year
- » Jackie Pixley: 2nd year
- » Tyler Melhorn: 2nd year
- » Reagan Conrad: 1st year
- » Nathan Morgan: 1st year

- » Alexa Mohler: 1st year
- » Alexa McCord: 1st year
- » Other camp and skate park staff help to fill in when numbers were high and staff had vacations

- **Staff excelled in:**

- » Interacting with kids and encouraging them to participate and make friends
- » Welcoming to all kids and parents
- » Organizing games and activities when kids requested
- » Carrying out planned Friday activities
- » All staff were reliable and communicated well
- » Defusing any issues or problems amongst the kids
- » All staff will be asked back

- **Parent Comments**

I just want to say this program is so great I'm glad that it came back this year my daughter Izzy just love going and has a great time... also the camp counselors are amazing and so nice to everyone... 😊 *Danielle Fee-Delong*

General thoughts for next year

- » A regular activity instead of Team/Olympic Games for last day
- » Team Olympics can still be an activity during the same (not the last day when numbers are the highest)
- » Do not continue model magic craft
- » Sun catchers are a good craft to continue
- » Keep water day with balloons and slip n slide and get soap for slip n slide
- » Whistles for staff
- » Better and more pens for binders
- » Do not buy lax sticks again, need another set of bases for next year
- » For last day – all participants must preregister to attend so proper number for pizza/popsicles is given
- » Have more of a permanent sub for playground staff to fill in
- » Ways to solve drop off/pick up issues?
 - By the end of the summer parents & kids arrived 9am-9:15am everyday
 - Some parents did not pick up until after 12:15

DONATIONS	
Germania Band of Manheim	\$ 750.00
TOTAL	\$ 750.00

2017 Expenses	
www.ssww.com	\$ 419.67
Five Below	\$ 28.00
Walmart	\$ 107.60
www.ssww.com	\$ 44.11
Walmart	\$ 23.31
Metro	\$ 87.93
metro	\$ 16.35
Total	\$726.97
<i>Balance</i>	<i>\$23.03</i>

- **Overall Inventory:**

- » Sports Equipment

- 2 tennis balls
- 2 wiffle balls
- 3 volleyballs
- 2 footballs
- 3 wiffle bats
- 3 squishy balls
- 2 frisbees
- 1 velcro ball set
- 8 birdies
- 6 bases
- 16 cones
- 2 air pumps
- 3 extra needles

- » Arts & Crafts/Friday Activities

- 58 Baseball Hats
- A medium bin of crayons
- 6 stencils
- 19 coloring books
- 4 packs of origami paper
- 76 scratch sticks
- 62 door hangers
- 12 Extra pencil sharpeners
- 75 scratch picture frames
- 19 puzzles
- 54 craft Frisbees
- 1 large box of markers
- 16 extra packs of markers

- » Games

- 2 large bag of apple to apple cards
- 2 sets of dominios
- 2 decks of go fish
- 1 twister game
- 2 sorry games
- 2 big connect 4
- 2 mini connect 4
- 2 old maid decks
- 1 Jenga set
- 1 clue game
- 2 regular card decks
- 2 skipbo decks
- 1 bingo set

- » Miscellaneous

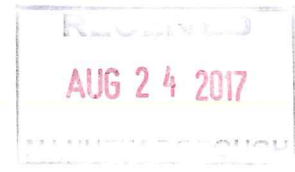
- 260 water balloons
- 8 water shooters
- 3 black t-shirts
- 1 small bag of extra chess/checker pieces
- 5 sand toys
- 2 dice
- 4 metal water bottles
- 4 hand sanitizer bottles
- 11 Bandanas
- 3 rolls of trash bags
- 2 packs of bubble mix
- 1.5 packs of napkins
- 19 Styrofoam cups
- 1.5 boxes of Ziploc storage

23 August 2017

Bountiful Feast

202 E 28th Division Hwy

Lititz, PA 17543



Attn: Borough Manager

Manheim Borough

15 E High Street

Manheim, PA 17545

Dear Sir:

Pursant to our contract, we will not be renewing our agreement to run the concession stand at the Manheim Borough Pool. We will vacate the premises with the equipment that was supplied by us on or about September 30, 2017 and will return the keys around that same time period.

All invoices will be paid in full including any coke invoices. We are requesting a credit for the unused propane.

Thank you for the opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer J Erickson". The signature is fluid and cursive, with a large initial "J".

Jennifer J Erickson



MANHEIM TOWNSHIP POLICE DEPARTMENT

1825 Municipal Drive • Lancaster, PA 17601-4198

Thomas E. Rudzinski, Chief of Police

Sent copy to Boro 7/11

Serving Manheim Township • East Petersburg Borough • Lancaster Township

July 5, 2017

Manheim Special Fire Police
83 S Main St
Manheim, Pa 17545
Attn: Capt. Nate Snyder

I am requesting assistance from your Special Fire Police with an upcoming event in Manheim Township. Lancaster Airport Community Days is scheduled to be held on August 26th and 27th, 2017 at the Lancaster Airport.

This event is being coordinated by Fire Police Captain David Duckworth of the East Petersburg Fire Co. Please contact Capt. Duckworth as soon as possible for further details and to let him know if your agency can assist.

Insurance and compensation coverage will be provided in accordance with State law.

Sincerely,

Sgt. Timothy Ponessa
Patrol Administrative Sergeant
Manheim Township Police Department



MANHEIM TOWNSHIP POLICE DEPARTMENT

1825 Municipal Drive • Lancaster, PA 17601-4198

Thomas E. Rudzinski, Chief of Police

Sent copy to Boro 4/7/17

Serving Manheim Township • East Petersburg Borough • Lancaster Township

July 7, 2017

Manheim Special Fire Police
83 S Main St
Manheim, Pa 17545
Attn: Capt. Nate Snyder

I am requesting assistance from your Special Fire Police for upcoming events in East Petersburg and Manheim Township. East Petersburg Day is scheduled to be held on September 16, 2017 as well as another event in Manheim Township that same day. The first event is a parade in the morning that begins at 1000hrs. There will be a briefing at the East Petersburg Fire Company's station prior to the start. This parade is expected to be completed at approx. 1100hrs. The second event is a car show and competition later in the day in Manheim Township.

These events are being coordinated by Fire Police Captain David Duckworth of the East Petersburg Fire Co. Please contact Capt. Duckworth as soon as possible for more details and to let him know if your agency can assist.

Insurance and compensation coverage will be provided in accordance with State law.

Sincerely,

Sgt. Timothy Ponessa
Manheim Township Police Department

Handwritten notes at bottom right: "replied 8/17"

Water

DEP Compliance No current compliance issues to report

Repairs, Water Leaks, Breaks, Service Line Installation

- ◆ We are currently drawing from well source #4
- ◆ Water line replacement on E. Logan Street obtaining bids for line replacement

Water Plant Operations– Water plant continues in current operation with one of three DE filters in service

13,703,000 gallons raw water pumped in July

Water Projects

- ◆ WTP SCADA options are out for quotation
- ◆ WTP High Service Pumps–In operation and functioning well- recommend Executive Session
- ◆ Penn Towne Center– Phase 3 Deed of dedication is now recorded
- ◆ 2017 Install 8” main line connector from S. Charlotte St. over to the Cherry St. pump station checking on right of ways
- ◆ 2017 Cherry St. pump station reviewing options for emergency back up and increased demand flows in the Sunhill zone.
- ◆ Trees (63) at reservoirs planning for their removal in budget years 2017/ 2018
- ◆ Sunhill Water Tank comparing options for tank recoating

Water operational items completed

Wastewater

DEP Compliance – No current compliance issues to report

Wastewater Plant Operations

July- Phosphorous (P) <0.21 mg/l , Total Nitrogen (TN) <2.79 mg/l avg.

DEP 2016-2017 Water Compliance Year average TP = 0.14 mg/l, TN = <2.99 mg/l

NPDES Nutrient Permit Limits :TN 6.0, TP 0.8

Wastewater Projects

- ◆ **I & I Strategic Planning** Staff is evaluating some options to cost effectively start making repairs on the 1960's interceptor line, one option under review is to reline the first section closest to the treatment plant
- ◆ **Belt Filter Press** refurbishment was completed on August 1st, the refurbished press is performing very well we are expecting increased efficiency and a much drier cake
- ◆ **Oxidation Ditch Rotor** repairs are needed to one of the four rotors for proper aeration to occur to augment the bio-dentification process
- ◆ **Oxidation Ditch Mixer** one mixer (5) that needs to be rebuilt or replaced

CCTV Inspections, Sewer Back-ups or Collection Repairs North Linden Street-replaced 265 feet of 8" steel line with 6" SDR pipe was completed on July 14th

Hauled Waste Program 264 loads, 1,275,295 gallons were received for processing in July

Administration

Strategic Planning Committee met on July 25th @ 6:00pm to discuss SCADA systems options with Brian Book I have entered into discussions with potential buyers for our excess nutrient credits

Management remains fully committed to controlling costs and providing the highest level of customer service possible while continuing to improve and preserve the Authority's valuable infrastructure

Respectfully Submitted,
Terry L. Sheffer
Authority Manager

cc; Manheim Borough Council
cc; Rapho Township
cc; Penn Township

United States Senate

WASHINGTON, DC 20510

Carol Phillips
President
Manheim Borough Council
15 East High Street
Manheim, PA 17545

August 17, 2017

Dear Ms. Phillips:

Thank you for contacting me about political gerrymandering. I appreciate hearing from you.

As you may know, every ten years, after the U.S. census, each state must redraw its election districts. This process inevitably raises the possibility of political gerrymandering—that is, drawing district boundaries so as to favor one political group over another.

As the U.S. Supreme Court has explained, political gerrymandering in America dates back to before the founding, with examples from as early as 18th century, colonial Pennsylvania. See *Vieth v. Jubelirer*, 541 U.S. 267 (2004). Indeed, there were allegations that the founding fathers engaged in the practice, with Patrick Henry attempting (unsuccessfully) to gerrymander James Madison out of the First Congress.

I believe that election districts should be drawn with the goal of providing fair, equal representation as required by the Fourteenth Amendment to the U.S. Constitution and other federal laws.

Thank you again for your correspondence. I understand your concerns with political gerrymandering and the effects it can have on representation. I will be certain to keep your thoughts in mind should the Senate consider any legislation related to this issue.

Please do not hesitate to contact me in the future if I can ever be of assistance.

Sincerely,



Pat Toomey
U.S. Senator



Manheim Community Library

15 East High Street. Manheim, PA 17545 Phone: 665-6700 Fax: 665-2470

Director's Report July 2017

	<u>July 2017</u>	<u>July 2016</u>	<u>July 2015</u>
Total Circulation (at Desk)	9,617	8,515	10,111
Online/Telephone Renewals	1,714	1,424	1,645
Total Circulation (at SelfCheck)	1,270	1,396	1,861
Total Circulation (all)	12,601	11,335	13,617
YTD Circulation	65,309	66,752	70,560
New Registrations	43	39	45
Total Borrowers	2,125	2,074	2,401
Holds Placed	474	437	613
Holds Filled (with location's items)	577	836	858
Checkouts from Loaned Items	519	931	1,204
Checkouts from Borrowed Items	1,036	840	799
EBook	448	319	
Unique Wireless Users	324	370	
Computer Users	363	281	

Programming: 20 programs – 392 Children, 2 YA, 188 Adults

Reference/Computer assistance: 141

Community Relations Report: (Community Relations Coordinator position – currently vacant)

Website users 1,283 (down for last 2 months), Facebook 392 likes, Twitter 6 followers, Instagram 57 followers

Press Releases for August and September sent to LPN, Merchandiser, and Lititz Record.

PA Star Library Program: Completed Bronze Star – no update

Submitted Fall Storytime and FOL Booksale info to Penn Township for inclusion in Fall Newsletter

Community Connections:

Fundraising:

7/11 Registered for Extraordinary Give

Facility Update:

Book Drop – not in a good spot, not big enough, not as protective as it should be

New closet room in hallway – ceiling needs repaired

Operational items of interest:

New Youth Librarian, Colleen, starts regular schedule 8/28

Job Posted for Community Relations Coordinator

Summer Reading Statistics as of 8/3/17:

Age	Registered	Finished
0 - 4	217	91
5 - 9	465	160
10 - 12	160	52
13 - 19	131	31
Adult	193	28
TOTALS	1166	367
	(973 Children)	(339 Children)

For reference, Children's numbers:

2016 numbers totaled 872 with 62% Completion

2015 numbers totaled 1013 with 62% Completion, overall Lancaster Co. completion 65%

2014 numbers totaled 827 with 63% Completion

For reference, Adult numbers:

2016 numbers totaled 105, 49 completed (47%)

2015 numbers totaled 130 signups, 15 completed (12%)

2014 numbers unknown

Incident Date between 2017-07-01

and 2017-07-31

Zone Breakdown

Zone	Calls
	3
Dauphin- Conewago Township (22910)	2
Dauphin- Derry Township (22912)	8
Dauphin- Londonderry Township (22920)	6
Dauphin- Middletown Borough (22002)	1
Lancaster - West Cocalico Township (82728)	1
Lancaster- Clay Township (36917)	18
Lancaster- Columbia Borough (36002)	17
Lancaster- Conoy Township (36920)	32
Lancaster- East Donegal Township (36925)	47
Lancaster- East Hempfield Township (36928)	6
Lancaster- East Petersburg Borough (36930)	3
Lancaster- Elizabeth Township (36932)	14
Lancaster- Elizabethtown Borough (36803)	110
Lancaster- Ephrata Borough (36804)	6
Lancaster- Lancaster City (36001)	45
Lancaster- Lititz Borough (36806)	1
Lancaster- Manheim Borough (36807)	35
Lancaster- Manheim Township (36937)	3
Lancaster- Marietta Borough (36939)	13
Lancaster- Mount Joy Borough (36809)	7
Lancaster- Mount Joy Township (36942)	56
Lancaster- Mountville Borough (52016)	1
Lancaster- Penn Township (36944)	59
Lancaster- Rapho Township (36948)	43
Lancaster- Warwick Township (36955)	3
Lancaster- West Donegal Township (36958)	97
Lancaster- West Hempfield Township (36960)	7
Lebanon - Cornwall Borough (38908)	1
Lebanon - Heidelberg Township	7
York- Wrightsville Borough (67968)	1
	Total 653

31 rows returned.

Incident Date between 2017-01-01

and 2017-07-31

Zone Breakdown

Zone	Calls
	38
Cumberland- Camp Hill Borough (21802)	4
Cumberland- Lemoyne Borough (21803)	1
Dauphin- Conewago Township (22910)	30
Dauphin- Derry Township (22912)	119
Dauphin- Harrisburg City (22001)	2
Dauphin- Londonderry Township (22920)	48
Dauphin- Lower Paxton Township (22921)	4
Dauphin- Lower Swatara Township (22922)	1
Dauphin- Middletown Borough (22002)	2
Lancaster - Denver Borough (18888)	3
Lancaster - East Cocalico Township (20984)	3
Lancaster - Ephrata Township (23840)	4
Lancaster - West Cocalico Township (82728)	5
Lancaster- Clay Township (36917)	125
Lancaster- Columbia Borough (36002)	95
Lancaster- Conoy Township (36920)	147
Lancaster- East Donegal Township (36925)	316
Lancaster- East Hempfield Township (36928)	59
Lancaster- East Petersburg Borough (36930)	3
Lancaster- Elizabeth Township (36932)	114
Lancaster- Elizabethtown Borough (36803)	831
Lancaster- Ephrata Borough (36804)	31
Lancaster- Lancaster City (36001)	354
Lancaster- Lititz Borough (36806)	21
Lancaster- Manheim Borough (36807)	295
Lancaster- Manheim Township (36937)	20
Lancaster- Manor Township (36938)	2
Lancaster- Marietta Borough (36939)	125
Lancaster- Mount Joy Borough (36809)	76
Lancaster- Mount Joy Township (36942)	338
Lancaster- Mountville Borough (52016)	2
Lancaster- Penn Township (36944)	424
Lancaster- Rapho Township (36948)	235
Lancaster- Warwick Township (36955)	44
Lancaster- West Donegal Township (36958)	797
Lancaster- West Hempfield Township (36960)	19
Lebanon - Cornwall Borough (38908)	7
Lebanon - Heidelberg Township	36
Lebanon - Millcreek Township (49560)	1
Lebanon- South Londonderry Township (38922)	10
Lebanon- West Cornwall Township (38925)	4
York- Hellam Township (67929)	3
York- Wrightsville Borough (67968)	3
York- York City (67001)	2
	Total 4803

45 rows returned.

**SENATOR
RYAN P. AUMENT
36TH DISTRICT**

SENATE BOX 203036
HARRISBURG, PA 17120-3036
PHONE: 717-787-4420
FAX: 717-783-3156

301 EAST MAIN STREET
LITITZ, PA 17543-2013
PHONE: 717-627-0036
FAX: 717-627-1389

senatoraument.com

August 7, 2017

Manheim Borough Council
15 East High Street
Manheim, PA 17545

Dear Council Members:

I am writing in reply to your contact to me concerning Senate Bill 22, Senator Boscola's proposal to reform the way that legislative and congressional districts in Pennsylvania are re-drawn.

Let me begin by expressing my sincere appreciation to you for taking time to contact me. One of my highest priorities is to have an open and ongoing dialogue with the people I represent in Harrisburg. As such, I greatly appreciate your willingness to contact me.

Gerrymandering has tainted our elections nationwide and I agree that our redistricting process needs reform. In fact, I voted against our current map which was finalized in 2013.

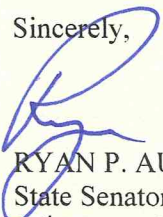
To that end, Senator Boscola intends to reform our current process with a proposal that would create a bipartisan citizen commission for the purpose of redrawing the legislative districts for the House of Representatives and the State Senate each decade following the federal census, as required by the Pennsylvania Constitution.

While I support increased transparency and citizen involvement in the process of redistricting, I believe that this proposal would still be inherently political as the sitting Secretary of State would be tasked with appointing representatives to the board. Nevertheless, this bill is a much needed step in the right direction and I look forward to working with my colleagues to improve this proposal to bring increased fairness and transparency to this very important issue.

At this time, Senate Bill 22 is referred to the Senate State Government Committee. I am not a member of this committee but will closely follow the movement of this bill moving forward.

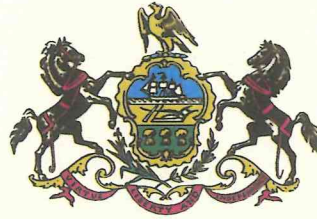
Thank you again for contacting me. My door is always open.

Sincerely,



RYAN P. AUMENT
State Senator
36th Senatorial District

RPA/rs



Senate of Pennsylvania

COMMITTEES

COMMUNICATIONS & TECHNOLOGY,
CHAIR

EDUCATION, VICE CHAIR

AGRICULTURE & RURAL AFFAIRS

FINANCE

HEALTH & HUMAN SERVICES

VETERANS AFFAIRS &
EMERGENCY PREPAREDNESS

MAJORITY POLICY

