

MANHEIM BOROUGH COUNCIL REORGANIZATION MEETING AGENDA

**January 5, 2026, at 7:00 P.M.**

60 W. Colebrook Street, Manheim, PA 17545

*The meeting is being audio and visually recorded via Zoom for the purpose of drafting minutes.*

**1. Call To Order / Pledge of Allegiance / Moment of Silence**

**2. Swearing In of Elected/Re-Elected Officials**

- a. Mayor-Scot C. Funk
- b. Council Member, Ward 1-James Blanck
- c. Council Member, Ward 2- Steve Gergely
- d. Council Member, Ward 3-Brad Roth

**3. Roll Call of Council**

**4. Election of Officers:**

Floor open for nominations (\*Motion and second not needed for nominations):

Vote on nominations in order made. Voting continues until one nominee attains majority vote

**a. President**

Nominee(s):

Vote:

**b. Vice President**

Nominee(s):

Vote:

**c. President Pro-Tempore**

Nominee(s):

Vote:

**5. Remarks By Mayor Funk:**

**6. Remarks By President Elect:**

**7. Committee Appointments**

**a. Police/Personnel**

Nominee(s):

Vote:

**b. Public Works**

Nominee(s):

Vote:

**c. Parks, Pool & Recreation**

Nominee(s):

Vote:

**d. Finance**

Nominee(s):

Vote:

## **8. Appointments and Other Resolutions:**

- a. Resolution 1-2026, Appointing Joel Mutschler as Chief Administrative Officer, Secretary, and Assistant Treasurer
- b. Resolution 2-2026, Appointing Jessica Trowbridge as Treasurer, Chief Administrative Officer for Pension Plans
- c. Resolution 3-2026, Appointing Leslie Rhoads as the Code Enforcement Officer
- d. Resolution 4-2026, Appointing Leslie Rhoads as the Building Code Official and Authorizing the Use of Two Third-Party Agencies for Plan Review and Inspection Services
- e. Resolution 5-2026, Appointing Lancaster Civil Engineering Firm as the Borough Engineering Firm
- f. Resolution 6-2026, Appointing Benjamin Craddock as Code Enforcement Officer for Storm Water Management
- g. Resolution 7-2026, Appointing of Jeremy Bentz as Borough Sewage Enforcement Officer
- h. Resolution 8-2026, Appointing Kozloff Stoudt Attorneys as Borough Solicitor/Legal Firm for Manheim Borough
- i. Resolution 9-2026, Appointing Primary and Alternate Open Records Officers
- j. Resolution 10-2026, Authorizing the Retention of Police Records
- k. Resolution 11-2026, Authorizing the Retention of Borough Records
- l. Resolution 12-2026, Designating Banks, Savings, and Loans as Depositories of Borough Funds
- m. Resolution 13-2026, Authorizing the Preparation and Distribution of Payroll Checks and Bill Payments
- n. Resolution 14-2026, Appointing of Conrad Seigel as the Actuary for the Manheim Borough Pension Plans
- o. Resolution 15-2026, Appointing Zelenkofske Azelrod, LLC as the Auditor of the Manheim Borough.
- p. Resolution 16-2026, Appointing the Lancaster County Treasurer as Tax Collector
- q. Resolution 17-2026, Adopting the General Rules and Regulations of General Conduct for Borough Business
- r. Resolution 18-2026, Authorizing the Manheim Fire Department to Provide Fire Protection
- s. Resolution 19-2026, Authorizing Penn State Health Life Lion LLC to Provide Emergency Medical Services
- t. Resolution 20-2026, Appointing MAWSA Members
- u. Resolution 21-2026, Appointing Zoning Hearing Board Members
- v. Resolution 22-2026, Appointing Planning Commission Members
- w. Resolution 23-2026, Appointing Historic Commission Members
- x. Resolution 24-2026, Appointing Shade Tree Commission Members
- y. Resolution 25-2026, Appointing Civil Service Commission Members
- z. Resolution 26-2026, Appointing the Primary and Alternate Municipal Voting Delegate to Serve on the Lancaster County Tax Collection Bureau's Management Committee for 2026
- aa. Resolution 27-2026, Approving the Continued Memberships to Lancaster County Co-op and Costars for 2026/2027
- bb. Resolution 28-2026, Appointing Andrew Nelson as Chair to the Vacancy Board
- cc. Resolution 29-2026, Re-affirming the 2026 Fee Schedule

**9. Approval Of December 9<sup>th</sup>, 2025, Meeting Minutes**

**10. Approval of Financials**

- a. Payment of bills (list in packets)
  - i. Ratified General Fund – \$ 109,539.69
  - ii. Ratified Capital Fund- \$ 74,512.48

**11. New Business**

- a. Approval of EMS Cost Sharing Agreement and LifeLion Lease

**12. Old Business**

- a. Volunteer Vacancies – Informational
  - i. Planning Commission
  - ii. Zoning Hearing Board Alternate
  - iii. Shade Tree Commission
  - iv. Historic Commission

**13. Public Comment-**Any Borough Resident or Borough Property Owner, time limit of three minutes per individual or 6 minutes per group in accordance with Resolution No. [2025-012](#), Public Comment Policy.

**14. Correspondence in packet-None**

**15. Executive Session**

**16. Adjournment**

**Next Council Meeting – January 13, 2026, at 7:00 PM**

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**Zoom Meeting Information**

[Join Zoom Meeting](#)

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