

MANCHESTER BOROUGH MEETING AGENDA

225 S. MAIN STREET MANCHESTER, PA 17345

January 05, 2026 @ 7:00 PM

Reorganization and Regular Monthly Meeting

- I. Swearing in/Oath of office of Mayor & Council
- II. Acknowledgment of Certificates of election & Affidavits of Residency
- III. Call the meeting to order
 - A. The Honorable Judy Vance, Mayor presiding
- IV. Pledge of Allegiance
- V. Roll Call
- VI. Nomination and Election of Council President
- VII. Nomination and Election of Council Vice President
- VIII. Council Member 2 Year Term Vacancy
 - A. A motion to approve Resolution 2026-02 appointing the 2-year council member seat
- IX. New Council Member Orientation – PSAB Boot Camp Training
 - A. A motion to approve PSAB Boot Camp Training as provided by PSAB/\$150 per
- X. Appointment of Borough Officials – A motion will be needed for the following appointments:
 - A. Borough Manager/Secretary/Asst. Treasurer – Tiffany Mays
 - B. Borough Treasurer/Asst. Secretary – Jennifer Reiner
 - C. Borough Public Work Director – Curtis Walters
 - D. Borough Engineer – C.S. Davidson Inc.
 - E. Borough Solicitor – CGA Law Firm
 - F. Auditor – Kochenour, Earnest, Smyser & Burg
 - G. Zoning Officer – Commonwealth Code Inspection Services Inc.
 - H. Code Enforcement Officer – Commonwealth code Inspection Services Inc.
 - I. Building Codes Officer - Commonwealth Code Inspection Services Inc.
 - J. Open Records Officer – Tiffany Mays
 - K. Emergency Management Coordinator – Michael Fischer
 - L. Sewer Enforcement Officer – South Penn Cove
- XI. A motion to obtain bonds for:
 - A. Borough Manager/Secretary/Asst. Treasurer – Tiffany Mays
 - B. Treasurer/Asst. Secretary – Jennifer Reiner
- XII. A motion for appointment of banks for depository for Borough Funds
 - A. M&T General Funds
 - B. M&T Recreation Funds
 - C. Member’s 1st Federal Credit Union
 - D. PLIGIT Investment Trust
- XIII. Discussion and action to appoint new Council Signatories to bank accounts as authorized users
- XIV. Approval of December 10, 2025 Minutes
- XV. Public Comment

Reports

- I. Fire Services Report
 - a. Report provided
- II. Treasurer’s Report
 - a. Motion to approve Treasurer’s Report as presented

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- III. Public Works
 - a. Report provided
- IV. Mayor's Report
 - a. Police Report provided
- V. Code Enforcement/Zoning – Enforcement underway as follows:
 - a. Enforcement Report provided
 - b. 205 Maple St. – Final Notice of Violation for Junk
 - c. 137 N. Main St. – Final Notice of Violation for Junk
- VI. Engineer's Report
 - a. NESD LD Plan Review (0965.3.14.14)
 - b. PA Small Water & Sewer Program DCED (0965.5.10.04)
 - c. Gross Property Subdivision (0965.3.07.03)
 - d. 2025 CDBG Main Street ADA Curb Ramps (0965.4.65.00)
 - e. Misc. Items
- VII. Solicitor's Report – No Report
- VIII. Manager's Report
 - a. Uni First 3x5 entry rugs \$3.50 each
 - b. Ellis Pest Control Services Estimate
 - i. A motion to approve/reject Ellis Pest Control as Manchester Borough Pest Control Service to include Manchester Recreation Building.
- IX. Recreation & Parks Report
 - a. Water leak at the Park/Recreation building door area. Repair required.
 - i. A motion to approve/reject water leak repair from Houseal Plumbing
- X. Unfinished Business
 - a. Manchester Ambulance Club – Postpone
 - b. Security Improvements – Office Estimates – Postpone
 - c. York County Liberty Tree Location
 - d. NESD Waiver of Permit Fees Discussion – Ad Hoc Committee
- XI. New Business
 - a. A motion to approve Resolution 2026- Authorizing and Approving a Tax Collection Agreement with York County Treasurer's Office for collection of Borough taxes to begin for the 2026 tax year.
 - b. A motion to ratify the hiring of Helen Reisinger as a crossing guard for Manchester Borough at \$15/hr.
 - c. Motion to Approve/ Conditionally Approve/ Deny Northeastern School District PC0965.3.14.14 Capital Improvement Project Final Land Development
- XII. Executive Session to provide for legal questions of the Borough Solicitor.

There being no further business, the meeting will be adjourned.