

MANCHESTER BOROUGH MEETING AGENDA

225 S. MAIN STREET MANCHESTER, PA 17345

January 08, 2024

7:00 PM

Special Reorganization and Monthly Meeting

- Call to order & Pledge of Allegiance
- Certificates of election, oath of office.
- Swearing in of Council: Larry Weirich, Joseph Paniagua, Bradford Price, and Ronald Gembic
- Roll Call
- Nomination and Election of Council President
- Meeting turned over to the elected Council President
- Nomination and Election of Council Vice President
- Discussion Regarding January 2, 2023 Notice from Wade Witt and Council member vacancy
- Appointment of Borough Officials – A motion will be needed for the following appointments:
 - Secretary – Tiffany Mays
 - Treasurer – Harry Morgan
 - Engineer – C.S. Davidson Inc.
 - Solicitor – CGA Law Firm
 - Auditor – Mark Kephart, Kochenour, Earnest, Smyser & Burg
 - Zoning Officer – Commonwealth Code Inspection Services Inc.
 - Building Codes Officer - Commonwealth Code Inspection Services Inc.
 - Open Records Office – Tiffany Mays
 - Emergency Management Coordinator – Michael Fischer
 - Sewer Enforcement Officer – South Penn Cove
- A motion to obtain bonds for the following:
 - Tax collector – Kelly Neely
 - Secretary – Tiffany Mays
 - Treasurer – Harry Morgan
- A motion for appointment of banks for depository – M&T, Member's 1st Federal Credit Union, and PLIGIT
- Discussion and action on authorizing new Treasurer and Council members to be added to bank accounts as authorized users and/or signatories
- Approval of December 11, 2023 Minutes
- Public/Citizen Comments/Announcements

Reports

Treasurer's Report: Harry Morgan

- Account Balances (receipts and disbursements)/Bill Payment Approval

Mayor's Report:

- None

Zoning/Codes Report

- 555 Crossing Way Permit approved – Fence

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- 14 Cedar St. – Ramp Install 3’x15’ awaiting information
- 1 High St. – Citizen Complaint Junk

Engineer’s Report: John Rea

- 2024 Street Maintenance (0965.4.01.58)
- CDBG Main Street ADA Curb Ramps (0965.4.65.00)
- Local Share Statewide Grant (0965.9.60.03)
- CDBG 2024 Grant Funding (0965.1.00.04)
- PA Small Water & Sewer Program DCED (0965.5.10.04)
- Farm Lane Paving
- Mt. Wolf Village Apartments (0965.3.13.12)

Solicitor’s Report: Beth Kern

- Update on 111 Cooper Street Enforcement Notice
- Discussion of Borough accounts, 3rd party accounts and users
- Update on proposed Developer’s Agreement with Beshore & Koller

President’s Report:

- Discussion regarding anything for the betterment of the Borough

Park and Recreation Report: Joseph Paniagua/Judith Hilliard

- Discussion of any issues/matters about Manchester Park

Maintenance/Street Report:

- Monthly maintenance update

Unfinished Business:

- Tree Landscaping Quotes for 111 Cooper Street

New Business:

- Statement of Financial Interests
- Declaration of the adoption of the Municipal Record Retention Manual and the destruction of the minute’s recordings
- Manchester Borough Property/Facilities policy forms
- Motion to adopt Resolution 2024-01 Appointing Ken Bart as a member of the Zoning Hearing Board
- Motion to adopt Resolution 2024-02 for the Submission of a CDBG application for ADA Sidewalk Ramps
- Discussion and acceptance of the Mayor’s January 2, 2023 Resignation Notice

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