

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 10, 2023

- President Wade Witt called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance
- Roll call was performed and the following officials were present:

Adam Bowman
Eric Gimbi (Absent)
Ryan Neely (Absent)
Wendy Snyder
Mike Stahle

Wade Witt
Larry Weirich
Joseph Paniagua (Late)
Solicitor Beth Kern
Engineer John Rea
Mayor Patricia Witt

Approval of Agenda/Minutes

- A motion was made by Adam Bowman to approve the March 13, 2023 minutes as presented. Mike Stahle seconded the motion and the motion carried.

Public Comments/Guests:

- Fire Chief Joe Stevens reported 22 calls, \$260,000 in loss, and 1 Civilian injury. The annual shrimp feed was held on March 19, 2023. There were 243 people in attendance and a profit of \$10,000 profit. Chief Joe informed that the property of 209 York Street went up for sale and Union Fire Company has purchased it. This building will be used for training. There were rumors of a new fire truck purchased. Chief Stevens informed that they are specking for a new fire truck, but there has been no purchase.
- Deputy Police Chief Rizzo was in attendance, and asked if the Borough needed anything from YCRPD, or had any questions for him. There was nothing that was needed by the Borough.

Council Interest: The council seat to be filled is for Eric Gimbi. There are two individuals interested at this time. Mike Jackson, who has submitted his letter of intent and was in attendance, and Maria Burkins, who also submitted a letter of intent, but was unable to attend the meeting. Mike addressed the council as to why he felt he was a good fit for the council seat position. This item will be moved to the May 8th council meeting. Tiffany to reach out to Maria to follow up that she is still interested in the council seat position.

Council entered into an Executive Session @ 7:25 P.M.

Executive Session ended at 8:08 P.M.

- Discussion regarding Shane Leader
- A motion was made by Mike Stahle to approve Shane Leader's increase for shop work and to continue his employment after his 90-day review. Joseph Paniagua seconded the motion and the motion carried.

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 10, 2023

Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$389,295.25. Receipts for the month of March were \$32,134.89, Disbursements were \$55,974.25 leaving a total of \$365,455.89 in the account. Members 1st Bank Money Market Account \$454,319.58. The PLIGIT accounts were also reviewed for the month of November.
 - Adam Bowman motioned to approve the March 2023 account balances as read and presented. Larry Weirich seconded the motion and the motion carried.
 - Adam Bowman motioned to approve and pay the March 2023 bills as read and presented. Joseph Paniagua seconded the motion and the motion carried.
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Mayor's Report: Patricia Witt

- The 2022 annual police report has been placed for review by each council member.
- Crosswalk – Due to speeding cars, and pedestrians almost being struck by vehicles, it has been requested to have a speed control device in the parking lot. This could be a speed sign, or a speed bump. Adam suggested placing the barrels out in the parking lot at the driveway area and down through the middle to slow people down.
- There have been citizen complaints about the address of 6 York Street, Manchester. The property manager allowed a church to move in the front of the building and the tenants in the back are having issues due to the loud noise, as the church uses a microphone in the building making it very loud. The church meets three times a week, and the church members are taking up the tenants parking spaces. The mayor has sent a letter to the property management stating the tenants are to have two parking spaces for each tenant. The property management informed the mayor that they have addressed the parking issue and are parking in Grim's parking lot currently. The tenants have stated the noise is getting worse and not any better. The tenants called the police department, the police informed the tenants the Borough needs to handle this situation. This is a community centered property. Tenants came into the Borough today and asked what the Borough could do to help with the situation. John Rea asked what the space was used for previously for occupancy classification. John Rea to review this property complaint.

Engineer's Report: John Rea

- 2023 Street Maintenance (0965.4.01.57) John reached out to 5 local contractors for quotes, and only received pricing back from 2 of the 5. John to continue to solicit for a 3rd quote for each contract. The pricing that was received has been favorable.
- Ordinance Review & Updates (0965.9.02.01/0965.9.05.01) John provided a draft markup of the degradation ordinance and provided for review and comment. John will also provide Tiffany and Wade with an electronic for review. Once thoughts are provided John will provide a draft to the council members. Wade asked if the H.O.P. would be affected by the change of ordinance. John stated the ordinance will be clear for the H.O.P and what is required per the ordinance. Moving

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 10, 2023

forward, if we know the additional requirements needed for the additional restoration areas, we need to identify this on the permit to hold everyone accountable.

- CDBG Main Street ADA Curb Ramps (0965.4.65.00) with the authorization from last month's meeting, John did start to work on the design for the ADA ramps. There was a request for survey. There will be a surveyor taking some images for the ramps that are planned for replacement. Once this is completed the plan will be submitted for the H.O.P to PennDOT. Tiffany sent documentation to C.S. Davidson from the YCPC for the Engineering Estimate. C.S. Davidson should have completed by next week and then Tiffany can turn it back over to the YCPC.
- Mount Wolf Village Apartments – No Update
- Fenwick Dr/Malvern Dr Parking Study & Roadway Study for Truck Restrictions – Project's closed.
- PA Small Water & Sewer Program – DCED Grant Funding (0965.5.10.04) Grant awards anticipated to be announced at the July DCED committee meeting. Still on hold.
- NEYCSA Sewer Work Fenwick/Malvern Dr. & Manhaven Dr. are on hold until paving season. Should be hearing from the contractors soon for the final restoration to be completed. Wade suggested for the inspection portion of the H.O. P's that Tiffany be able to perform the inspections with assistance and training from C.S. Davidson. A motion will not be needed as this will be covered with the passing of the new ordinance for degradation. John Rea stated that if there are any concerns to please take a picture and reach out for support from C.S. Davidson.
- C.S. Davidson Revolution Ballgame – in the box – will be held Wednesday June 7th. Gates will open at 5:30 PM and the game starts at 6:30 PM.

Solicitor's Report:

- Update on Joint Refuse Bidding/Contract – Mount Wolf Borough is interested in continuing with the joint refuse bidding. Beth asked to note in the Manchester Code Chapter 123 Solid Waste Section 7, It specifies the frequency of the pick ups for the contract. Beth suggests having a formal discussion about the willingness to only bid out, or otherwise accept a bid that would only require a once a week pick up. If the council is in agreement to reduce the pick-up, The Borough Code will need to be amended to remove the second pick-up frequency, and other specific requirements that may affect the refuse bidding for this bidding cycle and in the future. Mount Wolf would like to consider bidding out one pick up per week. If the council does not want to consider a once-a-week pick-up there would be no need for a joint bid. Wade asked the council to vote to continue jointly will Mount Wolf Borough's request of once-a-week pick-up. All the council have agreed unanimously to a once-a-week pick-up. If a failure to pick up occurs this will be placed in the contract to ensure it is covered for accountability. Beth to follow and confirm that Mount Wolf Borough will not change their mind from a once weekly pick up before there is a change in the Borough Code.
- ARPA Funds Annual Report – The annual ARPA report for the time period of April 1, 2022 – March 31, 2023, must be completed before April 30, 2023. The reporting portal is now open. If needed Beth can assist on-site or via phone meeting to help with the reporting. The motion that was made in the March 2023 meeting will count in this reporting period. A financial estimate

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 10, 2023

will need to be put together by Beth, for the amount dollars that were obligated through that motion for those particular items.

- Manchester Recreation Commission Boards Funds Administration – Last meeting the recommendation was made that the Manchester Recreation Commission funds be transitioned to be managed by the Borough Treasurer due to administrative challenges. The current treasurer put a lot of time and work into handling the funds and information. Beth reviewed Borough Ordinance 113 and the Borough Code to provide a recommendation on the matter. Beth recommends getting an opinion from the Borough auditors on any movement of money. The monies of the funds must at minimum be a separate line item within the Borough budget. It is recommended that the council should approve or reject such a formal motion.
 - Adam Bowman motioned to approve Wendy to take over operations of the recreation’s commissions treasury. Joseph Paniagua seconded the motion and the motion carried.
 - A vote was called for by President Wade Witt as asked by Adam Bowman. All the council were in favor. 0 were opposed.
- Fee Resolution update – is taking more time than a one meeting cycle due to the occurrences of the word fees. More updates to be provided at the May 8th council meeting. Tiffany provided a copy of the 2015-1 fee resolution to the council.
- Emergency spending policy – Recommendations in the report. Will be moved to May 8th council meeting as it is not an urgent topic.
- Act 101 Recycling report update – The Borough is not required to have an ordinance for the recycling program due to population size of the Borough. Recommended to address on a case-by-case basis and file as it is provided.
- Zoning hearing board vacancy – It is the Borough’s council responsibility to fill the member seat for the vacancy of the member. It would be to fill the term length of the member that left. The official seat is up to the zoning hearing board to appoint a new chairman. It is not the responsibility of the borough council. The Borough can advertise the zoning vacancy if they so wish.
- CGA Municipal ball game will be held on May 12th, 2023. Invitations were placed at each individual seat. Please RSVP to the email address listed on the invitation. They will send your tickets electronically.

President’s Report: Wade Witt

- Ice Cream Social was stopped due to COVID-19, and lack of help. Wade would like it to be started again this year. A lot of citizens are asking for it. It will be held at the Manchester Community Park. It has more parking and space for those to bring chairs and enjoy the music and weather. Wade thanked Adam for his previous years lead on the ice cream social. The ice cream social could be posted on social media in order to reach out to the community to inform of the upcoming ice cream social. All of the council are in agreement, and Wade is to provide more feedback on the date and time to council in a future meeting.

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 10, 2023

- Online Bill Pay – More municipalities are moving towards paying online. We received our Sheetz card, and we are saving .80-.90 cents a gallon. However, it takes Sheetz 15 days to post the check once it is received, causing the Borough to be late on payment which then causes a \$75 late fee. Sheetz also charges \$10 a month to send out a statement to the Borough. Wade recommends starting the online bill pay with Sheetz. When Wendy sets these accounts up, she is to provide Tiffany with the passwords to get online to pay bills. Wade suggests that it is not an automatic payment, because we still need the ability to print and present to council before payments are processed. Beth stated we could make a resolution to set out the accounts that are authorized to be paid online, whether it'd be automatic or paid by a person, can be paid based on their due date in advance of the council meeting. A threshold could be established as long as the amount is less than is reasonable per expenditure, would be checked by a human to validate no unauthorized amounts that may be on the account before it is paid online. Then it could be presented to the council to ratify opposed to approving the bills to be paid. The resolution would be set up as your agreement as to which accounts will be auto paid, as opposed to approving all the bills to be paid as it is done right now. This is how other Municipalities have handled their ACH Payments. The council agreed for the following accounts to be set up with online bill payment. Met Ed, Rutter's, Sheetz, and Comcast. Accounts can be added as we go along. Beth asked if a threshold limit would be set for the accounts to be paid, to be approved by the council before they could be paid. No limits were set.
 - A motion was made by Joseph Paniagua to approve the Solicitor Beth to generate an account balances resolution with accounts council agrees to put on for online bill pay. Adam Bowman seconded the motion and the motion carried.
- State/American Flags –The state flag at the square disappeared so Wade purchased the hooks and put up a state flag. In doing so he noticed the American flag needed replaced as well due to damage from the wind. Tiff and Wade reached out to the State Representative office for replacements and a letter was received from the State Representative Office informing the borough they will no longer be supplying municipalities with these flags. Going forward we will need a point of purchase for our flags. Tiffany to get quotes for flag costs and present to council for approval. The flags need to be American made, nylon, 3x5 and 4x6.
- Racks for the box storage – Wade could not get ahold of anyone at Eastern Lift but was able to find someone else to quote the racking. The previous cost was a little of \$800 for 3 uprights, 8 cross members, and the tear drop shelves to go on it. Warehouse Rack Kings, where Wade got the quote from, are all used racking. If we could focus on getting the boxes off the floor and onto the rack the cost would be about \$1,100. A forklift could be used to lift as we need to and reach up to the boxes needed. Mike Stahle asked if there is a warranty with all used racking? Wade stated that they are sold with a guarantee. Mike stated would like to make sure they are guaranteed so nobody would get hurt. John Rea states as long as the racking is sold with its warranty and undamaged, he sees no concern with it. This item will be placed on next month's agenda.

Park and Recreation Report: Joseph Paniagua, Wade Witt

- No updates

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 10, 2023

Maintenance/Street Report:

- No updates

Council/Miscellaneous Items:

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Unfinished Business

- H.O.P – Tiffany provided a packet to show the cost of current open permits for H.O. P's. It was agreed through the council to only assess the late permit fees and not the degradation or inspection fees. Tiffany to reach out to Columbia Gas restoration specialist, and engineer to inform them. A newly updated H.O.P application was given to council for review. A letter and ordinance update will be sent to The York Water Co., Columbia Gas, York Sewer Authority etc. to show our fees and a reminder of what steps are to be taken before digging in the Borough. Wade asked if the council would like to get a bid from Mike Jackson. Beth stated there would be a conflict of interest with ethics.
- Furnace Quotes – Larry Weirich provided quotes for Regal, Strine, and Gohn & Stambaugh.
 - A motion was made by Adam Bowman to approve the \$11,605 purchase of a new furnace through Gohn & Stambaugh. Joseph Paniagua seconded the motion and the motion carried.

New Business

- Secretary newsletter – Tiffany presented a new layout for the Manchester Borough newsletter. The council agreed to accept the new layout and for Tiffany to reach out and have donations made in order to advertise and place in the borough newsletter.
 - A motion was made by Adam Bowman to approve the new layout for the newsletter and pay for the newsletter by donations. Mike Stahle seconded the motion and the motion carried.
- Ehrlich Pest Control - Due to current issues with ants in the office, Larry asked if we could set up a contract with Ehrlich to spray the office for pest control. To include the meeting room as well.
 - A motion was made by Adam Bowman to approve an Ehrlich contract to be drawn up for pest control in the office. It was seconded by Mike Stahle, and the motion carried.

There being no further business a motion for adjournment at 10:00 P.M. was made by Adam Bowman and a 2nd by Mike Stahle. The motion carried unanimously.