

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 14, 2025

- An executive session was entered into at 6:30 p.m. by the council to discuss legal matters. The executive session ended at 7:02 p.m.
- President Ronald Gembic called the meeting to order at 7:03 P.M. and led with the Pledge of Allegiance.
- Roll Call was performed by the Secretary

Council Members' Attendance

- Adam Bowman, Bradford Price, Wendy Snyder, Ryan Neely, Ronald Gembic, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, and Mayor Michael Goodling

Approve or Amend Minutes

- A motion was made by Ryan Neely to approve March 10, 2025 council meeting minutes as drafted. Bradford Price seconded the motion, and the motion carried unanimously.

Public Attendance & Comments

- Jared Englehart - York County Community Service Program. Jared presented documentation for the council to review any questions they may have. The community service program would assist in helping those who are required by court order or ARD to complete a certain amount of required community hours.
- Attorney Alex Snyder introduced his client Dillan Weitkamp to speak on behalf of CDD Holdings LLC regarding Ordinance 2024-5. Dillan stated that he did not feel Ordinance 2024-5 was advertised for discussion for the public. What was the intent behind the ordinance passed by Manchester Borough? Is it to fund the Borough? Mr. Weitkamp asked about the process of establishing Ordinance 2024-5. Mr. Weitkamp also stated there are concerns about missing units not being occupied prior to occupancy which creates issues of the unit not being listed in time due to the inspection requirements. The detached garage requirements are of concern, and the costs associated with the Rental Ordinance. Mr. Weitkamp stated he feels the costs for Manchester Borough are the highest in the area. The license timeline of a year is not an actual yearlong active license.
- Emily Mumma of N. Hartman St. presented parking concerns on N. Hartman St. Due to the increase in visitor traffic, and the influx in events for the school. Emily requested a review of the parking restriction timeline for N. Hartman St. to increase the time to 4 p.m. to 8 p.m. and to ask for more enforcement time from YCRPD.
- Judy Vance introduced herself as she submitted a letter of interest for the vacant council seat position.
- Attorney Kurt Blake on behalf of Village Realty regarding Ordinance 2024-5. Kurt presented facts on the costs that Village Realty would be taking on. Repetitive inspections of tenants moving in and moving out could potentially become a negative cycle. The Manchester Borough Disruptive Conduct Ordinance becomes a concern due to neighboring property complaints. There are many current grandfathered requests for properties in place that would need to continue to be

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grandfathered. The Borough has a 20-mile parameter that would require a local agent. This would be a concern that would need to be addressed.

- Zach Newcomer - Ordinance 2024-5 Rental License. The fees will be a burden on the citizens of the Borough as the costs will be passed down to them. Why can't a garage not be rented? Will the Borough be responsible for the costs of damage done by the tenants being evicted. Disturbance Conduct to control the behavior of the tenant is not the responsibility of the landlord. This should be a police matter.
- Tammy Motter - Ordinance 2024-5 as a homeowner is she being required to follow this scenario if she chooses to rent her property? This is her property, and the borough has no right to tell her how to use it.
- Solicitor Beth Kern stated there will be further discussion and to the extent that there is official action regarding either decisions to reevaluate some of the concerns addressed for the Ordinance, or other points to be addressed for official action in May as it is not on the agenda this evening. The council also has a desire to postpone any enforcement or notices regarding Ordinance 2024-5 until further discussions at the May council meeting.
 - A motion was made by Bradford Price to postpone any enforcement action for Ordinance 2024-5 until the May council meeting discussion. The motion was seconded by Adam Bowman and the motion carried unanimously.

Fire Services Report:

- Chief Stevens reported 46 calls, \$147,000 in loss and 0 injuries. Union Fire's first fish fry will be on April 22, 2025.

Treasurer's Report:

- Balances of the accounts were reviewed for March 2025, and the following motions were made:
 - A motion was made by Ryan Neely to approve the March 2025 account balances as read and presented. Larry Weirich seconded the motion, and the motion carried unanimously.
 - A motion was made by Bradford Price to approve and pay bills in the amount of \$63,126.01 as presented for March 2025. Larry Weirich seconded the motion, and the motion carried unanimously.
- General Checking Account (M&T Bank) Starting Balance \$435,906.75
- Receipts for March 2025 are \$101,054.47
- Disbursements for March 2025 were \$155,753.47 leaving \$381,207.75
- PLGIT Accounts:
 - General \$430.89
 - PLGIT/Reserve \$14,077.46
 - Reserve \$444,674.55
 - Liquid Fuels \$335,238.60

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- Retirement Escrow \$ 477.50
- Recreation Fund \$20,090.62
- COVID/ARPA Funds \$3,914.18
- Members 1st Money Market \$100,556.91
- A quote was provided for \$726.00 for a vinyl stencil to be placed behind the council table in the conference room of a black and white trolley. This includes the installation of the decal. Office COVID funds would be used for this project. Wendy to investigate more history of the Borough for the actual trolley image.
- With the funds allocated prior from COVID Funds there will be updates for the office for new desks.

Public Works:

- Monthly Report included in the council packets

Mayor's Report:

- Police report provided in the council packets
- Mayor Goodling performed 1 wedding and will be officiating another in a few days after the council meeting.
- Mayor Goodling reported that he has made the decision to pull his name from the upcoming election and will not be running for Mayor for the year 2026.
- Mayor Goodling attended a recs and parks meeting and will be leaving the documents at the Borough for those who will need them.

Zoning, Codes, Permits, Concerns

- 1 Fence, and 1 garage structure permits were approved.
- No enforcement was required for March 2025.
- Simon Schilling (Zoning Officer) provided input for some of the rental and licensing concerns noted previously in the meeting. Simon recommended that the council keep the inspection process at the change of tenant. Simon asked how phone calls should be handled at CCIS for scheduling inspections. Solicitor Beth Kern stated the direction should be that all enforcement, which includes actively scheduling inspections, are postponed and will be readdressed at the May council meeting and there will be further contact after the discussion at that time.

Engineer's Report:

- CDBG Main Street ADA Curb Ramps (0965.4.65.00) - The curb ramps on Main St. for final repair has been completed and a final AFP #4 for \$9,282.55. All funds were covered by the CDBG grant. The 1st Quarter report was provided to the YCPC.

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- A motion was made by Adam Bowman to approve payment of AFP#4. The motion was seconded by Larry Weirich and the motion carried.
- PA Small Water & Sewer Program (0965.5.10.04) - PA Small Water & Sewer Program (0965.5.10.04) - Manhaven Manor Stormwater replacement project - The final TCE was provided to the Borough. The tree removal is complete, and the excavation is scheduled to begin on 4/15/25. A preconstruction meeting was held on April 3rd.
- 2025 Street Maintenance - Roadways were observed on March 26th by John Rea, Curtis Walters, and Ryan Neely. Due to the work discussed, work will need to be publicly bid. A scope of work has been provided to the council. A motion for authorization to bid is required.
 - A motion to finalize and solicit 3 bids for roadway maintenance was made by Adam Bowman. Bradford Price seconded the motion and the motion was carried.
- Annual Crack Sealing - A Request for Proposal has been submitted by C.S. Davidson Inc.
 - A motion was made by Adam Bowman to solicit 3 bids for the annual crack sealing in the Borough. The motion was seconded by Bradford Price and the motion was carried.
- Misc. Items - Main St./Maple St. modifications - C.S. Davidson Inc. is awaiting a proposal from TRG.
- PA Small Water Grant 2025 - Farm Lane Utility and Roadway Repairs - John provided an estimate for the council's review. The borough will need to show a commitment of funds. Liquid Fuels can be used. April 30th is the deadline for grant submission.
 - A motion was made by Adam Bowman to approve the submission of the application for the PA Small Water & Sewer Grant as described above. The motion was seconded by Ryan Neely, and the motion was carried.

Solicitors' Report:

- In addition to the ordinances that were discussed at the March Meeting which includes the elected official's compensation, there is an update being drafted for the traffic ordinance for traffic regulations. This update will allow for the enforcement of the school zone improvements. There will be a new chapter included to clearly outline and be provided for in the code for enforcement.

Recreation & Park

- The recreation building will now support credit card payments but utilize the square terminal system. This will be at a 0 cost of the Borough. There is no personal data being held in the system for the payments.
- Mayor Goodling stated he has had contact from the Newberry Police Dept. to reach out and inform him that the police dept. would be willing to provide some funds for the recreational park if the Borough would like to consider this in the future.

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Unfinished Business:

- Action to adopt/reject Resolution 2025-4 Implementing Provisions to the Uniform Construction Code, York County Ordinance 2004-4
 - A motion was made by Ryn Neely to adopt Resolution 2025-4. Bradford Price seconded the motion, and the motion was carried unanimously.
- Action to adopt/reject Resolution 2025-5 Modifying the Intergovernmental Cooperation Agreement by York County.
 - A motion was made by Ryan Neely to adopt Resolution 2025-5. Adam Bowman seconded the motion, and the motion was carried unanimously.

New Business:

- Action to approve/reject a parking waiver request for 460 Maple St. - This item is postponed until the May Council Meeting.
 - A motion was made by Adam Bowman to table this topic until the May council meeting. The motion was seconded by Ryan Neely and the motion was carried unanimously.
- Action to adopt/Reject Resolution 2025-7 Appointing Judy Vance as a member of council until the term expires in January 2026. Judy will be given the Oath of Office at the May council meeting.
 - A motion was made by Adam Bowman appointing Judy Vance as a member of council until the seat term expires in January 2026. The motion was seconded by Joseph Paniagua.
- Habitat for Humanity – President Gembic was provided correspondence from Habitat for Humanity gauging interest for projects in the future for Manchester Borough.
- Action to approve/reject Resolution 2025-6 Approving the Sale of the 1994 Case 580 SK Backhoe.
 - A motion was made by Ryan Neely to adopt Resolution 2025-6 approving the sale of the 1994 Case 580 SK Backhoe. The motion was seconded by Larry Weirich and the motion was carried unanimously.
- Action to approve/reject a Tax Collection Agreement with Northeastern School District.
 - A motion was made by Bradford Price to approve the Tax Collector's Agreement with Northeastern School District. Adam Bowman seconded the motion and the motion was carried.

There being no further business, a motion for adjournment at 9:07 P.M. was made by Adam Bowman with a 2nd from Bradford Price. The motion carried unanimously.