

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

April 08, 2024

7:00 PM

Monthly Meeting

- President Ronald Gembic 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
Mike Jackson
Bradford Price
Wendy Snyder (Absent)
Ryan Neely

Ronald Gembic
Larry Weirich (Absent)
Joseph Paniagua
Solicitor Beth Kern
Engineer John Rea
Mayor Michael Goodling

Approval of Agenda/Minutes

- A motion was made by Adam Bowman to approve the March 11, 2024 minutes as presented. Ryan Neely seconded the motion and the motion carried.

Fire Company: Chief Joe Stevens

- Chief Stevens reported 32 calls, \$0 in loss, and 0 Firefighter injuries. Chief Stevens stated that the shrimp feed was held on March 17, 2024 and sold out. 307 people attended and 28 staff worked with a profit of \$8,863.37. The rib BBQ will be held on June 15, 2024 and tickets will be \$15 each.
- The fire company has been having issues with after hour calls regarding sewer issues. Due to them not being an emergency the fire company would like to make sure their resources are available for emergencies when needed. Desiree Boorujy who represented the sewer authority responded that it is to her knowledge that after hours for sewer emergencies the residents are directed to call 911. However, 911 does have the contact information for the sewer authority personnel. Desiree was informed from the contact at 911 she spoke with that per the transcript of the resident they directly asked for the fire company, and then later retracted that they did not need the fire company. Desiree is unaware as to why this is happening, and the sewer authority does not want the fire company to use their resources to respond to these calls. Desiree Boorujy to share the sewer authority contact information with Chief Stevens and Tiffany Mays.

Public Comments/Guests:

- Desiree Boorujy attended representing the Northeastern York County Sewer Authority.
- Judy Hilliard was in attendance and stated that she would like the council to be aware that the crosswalks within the Borough limits need to be painted. They are faded and are a safety issue. Adam Bowman informed that the paint machine was not working and was unrepairable and he would start sourcing quotes for a new paint machine. Judy Hilliard suggested the council outsource and hire a company to paint the crosswalks in the interim.

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Treasurer's Report: Wendy Snyder

- Secretary Tiffany Mays presented the Treasurer's report during Wendy's absence.
- The General Checking Account (M & T Bank) starting balance was \$444,191.60. Receipts for the month of March 2024 were \$31,772.45, Disbursements were \$167,452.05 leaving a total of \$308,512.00 in the account. PLGIT General Account \$203.10, PLGIT/Reserve Account \$13,548.63, Reserve Account \$424,199.19 Liquid Fuel Account \$294,660.07, Retirement Escrow Account \$2,416.64, Recreation Fund \$19,165.54, M&T COVID Fund \$156,021.61. Members 1st Bank Money Market Account \$100,357.03.
- Total bills for the month of April 2024 thus far are \$43,444.48
 - Adam Bowman motioned to approve the March 2024 account balances as read and presented. Bradford Price seconded the motion and the motion carried.
 - Bradford Price motioned to approve and pay the April 2024 bills as read and presented. Adam Bowman seconded the motion and the motion carried.

Mayor's Report: Michael Goodling

- The police report was provided in council packets.
- Mayor Goodling requested to join the mayor's association at fee of \$60/year and attend the events that they will present. Solicitor Kern stated that §704 of the Borough Code allows for the mayor to join such organizations if the cost is \$100 or less for annual dues and the Council will be responsible to pay for the cost at the request of the mayor. There is no motion needed for this action.
- IRA (Inflation Reduction Act (IRA) Tax Credits on Local Governments and Other Tax-Exempt Entities) Meeting – Mayor Goodling met with some individuals that work from the state of Pennsylvania and they explained that the Borough could receive tax credits if we implement novel and clean energy projects. Mayor Goodling left the printout for the council's review.
- Manchester Park Playground – Mayor Goodling gathered some information regarding playgrounds. Mayor Goodling will also be meeting with a representative at the Park Playground to discuss equipment and grants. Mayor Goodling mentioned that during the conversations with individuals at the meetings, they are hesitant to provide quotes to Manchester Borough as it has been an ongoing process of providing them with no follow-up. Adam Bowman asked if Mayor Goodling did make a list of needed equipment for the playground. Mayor Goodling was following up on the requests from the previous administration. Adam Bowman and Mayor Goodling to meet and discuss further steps for the equipment needed for the playground. Solicitor Beth Kern provided a status update for the Manchester Recreation Committee to the council. Solicitor Beth Kern stated that she found there is a separate Manchester Recreation Commission that was believed to be created formally in 1971. It is known to be of an entity prior to 1971, but there is a historical Borough Ordinance 113 from 1971 that explicitly created the recreation commission and the commission board. It vested the authority to set out and have a park for the residents and the powers to oversee the parks to the commission. Per the Borough Code Chapter 27 all the powers that were granted to the recreation commission board were

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subjected to the will and discretion of the council. Solicitor Beth Kern asked to highlight this section and it is believed that this is where the confusion may have been. Solicitor Beth Kern suggested that the Borough revitalize the Manchester Recreation Commission with five members, to meet and report to council at the monthly meeting.

- A motion was made by Adam Bowman to authorize Solicitor Beth Kern to draft a resolution for the new Manchester Recreation Commission members to include Adam Bowman, Mike Goodling, Joseph Paniagua, Denise Dellone, & Ryan Neely. It was seconded by Ryan Neely and the motion carried.
- A motion was made by Adam Bowman to authorize Solicitor Beth Kern to check for Liens, and titles for the Manchester Recreation Commission. It was seconded by Bradford Price and the motion carried.

Zoning, Codes, Permits, Concerns

- 2 fence and 1 patio permit were approved
- 11 N. Main St. concern building without a permit. CCIS to follow up
- 20 Maple St. business garage work without a permit. CCIS to follow up
- 2 Citizen Concerns submitted for Gross Alley. It does not drain off when it is raining and icy in the winter. This is due to a low spot and the grass the dirt is higher than the roadway where the apartments are. To get the water off the road we need to either raise the road up or cut the dirt out to get it to drain. A letter of request for work will be sent by the secretary to Village Realty.

Engineer's Report: John Rea

- Crack Sealing – 4 bids were received at 7,500 lbs. Russell Standard Corp. was the lowest bidder at \$2.37/lb. with a total bid cost of \$17,775.00.
 - A motion was made by Adam Bowman to award Russell Standard Corp. the contract to do the Manchester Borough Crack Sealing. It was seconded by Bradford Price and the motion carried. John Rea informed Tiffany Mays that the base repair project should require a project # for Liquid Fuels. John Rea to send the required information to the secretary.
- Base repair & Patching – 3 bids were received. C.S. Davidson Inc. recommends H&H General Excavating at their bid price.
 - A motion was made by Adam Bowman to award H&H General Excavating to complete the Base repair and patching for Manchester Borough. It was seconded by Bradford Price and the motion carried.
- CDBG Main Street ADA Curb Ramps – H.O.P. should be submitted this week and the bid documents are being prepared and available for review at the May 2024 meeting.
- PA Small Water & Sewer Program – The contract was signed by the Borough and is awaiting final signatures.
- NEYCSA Sewer Work – The sewer authority would like to attend the final restoration walks as they may want to do work in the area's that previously had work completed and would split the final costs with the other utilities.

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Solicitor's Report: Beth Kern

- Joint refuse contract bid closed on March 29th, 2024 at 10 a.m. 2 Sealed submissions were submitted to the Manchester Borough Office. Solicitor Beth Kern read the submissions that were presented by the deadline. A letter from Republic Services was received and stated that they would not be submitting a bid as it does not fit into their current operational plan. A sealed bid submission was presented from Penn Waste to Manchester Borough. The bid provided by Penn Waste was responsive and all required documentation required was fully completed. The bid sheet for the contract prices were read as follows:
 - Contract year August 1, 2024 – July 31, 2025
 - 1x per week collection - \$377.64
 - 1x per week collection at early collection rate - \$377.64
 - 96 Gallon Mobile Cart - \$18/qtr.
 - Contract year August 1, 2025 – July 31, 2026
 - 1x per week collection – \$396.48
 - 1x per week collection at early collection rate - \$396.48
 - 96 Gallon Mobile Cart - \$18/qtr.
 - Contract year August 1, 2026 – July 31, 2027
 - 1x per week collection – \$416.40
 - 1x per week collection at early collection rate - \$416.40
 - 96 Gallon Mobile Cart - \$18/qtr.
 - Optional year August 1, 2027 – July 31, 2028
 - 1x per week collection – \$437.16
 - 1x per week collection at early collection rate - \$437.16
 - 96 Gallon Mobile Cart - \$18/qtr.
 - Optional year August 1, 2028 – July 31, 2029
 - 1x per week collection – \$459.00
 - 1x per week collection at early collection rate - \$459.00
 - 96 Gallon Mobile Cart - \$18/qtr.
- A motion was made by Adam Bowman to accept Penn Waste's Contract bid for Joint Refuse in Manchester Borough. It was seconded by Ryan Neely and the motion carried.

President's Report: Ron Gembic

- Parliamentary Office of Decorum – A packet was provided for the council to review as procedures and codes of conduct to be followed at the Manchester Borough Council meetings. The council is to review, and this will be discussed at the May 2024 council meeting.
- Website Mockups – 3 different designs to review. Council to email the Secretary with their vote of choice.

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- A motion was made by Adam Bowman that majority rules for the website mockups. It was seconded by Ron Gembic and the motion carried.

Recreation Center:

- Furnace and A/C quotes for the recreation building were submitted by Gingerich. F.F. Kling & Sons did not want the work. James Craft and Sons could not do work until the 2025 year. Gingerich submitted a quote for \$14,800. Adam Bowman asks that the council consider the Gingerich quote and use COVID-19 Funds to pay for the installation of the A/C and Furnace.
 - A motion was made by Ryan Neely to approve the A/C and Furnace quote from Gingerich for \$14,800 and to use COVID funds to pay for the installation. It was seconded by Bradford Price, and the motion carried.
- Millings for the Parking area of the recreation center – There has been prior conversation to repair and fix the parking lot at the recreation center. Gingerich's has provided a quote for \$8,087.50 to place millings in the parking lot of the recreation center.
 - Ryan Neely made a motion to approve the quote from Gingerich's for \$8,087.50 to place the millings in the recreation center parking lot and to use COVID funds to pay. It was seconded by Joseph Paniagua and the motion carried.

Maintenance/Street Report: Gary Cardasso

- Tree removal from Recreation center and Manchester Borough Office – There have been some concerns that there should be trees removed at the recreation building as they are dead and presenting safety concerns. Manchester Athletic Association did meet with Maintenance and gave approval for the tree removal with the understanding that the stumps would be ground down right away and new trees would be planted in their place.
 - A motion was made by Adam Bowman to purchase 2 trees at a cost of no more than \$500 out of the recreation fund to replace at the recreation building. It was seconded by Ryan Neely and the motioned carried. 1:41:35
- Adam Bowman brought to the council's attention that the maintenance team is looking to replace the Backhoe as it is continually costing the Borough money. The tractor that the maintenance team is looking to present for purchase would be about \$100,000. Adam Bowman would like the council to also consider listing other unused equipment for sealed bid. Ryan Neely asked if the current LSA Grant for the Bucket Truck must be used to purchase a bucket truck. The grant was submitted for a specific bucket truck therefore with the bucket truck no longer available the grant would need to be submitted back to the DCED. Adam Bowman would like it if the grant was turned over to work on the Manchester Street project that has been on hold. Tiffany Mays to work with the grant administrator to ask if the grant project could be turned over to another project. Tiffany Mays suggested asking the grant administrator to turn the grant over to the purchase of the tractor that the shop will be proposing to purchase. Charles Laudenslager stated the tractor in question has 210 different attachments for this equipment and it makes the equipment very versatile. If the Borough does not wish to purchase an attachment, they could rent the attachment and return it. Ron Gembic asked if we accepted

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the grant and purchased the bucket truck, could we then turn around and sell it? Adam Bowman informed that this was not a possibility.

- A motion was made by Adam Bowman to approve the purchase of the tractor that is being proposed by the shop, if the DCED LSA Board allows the grant to be changed. The motion was seconded by Ryan Neely and the motion carried.

Unfinished Business

- Gazebo Maintenance repairs – Citizen concern received that the gazebo area needs work. The copula on the top of the Gazebo needs painted, the pavers need flattened out and weeds need controlled. The shakers have a few missing and these needs addressed. Mayor Goodling stated that Steve Helmer stated the Gazebo is to be some warranty work. Mayor Goodling is to provide the secretary with contact information to follow up on this.
- Vegetation Control Quotes – Quotes were received from Tru Green for \$3,655.08 for 3 rounds of vegetation control. Heritage provided a quote for vegetation control, to include the ivy control at the rec center, and gazebo maintenance for weeds for a total cost of \$2,225.00. This will also include touch up work if needed.
 - A motion was made by Adam Bowman to award Heritage the vegetation control quote. Bradford Price seconded the motion, and the motion carried.

New Business

- Comcast quote for Wi-Fi installation at the recreation building – Comcast provided quotes for the following speeds. 100 mbps @ \$172.90, 250 mbps @ \$222.90, and 500 mbps @ \$272.92. This will allow for programming of the code lock systems and accessing of the cameras from the Borough office. This will also be a benefit for the guests renting the recreation building.
 - A motion was made by Bradford Price to accept the 100 mpbs plan through Comcast. It was seconded by Ryan Neely and the motion carried.
- C.M. High Estimates for repair for Traffic Signal Maintenance – Estimates were provided totaled close to \$10,000. Tiffany Mays asked Chief Joseph Stevens to verify the estimates for the emitter lights. Chief Stevens did confirm that the emitter lights are not working, however for Maple Street and NB Hartman Street and the likely hood that Union Fire Co. would be responding from Orendorf Elementary is not likely and will save \$1,422.50 from the estimate provided.
 - A motion was made by Adam Bowman to approve the estimates provided by C.M., High Inc. with the adjustment noted and a total cost of repair of \$8,590.15 to be paid from ARPA funds. Bradford Price seconded the motion and the motion carried.
- C.M. High Inc. Addendum notice was provided to the Borough for the traffic signal maintenance agreement. C.M. High is looking for an underground utility location rider. Solicitor Beth Kern stated her concern would be that if C.M. High had to locate electric utilities, in that instance there may not be communication to the Borough to allow the Borough to coordinate other underground utility locations. Therefore, C.M. High cannot be held responsible for any damage because the addendum states they have no obligation to coordinate the location of such and the Borough would indemnify them for such things. Solicitor Kern suggests that the Borough

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requests that if C.M. High responds to such an emergency they have a responsibility to call the primary Borough contact to advise them of the repair call so it can be coordinated for the other underground utilities to mitigate any potential damage. Solicitor Beth Kern asked that the addendum is not signed as presented but allow a change to be submitted for the notice. Beth Kern to prepare the notice and provide it to Tiffany Mays to correspond to C.M. High.

- Inspection and Licensing of rental properties in the Borough is being requested by Ryan Neely. Beth Kern states that this would need to be an ordinance within the Borough. Solicitor Beth Kern stated the purpose is to combat blight of said properties of absentee landlords contributing to the community and gives a mechanism for an annual inspection and license that is not based off a tenant complaint. The inspection side of the properties could possibly be an add on to our current Commonwealth Code Inspection Services agreement. The Borough Council desires to have an annual inspection, and a quote to reflect as such. Tiffany Mays to reach out to CCIS to obtain said quote. Solicitor Beth Kern cautions that the Borough should start getting the word out that this is being considered so all notice to Landlords and tenants can voice their opinions at the next council meeting.
 - A motion was made by Ryan Neely authorizing Solicitor Beth Kern to draft the rental agreement ordinance. It was seconded by Ron Gembic and the motion carried.
- Creation of Borough Office Manager position – Solicitor Beth Kern was asked to advise the council on the procedure and difficulty of creating the Borough Office Manager position. The office needs to be created by passing an ordinance. The difficulty of creating the office is not difficult, however the powers and duties would need to be considered and determined to be part of the ordinance.
 - A motion was made by Adam Bowman to authorize Solicitor Beth Kern to draft an ordinance for the creation of the Borough Manager office position. It was seconded by Ryan Neely and the motion carried.

Executive Session was entered into at 9:38 P.M. and was exited at 9:47 P.M.

- A motion was made by Mike Jackson to increase the treasurer's wage from \$16.50/hr. to \$20.00/hr. effective immediately. It was seconded by Joseph Paniagua and the motion carried.

There being no further business a motion for adjournment at 09:48 P.M. was made by Adam Bowman 2nd by Ryan Neely