

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

August 11, 2025

- President Ronald Gembic called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance.
- Roll Call was performed by the Secretary

Council Members Present

- Adam Bowman, Bradford Price, Judy Vance, 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 Adam Bowman to approve July 14, 2025 council meeting minutes as drafted. Bradford Price seconded the motion, and the motion carried unanimously.

Public Attendance & Comments

- Jeffrey Gewertz, Leonard Poff, and Tammy Motter introduced themselves as they submitted a letter of interest for the council seat vacancy. Action will be taken at the September council meeting.
- Dillon Weitkamp asked if the discussion for Ordinance 2025-04 Rental Licensing can be moved up on the agenda. There was discussion that a final version will be submitted for codification without the strikeouts. There will be discussion and potential action taken at the September meeting for the forms to be utilized for Ordinance 2025-04.
 - A motion was made by Adam Bowman to adopt Ordinance 2025-04 Amending Ordinance 2024-05, Rental Licensing and Inspection. The motion was seconded by Judy Vance, and the motion was carried. A vote was by roll call was taken and all members were yes.

Fire Services Report:

- Tim Stevens was in attendance on behalf of Chief Joe Stevens. Report was provided to the council in their packets. Tim Stevens to follow up with Chief Joe Stevens to see if a burn ban will be put into effect due to the lack of rain.

Treasurer's Report:

- Treasurer Wendy Snyder submitted her resignation.
 - A motion was made by Bradford Price to accept Treasurer Snyder's resignation. The motion was seconded by Larry Weirich, and the motion was carried.
- Balances of the accounts were reviewed for July 2025, and motions were made as follows:
 - A motion was made by Bradford Price to approve the July 2025 account balances as read and presented. Adam Bowman seconded the motion, and the motion was carried unanimously.

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- A motion was made by Bradford Price to approve and pay bills in the amount of \$117,673.45 as presented for July 2025. Judy Vance seconded the motion, and the motion carried unanimously.
- General Checking Account (M&T Bank) Starting Balance \$646,865.54
- Receipts for July 2025 were \$77,359.16
- Disbursements for July 2025 were \$145,090.49 leaving \$579,134.24
- PLGIT Accounts:
 - General \$4,426.44
 - PLGIT/Reserve \$14,227.00
 - Reserve \$449,291.45
 - Liquid Fuels \$339,907.33
 - Retirement Escrow \$484.15
- Recreation Fund \$20,370.41
- COVID/ARPA Funds \$3,927.28
- Members 1st Money Market \$100,624.14

Public Works:

- Monthly Report included in the council packets. There was discussion regarding insurance claims for the building and the Dodge 3500 due to damage from a racoon.
- The Equipment trailer needs new tires.
 - A motion was made by Adam Bowman to approve the purchase of new tires for the equipment trailer to not exceed \$500. The motion was seconded by Joseph Paniagua, and the motion was carried unanimously.

Mayor's Report:

- Police report provided in the council packets

Zoning, Codes, Permits, Concerns:

- Zoning and Enforcement reports provided.
- Enforcement for abatement completed at 350 Maple St. and 111 Cooper St. Both properties are in compliance. Wise Auto has made progress on the junk removal at properties 30, 32, and 36 S. Main St. They reported to the Borough to have removed over 20 vehicles. They will continue to remove more vehicles and junk.

Engineer's Report:

- PA Small Water & Sewer Program (0965.5.10.04) Manhaven Stormwater Project – COR#1 is recommended for approval , with a net increase in contract price of \$5,322.44. There will be

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\$2,500 retained until grass growth and final work is completed. AFP#4 is recommended for approval in the amount of \$9,433.44. Additional drainage is needed at 60 Farm Lane since the Manhaven Stormwater Project has been completed. There have been some changes with the landscape removal and some of the springs have been trapped in the swale between 60 Farm Lane and the owners on Crossings Way, and Sandy Circle. It is recommended by C.S. Davidson Inc. to place a French drain. J. Phillips provided an estimate for \$4,105.00.

- A motion was made by Adam Bowman to approve COR#1 in the amount of \$5,322.44. The motion was seconded by Bradford Price, and the motion was carried unanimously.
- A motion was made by Bradford Price to approve AFP#4 in the amount of \$9,433.44. The motion was seconded by Judy Vance, and the motion was carried unanimously.
- A motion was made by Adam Bowman to approve J. Phillips quote of \$4,105.00 to place the French drain at the recommended location. The motion was seconded by Judy Vance, and the motion was carried unanimously.
- 2025 Roadway Street Maintenance – Shiloh Paving are planning to schedule for work. Russell Standard also are planning to schedule.
- Gross Property Subdivision – The park property is 3 deeds and not just one as it was thought. The properties
- There is upcoming work by Columbia Gas to place new gas lines and laterals. This will impact Clover Lane Dr. and Musser St. This is to be planned to start late August.
- Dauberton Pond Concerns – There is concern that the washout under the fencing is allowing entry of toys, and individuals. It is recommended by C.S. Davidson Inc. to have a landscape company place seeding, soil and rock to help stabilize these areas. This will be placed on the September agenda.
- The submitted grants are still awaiting a decision, and we should hear something back by September.

Solicitors' Report:

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Manager's Report:

- The ice cream social was a success, and the citizens were very happy. Tiffany Mays would like to merge our ice cream social with national night out. Manchester Borough would be represented at NNO along with other municipalities and emergency services.
- Street Sweeping discussion – Manchester Township has provided notice that starting 2026 they will need to start invoicing Manchester Borough for the street sweeping they perform for us. The budget would need to reflect \$4,574.90 for this item. East Manchester Twp.

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Provided a rough estimate of \$200/hr. for 16 hours for street sweeping. This did not include the disposal and testing of the sweepings. This will be placed on the September council meeting agenda for discussion.

- Letter of Intent for Emergency Services Technical Assistance for fire studies. GCLGS informed us that East Manchester Twp. is interested in submitting a letter of intent for a fire services study and would like Manchester Borough to submit a letter of intent for support.
 - A motion was made by Adam Bowman authorizing the submission for the Letter of Intent for Emergency Services Technical Assistance. The motion was seconded by Bradford Price, and the motion was carried unanimously.

Recreation & Park Report:

- There was discussion on moving forward with creating a plan and drawing set for a grant submission in 2026 for the Manchester Community Park. Tiffany Mays asked for authorization to involve C.S. Davidson Inc. in preparing and submitting
 - A motion was made by Bradford Price to authorize C.S. Davidson to help formulate and submit the grant application for the Manchester Community Park for the year 2026. The motion was seconded by Adam Bowman, and the motion was carried unanimously.

Unfinished Business:

- Ordinance 2025-03 Proposed to Amend Code Chapter 34, Police Department; Chapter 123, Solid Waste; and Chapter 44, Salaries of Elected Officials.
 - A motion was made by Adam Bowman to authorize advertisement of Ordinance 2025-03. The motion was seconded by Judy Vance, and the motion was carried unanimously.
- Planning Commission Status Discussion – There was discussion regarding filling the open vacancy seat on the planning commission. No volunteers were given. The Borough Manager will advertise again and future discussion to take place at the September council meeting.
- Resolution 2025-12 - A Resolution Amending and Setting Fees for 2025 and beyond.
 - A motion was made by Bradford Price to adopt Resolution 2025-12. The motion was seconded by Adam Bowman, and the motion was carried unanimously.

New Business:

- Treasurer Job Description – A drafted job description was submitted to the council for review.
 - A motion was made by Adam Bowman to approve the Treasurer Job Description presented. Larry Weirich seconded the motion, and the motion was carried unanimously.

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- Recommendation for Treasurer Position - It is the recommendation of the Borough Manager to hire Jennifer Reiner for the Borough Treasurer position. A resolution will be drafted by the Solicitor for the September council meeting.
 - A motion was made by Bradford Price to hire Jennifer Reiner for the Treasurer position at a rate of \$25/hr. for a 90-day probationary period. The motion was seconded by Joseph Paniagua, and the motion was carried unanimously. Roll call was performed and all council were yes.
- Assistant Treasurer & Assistant Secretary – The council all agree to appoint Tiffany Mays as assistant Treasurer and Jennifer Reiner as Assistant Secretary. A Resolution will be prepared by the Solicitor for the September Council Meeting.
- Authorized Signers on the Manchester Borough Bank Accounts – There was discussion to remove Wendy Snyder as a signing authority on all Manchester Borough bank accounts, to keep the current signing authorities as Ronald Gembic and Larry Weirich on the General M&T Bank account, and to add Ronald Gembic and Larry Weirich as signing authority to the Manchester Recreation bank account. There was also discussion about adding Ronald Gembic and Larry Weirich to the Member's 1st Bank account as authorized Signers.
 - A motion was made by Adam Bowman to remove Wendy Snyder from all Manchester Borough Bank Accounts. Judy Vance seconded the motion, and the motion was carried unanimously.
 - A motion was made by Adam Bowman to authorize Ronald Gembic and Larry Weirich to be signing authorities on the Manchester Borough Bank Accounts to include General, Recreation and Member's 1st. The motion was seconded by Bradford Price, and the motion was carried unanimously.
- Designation for a Certifying Officer/Account Administrator for Manchester Borough Bank Accounts.
 - A motion was made by Judy Vance to authorize the Borough Manager as the Certifying Officer/Account Administrator for the Manchester Borough Bank Accounts. The motion was seconded by Bradford Price, and the motion was carried unanimously.

There being no further business, a motion for adjournment at 8:48 P.M. was made by Adam Bowman with a 2nd from Larry Weirich. The motion carried unanimously.