

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

AUGUST 12, 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
Ryan Neely

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

Approval of Agenda/Minutes

- The minutes of the July 08, 2024 council meeting were approved on a motion by Ryan Neely, seconded by Adam Bowman and the motion carried unanimously

Fire Company: Chief Joe Stevens

- Chief Joe Stevens – Fire Company monthly update of 21 calls for the month of June, 0 injuries and \$0 in loss. A rib BBQ will be being held on Sept. 17, 2024 and a Shrimp Feed on October 06, 2024. Bradford Price asked Chief Stevens if the current Burn Ban Ordinance 85-3 is necessary. Chief Stevens stated that the Fire Co. was not involved in the creation of the burn ban ordinance that is currently in place. Chief Stevens stated that he would be happy to be part of the conversations for the potential updating of the ordinance if needed.

Public Comments/Guests:

- Mary Hall – 129 N. Main St. – Shade Tree Request – Ms. Hall would like to Borough to plant a Shade Tree in front of her home. There was no tree at her home when she purchased it. Solicitor Kern recommended that the Borough follow the current Borough Code §137-16, and §137-13 and have Ms. Hall submit a Shade Tree permit application for council to act on at the next meeting. Tiffany Mays to create the shade tree application and provide it to Ms. Hall.
- Kevin Mather Cub Master of Pack 57 in Manchester – was provided a Facilities Use agreement for the Recreation Center for review.
- Christina Zimmerman 6 Campus Court – Requested an exception regarding Ordinance 2023-02 to allow her to have 6 parking permits per her household due to a combined family.
 - A motion was made by Ryan Neely to allow the exception for 6 parking permits for 6 Campus Court. The motion was seconded by Bradford Price and the motion was carried unanimously.

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Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance is \$350,368.50. Receipts for the month of July 2024 were \$199,998.94, and Disbursements were \$42,433.51 leaving a total of \$507,933.93 remaining. PLGIT General Account \$418.10, PLGIT/Reserve Account \$13,649.74, Reserve Account \$431,470.61, Liquid Fuel Account \$285,08.93, Retirement Escrow Account \$2,458.06, Recreation Fund \$19,494.06, M&T COVID Fund \$128,186.82 Members 1st Bank Money Market Account \$100,424.13.
- Total bills for the month of July 2024 including donations, and payroll thus far are \$90,086.43.
 - Adam Bowman made a motion to approve the July 2024 account balances as read and presented. Bradford Price seconded the motion, and the motion carried unanimously.
 - Bradford Price made a motion to approve and pay the July 2024 bills as presented and read. Adam Bowman seconded the motion, and the motion carried unanimously.
- Direct Deposit Discussion – Treasurer Wendy Snyder stated direct deposit would not be beneficial to the Borough as the total employees are small. Direct Deposit is commonly used for larger organizations as it comes with different fees and costs.

Public Works/Road Crew

- Discussion for a new computer. Curtis Walters – road crew employee explained that the current computer is failing and will no longer accept security, updates or functions as intended. Different suggestions were provided in the council packets.
 - Bradford Price made a motion to approve a total spend of \$1,000 for a one-time purchase using ARPA Funds for a maintenance shop computer to include MBIT Support. The motion was seconded by Ryan Neely, and the motion was carried unanimously.

Mayor's Report: Michael Goodling

- The police report was provided in council packets.
- Ice Cream Social Discussion – was a success
- Food Trucks – Could the council consider lowering the cost of the permits for the Food Trucks. Currently it is \$35/week in the Borough. This will be moved forward to a future meeting for further discussion.
- Mayor Mike provided an invitation to the council to join himself and Mayor Maureen Starner for dinner at the Manchester Café to discuss some ideas regarding a festival day within the Borough.
- National fitness camp – The secretary will email all of council a copy of the fitness camp brochure

Zoning, Codes, Permits, Concerns

- Code enforcement report included in the council packets.
- 6 zoning permits total for July. 2 of which were citizens that applied for permits after being found in violation.

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- 131 High St. Discussion – A citizen complaint was received for junk on this property. The zoning officer would like clarification from the council for the picture provided as he does not think this is a junk issue. The council did not see an issue and asked that no action be taken.

Engineer's Report: John Rea

- 2024 Street Maintenance (0965.4.01.58) – H&H has completed their work. Final measurements will be provided at the September council meeting.
- CDBG Main Street ADA Curb Ramps (0965.4.65.00) - Three bids were received. John Rea provided a bid tabulation. The lowest bidder was BMK Construction LLC.
 - Adam Bowman made a motion to accept the bid of BMK Construction LLC for \$79,351.00. The motion was seconded Larry Weirich, and the motion carried.
- PA Small Water & Sewer Program (0965.5.10.04) – Currently starting the drawings and specs to be reviewed in October for authorization to bid.
- Park St – John Rea provided a reminder to council for a future discussion on a roadway agreement with East Manchester Township.
- Maintenance bay addition grant opportunity – This will be moved to next year to discuss and potentially apply
- Submitted Grants for the CDBG Projects – The county has approved the Manchester Street repairs, as well as the Main St. and Maple St. ADA improvements. Both are successful awards for the 2025 and 2026 funding rounds.

Solicitor's Report: Beth Kern

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President's Report: Ron Gembic

- Bradford Price Compensation discussion- Bradford worked 13 hours to assist with the paperless initiative project and IT support for Manchester Borough. Beth Kern suggested that the council could consider parameters to distinguish a uniform rate that is allowed by per the duties being performed.
 - Adam Bowman made a motion to pay Bradford Price at \$15/hr. for his 13 hrs. worked. It was seconded by Mike Jackson and the motion passed unanimously.

Recreation Center:

- Adam Bowman reported that the maintenance crew removed 2 dead trees that were struck by lightning to maintain safety. The dump truck rear door was broken and almost injured an employee. The truck was taken for repair. The Borough is receiving many compliments for

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Unfinished Business

- Parcel 76000010051P00000 Discussion – The deed of dedication was reviewed, and it noted that per the subdivision and land development ordinance, it's use is intended for public use. If the property is to be sold it must be by the State Code and for public auction only. At this time the Council has no desire to sell this parcel.
- Resolution 2024-11 Appointing Commonwealth Code Inspection Services as codes officer of Manchester Borough
 - Adam Bowman made a motion to adopt Resolution 2024-11. The motion was seconded by Ryan Neely and the motion passed unanimously.
- Revised Employee Handbook Final Draft – Resolution 2024-12
 - Adam Bowman made a motion to adopt Resolution 2024-12. The motion was seconded by Mike Jackson and the motion passed unanimously.
- C.M. High Inc. Addendum Approval for responsibilities during emergencies
 - Adam Bowman made a motion to accept C.M. High Inc. addendum as presented. The motion was seconded by Mike Jackson and the motion passed unanimously.
- Parking at Manchester Square – Tiffany Mays requested time specific signs be placed at the square to address “overnight parking complaints”.
 - Adam Bowman made a motion to approve the time to be limited from 11 p.m. to 6 a.m. at the Manchester Square and to purchase the signs to enforce it. The motion was seconded by Bradford Price and the motion passed unanimously.
- Rental Property Ordinance Discussion – Drafted ordinance copies were provided in the council packets for review and to provide comments for the September 2024 council meeting.
- H.O.P Permits Discussion – John Rea and Tiffany Mays have been working with the utilities to close and complete any open street excavating permits.

New Business

- Safe Deposit Boxes Discussion – Larry Weirich requested Tiffany Mays to be added to the safety deposit boxes for Manchester Borough.
 - Adam Bowman made a motion to authorize the addition of Tiffany Mays to both safety deposit boxes. Larry Weirich seconded the motion, and the motion passed unanimously.
- Vinyl Plank Flooring quote – Tiffany Mays presented 3 quotes for flooring replacement at the main borough building office and council room.
 - Mike Jackson made a motion to accept the quote from Essis & Sons Carpet One for \$9,640.00 using Covid Funds. The motion was seconded by Adam Bowman and the motion passed unanimously.
- Road Master – Per the executive session held on August 01, 2024
 - Ryan Neely made a motion to terminate the employment of Road Master Gary Cardasso effective August 12, 2024. The motion was seconded by Mike Jackson. A vote was taken and was counted as 4-3. The motion carried. The votes were as follows:
 - Adam Bowman – Opposed
 - Mike Jackson – Approved

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- Bradford Price – Opposed
- Ryan Neely – Approved
- Ronald Gembic – Approved
- Larry Weirich – Opposed
- Joseph Paniagua – Approve
- Borough Manager Appointment
 - Ryan Neely made a motion to appoint Tiffany Mays to Borough Manager at a rate of \$22.25/hr. effective August 13, 2024. Adam Bowman seconded the motion, and the motion passed unanimously.
- Public Work Supervisor Appointment
 - Ryan Neely made a motion to appoint Curtis Walters to the interim Public Works Supervisor at the rate of \$20.25/hr. effective August 13, 2024. The motion was seconded by Joseph Paniagua. Adam Bowman opposed the motion. The motion carried.
- Discussions for the Public Works supervisor permanent position to be discussed at a future meeting.
- Discussions regarding job descriptions and titles will be tabled until the September meeting.
- Gary Cardasso retirement funds
 - Adam Bowman made a motion to pay Gary Cardasso his retirement pay since his release from the Borough. Mike Jackson seconded the motion, and the motion passed unanimously.
- Burn Ban Ordinance §85 – Bradford Price asked for an amendment to include open burning with restrictions. Solicitor Beth Kern suggested drafting an ordinance for review at the September council meeting.

There being no further business a motion for adjournment was made at 9:07 P.M. by Adam Bowman 2nd by Ryan Neely, and the motion was carried unanimously.