

MANCHESTER BOROUGH MEETING MINUTES

December 12, 2022

- The Manchester Borough Council meeting was called to order by President Wade Witt.
- Those attending the meeting were led in the Pledge of Allegiance.
- Roll call was performed and the following officials were present:

Adam Bowman
Ryan Neely (Absent)
Wade Witt
Joseph Paniagua
John Rea

Dennis Howell (Absent)
Bruce Almoney (Absent)
Larry Weirich
Solicitor Beth Kern
Mayor Patty Witt

- Approval of Agenda/Minutes
 - President Wade Witt noted a correction to the meeting minutes for the PA Sewer & Water Grant to be noted only as project 2 the entire project.
 - Larry Weirich motioned to approve the November 14, 2022, minutes as presented. Adam Bowman seconded the motion. The motion carried.

Public Comments/Guests:

- Jane Ahrens checking in on the progress for the Fenwick Heights traffic study research.
 - Mayor Witt stated the traffic study was found (#15497) and copies were sent to John Rea, President Witt, and Beth Kern for review.
- Chief Bryan Rizzo reviewed PPU's and how they are used. Joseph Paniagua asked if the borough had choice in where and what we have the officer's go and do in the borough since we pay for PPU's. Chief Bryan Rizzo stated we have a say in where we would like to see the officers in the Borough. Mayor Witt met with both Chief Rizzo and Chief Damon to discuss crossing guard opportunities. Officers have been directed to be in the areas of the crossing guards to make their presence known.
 - 1 PPU = 10 service hours (80 hours per week/4,160 hours per year)
 - 73% is Operational time – anytime the officers on calls or on the streets
 - 27% is Admin time – Paperwork or in the office
 - The PPU increase this year was a result of cost of living.
- Dale Bennedick – Has Reinstate Dale for another 2 years to represent the Borough on the YCSWA board. Dale's term expires in January 2023. The council cannot reappoint until the term expires. Official action should be held until the January meeting via resolution. Council noted that they would like to appoint Dale by resolution in January 2023 to represent the Borough. President Witt thanked Dale for serving and helping the Borough at the Sewer Authority. Pat Poet to be notified by Mayor Witt of the decision.



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REPORTS

Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$447,670.28. Receipts for the month of September were \$67,393.19, Disbursements were \$58,447.52 leaving a total of \$456,615.95 in the account. Members 1st Bank Money Market Account \$454,489.51. The PLIGIT accounts were also reviewed for the month of November.
 - Adam Bowman motioned to approve the November 2022 account balances as read and presented. Larry Weirich seconded the motion and the motion carried.
 - Joseph Paniagua motioned to approve and pay the November 2022 bills as read and presented. Adam Bowman seconded the motion and the motion carried.
- Sheetz Fleet card – Diesel Fuel for the trucks
 - Rutter's fleet card price per gallon discount, but we still pay state tax, but no sales tax.
 - Sheetz fleet card carries no discount. We pay state tax but no sales tax.
 - Adam Bowman motioned the purchase of fleet cards to purchase diesel and gasoline. Joseph Paniagua seconded the motion and the motion carried.

Mayor's Report: Patricia Witt

- No weddings, 1 fence permit, and 1 shed permit
- Traffic study found for Fenwick Heights #15497

Engineer's Report: John Rea

- Actively working on Traffic study #15497
- We are still waiting for approval from the state with acceptance to use the two signs on Main Street. Will keep reaching out to the gentlemen for a response.
- PA Small water & Sewer Program deadline December 21st, 2022. Council needs to take action on resolution 2022-16 which entails the Borough's commitment for the cost of the project as stated. Jessica Fieldhouse and Tiffany Mays to complete.
 - Adam Bowman motioned to approve Resolution 2022-16. Larry Weirich seconded the motion and the motion carried.
- The two roads the sewer authority repaired in the fall will not be final paved until the weather becomes permittable to do so.
- The state posted new rates for public bidding.
 - Single quotes max \$12,200. 3% increase from last year
 - Bidding limit is now \$22,500

Solicitor's Report:

- Act 151 of 2022 – No action required needed. Beth to review the privacy policy to see if it be best practice for the Borough.
- Liquor referendum – This referendum repeals that the borough was dry and now makes the borough a wet borough. No action required at this time.

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- Update on Action to Amend and Repeal part of Ordinance 2008-57 as discussed in public comments.

President's Report: Wade Witt

- Bruce Almoney provided a letter of resignation on December 08, 2022. Bruce also stepped down for all other duties as well. Council needs to take action to formally accept Bruce's resignation within 45 days. Advertising to be posted on our display board and Facebook page.
 - When a council member resigns, council has 30 days from the date of the acceptance of the resignation, to appoint a new council member to fill the vacancy. If it cannot be filled within 30 days, it then goes to a vacancy board for them to fill the vacancy.
 - If there is someone to be appointed, council will need to vote unanimously through resolution.
 - In order to become a council member, you must reside in the Manchester Borough a minimum of 1 year.
- Budget – The Borough could have the budget ready for review and advertisement in November for 2023 for approval.
 - A motion was made by Adam Bowman to advertise the 2023 Manchester Borough budget as is, and reconvene on December 28, 2022, at 7 p.m. to approve and finalize. Larry Weirich seconded the motion and the motion carried.

Park and Recreation Report: Joseph Paniagua, Wade Witt

- Athletic Association signs for advertisement are wearing at the base, and poles. Can we donate 4 poles, and 4 bases that we are not currently using to the athletic association. Wade to follow up with what is needed further for the signs.

Maintenance/Street Report: Gary Cardasso

- Forklift for sale for \$1,500.00. Maintenance would like to purchase for all of our lifting needs. The Borough will provide training for the maintenance team to operate the forklift safely. Tiffany Mays to get quotes.
 - Adam Bowman motioned to the purchase of the forklift for \$1,500.00. Joseph Paniagua seconded the motion and the motion carried.

Building Report

- No updates to report

Council/Miscellaneous Items:

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Unfinished Business

- A motion needed to approve or reject Resolution 2022- 15 adopting a security camera use policy for Manchester Borough Buildings. Updated by Beth Kern for the administration based on previous meeting conversations. Page 2 Section 7 of the policy. The administrator will be the secretary of Manchester Borough. Any persons who desire to have access to any recordings as such must present their request to the secretary in writing. A form could be created for inter borough request. If there is a recording, it will be retained for 30 days only. The secretary will create the form required for requests.
 - Adam Bowman motioned to adopt Resolution 2022-15. Larry Weirich seconded the motion and the motion carried.
- Handbook shelved until January meeting.

New Business

- Larry Weirich suggested a \$125 donation for the brass band for playing during Christmas at the square.
 - Larry Weirich motioned to approve the donation to the NEHS Brass band. Joseph Paniagua seconded the motion and the motion carried. This will be retro.
- A council member is needed to sign checks on behalf of the Manchester Borough.
 - Larry Weirich motioned to have Joseph Paniagua sign checks for Manchester Borough. Adam Bowman seconded the motion and the motion carried.
- Tax Refund Resolution 2022-27 for volunteer members of the fire company and no profit emergency medical services. Tabled until January meeting.
 - The county has taken action to approve this resolution. Does Manchester Borough need to raise the Millage rate in order to compensate for this resolution? Beth Kern states no.
 - Tiffany to speak with Chief Joseph Stevens to gather information on how many volunteer members are residents of Manchester Borough.

The meeting recessed at 8:38 P.M. and will reconvene at the annual budget meeting on December 28th @ 7:00 P.M.

