

MANCHESTER BOROUGH COUNCIL
December 13, 2021

The Manchester Borough Council meeting was called to order by President Adam Bowman. Those attending the meeting were led the Pledge of Allegiance. The following officials were present:

Wade Witt Larry Weirich Mayor Patricia Witt
Bruce Almoney Tom Brenner Joseph Paniagua

The November 8, 2021, minutes were approved upon the motion of Wade Witt and seconded by Bruce Almoney. All agreed.

TREASURER'S REPORT - Wendy Snyder

The General Checking Account (M & T Bank) balance as of November 1, 2021, was \$316,972.15. Receipts for the month \$48,530.22. Disbursements for the month of November were \$91,891.25 leaving a balance in the checking account of \$273,611.12 at the end of the month. The 11/30/21 balance in the Santander Money Market Account was \$453,983.04 reflecting \$18.66 in interest, at a rate of .10%. The PLGIT Accounts were also reviewed for the month of November. Council approved the financial reports on the motion of Tom Brenner and seconded by Joseph Paniagua. All Agreed.

Bills were reviewed for payment that totaled \$80,334.82. A motion to pay bills was made by Bruce Almoney and seconded by Larry Weirich. All agreed.

GUESTS –

* Alex Bowman – 223 N Main St, Manchester, PA 17345

* Xander Bishop – 100 Cragmoor Rd, York Haven, PA 17370

* Joe Stevens – Fire Chief – 35 calls/0 injuries/\$14,000.00 estimated loss for the month of November. On November 6th, the members participated in NFPA 1403 Certification training. The NFPA 1403 provides minimum requirements for conducting live fire training, to ensure they are conducted in safe facilities and in a safe manner for the participants. Having certified personnel in-house allows them to conduct their own burn training at the York County Fire School. They routinely conduct live burn training twice annually (spring and fall) for all of the members. This maintains an important level of skill and proficiency for operating interior at structural fires. The members also completed annual Hose & Ladder Testing. By national standard, all hose and ladders are to be inspected, the hose pressure assessed, and the ladders stress tested, annually to comply with operational and safety standards. Lastly, he wanted to mention that they provided three (3) free smoke alarms to area residents. Funding for their current stock of smoke alarms had ended. They have another grant and have applied for funding in hopes of continuing the program. Currently, each smoke alarm with a ten (10) year lithium battery costs \$18.00.

MAYOR –

*She wanted to discuss parking permits and what the pricing for them should be. She mentioned that back in October the solicitor was to give us a price based off of his work for updating and advertising a new ordinance and then a set price would be calculated. It was established that the parking permits cost \$4.00 and if a resident should happen to lose/misplace their old “lifetime” permit issued by Judy years ago, they will need to pay the \$4.00 fee to have a new one issued (this will also be included in the new revision of the ordinance). Per solicitor, he will bring a draft ordinance to next month’s meeting stating

the removal the parking fee and it be added onto the Borough's fee schedule. This will eliminate the cost of advertising every time we need to change the cost of the parking permit. A motion to change the ordinance to remove the parking fee and move it to the Borough fee schedule and charge \$4.00/permit was made by Wade Witt and seconded by Bruce Almoney. All agreed.

*She mentioned Borough resident, Victor Mills at 141 Musser Street. She said he has been trying to build a screened in room for almost two (2) years now and has been notified several times to cease and desist until he gets a permit with the Borough and with Commonwealth Code and complies with their rules and regulations. To date he has submitted three (3) applications with Commonwealth Code and each one is denied due to the fact that it is attached to the dwelling and is not free-standing. He was instructed by the Planning Committee on how to "detach" it from the house and be able to pass inspection, but he has no regard to the rules, and she is afraid he will continue to build regardless. Per solicitor, he thinks the only way to get Mr. Mills in compliance is to send him to the magistrate and start fining him every day until he is. He also asked the mayor to send him a summary of all of Commonwealths violations against him.

* She then mentioned about an RV that has been parked on 22 Fenwick Drive for quite some time. She sent a letter to the resident on file asking that it be moved or needs to be set back five (5) feet from the front of the house. The resident called in the office and said that the house was sold as of October and gave her (mayor) the new residents information. She then sent another letter to the new resident requesting that it be moved. After several letters and no action taken on her part, she then called into the office asking how much is the fine if she leaves it parked where it is? She is asking council what they would like to do since she is not complying with the rules. A motion to take the resident to the magistrate was made by Bruce Almoney and seconded by Wade Witt. All agreed.

* Lastly, she asked the solicitor where they were with Tom Starr, 50 N. Main Street, appearing in front of the magistrate since his October court date was postponed. He said that he will try to get all of these scheduled at or around the same time, so they only need to make one trip.

ENGINEER'S REPORT – John Rea

***2022 Street Maintenance** – He is asking council for any recommendations. Joseph Paniagua mentioned High Steet and the poor condition(s) of their sidewalks and how unpleasant looking they are and if there is anything that the Borough can do to try and help fix it even though it is the homeowner's responsibility and how will we regulate it in the future? Per John Rea, we cannot ask the residents to help "beautify" the sidewalks but if they are a safety/tripping hazard, then the Borough (zoning officer) can send out a letter to the homeowner stating that they have a responsibility to maintain a safe and traversable path and the problem needs to be addressed. And when they come to the Borough office to obtain their permit, we can notify them on the standard construction detail that the Borough accepts. He then mentioned that when the next three (3) years of CDBG funding is available, we could try to apply for this to be a potential project if the income status has changed for the residents on High Street, making it a viable project for grant funding. Also, the chip seal estimate for Russell Standard (Hammaker):

- Double chip Seal with Fog Seal: under 20,000 SY (\$2.61 plus \$0.60 = \$3.21 SY)
- Boxwood, Poplar St., N. Poplar Ct and Hemlock Ct = 12,000 Sy = \$38,520
- 1 ½" overlay estimate: 12,000 SY mill and 1 ½" overlay of 9.5 mm = (\$3 + \$10 SY) = \$156,000

***Manchester Street – Stream wall underpinning** – He finally spoke with James Leshar on liquid fuels eligibility, and as long as the work is within the right of way of the roadway, and we use PennDOT approved products and materials it should be (eligible) covered. He wants to find out the actual ROW width is for Manchester Street, but he feels that we are inside of it but would like to double check before moving forward. CSD to hold on work.

***Crosswalk at the square** – December 2021; no update.

***Mt. Wolf Village Apartments** - December 2021; no update.

***York County CDBG Program Application for 2021, 2022 and 2023** - December 2021; no update.

***2019/2020 CDBG Project – East Parkview St** – December 2021 update: reflectors are still on backorder.

***Manhaven Manor Stormwater Repairs** – December 2021; no update – still waiting on Gingrich and pleasant weather.

***Ordinance Review & Updates** – December 2021; no update.

***American Rescue Plan Act (ARPA)** – The US Treasury is to create an online form to fill out and submit. It is now April 30, 2022, for the annual reporting. CSD would like to assist the Borough in running the lost revenue calculation. To do so, they need copies of the Borough's audited financial statements dating between 2016-2020. He mentioned that they (government) have set variables and they are building it to be a loss and whatever the dollar value that comes out of that is what you can transfer from the ARPA fund to our general funds account and utilize it how we want. He then suggested whatever the dollar amount that we transfer out of ARPA to general funds we could potentially use that to pay some portion of either the Manchester Street (Stream wall underpinning) or the Manhaven Manor Stormwater Repair project(s). A motion to release the audited financial information to CSD was made by Wade Witt and seconded by Bruce Almoney. All agreed.

SOLICITOR'S REPORT – John Baranski

* He wanted to report that he has seen that all of the agreements for wrapping up the police department have been signed. The last thing he saw was a proposed deed to transfer the real estate from the old police department to the new one. And with multiple lawyers working on this is making corrections/changes to each paragraph etc. it is still being worked out and once this is in final form the land will be transferred over hopefully before the year-end deadline.

* He mentioned that he did send the Borough's budget/financial information to Mr. Dean Fink per his Right-to-Know request.

* Lastly, he mentioned that he received an email from the secretary for an appeal to a Right-to-Know request from a woman in Harrisburg who is requesting to see all of our collective bargaining agreements since 2016 to present. He will work through this and see what all he has to do in order to comply to the December 20th request deadline date.

PARKS & RECREATION REPORT – Wade Witt and Joseph Paniagua

*Wade wanted to mention that he had purchased a new thermostat for the rec center a few years ago (Kling's installed it) and he received a call one morning a few weeks ago stating that the furnace was not

working. He removed the thermostat and said it was all corroded inside like it was twenty (20) years old and not sure how that happened. So, he went to ACE Hardware and purchased another for \$48 and it has been working fine.

MAINTENANCE REPORT – Gary Cardasso

* He mentioned that leaf season was done for the season and only had one maintenance issue (throttle cable) with the leaf machine.

MISCELLANEOUS REPORT

*Adam wanted to bring up the Borough handbook and discuss the one section about competitive wages. He suggests that we increase (all) shop/maintenance workers wages by \$3.00 in order to keep up with the other municipalities. This will bring the amount from \$12.50 to \$15.50. A motion to increase the shop wages \$3.00 was made by Tom Brenner and seconded by Joseph Paniagua. All agreed.

* Wade discussed the 2022 budget and asked council for their thoughts/changes that need to be made. Since wages were already discussed he noted that correction. It was mentioned that the amount for gasoline was a little low due to the cost of it at the pump. He increased it from \$4,200 to \$5,500. Insurance increased approximately \$4,000 last year due to adding traffic light coverage (\$2,600) as well as the new Borough truck (\$1,406.00). Utilities, streetlight repair and street maintenance were also increased. It was questioned why the cost of shop supplies increased last year, Wade was not sure and said he will look into this. He also mentioned that he thinks that 2022 is the last year for the MS4 consortium. The Street Tree Commission part of the budget was brought up to council with the idea of replacing the pine tree up at the square. It was agreed upon that it be replaced and increase the budget amount to \$10,000.00 for a new tree. Lastly, he mentioned the computers (IT) and if we still would like to go with our current vendor since he is asking \$2,488.00/year, along with a signed yearly contract effective 1/1/22. And we still are responsible to purchase the software. Council agrees that we would only need him on an “as needed” basis and have no need for a yearly contract. After some discussion it was decided to make a final decision at the budget meeting on the 29th.

*Gary mentioned parking ticket fees in the Borough and would like to increase them from \$15.00 to \$25.00, hoping that this may cut back on the multiple violations occurring within the Borough. The change will be noted on the Borough’s website and in the yearly newsletter. A motion to increase the parking ticket fee to \$25.00 was made by Joseph Paniagua and seconded Wade Witt. All agreed.

*Wednesday’s office hours were requested to be changed from 12:00pm – 4:00pm to 11:00am – 3:00pm. This will also be noted on the Borough’s website, sign and handbook. A motion to change the Wednesday hours was made by Tom Brenner and seconded by Wade Witt. All agreed.

* Adam mentioned that he received two cards, one from the Union Cemetery and one from the Northeastern Senior Community Center, thanking the Borough for their donation(s).

*Lastly, Adam mentioned in regard to old business is a topic that has been discussed in the past is the locking of the office doors. It was decided that the secretary will call someone to come in and have the locks rekeyed (and issue only two sets: one for the treasurer and one for the secretary) instead of locking the office doors. If this is not possible, we can/should purchase new filing cabinets.

The meeting was recessed at 9:00 PM and to continue on Wednesday, December 29, 2021 @ 7:00 pm.