

# MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

February 10, 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

- Adam Bowman, Mike Jackson (Absent), Bradford Price, Wendy Snyder, Ryan Neely (Absent), Ronald Gembic, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, Mayor Michael Goodling
- Approval of Agenda/Minutes
  - A motion was made by Adam Bowman to approve January 13, 2025 council meeting minutes as drafted. Larry Weirich seconded the motion, and the motion carried unanimously.

## Public Citizen Comments

- Chief Joe Stevens reported 39 calls, \$0 in loss, and 0 injuries. Chief Stevens pointed out that the average number of calls has increased from about 32 calls a month to about 40 calls a month. Chief Stevens thanked the Public Works team for their hard work and efforts during the snow events.
- Leonard Poff resident of 111 Malvern Dr. thanked the council for the sign placed at Park St. and S. Main St. Mr. Poff also stated that he was researching BOCA code for the grandfather clause and was satisfied. Mr. Poff stated that he did further research regarding Engineer Rea, and that he has concerns regarding his qualifications as the Borough engineer. Mr. Poff also stated that he looked into the qualifications required for the representatives for the sewer authority board, and found there are no qualifications required. Mr. Poff stated that he is concerned about what he is paying for sewer due to the sewer authority.

## Treasurer's Report:

- Balances of the accounts were reviewed for January 2025 and motions were made as follows:
  - A motion was made by Adam Bowman to approve the January 2025 account balances as read and presented. Bradford Price seconded the motion, and the motion carried unanimously.
  - A motion was made by Bradford Price to approve and pay bills in the amount of \$73,608.35 as presented for January 2025. Larry Weirich seconded the motion, and the motion carried unanimously.
  - General Checking Account (M&T Bank) Starting Balance \$497,722.87
  - Receipts for January 2025 are \$27,103.68

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- Disbursements for January 2025 were \$92,261.26 leaving \$432,565.29
- PLGIT Accounts:
  - General \$427.99
  - PLGIT/Reserve \$13,980.52
  - Reserve \$441,688.07
  - Liquid Fuels \$262,402.70
  - Retirement Escrow \$474.29
- Recreation Fund \$19,955.69
- COVID/ARPA Funds \$3,747.32
- Members 1<sup>st</sup> Money Market \$100,524.41
- The financial audit was completed for 2023, and the auditor will return in March for the 2024 financial audit.

## Public Works:

- Monthly Report included in the council packets
- Gazebo roof needs repaired. Quotes provided from 3 contractors for the council to consider. Tiffany Mays informed the council that the Borough will be receiving \$12,800 from an unclaimed property submission. Tiffany Mays stated that the council could use monies from this return for the Gazebo repair. Solicitor Beth Kern provided a reminder for the bidding threshold requirements.
  - A motion was made by Adam Bowman to approve the repair of the Gazebo roof through TEC at a cost of \$4,448.80 using the unclaimed property funds. Bradford Price seconded the motion, and the motion carried unanimously.

## Mayor's Report:

- Police report provided in the council packets
- PennDOT meeting went well for the Maple/Main St. concerns. Mayor Goodling stated that he has contacted PennDOT to enforce the patch work from Kinsley to be corrected.
- YCRPD has requested that all ordinances within Manchester Borough that have NERPD term changed to YCRPD. Solicitor Beth Kern stated that she will review the Borough Code for the specific term and determine to possibly create one ordinance to reference every section and chapter for a concise amendment.

## Zoning, Codes, Permits, Concerns

- 2 Solar, 1 Fence, 1 Tesla Wall Charger permits approved
- Enforcement underway for the following:
  - 100 Alder Ct. Nuisance Trailers

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- o 70 Sandy Circle Trash Receptacles
- o 229 S. Main St. Failure to remove snow and ice
- o 143 S. Main St. Failure to remove snow and ice
- o 48 S. Main St. Failure to remove snow and ice
- o 54 N. Main St. Failure to remove snow and ice
- o 64 N. Main St. Failure to remove snow and ice

## **Engineer's Report:**

- CDBG Main Street ADA Curb Ramps (0965.4.65.00) – YCPC conducted its final inspection on January 30<sup>th</sup>, 2025. CSD submitting the final paperwork to BMK on February 11<sup>th</sup>, 2025. There was a finding that 2 slabs were heaved and BMK will repair the issue. This is believed to be due to the parking space paving that took place at the location. Public Works will assist in removing the 2 squares for repair.
  - o A motion was made by Adam Bowman to approve AFP #3 for \$9,774.36. The motion was seconded by Bradford Price and the motion carried unanimously.
- PA Small Water & Sewer Program (0965.5.10.04) J. Phillips Excavating and Hauling was provided an NOA from C.S. Davidson Inc. Contracts were received from J. Phillips and are ready for execution. Temporary Construction Easements (TCE) were sent to all affected property owners and have been well received. 5 of 7 TCE's were received thus far. The approval for signatures for the TCE agreements will be placed on the March agenda. Notice to proceed will be provided thereafter.
- Misc Items – Pennoni Group, and Beshore & Koller Inc. discussions and support were provided for potential projects.
- Subdivision Plan for the Gross property to include meeting attendance of C.S. Davidson Inc. on behalf of Manchester Borough and full set plans likely to cost between 10k – 12k. The Borough is still doing information gathering and this will be placed on the March Agenda for further discussion.
- Main St./Maple St. signal modifications – C.S. Davidson Inc. would recommend a traffic design subconsultant such as TRG for estimate for the suggested changes. Estimate to be provided once received.
- Grants – John Rea provided a list of grant opportunities guide for 2025.

## **Solicitors' Report:**

- Solicitor Beth Kern provided a written report outlining some responses to various requests in between the meeting for additional information. They will be addressed as corresponding items on the agenda.

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## Manager's Report:

- FEMA/NFIP meeting to review our current process and upcoming audits. The Public Works team will be coordinating and completing the annual inspections required. A new Flood Plain map has been hung in the guest area at the Borough Office.

## Unfinished Business:

- COLA/Shift Differential/Holiday Discussion – Discussion to compensate public works when they are called out after work hours, on holidays or emergency situations. Cost of Living Adjustment is a suggestion from Ronald Gembic to keep salary rates stable. Tiffany Mays provided information on how Mt. Wolf Borough currently processes these situations. Tiffany Mays to track and provide the council with facts and a future meeting.
- Backhoe Sale
  - A motion was made by Adam Bowman to advertise and list the Backhoe as is for sale on the Municibid auction site for a minimum of 10k. The motion was seconded by Bradford Price and the motion carried unanimously.
- Permit Manager – 3 quotes provided by Borough Manager. C.S. Davidson, IWorQ, and Cloud Permit. IWorQ is preferred and it will do what is need and be able to sustain future growth for the Borough.
  - A motion was made by Adam Bowman to award IWorQ with the permit manager system. Bradford Price seconded the motion, and the motion was carried unanimously.

## New Business:

- Sitting for YCTO – Discussion as to where the council would like citizens to pay their taxes. YCTO will sit at the Borough for a sitting fee of \$35/hr. Due to the big change and little time to advertise, it would be beneficial to the citizens to have YCTO sit at the Borough for citizens.
  - A motion was made by Adam Bowman to have YCTO to sit at the Borough for the 2025 tax year to collect citizen taxes. The motion was seconded by Larry Weirich and the motion was carried unanimously.
- Resolution 2025-3 Clarifying the Fee Schedule
  - A motion was made by Adam Bowman to adopt Resolution 2025-3. The motion was seconded by Joseph Paniagua and the motion was carried unanimously.
- Approve/Reject the 2025 EMA Bills
  - A motion was made by Bradford Price to pay the EMA bills payable to East Manchester Twp. For \$832.41. Adam Bowman seconded the motion, and the motion was carried unanimously.
- Senior Public Works Employee discussion to have a lead person to take calls and make decisions in the event the interim Public Works Director cannot do so. Solicitor Beth Kern advised that a job description with parameters should be written and approved before proceeding.

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- A motion was made by Bradford Price to create a public works lead employee job description. The motion was seconded by Adam Bowman and the motion was carried unanimously.
- Snow/Ice Removal timeline to remove snow discussion was tabled until the March council meeting.
- Typewriter stored at the Borough – Tiffany Mays to find the fair market value and provide information at the March council meeting.
- Discussion on revising citizen comments section of bylaws and meeting decorum policy. Solicitor Beth Kern provided a report with comments on steps that could possibly be taken if all the council agree. A suggestion for moving forward would be to provide the Fire Chief with a Fire Services section to lessen confusion on time limits. The agenda will be adjusted to reflect this suggestion.

***There being no further business, a motion for adjournment at 9:26 P.M. was made by Bradford Price with a 2<sup>nd</sup> from Joseph Paniagua. The motion carried unanimously.***