

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

February 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

Resolution 2024-04 Appointment of Michael Jackson to Council

- A motion was made by Ryan Neely to adopt Resolution 2024-04 to appoint Michael Jackson for a 2-year unexpired term to Manchester Borough Council. It was seconded by Larry Weirich and the motion carried.

Appointment of Manchester Borough Mayor – Resolution 2024-07

- Letters of intent were provided by both interested parties Michael Goodling, and Wayne Bush.
- Michael Goodling, and Wayne Bush, both introduced themselves to the council. Wayne Bush was in attendance via telecommunication.
- Solicitor Beth Kern explained the duties of the mayor to the council. Beth Kern stated that it would be in the best interest to have discussion of the mayor candidates in the public meeting to decide if council would like to appoint a new Mayor or to table the Resolution until the March council meeting.
 - A motion was made by Joseph Paniagua to adopt Resolution 2024-07 appointing Michael Goodling as Mayor of Manchester Borough. It was seconded by Mike Jackson and the motion carried. Due to the oath of office being given there was a need to ratify this motion. Joseph Paniagua and Bradford Price
- Solicitor Beth Kern gave the Oath of Office to Michael Goodling and Mike Jackson. The oath of office documents given and signed by Beth Kern will be notarized by CGA Law Firm.

Approval of Agenda/Minutes

- A motion was made by Adam Bowman to approve the January 11, 2024 minutes as presented. Ryan Neely seconded the motion and the motion carried.

Fire Company: Chief Joe Stevens

- 28 calls, \$0 in loss, and 0 injuries. The bi-annual shrimp feed will be held on March 17, 2024 and is sold out. Currently Union Fire Co. is working with Kelly Neely for county Resolution 2022-27 for a 50% tax rebate for emergency volunteer service providers.

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Public Comments/Guests:

- President Ronald Gembic reminded citizens to please state their names before speaking so the council may address them appropriately.
- Ki Groah & Bruce – Families Renewed helping families in crisis. Bruce explained the scope and support that families renewed are providing in our area. Bruce stated that Families Renewed are looking for a place to hold a concert series for awareness of their support and to bring the community together. Currently Families Renewed are privately funded and through state grants.

Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance as of January 31, 2024 is \$440,538.85. Receipts for the month of January 2024 were \$28,213.77, Disbursements were \$33,941.69 leaving a total of \$434,810.93 in the account. PLGIT General Account \$210.40, PLGIT/Reserve Account \$13,301.86, Reserve Account \$420,658.25, Liquid Fuel Account \$221,955.73, Retirement Escrow Account \$2,396.46, Recreation Fund \$19,005.56, M&T COVID Fund \$156,021.61 Members 1st Bank Money Market Account \$100,307.01.
- The bills for the month of January were \$64,617.69.
 - Ryan Neely motioned to approve the January 2024 account balances as read and presented. Larry Weirich seconded the motion and the motion carried.
 - Bradford Price motioned to approve and pay the January 2024 bills as read and presented. Ronald Gembic seconded the motion and the motion carried.

Mayor's Report: Mayor Mike Goodling

- Police report was provided in council packets.

Zoning/Code Violations

- None

Engineer's Report: John Rea

- 2024 Street Maintenance – will be rescheduled due to inclement weather.
- CDBG ADA Curb Ramps – Will start February project bid specifications and finalize plans to submit the H.O.P
- CDBG 2024, 25, 26 Program Funding – Per the motions at the last month meeting, everything was submitted to the County. Currently waiting on a result.
- PA Small Water & Sewer Program - Resolution 2024-06 – DCED is requesting an updated resolution be provided due to Mr. Wade Witt no longer sitting on council and President Ronald Gembic being assigned this seat.
 - A motion was made by Bradford Price to adopt Resolution 2024-06. It was seconded by Ryan Neely and the motion carried.
- The sewer authority will be holding an intermunicipal meeting to be held on February 14, 2024 at 1:30. All council are invited. Tiffany Mays will be in attendance.

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- Mt. Wolf Village Apartments – A meeting will be rescheduled with Inch & Co. for the conversation of Plane Tree Avenue.
- Submitted Grants – Listed in the engineer's packet of current submitted grants awaiting results.
- New Grant Opportunities – John Rea provided a list of upcoming grant opportunities that the Borough may have interest in. John Rea did inform that these grants are reoccurring grants, therefore if the Borough is not ready to submit or have projects for the listed grants, there will be opportunity to do so the following year.
- Liquid Fuels bidding thresholds for 2024 were reviewed.

Solicitor's Report: Beth Kern

- Beshore & Koller Drafted Developer's Agreement – A request to receive a waiver from any formal subdivision and land development plan. There were requests from the previous council meeting during the review of the draft, to have additional convenience regarding the property to not have any structure, or buildings and that all zoning and building permits are to be received and all parts of the Borough ordinances and codes must be complied with throughout the project. This item to be placed on the March 2024 agenda for formal action to be taken.
- Bids for Joint Refuse Manchester Borough and Mount Wolf Borough
 - A motion was made by Adam Bowman to authorize advertisement the joint bid specifications for the refuse and recycling contract. It was seconded by Ryan Neely and the motion carried.
- 111 Cooper St. enforcement update – The Borough Office did receive a letter last week indicating this property may go up for Sheriff's sale in the coming months. If the council chooses to proceed and have the 3rd party landscape group clean up the trees and bushes, the time frame will need to be closely followed or the opportunity to collect for the work completed may lapse. Beth Kern also informed that the sheriff's sale may be postponed or resolved under the current property owner, and to keep in mind this when making their decision. The council's consensus is to not proceed with any work from the 3rd party contractor currently, due to the potential sheriff's sale and possible new owners.

President's Report: Ronald Gembic

- Discussion about creating a Borough Manager position
 - A motion was made by Ronald Gembic to table the topic of creating a Borough Manager position for the borough. It was seconded by Ryan Neely and the motion carried.

Park and Recreation Report: Joseph Paniagua, Judy Hilliard, Mike Jackson

- A about a year ago a contractor was given permission to park their equipment in the parking lot area of the recreation center building. Due to the parking of the equipment, there was some damage to the parking area that the contractor was supposed to fix. This did not happen therefore Gary Cardasso would like to entertain quotes to re-stone the parking lot. Gary Cardasso to provide quotes for council at the March 2024 meeting.

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- A motion was made to not exceed \$2000 for the parking lot stonework at the recreation building. It was seconded by Joseph Paniagua and the motion carried.
- Adam Bowman would like to get quotes for the heating and the AC systems at the recreation building. This would include getting the duct work off the ceiling. Currently we do not rent the building as much in the summer due to the heat and there is no AC in the building.
- Currently residents are allowing the heat to be set at a constant 75/80 degrees. When the renters leave the heat continues to run at this temperature. Michael Jackson and Gary Cardasso to meet to program/fix the thermostat.

Maintenance/Street Report: Gary Cardasso

- Quotes for parts to repair the leaf machine – Stephenson Equipment Inc. quote was \$4,300.66 for parts. OBD quoted \$2742.00. Mount Wolf Borough gave approval for the OBD quote and paying half of the quoted cost. With the shop performing the labor themselves, this has provided a cost savings of \$2816.50 for the Borough.
 - A motion was made by Adam Bowman to approve the cost of \$2,742.00 to purchase the leaf machine parts from OBD in Richmond VA. It was seconded by Bradford Price and the motion carried.
- A demonstration will be held on Saturday the 17th at 8 a.m. for a compact loader. All the council are invited to attend.

Unfinished Business

- ARPA Funds allocations – A packet was provided for all the council's review per the request from the January 2024 council meeting.
- Discussion for Borough Email Accounts – There was a desire for every council member to have their own specified email account. Tiffany Mays asked the question as to how council would check their specific email account without checking their emails on their own personal devices. Not all council members would like a Borough email account. Tiffany Mays to provide a quote from MBIT group for email communications for each council member.
- Approval for MBIT Invoice \$625.40 for current work performed.
 - A motion by Bradford Price to pay the current work performed invoice of \$625.40 to MBIT Group. It was seconded by Adam Bowman and the motion carried.

New Business

- Council room updates – Tiffany Mays to make minor changes to the council room. The council agreed.
- A motion was made by Larry Weirich to add Treasurer Wendy Snyder to the bank signatories, and to remove Harry Morgan. The motion was seconded by Adam Bowman and the motion carried.
- Resolution 2024-05 PA One Call Proclamation
 - A motion was made by Ryan Neely to adopt Resolution 2024-05. It was seconded by Ronald Gembic and the motion carried.

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- Rec Center Access/Storage – A request was made by a leader of the Boy Scouts to always have full access to the recreation center. They also use the recreation center as some storage, and it is being suggested that this is no longer allowed. The recreation building is being left a mess and not cleaned up. Tiffany Mays to inform the boy scouts of the council's decision.
 - A motion made was by Ryan Neely to allow full access only to the Maintenance/Shop at the recreation center. It was seconded by Joseph Paniagua and the motion carried.
- Manchester Borough domain – Submit to register and show digital presence. This is free.
 - A motion was made by Ryan Neely to allow the Manchesterborough.gov to be registered. It was seconded by Bradford Price and the motion carried.

An Executive Session was entered into at 8:54 P.M. to discuss personnel matters, and was exited at 9:13 P.M.

Executive Decision

- A motion was made by Adam Bowman to supply the Borough secretary with health insurance through Zangari Agency. It was seconded by Bradford Price and the motion carried.
- A motion was made by Bradford Price to allow the secretary's schedule to increase to full-time 32 hours a week. It was seconded by Joseph Paniagua and the motion carried.
- A motion was made by Adam Bowman to use ARPA funds to pay for the 2024 health insurance for the secretary. It was seconded by Ryan Neely and the motion carried.

Police Meetings

- Adam Bowman mentioned to Michael Goodling that the mayor attends the police meetings and safety meetings for the Borough. Mayor Michael Goodling stated that he will be able to attend these meetings. Tiffany Mays to speak with Chief Rizzo to plan the meetings with Mayor Goodling.

There being no further business a motion for adjournment was made by Adam Bowman at 09:30 P.M. A 2nd was given by Ryan Neely, and the motion carried.