

MANCHESTER BOROUGH MEETING MINUTES

February 13, 2023

- 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
Wade Witt
Joseph Paniagua
John Rea

Eric Gimbi
Mike Stahle
Larry Weirich
Solicitor Beth Kern
Mayor Patty Witt

- Approval of Agenda/Minutes
 - Ryan Neely motioned to approve the January 09, 2023 minutes as presented. Adam Bowman seconded the motion and the motion carried.

Public Comments/Guests:

- Fire Chief Joe Stevens - Union Fire Company
 - December 2022 – 26 Calls, 0 Loss and a total of 344 calls for 2022. A total of \$198,700 loss pre-incident
 - No injuries to fire fighters or citizens
 - Fundraisers held were shrimp sale for Valentines Day, and Superbowl Sunday. Total profit was \$1,600. For perspective this is about the cost of 1 fire helmet and 1 pair of gloves for a fire fighter.
- Ken Kennedy, Gwen Weinstein, Vanessa Slenker, and Jane Ahrens – Parking permits Ordinance 2008-57

Appoint Council Members:

- Dennis Howell submitted a letter of resignation from the Borough Council on 02/09/2023. Two seats are open on council.
- Eric Gimbi volunteered to be a council member however since the January council meeting where interest was submitted, Eric started a new job position. Eric will need a stipulation to leave at 8:15 p.m. during council meeting night to start work on time. Eric will do his best to make sure his scheduled start is after 8:15 p.m.
- A motion was made to accept Dennis Howell's resignation by Adam Bowman. Ryan Neely seconded the motion and the motion carried.
- A motion was made by Ryan Neely to approve resolution 2023-04 Appointing Eric Gimbi and Mike Stahle as council members until January of 2024. Larry Weirich seconded the motion, and the motion carried.
- Mayor Patricia Witt gave oath to new council members Mike Stahle and Eric Gimbi, and they took their respective seats on council.
- Beth Kern explained in detail the appointment term and process for municipal election.
- President Wade Witt asked for volunteers for Vice President of council. There were no volunteers.

MANCHESTER BOROUGH MEETING MINUTES

February 13, 2023

- President Wade Witt made a motion to nominate Mike Stahle as the new Vice President of the Manchester Borough Council. Eric Gimbi seconded the motion and the motion carried.

REPORTS

Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$417,247.57. Receipts for the month of January were \$27,743.72. Disbursements were \$67,524.42 leaving a total of \$377,466.87 in the account. Members 1st Bank Money Market Account \$454,682.53. The PLGIT accounts were also reviewed for the month of January.
 - Larry Weirich motioned to approve the January 2023 account balances as read and presented. Ryan Neely seconded the motion and the motion carried.
 - Joseph Paniagua motioned to approve and pay the January 2023 bills as read and presented. Ryan Neely seconded the motion and the motion carried.
- PLGIT Rates of interest were discussed. PLGIT Interest is currently 4.16% and the Bank is .12%. PLGIT is the only one with growing interest.
 - A motion was made to move \$ 300,000 to PLGIT account by Adam Bowman. Ryan Neely seconded the motion and the motion carried.

Mayor's Report: Patricia Witt

- Weddings-police report-safety and permits were reviewed.
- Carpets were cleaned by Leppo Carpet cleaning.
- Gettle Fire Systems will be in Feb 21 – 24 to install fire alarms in the main office and then Feb 27 and Feb 28th, March 1 – March 3.
- The call buttons at the Manchester square are damaged and need replaced. MILT will need to be called to repair.
- Received flasher warning permit from PennDOT. PennDOT suggests we update more often.
- Musser Street traffic light pole damaged by Werner trucking. Insurance will cover to repair. Mayor Witt is waiting on the police report from officer Tenney to turn in to the insurance.
 - There is a new bolt requirement for street traffic light poles per PennDOT. Currently it is a 4-bolt pattern however may need to be updated to a 6-bolt pattern. James to follow up and provide current bolt specifications from PennDOT.
- Musser and Main Street traffic light for resident. Resident claims the light is not changing for her to leave her home. Mayor Witt to contact MILT to investigate the matter.
- President Wade Witt suggested during safety emergencies they need addressed right away without council decision. Beth Kern suggested creating a spending threshold with permissions for individuals to address safety emergency concerns/repairs immediately if necessary and report out to council at the following meeting.
- Public safety committee to be discussed at the March 13, 2023, council meeting.

Engineer's Report: John Rea

MANCHESTER BOROUGH MEETING MINUTES

February 13, 2023

- 2023 Street Maintenance – What are some projects the Borough would like to be completed? The Borough will continue with the crack sealing program. John Rea to compile a list of roads that will keep under bidding limits and send out for council's review.
- 2023 Road review – John Rea, Eric Gimbi, Mike Stahle, and Ryan Neely to meet and drive around the Borough to review potential area's that will need repaired and or attention.
- Joseph Paniagua asked what we can do as a Borough to help improve borough sidewalks. John Rea stated that if there is an area that is problematic, the Borough can send letters to residents to have the sidewalk repaired. However, it would be best to contact the planning commission and have them send updated economic information for the Borough so public improvement projects may be determined through the CDBG (Community Development Block Grant) program. Tiffany Mays to contact Joiann Galiano.
- Slant and Center Alley - John Rea met with Gary Cardasso on Saturday 02/11/2023 and the signs are ready to go. They did review where all the signs are to be placed. Once the advertisement is completed and approved at next month meeting, they will be installed.
- PA Small Water Grant – DCED sent out questions from application and answers were submitted. A copy was given to the secretary to be filed. Selections are to be made at the DCED July 2023 meeting.
- Degradation ordinance 2000-24 was reviewed and suggestions made. John Rea to highlight to show change and send for our review.
- President Wade Witt asked when paving will start for the year? There are citizen complaints being received about the light at Hartman Street and Maple Street not changing when traveling on Maple Street and no cross traffic is coming from Hartman Street. Mayor Witt to call MILT to inquire about a temporary patch for timing.

Solicitor's Report Beth Kern:

- Drafted proposed ordinance 2023-01. This ordinance amends the part of the Borough's Code book Chapter 142, for vehicles and traffic that would allow for the closing of certain streets to certain vehicles. This will accomplish and is supported by C.S. Davidson's traffic study that was presented at the January 09, 2023, council meeting by John Rea. This takes the existing code in chapter 142 and adds Center Avenue from Slant Alley to Pike Avenue, and Slant Alley from Main Street to Center Avenue as a street that is closed to all vehicles except passenger cars.
 - John Rea did reach out to YCRPD to make sure they agreed with the posting of the no truck sign without the truck length. Patrick from LTAP suggested to reach out to the police as it was fairly vague in the posting. When John Rea does receive communication, he will inform council.
 - A motion was made by Adam Bowman to authorize legal advertisement of Ordinance 2023-01 for consideration at the March 13, 2023, council meeting. Ryan Neely seconded the motion and the motion carried.
- Drafted proposed ordinance 2023-02 which addresses the parking restrictions that are currently in place in the Fenwick Heights neighborhood. Advisement from Patrick from LTAP provided. After review, Beth Kern states we can comfortably amend ordinance 2008-57, by repealing it in its entirety, with a report written from John Rea supporting the repeal on the basis that the condition to place the parking restriction was not necessary for the type of restriction that is in

MANCHESTER BOROUGH MEETING MINUTES

February 13, 2023

place. Repeal in its entirety and replace with a new section of chapter 142 of existing code. Carrying into the text where residents can go to purchase the permits. The reserved parking zones are created on both sides for streets to not include Fenwick Drive, & Malvern Drive. Beth to also remove Covington Drive.

- A motion was made by Ryan Neely to authorize legal advertisement of Ordinance 2023-02 with the change of removing Covington Drive for consideration at the March 13, 2023, council meeting. Joseph Paniagua seconded the motion and the motion carried.
- Update on Joint Refuse Bidding/Contract – Not enough time to get this item on the Mount Wolf Agenda meeting for February meeting. Beth asked if the Borough would like to continue to be joint refuse with Mount Wolf. The Borough would like to continue as joint however would like clauses submitted in the bid packets.
- Borough Code for Fee's – Tiffany Mays Review each section of the Borough's Code to find each instance where the Borough can set a fee. Prior fee setting resolutions or resolutions to provide individual fee's to be reviewed. The compiled list will be used to determine a final list of fees to include a discussion.
- Ryan Neely asked if he could obtain a copy of the Borough Code for Animals. Borough Code Chapter 63. Beth reviewed the Borough Code Chapter 63 section 63-2 with Ryan.
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President's Report: Wade Witt

- Eastern Lift Compliance Quote
 - A motion was made by Adam Bowman to approve spend of \$327.26 to Eastern Lift for compliance items for training. Mike Stahle seconded the motion and the motion carried.
- ARPA Funds American Rescue Plan Act– Must be obligated by the end of 2024 and used by the end of 2026. Current ARPA Funds total \$287,439. ARPA was defined for new council members. ARPA wish list as follows:
 - Gettle Fire Alarm Systems - \$20,000
 - Union Fire Company - \$50,000
 - Park Fund - \$50,000
 - Office Fund - \$10,000
 - New Backhoe - \$30,000
 - Digital Sign – Out front of Borough Office - \$20,000
 - Retention Wall repair
- Emergency Management – Letter received from East Manchester Township explaining Bud Staub has retired. Hazard mitigation plan changed from Judy Hilliard to Tiffany Mays. Patty Witt working with East Manchester Township to understand what is needed of the Borough for emergency management.
- Letter from concerned resident for roads missed for snowplow. This will be communicated to the maintenance employees.

Park and Recreation Report: Joseph Paniagua, Wade Witt

- No update

MANCHESTER BOROUGH MEETING MINUTES

February 13, 2023

Maintenance/Street Report:

- Racks for Leaf Boxes and Salt boxes. Total cost around \$2,700. Will be moved to March 13, 2023, council meeting for discussion until further information for cost can be obtained.
- Shop organization – 5S before and after pictures provided to council. Toolbox justification provided by Curtis Walters. The new toolbox will serve to keep tools in one location and will be able to be found at all times. The toolbox will be locked up. Total cost of toolbox requested \$1,200.00.
 - A motion was made by Ryan Neely to approve the purchase of a toolbox for \$1,198.00. Joseph Paniagua seconded the motion. The motion carried with the exception of Adam Bowman who opposed the motion.

Building Report

- No update

Council/Miscellaneous Items:

Unfinished Business

- Borough Fee Resolution – Action to for Tiffany Mays to copy current fee Resolution 2015-1 and provide to council for review at the March 13, 2023 meeting. Tiffany Mays to also perform a comprehensive review of the Borough Code Book by performing a search referencing the term “fee” and placing in a matrix for review. Beth Kern to research creating an ordinance that would amend the code to be broad to state that the fee would be set by resolution.
- Open permits - Degradation – John Rea to review.
- Borough Code Books – Moved to March 13, 2023 council meeting.

New Business

- Bond for Secretary
 - A motion was made by Adam Bowman to approve payment of the secretary’s bond. Ryan Neely seconded the motion, and the motion carried.
- 811 Proclamation request for April to be “Safe Digging Month” moved to March 13, 2023, agenda.
- Larry Weirich - Clair Good has passed away. Request for a donation for all of his service in the Borough.
 - A motion was made by Adam Bowman to donate \$50.00 to the charities list Clair Good’s obituary. Larry Weirich seconded the motion, and the motion carried.
- Annual recycling report ordinance – Beth Kern to review. Will be moved to March 13, 2023 council meeting.
- Liquid Fuels Audit reviewed.

There being no further business, the meeting adjourned at 9:37 p.m.