

MANCHESTER BOROUGH COUNCIL

February 14, 2022

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

Larry Weirich      Ryan Neely      Mayor Patricia Witt  
Bruce Almoney      Joseph Paniagua      Adam Bowman

The meeting was started with the appointment of a Borough solicitor. A motion to dissolve the current solicitor John Baranski of Blakey, Yost, Bupp & Rausch was made by Bruce Almoney and seconded by Joseph Paniagua. All agreed. Another motion to appoint Beth Kern, of CGA Law Firm as the new Borough solicitor was made by Joseph Paniagua and seconded by Bruce Almoney. All agreed.

The January 3, 2022, minutes were approved upon the motion of Larry Weirich and seconded by Bruce Almoney. All agreed.

**GUESTS –**

\*Kim Perone, Manchester, PA

\* Joe Stevens – Fire Chief – 39 calls/ \$80,000 estimated loss for the month of January. He mentioned that they were awarded the FEMA grant and used the funds to replace the old air masks worn by the firefighters, the training has been completed and were all put into service at the beginning of February. On 1/19 the members completed mandatory, annual HazMat recertification. On 1/22 the members participated in a mandatory training on the new MSA G1 SCBA. And on 1/23 the members completed annual CPR/AED/bloodborne pathogens recertification. They also participated in the Make-a-Wish event for a local area resident. He also mentioned that they will be having a shrimp feed on Sunday, March 20<sup>th</sup> and tickets are limited as well as a raffle to be held sometime in the spring.

\*Judy Hilliard, Borough NEYCSA Rep– wanted to thank Larry Weirich and Bruce Almoney for attending the NEYCSA Intermunicipal meeting today at 11 AM. She discussed that this year they will be putting in a new lateral and manhole on Malvern Drive (13 & 17) to help with the backup issue. She also wanted to mention that the sewer rate was increased from \$130 to \$135/qtr. as of today. Lastly, sometime next year they will be working on the manhole around the area of 200 N Main Street.

**TREASURER’S REPORT - Wendy Snyder**

The General Checking Account (M & T Bank) balance as of January 1, 2022, was \$265,324.30. Receipts for the month \$35,566.84. Disbursements for the month of January were \$47,278.77 leaving a balance in the checking account of \$253,612.37 at the end of the month. The 1/31/22 balance in the Members First Money Market Account was \$454,036.52 reflecting \$38.56 in interest. The PLGIT Accounts were also reviewed for the month of January. Council approved the financial reports on the motion of Adam Bowman and seconded by Bruce Almoney. All Agreed.

Bills were reviewed for payment that totaled \$48,533.76. A motion to pay bills was made by Adam Bowman and seconded by Bruce Almoney. All agreed.

\*She wanted to mention that we are still continuing to receive the \$75 late fee for Rutters even though the check is mailed in enough time. The problem is on their end with the late processing. She is asking

council to pay online using an ACH transaction. There was some concern about having the bank account number online but after some discussion council was assured that M & T has excellent fraud protection in place. A motion to pay the Rutters account online with an ACH using the Borough's checking account was made by Bruce Almoney and seconded by Ryan Neely. All agreed.

\*Lastly, she brought up that the Ehrlich Vegetation Management Agreement (proposal) was received, and the price increased from \$795 to \$811, a \$16 increase from last year. It was decided that we will postpone signing the agreement at this time and revisit/discuss in June/July meeting.

#### **MAYOR – Patricia Witt**

\* She performed two weddings, one on January 25<sup>th</sup> and the other on February 3<sup>rd</sup>.

\* She mentioned that the Police Chief asked if we would change the Borough's curfew ordinance so that it matches the other municipalities that are a part of the York Area Regional Police Department. Our current ordinance states that the first offense is a written letter then you will receive a fine. They are asking to eliminate the written letter part of our ordinance and leave the rest as is and it will then match the other municipalities. A motion to have the solicitor amend/ advertise the ordinance by removing the "written letter" first offense wording was made by Larry Weirich and seconded by Bruce Almoney. All agreed.

\* She also mentioned that she had a meeting here at the Borough office with a Rutter's representative on February 9<sup>th</sup>. She said that he wanted to keep the Borough informed of all the changes (current/ present) being made to the convenience store. He mentioned that the store has already been remodeled to accommodate the sale of alcohol. They are trying to get 350 signatures from registered voters and hope to have it on the ballot to be voted on. Right now, we are considered a "dry" Borough and if this gets passed, we will need to amend our ordinance to reflect the change.

\* Lastly, she mentioned that she would like to have the Borough's new radar speed sign(s) to be placed at Main Street for one (1) month and on Farm Lane for one (1) month.

#### **ENGINEER'S REPORT – John Rea**

\***2022 Street Maintenance** – He is asking council for any recommendations. He also asked council if they would like to set up a meeting to discuss or schedule a day/time to drive around and look for potential trouble spots in the Borough.

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 –CSD to hold on work.

\***Mt. Wolf Village Apartments** – Met on site with Mark Senft and Josh Morey (Inch Co), Christopher Owens (Gordon Brown Associates, Mt Wolf's engineer) Wade Witt, Bruce Almoney and Gary Cardasso. Discussed the temporary and limited use of Plane Tree Road. Contractor is only utilizing Plane Tree for passenger vehicle access. All oversized/large truck traffic is to use the existing driveway off Maple Street

until the new entrance is created. It was suggested to have the solicitor draft up a memorandum to Inch & Co., but it was decided to hold off on sending one at this time.

**\*York County CDBG Program Application for 2021, 2022 and 2023** – February 2022; no update.

**\*2019/2020 CDBG Project – East Parkview St** – February 2022 update: reflectors are still on backorder.

**\*Manhaven Manor Stormwater Repairs** – February 2022; no update – still waiting on Gingrich and pleasant weather.

**\*Ordinance Review & Updates** – Reviewed the fee information with the mayor. Plan to mark up some comments and share to finalize a new fee schedule.

**\*American Rescue Plan Act (ARPA)** – February 2022; no update.

**\*DCED Grant Opportunity – Gaming Grant**

- He emailed the Borough secretary.
- PA Gaming money - \$25K to \$1 M requests – no match; \$100 non-refundable application fee. Could be used for anything that qualifies or is considered as betterment of public infrastructure.
- Council will need to decide what they would like to apply for and the amount they are requesting and pass a resolution at March's council meeting on 3/14. The application is due the next day 3/15.

#### **SOLICITOR'S REPORT – Beth Kern**

\* She wanted to formally thank everyone for choosing her and her law firm, CGA, as the new solicitor to represent the Borough.

#### **PRESIDENT'S REPORT – Wade Witt**

\* He handed out an invoice from our current IT company (The Refill Station) that totaled \$2,488.00/year and reminded council that he also wanted a sign contract agreement, or he will no longer provide services to the Borough. He mentioned he can get Webroot, malware, and anti-virus for five (5) devices for \$59/yr., carbonite cloud backup is \$72/yr. for three (3) devices, and he is paying \$8/mo. for Microsoft 365 (and now add maintenance @ \$99 per license...so three (3) licenses) estimated total \$401/yr. He also mentioned that he is researching a program that benefits nonprofits by giving them discounts and he wants to see how this could potentially save the Borough money by becoming a nonprofit. A motion to dissolve the Refill Station as the Borough's IT company and maintain our own installation of the software was made by Bruce Almoney and seconded by Joseph Paniagua. All agreed.

\* He wanted to discuss the Borough Authorization Sheet that was written up and is asking council for any changes or corrections that need to be made to it. A motion to update the sheet with the changes made below was made by Larry Weirich and seconded by Ryan Neely. All agreed.

- Home Depot – add Gary Cardasso, Maintenance
- Staples – add Mari Strayer, Secretary
- PLIGIT – remove Adam Bowman; add Wade Witt
- M & T Safe Deposit Box – remove Adam Bowman; add Mari Strayer & Wendy Snyder

\* He then suggested that the secretary be in charge of updating and maintaining the Borough sign out front. It was then suggested by the solicitor that the sign should only be limited to government/Borough announcements to avoid any potential Constitutional issues they may be construed as a free speech

and/or discrimination issues. A motion to keep the sign strictly for government/Borough announcements was made by Bruce Almoney and seconded by Joseph Paniagua. Majority agreed, except for Adam Bowman who opposed the motion.

\* Lastly, he asked council if the Boy Scouts are able to continue to use the Borough facilities to hold their pork dinners. The solicitor suggested that they should provide the Borough with a Certificate of Insurance as a way of protection. A motion to allow the Boy Scouts to continue functions here at the Borough building pending they provide a copy of a Certificate of Insurance to be put on file was made by Adam Bowman and seconded by Ryan Neely. All agree.

### **MISCELLANEOUS REPORT**

\* Wade mentioned that the locks on the office filing cabinets were finally changed on January 21, 2022, and the office doors have been locked for the past two (2) weeks. After some discussion, it was suggested that the councilman's mailbox be brought out to the conference room, so they have access to it. Council agrees with the decision.

\* Resolution 2022-2 (the authorization of participation and voting by telecommunications' devices) was made by Adam Bowman and seconded by Larry Weirich. Majority agreed, except for Ryan Neely who opposed the motion.

\* It was decided by council that the Borough will continue their contract with Penn Waste for the two (2) year extension and not rebid. When the contact ends in two (2) years we can/will rebid for other garbage suppliers.

\* It was recommended that the secretary become a notary. After some discussion it was to be tabled to be placed under "old business" on next month's agenda and discussed then. This will give the solicitor time to further review/research the topic (any conflict with the secretary attesting as well as notarizing the document) and give a formal explanation.

\* It was suggested that we purchase a fruit basket for the crossing guard following her recent surgery. A motion to purchase a fruit basket with a \$55 spending limit was made by Joseph Paniagua and seconded Larry Weirich. Majority agreed, except for Ryan Neely who opposed the motion.

\* Wade mentioned that next month will be the I-83 Land Use Plan Exit 26 public meeting @ 6:30 PM and council will need to be here so they can listen to the presentation and approve and sign Resolution 2022-3. The resolution is the amending of the Borough's comprehensive plan that will now include the I83 Exit 26 Land Use Plan.

\* Lastly, the mayor suggested getting a plaque/certificate to recognize Tom Brenner for all of his years of service since he was not given one when he retired from council this past December. Adam then brought up that Tom mentioned that he did not want no such thing done for him. Discussion was dropped.

**Entered into executive session from 9:40 pm – 10:00 pm to discuss personnel.**

A motion to adjourn at 10:00 PM was made by Adam Bowman and seconded by Ryan Neely. All agreed.

Respectfully submitted,  
Mari Strayer