

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

February 09, 2026

7:00 PM

Monthly Meeting

- I. President Bradford A. Price called the meeting to order and led with the Pledge of Allegiance
- II. Roll Call was performed by the secretary
 - Members Present – Emily Mumma, Sonja Comegna, Ronald Gembic, Jennifer Reiner, Jeffrey Gewertz, Bradford Price, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, and Mayor Judy Vance
- III. Approve or Amend Minutes
 - A motion was made by Joseph Paniagua to approve January 05, 2026 council meeting minutes as drafted. Emily Mumma seconded the motion, and the motion carried unanimously.
- IV. Public Comments
 - John Diehl stated the streetlight on Fenwick Rd. on the SW Side has been damaged for 2 years has not yet been fixed or replaced by First Energy and would he like the Borough to try and assist in having this issue resolved. Mr. Diehl has filed multiple work orders on the issue with First Energy but has not received a response. The Borough Manager will attempt to make contact and move this repair along.
- V. Fire Services Report
 - Chief Joseph Stevens reported 46 Calls, \$103,000 in loss, 0 FF injuries, and 2 Civilian Injuries. UFC Annual report was provided to the council. The fire company is in the process of transitioning to the NERIS reporting software pursuant to a federal mandate.
- VI. Treasurer's Report
 - A motion was made by Sonja Comegna to approve the treasurer's report as presented. Jeffrey Gewertz seconded the motion, and the motion was carried unanimously.
 - Direct deposit costs were presented for Borough employees and council members. \$36 monthly maintenance fee plus a .225 cents fee per direct deposit. Direct Deposit for 15 employees and council monthly would approximately be \$41.38 to implement.
 - A motion was made by Ronald Gembic to approve the implementation of direct deposit for Manchester Borough employees

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and council members. The motion was seconded by Sonja Comegna, and the motion was carried unanimously.

vii. Public Works

- The monthly report was provided with no major notations.

viii. Mayors Report

- YCRPD Report and YCRPD Annual Report were provided for council's review. The Borough Manager requested

ix. Zoning, Code Enforcement and Permits

- 300 High St. Permits submitted, but awaiting final approvals for LD Plan to proceed.
- 205 Maple St. Junk Violation – Final Notice given. CCIS will file a citation to the MDJ if no action is taken by Feb. 11, 2026.

x. Engineer's Report

- NESD LD Plan Review (0965.3.14.14) – The comment letter from CSD was provided, accepted, and returned by NESD. We are currently awaiting the submission of documentation for review before the permits are submitted.
- PA Small Water & Sewer Program – DCED Grant Funding (0965.5.10.04) - Final Restoration is complete. The project will be reviewed in the spring to resolve any yard, vegetation, and or planting concerns under the 1-year warranty period. A request to pay AFP #6 for \$2,500.
 - A motion was made by Emily Mumma to pay J. Phillips Excavating & Hauling per AFP#6 in the amount of \$2,500 to J. using liquid fuels funds. Sonja Comegna seconded the motion, and the motion was carried unanimously.
- Gross Property Subdivision (0965.3.07.03) – Deed descriptions were provided to CGA Law Firm. Comments will be provided during the Solicitor's report.
- 2025 CDBG – N Main St. ADA Ramps (0965.4.66.00) – The fully executed report was received, and the initial quarterly report was submitted. CSD requests authorization for CSD to work on the project. During the review of the project, it was found that the 4 ramps at Rutter's Farm Store are not

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currently compliant. CSD suggests contact with Rutter's to have conversations with them regarding the ADA ramp compliance.

- A motion was made by Emily Mumma authorizing CSD to begin the design for the 2025 CDBG project along with directing staff and the engineer to contact Rutter's regarding voluntary participation and design work. Sonja Comegna seconded the motion, and the motion was carried unanimously.

- xii. PA Small Water & Sewer Program – Manhaven Manor – Edgeboro & Farm Lane – The grant award was successful. The grant awarded value is \$145,137. Manchester Borough match will be \$25,613 or 15% using liquid fuels funds.
 - A motion was made by Jeffrey Gewertz to accept the PA Small Water & Sewer Program Grant for Edgeboro & Farm Lane Project. The motion was seconded by Sonja Comegna, and the motion was carried unanimously.
 - A motion was made by Sonja Comegna to authorize C.S. Davidson to prepare bid documents for the Manhaven Manor – Edgeboro & Farm Lane as well as include the approval of expenditure from liquid fuels for C.S. Davidsons engineering work pending approval of the project. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- xiii. NEYCSA Sewer Work – waiting on weather to cooperate to begin maintenance projects.
- xiv. Misc. Items – AutoZone LD Plan – Applicant has not submitted updated documentation to date. Tentatively planning for the March meeting. Plans are available for council's review before the March meeting at the Borough office.
- xv. Solicitor's Report
 - Update on the Gross Property Subdivision Plan Review – CGA to update and finalize some minor updates to the front of the plan notes. C.S. Davidson will then submit the plan and application to East Manchester Township for their review and approval process.
- xvi. Manager's Report
 - Winter Street Maintenance – To provide some additional education and clarity to the residents, it is recommended that the council review and take

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formal action to adopt a snow management plan. A draft of Resolution 2026-04 was provided to council.

- A motion was made by Sonja Comegna to adopt Resolution 2026-04 Manchester Borough Snow Management Plan. The motion was seconded by Larry Weirich, and the motion was carried unanimously.

xvi. Recreation & Park – Floor Repair. Council had discussion on the recreational building floor and the shift that is being noticed.

- A motion was made by Jeffrey Gewertz to approve repair and replacing of the floor at the Manchester Recreational Building. Emily Mumma seconded the motion, and the motion was carried unanimously.

xvii. Unfinished Business

- Security Improvements Office – Currently working to receive estimates.
- York Co. Liberty Tree Location Parcel 76-000-01-0007.N0-00000
 - A motion was made by Emily Mumma to approve the York Co. Liberty Tree for the planting location of 76-000-01-0007.N0-00000. The motion was seconded by Jeffrey Gewertz. The council took a vote. The motion passed 6-1 with Ronald Gembic declining the motion.
- Ordinance Review – Removal of snow and ice required. Council will review the snow declaration and the current snow and ice required ordinance and make suggestions to bring to the March council meeting.

xviii. New Business

- PA 211 – Council held discussion to place PA 211 helps links on the Borough webpage. Due to interest of all council, the Borough Manager will place a link on the webpage and Sonja Comegna will call to request materials.
- NESD & Manchester Borough Crossing Guard Fees – There was discussion to accept direct invoicing and to transition to a monthly invoicing to NESD for their 75% of both the Borough crossing guard costs and for police resources used for crossing guard duty.
 - A motion was made by Sonja Comegna to accept monthly invoicing for the duties of the crossing guard from YCRPD coverage. Manchester Borough to then Bill NESD as appropriate at 75% of the costs of the

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duties of the crossing guards. The motion was seconded by Emily Mumma, and the motion was carried unanimously.

- Vegetation Control Estimates – Currently vegetation control is being completed by Heritage Lawn Care, however Wiley Landscape and Design presented an estimate for consideration.
 - A motion was made by Jeffrey Gewertz to approve Wiley Landscape and Design for Borough vegetation control. Larry Weirich seconded the motion, and the motion was carried.
- Appointment for Sewage Enforcement Officer Keith Hunnings with South Penn Code Consultants LLC
 - A motion was made by Sonja Comegna to appoint Keith Hunnings with South Penn Code Consultants LLC as Sewage Enforcement Officer for Manchester Borough. The motion was seconded by Jeffrey Gewertz, and the motion was carried unanimously.
- Appointment for Alternate Sewage Enforcement Officer Tate Hunnings with South Penn Code Consultants LLC
 - A motion was made by Sonja Comegna to appoint Tate Hunnings with South Penn Code Consultants LLC as Alternate Sewage Enforcement Officer for Manchester Borough. The motion was seconded by Jospheh Paniagua, and the motion was carried unanimously.
- Resolution 2026-03 Adopting South Penn Code Consultants 2026 SEO fee schedule
 - A motion was made by Sonja Comegna to adopt Resolution 2026-03 South Penn Code Consultants Fee Schedule. Jeffrey Gewertz seconded the motion, and the motion was carried unanimously.
- xix. There being no further business the council meeting was adjourned at 9:20 p.m. on a Jeffrey Gewertz/Larry Weirich motion. The motion was carried unanimously.
- xx. Executive Session - Pending Litigation- An executive session was entered into by the council at 9:24 p.m. The council adjourned the executive session at 9:35 p.m.