

MANCHESTER BOROUGH COUNCIL  
January 11, 2021

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

Wade Witt      Larry Weirich      Tom Brenner      Wayne Bush  
Bruce Almoney      Joseph Paniagua      Mayor Patty Witt

The December 14, 2020 minutes and those of the reconvened December 29<sup>th</sup> meeting were approved upon the motion of Wayne Bush and seconded by Joseph Paniaqua. All agreed.

TREASURER'S REPORT – Jane Ahrens

The General Checking Account (M&T Bank) balance as of December 1, 2020 was \$203,252.04 Receipts for the month were \$27,235.00. Disbursements for the month of December were \$70,866.62 leaving a balance in the checking account of \$159,620.42 at the end of the month. The 12/31/20 balance in the Santander Money Market Account is \$453,650.82 reflecting \$38.42 in interest at a rate of .10%. The PLGIT Accounts were also reviewed for the month of December. Council approved the financial reports on the motion of Wade Witt and seconded by Wayne Bush. All agreed.

Bills were reviewed for payment that totaled \$49,942.64 that were approved by Council, motioned by Wayne Bush, and seconded by Bruce Almoney. All agreed.

GUESTS

- Rachel Gromling and her daughter, Kim Perone.
- Judy Hilliard
- Andrew Herrold (Griest, Himes, Herrold & Reynosa LLP) – He submitted a proposal for the Legal Services position for the Borough and wanted to approach council on behalf of that proposal and answer any questions that they may. His main area of focus of practice is on Estate planning and Administration as well as Municipal Law. His firm is a general practice firm with six attorneys.
- Chief Joseph Stevens – He reported that there were 35 calls for the month of December: no loss/injuries. He said that they did a variety of things from a contact-free version of Santa this year for the kids. As well as being invited by the Roots for Boots Program to assist in the delivery of a track chair to a local Vietnam Veteran. He mentioned that the two fundraisers they held in December went well. Also, the fire hall will not be rented out until at least March or April due to COVID-19 and as of this

point, he still waiting to hear from the Commonwealth of Pennsylvania on when there will be vaccines available for the firefighters.

- Chief Bryan Rizzo – Came here to council an update on the NRPD and YARPD merger as well as address any questions or concerns they may have. He said they are doing this merge to help keep the cost down. They just had a merger meeting with the attorney's and are getting closer to drawing up a final charter. He is hoping to have the final one done and can be presented by March. With this merger he said it to ensure that there are plenty of officers to cover the area. There will be no set number of PPU's to purchase instead they will evaluate how much time that we are already using in the Borough (calls, traffic stops and patrolling etc.) and average that over two years. It will be put into a formula and they will let us know how many PPU's we have been using. If we decide that we do not want or need that many, there may be a point where there is a minimum as to the number of calls, we can have. This will be evaluated every two years. They are projecting this merger to happen on January 1, 2022 if not sooner.

MAYOR - Patricia Witt

- She received a call from Pat Poet from the Sewer Authority asking for copies of the Boroughs 2020 and 2021 budgets. And wanted to remind her to tell council that they still need to elect someone to replace Clair Good on the Sewer Authority.

- She said the lights at the square are being turned off tomorrow (1/12/21) and asked when they would be coming down because she needs to schedule a time to get the bucket truck. Per Adam, we do not have a set date as of now, but we can get in touch with Conewago Township and schedule sometime to use their bucket truck.

- The resident at 430 Maple called and complained about the pothole and said it is getting bigger and asked when it will be repaired. Per Adam, Gary looked at it on Saturday (1/9/21) and said it is not that deep and it is hard to put down patching when the temperatures are as cold as it is outside.

- She asked for the council to approve the plans for the school and that signatures will be required by Wade Witt and Adam Bowman, but we have not yet received the final plans or the signature page for them to sign.

- There is an issue on Center Alley and the square. A gentleman is running a repair shop out of three garages without a business license and he does not reside at the residence. She said he will need to have zoning approval to run a business in that area. The main concern though is that the renters in that area are to have two off street parking spaces per apartment and due to the garages being rented out they do not have the proper parking spaces they are allowed as well as travel up and down the alley since he has it blocked with cars. He is also filling up the parking lot up at the square with cars that need to be worked on. Per Judy, that area is a R2 zone and no businesses are permitted there. Per Solicitor, we are to send him the address and he will then find out who the property owner is and send them a cease-and-desist letter.

ENGINEER'S REPORT – John Rea

- 2020 CDBG Project - East Parkview – Paperwork is complete, requisition submitted, and payment has been made to Gingrich. A final walk-thru with the YCPC scheduled for Tuesday, January 12, 2021 @10AM.
- 2020 Street Maintenance – Had the Borough follow up with the liquid fuels contact, James Leshner. The paving project however required a “project number”. The Documentation needed was provided to Mr. Leshner and the project was created. Now all that needs to be done is to submit a MS-999 form for the work and the C.S. Davidson project is closed.
- 2021 Street Maintenance – He asked council to think of any requests or suggestions for what they would like to see completed this year.
- Manhaven Manor Stormwater Repairs – Continuing to wait for Gingrich to finish grading in Pond 1. He said he is going to see Neil tomorrow morning (1/12) and will ask him about this project and hopefully he can get a solid answer for next meeting.
- Roadway Restrictions – Approval received from PennDOT. The Borough may install signs per the study. Council will need to pass an ordinance to make the signage enforceable. Engineer will email information to the solicitor for completion.
- York County CDBG Program Applications for 2021, 2022 and 2023 – Engineering estimate was provided for the proposed ADA ramps to be installed along Main Street. CDBG request is for the construction only. There is an engineering fee to survey, design, bid and manage the construction project which is, an estimated \$30,000. This includes costs for the crosswalk study and HOP permitting. The CDBG has historically liked to keep projects under \$100K. Per engineer, he will discuss this with Joann if the project scope should be reduced or it is okay. Council approved Resolution 2021-2 for the submission of the CDBG 2021,2022 and 2023 application on the motion made by Wayne Bush and seconded by Larry Weirich. All agreed.
- Manchester Street – NEYCSA – Work is anticipated to wrap up by the end of this week (1/15) or early next week. Paving will be temporary and a final paving to completed in the spring. The road will be reopened to traffic as soon as the temporary paving is in place.
- NEYCSA Chapter 94 Report – Connection restrictions – NEYCSA has submitted a corrective action plan for the organic overload. DEP has accepted the plans and the sewer authority is implementing the plan. We are still to continue to notify CSD of any new building permit requests that will require sewer EDU’s.
- Manhaven Manor Inlet- 455 Crossing Way – No update for January.
- MS4 – Reported that we are halfway through the reporting year(s) of the 2020-2021 cycle. He also asked if council would be interested in an updated training/information seminar. It was suggested that it be planned for a month or two out so it can be advertised so the community could be involved as well if they choose to.
- Crosswalks at the Square - Spoke to Will Clark – York County Traffic- meeting will be on January 15<sup>th</sup> for the I-83Exit 24-28 planning committee. Trying to determine the timing and/or inclusion of the square in the I-83 project.

- He also mentioned about the plans for the high school. When the plans are approved, and they show up at the Borough office it will require two signatures, one from Wade Witt as Chairman for the Planning Commission and a second from Adam Bowman as Borough Council President. Then Terry will come to the office to sign as the reviewing engineer and then onto the Sewer Authority for their signatures.

- Wayne questioned John Rea if there was any reevaluation about Maple & Hartman and the truck traffic coming on/off there. Per John Rea, he was not personally aware of any reevaluation and their plans for running the trucks there, but he said that the school is supposed to be controlling the times of deliveries to not occur during the busy times at the intersection. He said it will be only as good as the effort that the school puts forth to make that plan happen but until we/they recognize it as a problem it will not be reevaluated.

#### SOLICITOR'S REPORT – John Baranski

- He asked if there were any comments regarding the food truck ordinance. Per Mayor, she is still looking at it and making adjustments.

#### MISCELLANEOUS

- Wade discussed Treysta Technologies (the IT company who purchased our website, and we have been paying to build and host it.) He said he has now switched it to where he updates the website. His concern is when he went to update the website with another COVID change and he was not able to update the website. He tried several things and did not work, finally he had to call them and ask if they made any changes to the website. They said the address changed. Wade said that the only time that happens is when they change the web hosting. They gave him the new address and he was able to get on and update it. Meanwhile, Jane receives a bill from them charging us for support to help him get onto the website that they changed. A couple of weeks later it happened again, and they changed it again and charged us. He said that in 2019 we paid \$324 and in 2020 we are down to \$273 but it really should only be around \$149.00. Per Mayor, she feels that we should not have to pay for their errors/mistakes, and she feels like they realized that are losing money having people update their websites instead of them and that is why they are charging for every time they need to help someone. Per Adam, at this point we are to leave it as it is and if we run into more support issues with them, we will need to discuss. Wayne also mentioned that we can always dispute the charges.

- Adam mentioned that he did not get in contact with the gentleman he knows about firewall and antivirus software. He said we will let it go for now until he gets to talk with him, and then we will go from there. When the software gentleman calls/emails about this we are to mention that council said it is on hold and are looking into it.

- Resolution 2021-1 for the millage rate to stay the same at 2.90 mills was approved on the motion made by Wayne Bush and seconded by Larry Weirich. All agreed.

- Wade discussed the park and getting a port-o-potty. He received information about it. It is through Walters Services and it will be \$29/week in which they will clean every week (including removing any graffiti) as well as include hand sanitizer and all the supplies needed. It will also be handicap accessible.

The port-o-potty will only be needed for five months (26 weeks x \$29/week = \$754). It will be placed near the tree so that the cameras will be able to see and record it in case it gets damaged.

- Wade discussed that there is a conflict on receiving mail, opening mail and there are assumptions being made about things getting lost or misplaced. Per the secretary's training she is supposed to open and distribute mail unless it specifically addresses a particular individual. Whereas Jane feels she should be the one to open the mail since she is the one who pays all the bills. It was also mentioned that the mail is being held up at the Harrisburg hub and that is why we are rarely seeing any mail and that may explain why things appear to be being lost and/or misplaced. Wade is asking for councils' thoughts on this matter. Per Adam, secretary can open the Borough's mail unless it specifically mentions a title, or it is addressed to a specific individual.
- Wade brought up that the Sewer Authority is looking for a new representative from the Borough to replace Clair Good. Wade Witt made a motion to appoint Judy Hilliard, seconded by Larry Weirich. All agreed.
- Larry brought up that they will also need a representative for the zoning board. Larry Weirich made a motion to appoint Judy Hilliard, seconded by Wayne Bush. All agreed.
- Wayne mentioned that on Sunday, December 27<sup>th</sup> @ 3AM – York County's 911 system went down completely, and it was restored by Noon. They had to physically contact each department and/or chief to have the stations manned. This is the second time that a major outage has occurred in a span of two years. He wanted to inform us that Station 63 in Shrewsbury had purchased an iPad with their volunteer company money and a data plan (it is costing them roughly \$900/year) and gave it to County so they can use that to dispatch because County has no backup plan. He suggested to council that they should write a letter to County asking them what their plan is and how are they going to fix this problem because it keeps going down constantly. He is hoping some pressure from some municipalities might help with the situation. Adam suggested that Wayne draft a letter on behalf of Manchester Borough council. Mayor told Wayne to draft a letter and it can be typed up on Borough letterhead and can get council to sign it.

A motion to adjourn at 8:35 PM was made by Wayne Bush and seconded by Tom Brenner. All agreed.

Respectfully Submitted,

Mari Strayer