

# MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

January 05, 2026

7:00 PM

Special Reorganization and Monthly Meeting

- I. Tiffany Mays called the meeting to order at 7:00 P.M. and the oath of office was given to Bradford Price, Jeffrey Gewertz, Judy Vance, Emily Mumma, and Sonja Comegna by the Honorable Magistrate Robert Eckenrode.
- II. Mayor Judy Vance led the pledge of allegiance.
- III. Roll call was performed by the secretary.

## **Members' Present**

- I. Emily Mumma, Sonja Comegna, Jeffrey Gewertz, Jennifer Reiner, Bradford Price, Larry Weirich, Joseph Paniagua, Engineer John Rea, and Mayor Judy Vance

## **Reorganization of Council**

- I. Mayor Judy Vance called for nominations for Council President.
  - i. A nomination for Bradford Price was made by Jeffrey Gewertz. The motion was seconded by Sonja Comegna. A vote was taken and the nomination was carried with all in favor.
- II. President Bradford Price called for nominations for Vice President of Council.
  - i. A nomination for Jeffrey Gewertz was made by Larry Weirich. The motion was seconded by Joseph Paniagua. A vote was taken and the nomination was carried with all in favor.
- III. Resolution 2026-02 appointing the 2-year council member vacancy. There was discussion regarding the total number of electoral votes received for the 2-year term and the total votes for 4 year and 2-year terms.
  - i. A motion was made by Joseph Paniagua to adopt Resolution 2026-02 appointing Ronald Gembic to the 2-year council member vacancy. Sonja Comegna seconded the motion and the motion was carried. A vote was carried and all council were in favor.
- IV. New Council Member orientation – There discussion regarding new council members and the PSAB NEMO Boot Camp Training
  - i. A motion was made by Joseph Paniagua to approve the PSAB NEMO for the 3 newly elected council members at \$150 each. The motion was seconded by Ronald Gembic, and the motion was carried unanimously.

## **Appointment for Borough Officials**

- I. A motion was made by Ronald Gembic to appoint the Borough Officials list as presented. The motion was seconded by Sonja Comegna, and the motion was carried unanimously.
  - i. Borough Manager/Secretary/Asst. Treasurer – Tiffany Mays
  - ii. Borough Treasurer/Asst. Secretary – Jennifer Reiner
  - iii. Borough Public Work Director – Curtis Walters
  - iv. Borough Engineer – C.S. Davidson Inc.
  - v. Borough Solicitor – CGA Law Firm

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- vi. Auditor – Kochenour, Earnest, Smyser & Burg
- vii. Zoning Officer – Commonwealth Code Inspection Services Inc.
- viii. Code Enforcement Officer – Commonwealth code Inspection Services Inc.
- ix. Building Codes Officer - Commonwealth Code Inspection Services Inc.
- x. Open Records Officer – Tiffany Mays
- xi. Emergency Management Coordinator – Michael Fischer
- xii. Sewer Enforcement Officer – South Penn Cove

## **Obtain bonds for Borough Manager, and Borough Treasurer**

- II. A motion was made by Ronald Gembic to approve obtaining bonds for Borough Manager and Borough Treasurer. The motion was seconded by Larry Weirich, and the motion was carried unanimously.

## **Appointment of Bank Depositories for Borough Funds**

- III. A motion was made by Jeffrey Gewertz authorizing the Bank Depositories for Manchester Borough as presented. Ronald Gembic seconded the motion, and the motion was carried unanimously.

## **Discussion and action to appoint new council signatories to bank accounts as authorized users**

- I. There was discussion concerning current signatories on the bank accounts. Ronald Gembic would like to remain as a signatory. No action will be taken to change back signatories.

## **Approve or Amend Minutes**

- II. A motion was made by Jeffrey Gewertz to approve December 10, 2025 council meeting minutes as drafted. Ronald Gembic seconded the motion, and the motion carried unanimously.

## **Public Attendance & Comments**

- III. None provided

## **Fire Services Report:**

- None provided

## **Treasurer's Report:**

- The treasurer's report with balances of the accounts was reviewed for December 2025 and motions were made as follows:
  - A motion was made by Ronald Gembic to approve the December 2025 Treasurer's Report as presented. Jeffrey Gewertz seconded the motion, and the motion was carried unanimously.

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## **Public Works:**

- Nothing to report.

## **Mayor's Report:**

- Police report will be provided later.

## **Zoning, Codes, Permits, Concerns:**

- Zoning and Enforcement reports provided in packets.
- 205 Maple St. – Final notice provided for Junk Violation
- 137 N. Main St. Final notice provided for Junk Violation

## **Engineer's Report:**

- NESD LD Plan Review (0965.3.14.14) Council reviewed the land development plans for additions to the High School. Plan PC0965.3.14.14. Lynelle Farber, on behalf of Hunt Engineering, provided comments on the changes to the council for the land development plan.
  - A motion was made by Jeffrey Gewertz to approve the waivers for the plan sheet size and plan sheet scale as requested for the NESD PC0965.3.14.14. The motion was seconded by Ronald Gembic, and the motion was carried unanimously.
  - A motion was made by Ronald Gembic to conditionally approve PC0965.3.14.14 NESD LD Plan based upon Jan 02, 2026 letter from C.S. Davidson Inc. The motion was seconded by Jeffrey Gewertz, and the motion was carried unanimously.
- PA Small Water & Sewer Program DCED (0965.5.10.04) – No Further Action
- Gross Property Subdivision (0965.3.07.03) – No Further Action
- 2025 CDBG Main Street ADA Curb Ramps (0965.4.65.00) – Awaiting Contract from YCPC
- Misc – TRG has not provided response to the emails sent by the Borough Manager. John Rea to reach out to get an update for the Borough.
- 229 S. Main St. – AutoZone LD Plan was not submitted on time for the January meeting. They plan to come to the February Meeting.
- Grant submissions – The Manchester Street LSA Grant was not selected for Manchester Borough. This was the second submission for this project.

## **Solicitors' Report:**

- No report

## **Manager's Report:**

- Uni First 3x5 Entry Rugs \$3.50/each – Rugs needed to prevent potential falling and slipping.

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- A motion was made by Sonja Comegna to approve the additional \$3.50 per rug by Uni First. The motion was seconded by Emily Mumma, and the motion was carried unanimously.
- Pest Control Estimates – The Borough Manager presented estimates from Ellis Pest Control which shows a reduction in cost service per location with more service to be provided versus Ehrlich the current pest control provider.
  - A motion was made by Jeffrey Gewertz to approve the Ellis Pest Control Services for the Liverpool St. location. The motion was seconded by Joseph Paniagua and the motion was carried.
  - A motion was made by Ronald Gembic to approve the Ellis Pest Control Services for the Main St. location. The motion was seconded by Larry Weirich and the motion was carried.

### **Recreation & Park Report:**

- Water leak at the Recreation Building at the Manchester Community Park. This water leak repair is required. Houseal Plumbing & Excavating a Costar's contractor estimate was provided for a repair cost of \$7,620.84.
  - A motion was made by Jeffrey Gewertz to approve Houseal Plumbing & Excavating to not exceed \$7,620.84 to repair the leak. Ronald Gembic seconded the motion, and the motion was carried unanimously.

### **Unfinished Business:**

- Manchester Ambulance Club – Postponed
- Security Improvements Main Office – Postponed
- York County Liberty Tree Location – The council tabled the discussion until a location can be decided.
- NESD Waiver of Permit Fees Discussion – The Ad Hoc Committee provided comments from the NESD meeting. NESD indicated their willingness to present to the school board for increased funding for the school crossing guards in a future discussion, as well as they indicated a willingness for a maintenance agreement for the Dauberton walking path. NESD is seeking a permit reduction equal to the prior fee Resolution of \$5 for every \$1000 of the project evaluation.
  - A motion was made by Jeffrey Gewertz to approve the permit waiver fees to be charged to NESD per the prior fee Resolution in 2021 equaling \$138,000. The motion was seconded by Sonja Comegna. A vote was taken and Larry Weirich and Joseph Paniagua were not in favor. The motion carried.

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## **New Business:**

- Resolution 2026-01 Authorizing and approving a tax collection agreement with the York County Treasurer's Office for the collection of Borough taxed to begin for the 2026 tax year.
  - A motion to adopt Resolution 2026-01 was made by Ronald Gembic. Joseph Paniagua seconded the motion, and the motion was carried unanimously.
- A motion to ratify the hiring of Helen Reisinger School Crossing Guard
  - A motion was made to ratify the hiring of Helen Reisinger was made by Jeffrey Gewertz. Ronald Gembic seconded the motion, and the motion was carried unanimously.
- No executive session is needed currently.

***There being no further business, a motion for adjournment at 9:06 P.M. was made by Ronald Gembic with a 2<sup>nd</sup> from Sonja Comegna. The motion carried unanimously.***