

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

July 10, 2023

- President Wade Witt called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance
- Roll call was performed, and the following officials were present:

Adam Bowman
Mike Jackson
Ryan Neely - Absent
Wendy Snyder
Mike Stahle

Wade Witt
Larry Weirich - Absent
Joseph Paniagua
Solicitor Beth Kern - Remote
Engineer John Rea
Mayor Patricia Witt

Approval of Agenda/Minutes

- A motion was made by Mike Stahle to approve the June 2023 minutes as presented. Mike Jackson seconded the motion and the motion carried.

Fire Chief Joe Stevens:

- 26 calls/0 Loss/0 Injuries
- The rib BBQ was held on June 18th, 2023 - Father's Day with a \$1,600 profit. September will be the next fundraising event.
- Union Fire Co. was invited to tour Brunner Island to better understand where things were located and look at their fire suppression systems.

Chief Bryan Rizzo:

- June 2023 – 39 calls in the Borough, 7 were ECR calls, and 2 arrests were made
- Response times in June were an average of 5.79 minutes. YTD for the Borough as a whole was an average of 4.3 minutes.
- The most common time for high call volume to the Police Department from the Borough is Mondays through Fridays between 9 a.m. – 2 p.m.
- Tiffany Mays mentioned to Chief Rizzo that there has been a lot of loitering in Debbie's parking lot. Chief Rizzo stated they will do more drive-throughs for this property.
- Chief Rizzo asked if the Borough had any calls or leads for the Crossing Guard positions. There have been no calls or interest for this position.
- The Honda Civic located in Center Alley will be moved by Friday.
- Adam Bowman asked if we got a second resource officer. Chief Rizzo stated yes that there was one located in the middle school, and one at the high school. Vo-Tech will also be getting a second resource officer. The schools do perform drills throughout the year.

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Public Comments/Guests:

- Guests in attendance were Judy Hilliard, Kim Perone, Chief Joe Stevens and Chief Bryan Rizzo.
- Judy Hilliard – Sewer Authority – Desiree Boorujy will be taking over after Pat Poet’s retirement at the end of 2023. Letters are being sent out to Manchester Borough and Mt. Wolf residents due to the illegal connections where water is flowing and being processed through the sewer systems.

Treasurer’s Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$583,509.24. Receipts for the month of June were \$65,155.31 Disbursements were \$65,304.42 leaving a total of \$583,360.13 in the account. Members 1st Bank Money Market Account \$100,192.65. ACH payments for June 2023 were reviewed as follows: Rutter’s Fuel \$62.31, Sheetz \$62.31, Met Ed \$2838.21, Columbia Gas \$75.88, and Comcast \$192.13. The PLIGIT accounts were also reviewed for the month of June 2023.
 - Adam Bowman motioned to approve the June 2023 account balances as read and presented. Mike Stahle seconded the motion and the motion carried.
 - Mike Jackson motioned to approve and pay the June 2023 bills as read and presented. Mike Stahle seconded the motion and the motion carried.
- Ehrlich Vegetation Control – Quote for \$811. Dauberton Pond on Poplar Ct. and Barberry Ct. Wade Witt stated that it needs to be looked at before approving as this was stopped before due to erosion. Mike Jackson and Wade Witt to meet Thursday June 13th 2023 at the location to review.
- SPCA New Rate - \$570.74 increase from previous year (\$1994.0). Mike Jackson asked if we need this service. Wade Witt stated that the SPCA provides a discounted rate for our residents. They can have their pets spade/neutered for a discount. This is normally paid in August each year. This is based on the percentage of the population for each municipality. The Council has decided to table this subject until the August 14, 2023 council meeting. Beth stated that in her review of the email, this would be the rate to be charged for 2024 services to be budgeted for in 2024. The agreement is to be coming out in August. Tiffany Mays to speak with SPCA and gather information for the Borough.

Mayor’s Report: Patricia Witt

- Police report provided in council packets.
- Crossing guards are still needed. There have been 0 interest.
- Zoning Board meeting to be held July 20th at 7 P.M. for 111 High Street and 39 N. Main Street. They did not get permits before installation of structures on their properties. A lot of people are performing work within the Borough without permits and Patty Witt states we need to start cracking down on our violations. There are 4 or 5 violations per home going to the zoning board. Commonwealth Code to inform residents at 111 High Street to cease and desist all work on their property.

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Engineer's Report: John Rea

- 2023 Street Maintenance - Crack sealing is complete. Base repair and patching have been awarded to H&H General Excavating. CSD to work on scope of work and submit H.O.P for this project. Tiffany Mays to finalize setting up ECMS and send it to John Rea so the H.O.P can be submitted.
- Ordinance Review & Updates – Beth Kern and John Rea to continue working updates
- CDBG – Prepare to submit H.O.P following authorization meeting. Tiffany Mays to finalize and send ECMS partner information to John Rea. Grant monies to be awarded at a potentially later meeting in the year.
- Liverpool Street Stormwater – Beth Kern to review the easement, and John Rea to finalize the drawings for future grant opportunities.
- Slant Alley – Letter provided from Gloria Snelbaker. Tiffany Mays sent the ordinance that officially adopted Slant Alley in 1943. John Rea asked a surveyor to plot the northings and eastings to see what portion and what length of the alley that actually is affected. The trees on Slant Alley belong to Hampton Woods from the survey completed by C.S. Davidson Inc., Does the Borough need to vacate the rest of Slant Alley as it serves no purpose? This would be a potential conversation at another meeting. Wade Witt asked how vacating Slant Avenue would affect our liquid fuels. John Rea stated that Slant Avenue is not a large enough roadway to qualify for liquid fuels, so it is not on the liquid fuels register. John Rea to provide the liquid fuels register map.
- Zoning report – There were 2 homes that will be going to zoning hearing board on July 20th, 2023. Johnathan Heilman will be on vacation therefore John Rea will be present to represent C.S. Davidson Inc., zoning officer. Judy Hilliard asked John Rea if he received the planning commission recommendations with all the noted violations. Judy Hilliard feels the 2 homes going to the zoning board should have gone to the magistrate before they went to the zoning board. Beth Kern stated that when there is a zoning violation for failure to get a permit, it is not uncommon to first issue the notice of enforcement and through the notice of enforcement, one of the options the property owner can take is to either appeal the enforcement notice, or seek the relief for the variance or special exception to be in compliance with the zoning ordinance by seeking the zoning relief. The Borough does not have to take the property owner to the magistrate before the zoning board. The property owner is taking the appropriate step to seek the zoning relief to get in compliance. If the zoning board does not grant the relief that they need to be in compliance, the property owner would have to remove the offended structure that is not in compliance with the zoning ordinance. If they fail to do so within the time limit in the ordinance after they do not get the zoning relief, then you would take the next step to take them to the magistrate. Beth Kern suggested that the council decide at this meeting if they whether or not they desire to have the Borough be an opposing party to the zoning applications on legal grounds and or the grounds that the applicant has many violations and hasn't sought permits. Essentially that they have created their own hardship. If The Council agrees they can authorize the Borough solicitor to represent them at the zoning hearing board. Patty Witt stated

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that the Commonwealth Code denied the deck and the pool because it does not meet the requirements.

- A motion was made by Mike Jackson to authorize Beth Kern Solicitor to represent the Borough through the zoning board meeting. The motion was seconded by Adam Bowman, and the motion was carried unanimously.
- Mike Jackson amended his previous motion.
- A motion was made by Mike Jackson that the Borough desires to be a party and oppose both 39 N. Main Street, and 11 High Street for the July 20th zoning hearing board. Adam Bowman seconded the motion and the motion carried.
- Johnathan Heilman has sent 6 notice of violation letters sent out that have had no response and no further action taken from the residents. C.S. Davidson Inc., seeking further direction whether council would like C.S. Davidson Inc., to send a violation letter that is enforceable, and if no action, forward to Beth Kern solicitor and then Beth Kern to take them to the magistrate.
 - A motion was made by Mike Jackson for the 6 properties referred to by the zoning officer for further enforcement action by the Borough Solicitor. It was seconded by Mike Stahle and the motion carried.

Solicitor's Report:

- Regional Emergency Management Draft Agreement – The proposed changes that both Boroughs are in agreement. No proposed changes from Mt. Wolf. The red line drafted agreement was sent to the township solicitor, and the township is scheduled to meet July 11th, 2023. Pending their approval of the revisions and no additional request from the township for any changes, we then are looking at a resolution to adopt the final draft of the new emergency management agency agreement next month in August. Then action will be underway to name the emergency management coordinator. The group will then meet and send out the plan of action for the new plan to be updated.
- Degradation ordinance – John Rea and Beth Kern are continuing to work together to get one ordinance proposed for advertising. This will include the solid waste section as well.

President's Report: Wade Witt

- Uniforms – New quotes received and in packets. Unifirst has proposed a quote that is 50% cheaper. This will be for 6 uniforms total, shop towels, and lockers. The Cintas quote is \$3,692.00/yr. and Unifirst is \$1474.72/yr. Mike Jackson asked if the Borough provided shirts to the shop employees. The Borough does buy the fluorescent shirts and they are not cheap. Mike Jackson stated he is fully against uniforms in the Borough. When a shop employee works on the tractors wearing reflective shirts, the shirts become very dirty and stained. Shop employees also get a reflective vest. Tiffany Mays stated that with the shop employees out working on resident's property, or sidewalks residents do not realize they are Borough employees and can become aggressive with them. For the safety of our shop employees, we should allow uniforms. The contract for uniforms would be for a year. Joseph Paniagua suggests that we give the uniforms a try. Adam Bowman stated that it should be clearly stated that lost uniforms will be the responsibility of the employee.

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- A motion was made by Joseph Paniagua to try uniforms for a year from Unifirst for the cost of \$1,474.72/yr. A second was made by Adam Bowman and the motion was not unanimous. Mike Jackson opposed.
- WellSpan Ambulance Business Plan – 1 – 100 employees for \$250/yr. We will get a reduced rate if an ambulance trip is needed. No other ambulance company can be used. It must be a WellSpan ambulance. Chief Joe Stevens stated the subscription sent is designed to get money into the organization as a donation ahead of them asking. And in return a discount rate is given. The business plan would cover every person at the Borough.
 - A motion to allow the purchase of the WellSpan Ambulance Business plan for \$250/yr. was made by Mike Jackson. It was seconded by Joseph Paniagua and the motion carried.
- Letter from Mt. Wolf Borough – stating they are withdrawing from the 2015 Intergovernmental Regional Emergency Management agreement was received.
- Eagle Fire Co. #1 donation request – Eagle Fire Co. #1 is requesting a \$10,000 donation for equipment and upgrades. Joe Stevens asked why Eagle Fire Co. #1 would be soliciting the Borough for a donation. This is the second request received from the Eagle Fire Co. #1. Joe Stevens asked for a copy of the donation request letter. Adam Bowman stated that a letter to be written to inform them that this will be looked at during budgeting time for the Borough. A letter will be written and sent to Eagle Fire Co. #1.
- Musser & Main St. Traffic Signal Light/Traffic Signal Maintenance Quotes – The sensor on the pole at Musser and Main St. does not work, and the resident at 173 S. Main St. pulls out on a red light to be able to enter traffic. When looked at by Wade Witt the whole unit was missing. When discussed with Milt, he stated it was taken down because it was full of water and shorted out and a new unit was needed. Milt's son-in-law manually changed the lights. 2 quotes were received to work on the Musser & Main Street traffic light. C.M. High quoted \$375.00 to relocate the existing loop card and Atlantic Transportation Systems Inc. quoted \$4,000.00 to install the new camera system. Tiffany Mays to get quotes for a loop detection installation to be ready for the August 14th, 2023 meeting. Both C.M. High and ATS have also provided quotes for traffic signal maintenance. C.M. High quoted \$1,500 and ATS quoted \$1,000. The quotes provided are just for Manchester Borough. John Rea noted that the C.M. High quote is only for 6 months. That is 2 checks in that time frame for the price. If during the inspection, they find any issues they will send detailed item and cost to the Borough on a separate bill. This will be tabled until the August 14th, 2023 meeting for decision.

Park and Recreation Report: Joseph Paniagua, Wade Witt

- Gazebo at the square – Cathy Dosche provided pictures of the brick flooring at the gazebo showing that the sand has worn completely away, and this is allowing weeds to grow through. The brick will also need to be leveled before the sand or sealing is placed. Mike Jackson to receive quotes for the brick flooring. The roof of the gazebo was reviewed by Mike Jackson, and he feels that the roof does not need to be replaced. Mike Jackson states that a few shakers need to be replaced and he is willing to do this work. The cupula needs to be painted, and the Borough would be best to buy a bucket truck rather than replacing the gazebo roof. Adam stated that Conewago shares their bucket truck with us for last years with no issue, and the cost

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of maintenance, certification annually to own our own bucket truck for the Borough is too costly. Tiffany Mays suggested to Mike Jackson to work with Wendy Snyder to get quotes on how much our insurance would go up as well with a bucket truck. Mike Jackson to receive quotes with certification and maintenance fees.

Maintenance/Street Report:

- No Updates

Unfinished Business

- Traffic Study signalized intersections for SR0181 & SR0921, SR0921 & Hartman Street. There was no study performed due to cost. A group met from the Borough and PennDOT and discussed options. This will be tabled for future discussion.

New Business

- Resolution 2023-09 Authorizing C.S. Davidson Inc. as a partner in the ECMS system.
 - A motion was made by Adam Bowman to pass Resolution 2023-09. Mike Stahle seconded the motion and the motion carried.
- PennDOT Authority Resolution - To approve the secretary of the Borough for setting up and any changes to the ECMS on behalf of the Borough.
 - A motion was made by Adam Bowman to approve the PennDOT Authority Resolution. It was seconded by Mike Jackson and the motion carried.
- Grant 9004 & Recycling Update – Tiffany Mays provided historical data for council review. Tiffany Mays to provide potential recycling opportunities at the August 14th, 2023 meeting. The Borough averages \$2,000 - \$4,000 in awarded grants for recycling annually.
- Judy Hilliard asked John Rea to look at the potholes by the Manchester Post office
- Mayor Witt reminded the council of a discussion last month in regard to protection. Mayor Witt stated that detectives, and constables will not do this for 1 hour a day. Mayor Witt sat down with the Chief of Police, and they are to look at this in more detail.

There being no further business a motion for adjournment at 09:02 P.M. was made by Adam Bowman and 2nd Mike Stahle. The motion carried unanimously.