

MANCHESTER BOROUGH COUNCIL

July 11<sup>TH</sup>, 2022

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

Adam Bowman Bruce Almoney Larry Weirich Joseph Paniagua

The following officials were not present for the meeting Wade Witt, Dennis Howell, and Ryan Neely.

The June 13<sup>th</sup>, 2022, Meeting Minutes were approved by motion by Adam Bowman and seconded by Larry Weirich. All approved.

**GUESTS**

Joe Stevens, Fire Chief was present with his report. There were 32 calls for the month of May. Estimated Loss \$1000.00. There were 0 Firefighter Injuries and 1 Civilian Injury. Members completed season Water Rescue Equipment and Skill Review. Provided (4) free smoke alarms to an area resident. He did not have a final total for the fundraiser.

Mr. and Mrs. Kleiser were both present to voice their continuing concerns about the truck traffic on Center Alley, Slant Alley, and Pike Alley. Resident Carol Godfrey was also present with concerns in those areas about truck traffic and the trucks causing damage to her property. Engineer John Rea explained in order for signs to be erected and enforced traffic studies from both his office and PennDOT must be completed and approved. Engineer John Rea is hoping to get the Engineer Traffic Study completed within the next month and sent to PennDOT. Estimated time for response on Traffic Study process and completion 2-3 months.

It was stated that the drivers are saying it's the GPS that is causing the drivers to go that direction and was suggested contacting the GPS providers to make them aware of Center Alley being a one way.

Mr. and Mrs. Kleiser along with Carol Godfrey also stated their concerns about the Verizon wire still hanging low to the ground and not being repaired. This is a safety concern both for property owners who only have land lines and constituents passing through. Carol Godfrey provided the sub-contractor information for Verizon hoping to get the issue corrected faster. It was stated that the Borough will again reach out the Verizon making them aware of the situation. Secretary Brittany Reed mentioned contacting the State Representative to see if they have any way to help. It was inquired if the Borough can mandate that the property owner remove the tree causing the issues with the wires. Solicitor Beth Kern asked for a motion to be made to have her investigate and send proper notices to property owner. Joseph Paniagua made motion to approve Solicitor to handle this, Adam Bowman 2<sup>nd</sup> motion, all approved.

**TREASURERS REPORT (WENDY SNYDER)**

M&T General Account after disbursements \$533,528.87. Reserve Account \$466,677.61. M&T Covid Fund \$143,442.85. Members 1<sup>st</sup> Bank Money Market Account \$454,223.13. The PLGIT Accounts were also reviewed for the month of June. Motion to approve balances made by Joe Paniagua, seconded by Larry Weirich, all approved.

Bills including payroll totaled \$57,283.78. Included is a bill for Gingrich's for sand for sandbags. Adam Bowman motioned to approve, Joseph Paniagua 2<sup>nd</sup> motion, all approved.

EMS Laptop – Payment Approval needed to pay East Manchester Township in the amount of \$235.78 for the Boroughs portion per agreement. Joseph Paniagua made motion to approve payment to East Manchester Township in the amount to \$235.78, Adam Bowman 2<sup>nd</sup> motion, all approved.

## **MAYORS REPORT (PATRICIA WITT)**

No Report

## **ENGINEER REPORT (JOHN REA)**

Reviewed bid tab for pavement patching. (2 on East Parkview Rd and 2 on Lightner Alley)

Bids received – Stewart & Tate, Inc. \$9,557.25, Gingerich Excavating \$22,500.00, and Shiloh Paving & Excavating Inc. \$41,700.00. Engineer John Rea asked for a motion to award bid to Stewart & Tate, Inc. in the amount of \$9,557.25 payable out of the liquid fuels account. Adam Bowman made motion to approve bid and pay out of liquid fuels account, Joe Paniagua 2<sup>nd</sup> motion, all approved.

Crack Sealing – Still awaiting to receive 3<sup>rd</sup> quote. Engineer John Rea made mention if he is unable to get a 3<sup>rd</sup> quote by August Meeting, the other option is to reduce the dollar amount of the project by holding off on some of the areas needing crack sealed so that 3 quotes are not required.

Stormwater Ordinance – Updated – there is (1) highlighted area in the drafted Ordinance provided to Council that will be removed. Solicitor Beth Kern explained the update and the Borough Code Book being in Compliance with the MS4 Stormwater Management Policies. Solicitor Beth Kern asked for a motion to advertise the updated ordinance with highlighted area removed. Joe Paniagua made motion to approve updated Stormwater Ordinance be advertised, Adam Bowman 2<sup>nd</sup> motion, all approved.

Manchester Borough Code Book Update- Now that the Stormwater Ordinance update has been completed, Secretary Brittany Reed can forward to Lori Ann with General Code to get code book updated.

Mt Wolf Apartments – Engineer John Rea sent a letter to Inch & Co regarding the continued use of Plane Tree Ave and the trucks and construction causing dirty roads. Engineer John Rea also stated that this is a violation and can be reported by Council or Residents to the Conservation District if problem persists.

NEYCSA Sewer Work – Fenwick / Malvern Dr – Sewer Line has been replaced. Final site restoration activities are taking place. Work should be completed soon. Base paving will have to sit for about a month before final paving is completed.

## **ZONING REPORT – (JOHN REA)**

2 inquires by property appraisal companies requesting zoning regulations for specific properties. Responses have been provided by email. Property Locations – 220 Maple St, and 13 Covington Dr.

Engineer John Rea mentioned that there appears to be a zoning violation at the Covington Dr. property with the operation of an Airbnb in a portion of the home. Engineer John Rea to send notice informing property owner of violation.

There was 1 phone call by resident to ask about tree removal. Neighbor has a tree that concerns the property owner, not a zoning issue.

There were 3 applications for permits.

Permit # 2022-18 York Street was denied. CSD has prepared a letter denying the zoning application for building on the lot. This permit was originally approved by Commonwealth Code because it does meet the requirements for the UCC. It does not meet the requirements for the Borough Zoning Code because the lot is too small to build on. Applicant is entitled to request a zoning hearing board meeting to appeal the decision. Solicitor Beth Kern also explained the importance of getting the Zoning Hearing Board created and having them approve a Zoning Solicitor, in the event the applicant files an appeal.

Permit # 2022-24 Fence- In Review. Applicant must confirm the location of the fence and its distance from the property line.

Permit #2022-25 Driveway Expansion and Paving – Approved.

Engineer to forward approved/denied permit documents to Secretary to contact applications to pick-up permits.

Discussion on Zoning Officer Duties – being provided better clarification on process and assignment of duties. Motion was made by Adam Bowman assigning the Borough the administrative review of documents, including but not limited to phone calls, prep-work for permit, etc. C.S. Davidson will only do the approving and denying of the permits. Joseph Paniagua 2<sup>nd</sup> motion, all approved.

Engineer John Rea asked for the Council to assign a Council contact for immediate decisions needing action. Apparently in the Borough Code book there are time frames listed that are causing issues when needing to be responded to because waiting to get an approval for at the next Council meeting go beyond the time allotted for responses on some projects. Options to consider for next council meeting is to revise the ordinance to extend time frame for responses, and/or create a committee/person for Engineer John Rea to contact when immediate issues arise. Tabled for August Meeting.

#### **SOLICITORS REPORT (BETH KERN)**

Penn Waste Refuse and Recycling Contract Extension – was approved by Mt Wolf Borough and Penn Waste. Finalized copies provided to Borough Secretary for filing. Discussion on the issues the Borough has been having on the trash pickup (not picking up on scheduled days or in general). Residents and Borough have contacted Penn Waste informing them of the issues of resident's trash not being picked up. Response from Penn Waste is that they are understaffed and getting to trash when they are able to. Secretary Brittany Reed to forward the original agreement/contract to Solicitor Beth Kern for review to see what can be done to hold Penn Waste accountable for not following agreement/contract pick-up dates.

Zoning Hearing Board – Borough currently does not have a Zoning Hearing Board; notice was placed on sign out front off main office requesting Board members. Also going to ask President Wade to place notice on Borough website.

Discussion on Violation Notices – Solicitor Beth Kern explained the process and what is required in the violation's letters depending on what the Manchester Borough Code states. Each violation has its own deadline and penalty that needs to be included in the letter. Solicitor Beth Kern asked for a motion to approve her to draft templates for Violation letters that include the required information needed to address concern/violations. This way all documents and procedures would be legal for further proceedings. Tabled until August meeting.

Fee Schedule Resolution – Solicitor Beth Kern has started to draft a Fee Schedule Resolution. The code book needs to be reviewed for penalty fees and other fees mentioned in the code book. Solicitor Beth Kern was looking for a month to approve someone to review the Code Book to gather the information she is asking for. Tabled until August meeting.

Requiring address numbers on properties – Secretary Brittany Reed sent an example to Solicitor Beth Kern, Secretary Brittany Reed to provide council with the example of Manchester Township's ordinance to review and make decision on if they want to proceed with the ordinance or not at the August council meeting.

#### **PRESIDENTS REPORT (WADE WITT)**

Security Cameras at the Main Office/Garage – tabled for next month. (a copy of several options and styles of camera were given out for council to review).

Discussion on whether the Borough should hire sub-contractors to do work within the Borough (mowing, curbs, painting lines) to allow more time for Maintenance to do work needed. – No information provided – tabled until next meeting.

Checking – Security Check program offered by the bank – no information provided – tabled until next meeting.

Review Quote for E360 Code Program – tabled until August meeting due to the price of program.

#### **BUILDING/GROUNDS COMMITTEE (DENNIS HOWELL)**

No Report

#### **PARK AND RECREATION REPORT (JOSEPH PANIAGUA AND WADE WITT)**

Discussion on sale of hobby horses – tabled until August meeting. (Need to determine whether they are Borough Property or jointly owned also need to determine the estimated price they are currently worth for the condition they are in)

There was a discussion on the Borough Code and creating resolution to determine Borough process for Borough Property that does not require a bid. Tabled until August meeting.

#### **MAINTENANCE/STREET REPORT (GARY CARDASSO)**

No Report

#### **UNFINISHED BUSINESS**

Signs at Manchester St and Main St – pedestrian crossing sign requested by resident at crosswalk – no information provided.

Liquid Fuels – Dennis Howell was informed at his “bootcamp” training for Council members that \$1,000.00 can be allocated to computers/tech. Secretary Brittany Reed to contact our Liquid Fuels representative with PENNDOT to gather more information. – Still waiting for response from PennDOT.

Ehrlich Vegetation Management Agreement – to revisit in 2023.

Discussion requesting the use of graphs and/or charts regarding the budget. No information provided. Discuss at next meeting.

Adam Danner signs have been purchased – just waiting to receive them and install.

#### **NEW BUSINESS**

Direct Deposit for payroll checks – Treasurer Wendy Snyder stated not interested in doing direct deposit.

Treasurer Wendy Snyder asked for a motion to approve her to attend the online PSBA training course for Zoning Officer. Adam Bowman approved training request, Larry Weirich 2<sup>nd</sup> motion, all approved.

Discussion regarding the sidewalk along Union Cemetery on Maple St. There are issues with the curb causing trip hazards and non-ADA compliant corners. Engineer John Rea requested a motion to send a letter to the Cemetery as well as the property owner at 126 Maple St notifying them of the issue with the sidewalks along their property and explained to them, they need to start taking action to have them fixed. Adam Bowman made

motion to approve Engineer John Rea to send a letter notifying property owners of issues, Joe Paniagua 2<sup>nd</sup> motion. Larry Weirich opposed. (3 Yes / 1 No – Adam Bowman YES, Joseph Paniagua YES, Bruce Almoney YES, Larry Weirich NO).

Executive Session – started at 9:42pm and ended at 10:03pm.

Adam Bowman to give permission to adjourn meeting, Larry Weirich 2<sup>nd</sup> motion, all approved.

Meeting adjourned 10:04pm.

Respectfully Submitted.

Brittany E. Reed