

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

July 14, 2025

- President Ronald Gembic called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance.
- Roll Call was performed by the Secretary

Council Members

- Adam Bowman, Bradford Price, Wendy Snyder, Judy Vance, Ronald Gembic, Larry Weirich, Joseph Paniagua (Absent), Solicitor Beth Kern, Engineer John Rea, and Mayor Michael Goodling

Approve or Amend Minutes

- A motion was made by Adam Bowman to approve June 10, 2025 council meeting minutes as drafted. Bradford Price seconded the motion, and the motion carried unanimously.

Public Attendance & Comments

- Sonja Comegna – Council Letter of Interest

Fire Services Report:

- Chief Stevens reported 36 calls, and \$70,000 in loss. AYCE Ribs and Wings Sept. 14, 2025. Chief Stevens confirmed the Burn Ban was lifted for Manchester Borough.

Treasurer's Report:

- Balances of the accounts were reviewed for June 2025, and motions were made as follows:
 - A motion was made by Bradford Price to approve the June 2025 account balances as read and presented. Larry Weirich seconded the motion, and the motion carried unanimously.
 - A motion was made by Bradford Price to approve and pay bills in the amount of \$138,990.69 as presented for June 2025. Adam Bowman seconded the motion, and the motion was carried unanimously.
- General Checking Account (M&T Bank) Starting Balance \$636,194.49
- Receipts for June 2025 were \$154,230.30
- Disbursements for June 2025 were \$143,559.25 leaving \$646,865.54
- PLGIT Accounts:
 - General \$435.36
 - PLGIT/Reserve \$14,226.94
 - Reserve \$449,291.45
 - Liquid Fuels \$338,719.27
 - Retirement Escrow \$482.46
- Recreation Fund \$20,299.21

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- COVID/ARPA Funds \$3,923.95
- Members 1st Money Market \$100,607.05

Public Works:

- Monthly Report included in the council packets - There was discussion on overgrowth that has been noticed throughout the Borough. This is handled through CCIS and code enforcement.
- Discussion regarding filling a public works operator position. This would be a part-time position as is currently being utilized and starting wage of \$15.00. The Borough has not filled any positions after vacancies have occurred.
 - A motion was made by Bradford Price to approve the Borough Manager to advertise and hire a part time public work operator at \$15/hr. The motion was seconded by Judy Vance, and the motion was carried unanimously.

Mayor's Report:

- Police report provided in the council packets
- There was discussion about a September event for MAA and Mayor Goodling would like to have Food Trucks to be at the event to bring awareness to the Manchester Community Event.

Zoning, Codes, Permits, Concerns

- Code Enforcement/Permit Reports Provided
- Abatement Underway for the following:
 - 350 Maple St. – Has had communication with the Borough and is scheduled to have the property in compliance with in 2 weeks. The Borough will follow up.
 - 111 Cooper St. – There has been no communication from this property owner. We are recommending approval of the abatement action as of July 21, 2025 if the property owner does not comply by that time, and the condition remains.
 - A motion was made by Bradford Price to approve the abatement action for 111 Cooper St. if the condition remains after the date of July 21, 2025. The motion was seconded by Adam Bowman, and the motion was carried unanimously.

Engineer's Report: (Terry Myers for C.S. Davidson Inc.)

- CDBG Main Street ADA Curb Ramps (0965.4.65.00) – Nothing to report
- PA Small Water & Sewer Program (0965.5.10.04) – Manhaven Storm Water Project - Final inspection and punch list was completed on 07/11/2025. Recommendation for approval to pay AFP #3 in the amount of \$42,999.91.

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- A motion was made by Adam Bowman to pay AFP #3 in the amount of \$42,999.91. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- 2025 Street Maintenance – Paving Maintenance Contract – C.S. Davidson Inc. recommends removing bid items 2 and 3 from the project (Park St. patch repair by public works, and Farm Lane). All bidders remain in the same order for low bid as previously provided.
Recommendation to award Shiloh Paving & Excavating at the price bid of \$19,020.00.
 - A motion was made by Adam Bowman to award Shiloh Paving & Excavating the Paving Maintenance Contract of \$19,020.00. Judy Vance seconded the motion, and the motion was carried unanimously.
- Beshore & Koller Inc. SALDO 2025-PC01 – James Prebich Jr. and Rick Schafford were present. James provided the scope of the project to build and extend the parts storage facility. C.S. Davidson Inc. recommends a motion to approve the 4 requested waivers. §128-29.A.1 – To allow 24"x36" plan sheets, §128-29.A.2 – To allow a plan scale of 1"=20', §128-29.B.11 – To not require a traffic study, §128-30.A – To not require sanitary sewer and water feasibility reports. The Planning Commission is recommending that sidewalk not be required at this time. The applicant has included a note on the subdivision plans indicating that upon written notice by the Borough, at any future time, the Owner will comply with the request within 6 months. C.S. Davidson Inc. is requesting the note be added to the LD plans as well. Also, in lieu of the sidewalk, CSD recommends the application of a painted white line on the lot to delineate a dedicated walking area. No vehicle displays or parking may encroach into this space to allow for a safe public walkway. Solicitor Beth Kern would like to have the developer's agreement that was previously recorded be updated to reflect that the requirements of that agreement have been satisfied or no longer needed.
 - A motion by Adam Bowman was made to approve the 4 requested SALDO Ordinance waivers. The motion was seconded by Judy Vance, and the motion was carried unanimously.
 - A motion was made by Adam Bowman to conditionally approve the SALDO plan for Beshore & Koller Inc. subject to the owner developer's satisfaction of the comments in the comment review letter provided by C.S. Davidson Inc., to update sheet C-4, and to modify the recorded developer's agreement. The motion was seconded by Judy Vance, and the motion was carried unanimously.
 - A motion was made by Bradford Price to authorize C.S. Davidson Inc. to draft and send the 15-day council action letter to Beshore & Koller Inc. The motion was seconded by Adam Bowman, and the motion was carried unanimously.
- The stormwater mapping is still being updated and will be provided to the Manager and Public Works Director.

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Solicitors' Report:

- Ordinance 2025-03 to amend Code Chapter 34, Police Department; Chapter 123, Solid Waste; and Chapter 44, Salaries of Elected Officials. A draft was provided for the council's review for an action to be taken at the August council meeting to authorize advertising.

Manager's Report:

- SALDO Discussion – Drafted Land Development Application for approval.
 - A motion was made by Adam Bowman to approve the drafted Land Development application. The motion was seconded by Judy Vance, and the motion was carried unanimously.
- Discussion regarding the Planning Commission Status. There is currently a challenge to have community members volunteer to be a member of the planning commission. There will be further discussion at the August Council meeting.
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Unfinished Business:

- Discussion of Proposed Ordinance 2025-04 to Amend Ordinance 2024-05, Rental Licensing and Inspection. A draft with the desired changes was provided to the council with the changes being shown with strikeouts and new language incorporated. The changes were read aloud by Solicitor Beth Kern. There was concern regarding the amount of family members and unrelated occupants allowed to rent a property in Manchester Borough.
 - A motion was made by Adam Bowman to approve advertisement of Ordinance 2025-04 amendment with the additional changes that were discussed for adoption at the August 2025 Council meeting. The motion was seconded by Larry Weirich, and the motion was carried. A roll call by vote was called for and all present were in favor.
 - A motion was made by Bradford Price to further delay enforcement of Ordinance 2024-05 for a month to allow for advertisement and finalization of the changes. The motion was seconded by Judy Vance, and the motion was carried unanimously.
- Snow removal regulations
 - A motion was made by Bradford Price to strike from the agenda until a future meeting. The motion was seconded by Adam Bowman, and the motion was carried unanimously.
- Haverford Circle Parking Permits
 - A motion was made by Adam Bowman to strike from the agenda until a future meeting. The motion was seconded by Bradford Price, and the motion was carried unanimously.
- Resolution 2025-12 A Resolution amending and setting fees for 2025 and beyond will be postponed.

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New Business:

- C.M. High Inc. Traffic Signal Preventative Maintenance Estimate
 - A motion was made by Bradford Price to approve C.M. High Estimate for \$1913.48. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- Ordinance 2025-02 Amending the code, Establishing Chapter 141, School Zones
 - A motion was made by Bradford Price to adopt Ordinance 2025-02 as presented. The motion was seconded by Adam Bowman, and the motion was carried unanimously.
- Penn Waste Billing Cycle
 - A motion was made by Adam Bowman to allow the billing cycle to change from July to August 2025. The motion was seconded by Judy Vance, and the motion was carried unanimously.
- Pavement Marking (D.E. Gemmill) – Estimate for line painting in the roadways throughout the Borough. Phase 1 is being requested for approval for painting of high impact areas. Total estimate of \$10,299.79 was provided.
 - A motion was made by Judy Vance to approve D.E. Gemmill Estimate of \$10,299.79 using liquid fuels funds. The motion was seconded by Adam Bowman, and the motion was carried unanimously.
- Ice Cream Social will be held on August 02, 2025. The council is requested to attend and service ice cream and speak with citizens.

There being no further business, a motion for adjournment at 9:43 P.M. was made by Adam Bowman with a 2nd from Judy Vance. The motion carried unanimously.