

# MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

July 08, 2024

7:00 PM

Monthly Meeting

- President Ronald Gembic 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  
Bradford Price  
Wendy Snyder  
Ryan Neely

Ronald Gembic  
Larry Weirich  
Joseph Paniagua (Absent)  
Solicitor Beth Kern  
Engineer John Rea  
Mayor Michael Goodling

Meeting reminders were given by President Gembic

## Approval of Agenda/Minutes

- A motion was made by Adam Bowman to approve the June, 2024 minutes as presented. Bradford Price seconded the motion and the motion carried.

## Fire Company: Chief Joe Stevens

- Chief Stevens reported there were 31 calls, \$0 loss, and 0 injuries. Union Fire Co. will hold their next rib BBQ on September 17, 2024. Chief Stevens will bring fire equipment to the ice cream social that is being held on August 03, 2024.

## Public Comments/Guests:

- In attendance: Kim Perone, Joy Kleiser, Lt. Archambeault, Simon Schilling, Alan Bryant, and Kelly Neely
- Simon Schilling was present for CCIS. Simon provided information to the council regarding rental property and licensing per their request, and stated this is something that Commonwealth Code does offer as a service to the Borough. Simon provided a copy of a health and life safety form used for Delta Borough.
- Joy Kleiser stated that she would like to make a comment about Slant Alley. The bush is growing out and rubbing people's cars. Tiffany Mays responded that she provided said complaint to CCIS.
- Kelly Neely presented a sample newsletter article referencing straight talk about Marijuana. Kelly Neely suggested the Borough incorporate this type of information in future newsletter for awareness to our citizens.
- Alan Bryant asked the council if they would have interest in selling the piece of property on Park St. (Parcel #76000010051P000000) as he would like to purchase it. This item will be placed on the August 2024 council meeting agenda for further discussion so additional details can be researched.

## Treasurer's Report: Wendy Snyder

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- The General Checking Account (M & T Bank) starting balance is \$525,269.83. Receipts for the month of June 2024 were \$40,222.23, and Disbursements were \$215,123.56 leaving a total of \$350,368.50 in the account. PLGIT General Account \$461.30, PLGIT/Reserve Account \$13,820.60, Reserve Account \$429,614.40 Liquid Fuel Account \$284,181.08 Retirement Escrow Account \$2,447.49, Recreation Fund \$19,410.20, M&T COVID Fund \$128,023.72. Members 1<sup>st</sup> Bank Money Market Account \$100,407.08.
- Total bills for the month of June 2024 including payroll thus far are \$29,018.00.
  - Adam Bowman motioned to approve the June 2024 account balances as read and presented. Larry Weirich seconded the motion and the motion carried.
  - Bradford Price motioned to approve and pay the June 2024 bills as read and presented. Adam Bowman seconded the motion and the motion carried.
- The Recreation Center Expenses were discussed as \$2,865.16 were recently spent on mulching and upgrading work. Adam Bowman asked that these funds be covered and reimbursed by the COVID ARPA funds.
  - A motion was made by Adam Bowman to reimburse the recreation center funds from the COVID fund as well as all future expenses to upgrade the playground. It was seconded by Ryan Neely and the motion carried.
- Budget responsibility was discussed as previous employees of the Borough performed this task. Tiffany Mays and Wendy Snyder requested to take over this task and shift responsibilities from the President to the Treasurer and Secretary. The first draft of the budget will be provided to the council for review and any revisions. Bradford Price asked how many extra hours were needed to complete this task. It is unknown as planning will need to take place between the treasurer and secretary to present the first draft of the budget to council. The council agreed that there may be overtime hours used to complete this task, and the secretary and treasurer can take on this task.
- There was a discussion on the remaining COVID ARPA funds. Treasurer Snyder \$30,000 for a Backhoe, \$20,000 for a digital sign update. \$5,000 for office funds that have not been spent. A total of \$60,000 remains after those allocations. A total with all included not spent \$115,000 to date. Solicitor Kern informed that the funds need to be obligated by the end of 2024, and then the Borough has 2 additional years to spend the obligated funds. Adam Bowman to solicit quotes for the Backhoe repair to present at the August Council meeting.
  - Bradford Price made a motion to use ARPA funds to pay for the fees incurred for the forklift repair. It was seconded by Mike Jackson and the motion carried.

## **Mayor's Report: Michael Goodling**

- The police report was provided in council packets.
- A Proposal for grant assistance was submitted for the council's review for the August 2024 council meeting. Mayor Goodling met with Ann Yost to get clarity on what was required with timelines and when to apply for a grant. The Manchester Athletic Association will need to provide their consent and a copy of the lease agreement between the Borough and the MAA. Tiffany Mays will contact Dave Miller.

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- Mayor Goodling performed a marriage on May 20<sup>th</sup>, 2024. There was no charge.
- Mayor Goodling stated that he was approached by citizens with a concern of high speeds on High St. and not stopping at the stop signs. Mayor Goodling stated he will speak with Chief Rizzo about the concern.

## Zoning, Codes, Permits, Concerns

- 1 Fence, 1 Solar and 1 Certificate of Occupancy for the month of June.
- A copy of the zoning report was provided to the council and reviewed.
- 414 Maple St. is remaining as an abandoned property and will be followed for the grass violation.
- 111 Cooper St. – CCIS did do an on-site visit and verified the nuisance overgrowth and junk complaints. CCIS did send out certified mail for the violations to the property owner.
- 180 S. Main St. Noise Complaint – CCIS sent communication via phone message and email and have not heard back from the citizen.
- 207 High St. Pallet Fence – CCIS did an on-site visit and reviewed the ongoing complaint. The fence is made of pallets. The property owner did not get a permit to place the fence. CCIS did send a notice of violation via certified mail. There has been no communication from the citizen from the certified mail. Simon Schilling stated that he will be in the Borough in the morning, and he will stop by said residence to make contact before proceeding forward.
  - A motion was made by Mike Jackson for the costs already incurred and the costs to be incurred plus the cost of \$50 of a fine per day until the permit is acquired. It was seconded by Ryan Neely and the motion carried.
- Code enforcement in the Borough will be discussed at the August meeting and Solicitor Kern to prepare a Resolution to appoint CCIS as the official code enforcement officials of the Borough.
  - A motion was made by Bradford Price to have CCIS continue to act as the official code enforcement for Manchester Borough until a Resolution is drafted and passed at a future council meeting. It was seconded by Mike Jackson and the motion carried.

## Engineer's Report: John Rea

- 2024 Street Maintenance (0965.4.01.58) John Rea met with Russell Standard to review missed curb lines. Russell Standard will return in September to fix missed curb lines. Ryan Neely asked if it was possible to place street signs for communication to citizens prior to work being completed. John Rea will include this on the next bid packet for council to review due to the potential price increase. John Rea also met with H&H to lay out the repair areas. The repair on Park St. was also included.
- CDBG Main Street ADA Curb Ramps (0965.4.65.00) The H.O.P. for the state was approved. Bid advertisement will go out Friday July 19, 2024, bids will be due on August 08, 2024, and Awarding the of bid should be on August 12, 2024 during the council meeting.
- PA Small Water & Sewer Program (0965.5.10.04) – no update
- Maintenance bay addition with a wash bay, and grant opportunities for the shop were discussed. The road crew supervisor reached out the John Rea to ask if this could be covered by

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any grants to their knowledge. Yes, this would be an applicable request for a grant with no guarantee for the grant to be awarded. This conversation will be tabled until the road crew supervisor can be in attendance for any questions for clarification.

- July 17<sup>th</sup> Revs Ball Game invite reminder from C.S. Davidson Inc.

## **Solicitor's Report: Beth Kern**

- Solicitor Beth Kern informed the 2 proposed ordinances, ordinance 2024-01 repealing the shade tree commission and other necessary amendments, and ordinance 2024-02 creating the Borough Manager Office have both been advertised pursuant to the Borough Code. The advertisement ran on June 28, 2024.
- Solicitor Beth Kern provided a draft of the recreation center facility use agreement for review. Solicitor Beth Kern also suggested reaching out to the Cub Scouts and Boy Scouts organization to inform them that the council is considering this agreement. A provision of the Scouts agreement provides a modest security deposit of \$100 for any cleaning issues. It was discussed that non-profit organizations within the community to have a reduced rate to rent the Recreation Center.
- Executive Session and Sunshine Act reminders were provided by Solicitor Kern.
- Borough Elected Official Compensation – Solicitor Beth Kern's office researched the current practice of not paying Borough elected officials' monthly compensation for missed council meetings. It is the recommendation of Solicitor Beth Kern that the council cease the current practice and that the payments for missed meetings in the 2024 fiscal budget year be paid and made whole.
  - A motion was made by Ryan Neely to make payments missed to council members per the Solicitor's recommendation. It was seconded by Ron Gembic. The motion passed. Mike Jackson opposed the motion, and Larry Weirich abstained.

## **President's Report: Ron Gembic**

- President Ron Gembic informed that it's of his opinion the council is headed in the right direction, and he encourages council to bring forth suggestions and recommendations for changes they would like to see for future improvements.

## **Recreation Center:**

- Adam Bowman informed that the final red stone was placed at the recreation building. The next step will be getting mulch into the playground set ups for safety.
- Adam Bowman sourced 2 proposals for window replacements on the recreation center building. Renewal By Anderson's proposal is for \$18,642.00, Window World's proposal is for \$6,951.00, and Window nation refused to provide a proposal.
  - A motion was made by Adam Bowman to approve the proposal of \$6,951.00 from Window World using COVID ARPA funds. It was seconded by Bradford Price and the motion carried.

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- Solicitor Beth Kern reminded that open actions remain for the transferring of the parking lot from the Manchester Athletic Association to the Manchester Borough for the Borough to take ownership of that property, and Ordinance 113 and Chapter 40 of the Borough code will need to be partially repealed. The recreation commission will meet on August 12, 2024 at 6:30 p.m. to approve the recreation center deed and present it to the council.
  - A motion was made by Adam Bowman to authorize Solicitor Beth Kern to draft the required documents for the transferring of the recreation center parking lot ownership. It was seconded by Bradford Price and the motion carried.
  - A motion was made by Adam Bowman to authorize Solicitor Beth Kern to draft the Ordinance to repeal Ordinance 113. It was seconded by Bradford Price and the motion carried.

## **Maintenance/Street Report: Gary Cardasso**

- Did research for future bay additions for grants.
- Work completed at the playground
- Received in new wheel loader equipment
- Upcoming tree trimming, and curb painting. The crosswalks are pending for a new paint machine.
- Truck S10 is not needed for the shop any longer. This truck will be placed for sale on Municibid with a reserve.
  - A motion was made by Ryan Neely to place the S10 truck up for sale. It was seconded by Mike Jackson and the motion carried.
- A trailer hitch is needed for the new wheel loader to move trailers around. A total cost of \$536.00 was provided from Nolt's equipment.
  - A motion was made by Adam Bowman to purchase the trailer hitch for \$536.00 using COVID ARPA funds. It was seconded by Ryan Neely and the motion carried.
- A new computer request was provided. Due to the hard drive failing, the maintenance team would like to request to seek proposals for a new computer in the shop. The council with consensus approved the maintenance team to source quotes and present them to the council at the August 12, 2024 council meeting.
- A request to move the maintenance report for future agendas to under the treasurer's report section. The council gave full consent.
- Mason Avenue has a lot of overgrowth. The maintenance team has asked council if they can trim the overgrowth back. Due to this being private property notices will need to be sent out to those in violation.

## **Unfinished Business**

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- Employee Handbook Discussion – There was review and discussion of questions submitted and certain sections of the drafted handbook in effort to aid drafting of a final version for adoption action at the August meeting.
- C.M. High Addendum – The addendum was sent back to C.M. High with the solicitor’s comments, and we are currently waiting for a response.
- Shade Tree Trimming update and 133 N. Main St. discussion tabled until the August council meeting.
- Gohn and Stambaugh maintenance quote was presented for \$230.00 annually.
  - A motion was made by Adam Bowman to approve the Gohn and Stambaugh maintenance quote. It was seconded by Mike Jackson and the motion carried.

## New Business

- A motion to adopt Ordinance 2024-01 repealing the Shade Tree Commission
  - A motion was made by Adam Bowman to adopt Ordinance 2024-01. It was seconded by Mike Jackson and the motion carried.
- A motion to adopt Ordinance 2024-02 Creation of the Borough Manager Position.
  - A motion was made by Adam Bowman to adopt Ordinance 2024-02. It was seconded by Mike Jackson and the motion carried.
- Air BnB Regulations discussion is tabled until the August council meeting.
- Susquehanna Door quote to repair the main entrance door –
  - A motion was made by Adam Bowman to accept the Susquehanna Door Quote for repair. It was seconded by Mike Jackson and the motion carried.
- A motion to adopt 2024-10 America250PA
  - A motion to adopt was made by Adam Bowman to adopt Resolution 2024-10. It was seconded by Mike Jackson and the motion carried.

A motion was made to adjourn the council meeting at 10:50 p.m.

***There being no further business a motion for adjournment at 10:48 P.M. was made by Adam Bowman. It was 2<sup>nd</sup> by Ryan Neely, and the motion carried.***

***An Executive session was entered into at 10:50 p.m. The executive session ended at 11:10 p.m.***