

# MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 10, 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 (Absent)

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

President Gembic provided a reminder of Resolution 2024-09 Council By-Laws passed at the May 2024 council meeting. President Gembic then appointed Lt. Archambeault as Sgt. Of Arms for the June 10, 2024 council meeting, with the request to stay on property during the executive session to be held later in the evening.

## Approval of Agenda/Minutes

- A motion was made by Bradford Price to approve the May 13, 2024 minutes as presented. Adam Bowman seconded the motion and the motion carried.

## Fire Company: Chief Joe Stevens

- Chief Stevens reported 31 calls, 0 injuries and \$0 loss.
- The Father's Day rib BBQ will be held in the Giant Store parking lot on June 15, 2024.
- Mike Jackson asked Chief Stevens if the fire company are the ones to flush the hydrants. The Chief informed that The York Water Company does the fire hydrant flushing and he has not heard of them being completed, but he will investigate it.

## Public Comments/Guests:

- In attendance were Mayor of Mount Wolf Borough Maureen Starner, Curtis Walters, Chuck Laudenslager II, Judith Hilliard, Lt. Archambeault, and Lawrence Why.
  - Mayor Starner presented that she and Mayor Goodling have been in communication about potentially holding a Carnival event for both Boroughs. This would be an event to be held in 2025 to involve both communities. Mayor Starner suggested a committee be put together to include both Mount Wolf Borough and Manchester Borough to plan and move this event forward.
  - Lawrence Why asked there were any plans to resurface Board Rd. north of York. Council informed Mr. Why that he would need to contact East Manchester Township. Mr. Why also stated that he submitted a citizen complaint about a noise issue from Thornton Chevrolet. Mr. Why explained that the blowers are so loud that he cannot enjoy sitting outside during the warm weather. Solicitor Kern suggested that the normal process for

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complaints and code enforcement be followed by referring Mr. Why's concern to Commonwealth Code Services to observe and take next steps if a code violation is to be found.

## **Treasurer's Report: Wendy Snyder**

- The General Checking Account (M & T Bank) starting balance was \$275,988.30. Receipts for the month of May 2024 were \$353,425.74, and Disbursements were \$104,144.21 leaving a total of \$525,269.83 in the account. PLGIT General Account \$414.56, PLGIT/Reserve Account \$13,762.70, Reserve Account \$427,822.78 Liquid Fuel Account \$297,107.50, Retirement Escrow Account \$2,437.28, Recreation Fund \$19,329.25, M&T COVID Fund \$127,866.08. Members 1<sup>st</sup> Bank Money Market Account \$100,390.58.
- Total bills for the month of May 2024 including payroll thus far are \$45,393.29
  - Adam Bowman motioned to approve the May 2024 account balances as read and presented. Larry Weirich seconded the motion and the motion carried.
  - Bradford Price motioned to approve and pay the May 2024 bills as read and presented. Adam Bowman seconded the motion and the motion carried.
- Treasurer Wendy Snyder asked if council would make a motion to direct that cleaning services do not take place after the cub scouts from here on out. The cub scouts use the recreation center on Tuesdays for free, however the cleanings are continuing at a rate of \$25 per cleaning. Curtis Walters suggested that a camera be placed on the inside of the recreation center for liability and verification for cleaning. The Borough will follow up on Wednesdays to ensure the Cub Scouts are performing the cleaning. Tiffany Mays to update the contract agreement for the recreation center to include the recording of the recreation center. Solicitor Beth Kern recommended an agreement with the Cub Scouts be drawn up for the use of the recreation center facility. Signs will be made and placed throughout the facility to notify of recording for video only.
  - A motion was made by Adam Bowman to have a camera purchased by the recreation center and installed on the inside of the recreation center for video only and no audio. It was seconded by Bradford Price and the motion carried.
  - A motion was made by Bradford Price to direct that the cleaning of the recreation center after the cub scouts no longer take place effective as of this day. It was seconded by Mike Jackson and the motion carried.
  - A motion was made by Bradford Price to authorize Solicitor Beth Kern to draft a facilities use agreement for both the Boy Scouts and the Cub Scouts use of the recreation center focusing on cleaning.

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

- The police report was provided in council packets.
- Mayor Goodling provided information that he was able to gather for the Playground equipment and resurfacing. For the resurfacing, there is a concern of tree roots, and crab grass. The mayor met with the gentleman who installed the playground equipment, and it is his suggestion that

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the Borough does not need to buy children's equipment due. It was also brought to the mayor's attention that Playground does not meet current code. The playground will need to be planned and brought back in to code during any future improvements. Mayor Goodling, Adam Bowman and Mike Jackson to meet and make a plan for future improvements to the recreation center. The recreation committee meeting will meet on July 8, 2024 at 6:30 P.M. at the Manchester Borough Office.

- The mayor performed a wedding ceremony on May 20<sup>th</sup>, 2024 for a Douglas Wiggins, and Gwen Snellbaker.

## Zoning, Codes, Permits, Concerns

- CCIS will be attending the July 08, 21024 council meeting.
- 2 Fence, 1 Solar, 1 Covered Porch, and Beshore & Koller permits approved.
- Code Enforcement: 111 Cooper St. and 207 High St. pictures provided for future discussion with the solicitor's report. 31 S. Liverpool St. grass violation, and overgrown trees blocking signs. 114 Cooper St. junk violation. 414 Maple St. abandoned property with grass violation.
  - A motion was made by Adam Bowman to authorize Solicitor Beth Kern to investigate mortgage information regarding 414 Maple St. as well as send notices to said mortgage owner. It was seconded by Mike Jackson and the motion carried.

## Engineer's Report: John Rea

- 2024 Street Maintenance (0965.4.01.58) Email was sent to Russell Standard regarding missed curb lines. Currently awaiting a resolution. This will be completed before the end of the season. John met with H&H Excavating to lay out the base repair area's and included the repair on Park St.
- CDBG Main Street ADA Curb Ramps (0965.4.65.00) Citizen awareness meeting was held prior to this evening's council meeting. The H.O.P. has been resubmitted. Notice was given to C.S. Davidson that the submission was received.
- John Rea and Tiffany Mays had a H.O.P. conversation with The York Water, Columbia Gas and the Sewer Authority on May 21, 2024. The meeting was held to work with the utilities for completion of open and expired H.O. P's. The meeting was also successful in understanding the process of permitting with the utilities.
- Kinsley damaged a traffic loop sensor at the Hartman and Maple St location. Currently the Borough has no current map for the traffic loop sensor locations. The loop sensors need to be marked before any roadwork is started. John Rea and Tiffany Mays will update and reflect the H.O.P. permits to include a loop repair within a specific time frame after road work has been completed. C.M. High Inc. will be performing the repair at this time. Tiffany Mays to reach out to C. M. High Inc. for copies of the map locations for the loop sensors.
  - Adam Bowman made a motion to authorize the secretary to get loop sensor location maps from C.M. High Inc. It was seconded by Bradford Price and the motion carried.

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- John Rea met with Village Realty to discuss minor landscaping to their property along Gross Ave. Village Realty agreed to the area and the scope of the work discussed. Heritage Lawn Care provided an estimate for the Gross Avenue repair for a total cost of \$2,572.00.
  - Adam Bowman made a motion to accept the estimate provided for Heritage Lawn Care and the scope of work for Gross Avenue. Mike Jackson seconded the motion and the motion carried.

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

- 207 High Street Update – Prior reports from 2023 provided by the zoning officer on previous activity of this property. The original complaint was regarding pallets that were constructed to be used as a fence. Previously in 2023, the Council authorized moving forward with civil enforcement due to the failure to respond to the enforcement notices sent from CGA Law regarding the fence. Due to the previous Mayor's resignation, they are no longer able to assist the Borough to move forward with civil enforcement. The Borough is again receiving complaints that the pallet fence remains. Solicitor Beth Kern recommended having the Borough's current zoning officer do a formal review and send a violation notice to the property owner. There is no action required at this time.
- 111 Cooper Street Update – In 2023 the property was a reoccurring issue for not maintaining their property for grass, trees and weeds. The Borough office was notified that the property was listed as a Sheiff's sale, so the decision was taken not to act on civil litigation for non-compliance. The update for the council is to be aware that the property is no longer listed for a Sheriff's sale. Beth Kern suggested that if there are continued violations of this property for enforcement, refer to CCIS zoning officer to start enforcement compliance.
- Proposed Creation of a Borough Manager – The council were previously provided with a copy of the drafted proposed ordinance. President Ron Gembic noted section 3 of the proposed ordinance (qualification of manager) there is a residency requirement to live in Manchester, however a waiver could be given by council. The council agreed to keep it as written if qualifications are met. Ron Gembic noted in Section 6 (c6) – Powers and Duties of Manager, "Serve as Borough Secretary, and Treasurer without additional compensation" The Borough desires to keep these positions separate. Beth Kern stated that it was drafted as a default to allow the council in the future to be positions held by the same person if the Borough desires. It is not a requirement; it is an option. Ron Gembic noted Section 6 (c21) "Serve as Borough Zoning Officer" was already a position held from a third party. Ron Gembic stated that Section 6 - C6, and 21 are to be reworded to be permissive. Beth Kern stated that she would like clarity for C1, and C2 as they were items listed for discussion. The recommendation of is to have the concurrence of council to hire or discharge employees. Beth Kern asked for the council's thoughts on C26. The council agrees to keep as is. Ron Gembic asked for clarification on section 7 – Duties of Mayor to the Manager. Beth Kern explained that this section would be more in line with code enforcement duties of the mayor. Judy Hilliard stated that the current secretary is taking on a lot of responsibilities and when creating the manager position it should be noted and

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understood how much work is involved. Judy Hilliard also noted that the council should recognize the secretary for the current work being performed.

- Adam Bowman made a motion to authorize advertising the proposed ordinance with the discussed revisions. The motion was seconded by Bradford Price. Larry Weirich was not in favor. The motion was passed.
- Proposed ordinance to repeal ordinance 2009-64 – Creation of the shade tree commission and to amend chapter 48 shade tree commission chapter 137 article 2 shade trees of the code. Reducing the commissions and other organizations that do not have the required number of members to function and have not been functioning as intended.
  - A motion was made by Adam Bowman to authorize advertisement of the proposed ordinance to repeal ordinance 2009-64 to be adopted at the July 08, 2024 council meeting. Mike Jackson seconded the motion and the motion carried.
- Employee handbook Discussion – A draft as provided to all the council members. Solicitor Beth Kern did make suggested updates and changes for legal and compliance purposes. There are policies that were also made more robust such as the Ethics Act. The council are to review and submit any suggested changes that they would like to see to the secretary. The secretary will then submit the suggested changes to Beth Kern. The employee handbook is the guiding principles for the employment policies for all Borough employees.
- Job Description Discussion – The job descriptions are specific to the employee and the work to be performed. It was suggested by Beth Kern that each employee receive their job descriptions, read them thoroughly, and their acknowledgement of receipt and understanding. The road crew supervisor and the Council will review the drafted proposed job descriptions documents for any suggested changes and will review at the July 08, 2024 council meeting.

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

- An EMA meeting was held on June 03, 2024 at East Manchester Twp. In 2025 East Manchester Twp. EMA will split the cost for each Borough based on the Budget for community involvement and events.

## **Recreation Center:**

- Adam Bowman noted that more railroad ties will be replaced in the upcoming week, and other issues that are arising. There will also be red stone placed to help eliminate and maintain weed control around the rec building. There have been quite a few compliments on the upgrades and changes that have been made to the recreation building and the park. Larry Weirich asked why there were keys made for the recreation center. Adam Bowman informed that it was keys made for the storage room so the road crew can access the trash bags and other items needed to do their work.
- The recreation commission meeting will be held on July 01, 2024 at 6:30 p.m. at the Manchester Borough Office. The secretary will advertise.

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## Maintenance/Street Report:

- Curtis Walters reported the front sidewalk of the recreation center was leveled out with soil to prevent a trip hazard. Speed signs were placed on Main and Maple St. Kohler and Kohler was out to quote an addition to the building to house the new incoming wheel loader. The street sweeping has been completed. Monthly PMs for the small equipment completed. All park benches were cleaned and stained. The flags were placed at the square.
- Crosswalk Painting – The current paint machine is locked up and not working. Adam Bowman to quote and source a new paint machine. Adam Bowman stated that it would be his suggestion to have the crosswalk painting at the square outsourced as it is extremely difficult and can be unsafe. Curtis Walters noted that the current paint machine is not capable of handling what is required for cross walk painting.

## Unfinished Business

- LSA Category 4 Grant – The change of scope was accepted by the DCED for the wheel loader purchase.
- Rental property and licensing discussion is postponed until the July 08, 2024 council meeting.
- Shade Tree Pruning Heritage Lawn Care Estimate – Line item 9.0 annual tree trimming for Main St. within the Borough on Main St. \$3,100.00
  - A motion was made by Adam Bowman to accept Heritage Lawn Care's estimate for \$3,100.00. It was seconded by Joseph Paniagua and the motion carried.
- Ice Cream Social update – August 03, 2024 from 4 – 7 p.m. Turkey Hill will be the ice cream used. The secretary asked for volunteers from the council to serve the ice cream. Joseph Paniagua, President Ron Gembic, Mayor Mike Goodling, Judith Hilliard will help serve ice cream. Larry Weirich will be a backup server for the ice cream.

## New Business

- SPCA intake process for strays. All stray animals will only be taken into the SPCA by an appointed certified company.
- Paperless Strategy for the Borough – The goal is to reduce the expenditure of products used on printing, scanning and daily office functions. The future steps will be to scan all retention boxes and documentation to be placed on a cloud which will eliminate any possible document loss or destruction and open space for the road crew in the shop. Further steps will be to print only documents required and to use electronic presentation during the council meetings. DOCEO provided a quote for \$154.80/month for a 5-year contract for a Toshiba 3525AC copier. This cost will include all the ink and maintenance required. Current expenditure annually is \$1,855.31 for the copier, scanner, paper and ink. This does not include any maintenance or troubleshooting for the current copier should anything happen. Tiffany Mays also requested that this cost be taken from the COVID ARPA Fund as well as requested approval for \$3,000 to complete the remaining paperless improvements.
  - A motion was made by Bradford Price to accept the DOCEO copier printing lease for \$154.80/month. It was seconded by Joseph Paniagua, and the motion carried.

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- A motion was made by Mike Jackson to approve up to \$3,000 from COVID ARPA funds for tablet and laptop purchases for a paperless solution. It was seconded by Adam Bowman and the motion carried.
- Working from home is not currently an issue, however they have been questions about whether this is allowed for the Borough. The Council agrees there is to be no working from home.
- Payroll/Timesheet approval – This will become the Borough Manager’s responsibility if it is moved forward.
- Occupancy Permit for the recreation center – Currently it is unknown if there is an occupancy permit for the recreation center. The secretary will reach out to CCIS for a cert of occupancy permit.
- Gohn and Stambaugh Maintenance agreement will be postponed until the July 08, 2024 council meeting.
- No Executive Session was required.

***There being no further business a motion for adjournment at 10:30 P.M. was made by Adam Bowman 2<sup>nd</sup> by Bradford Price***