

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 12, 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
Wendy Snyder
Mike Stahle

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

Approval of Agenda/Minutes

- A motion was made by Adam Bowman to approve the May 2023 minutes as presented. Ryan Neely seconded the motion and the motion carried.

Public Comments/Guests:

- Mike Pritchard (YCPC) – Reviewed the 2025 Transportation Improvement Program. Curtis Walters asked how it can be coordinated better between utilities work together to work on jobs tearing up the road, instead of digging up the road multiple times. Mike Pritchard stated that there is no good answer, but they are doing their best to communicate better. Adam Bowman asked what can be done for traffic lights and making 4-way reds to make time for pedestrians to cross the street. Mike Pritchard stated it would be a request to PennDOT to change the traffic signal permit. Adam Bowman stated that the request was submitted but nothing was done for it. Adam states this is a major concern as we have no crossing guards, and this will be an issue. Tiffany Mays to research previous traffic studies for this effort.
- Migadel Colon/Jesenia Melendez – Asked for permission to use the Manchester square on July 24, 2023 to provide support and donations to Manchester Borough citizens. It would consist of clothing, food, prayer, and music. All will be free to the borough citizens. It was suggested by Curtis Walters that this event be held at Union Fire Co. This would allow the fire company to help promote the event as well as eliminate any parking constraints that may occur at the square. Wade Witt also stated that the event could be held at Manchester Park and electricity could be provided. It would also help with parking for those attending. If using the park, it would need to be on days that the recreation center does not have a rental.
- Judy Hilliard – Pat Poet with the sewer authority will be retiring at the end of 2023.
- Curtis Walters – Uniforms for shop maintenance team. Cintas and Unifirst both provided quotes at \$10 a week per person and this would equal to about \$3,200 - \$3,500 a year. This includes shop towels as well. Currently everybody dresses differently, and it looks bad because of the dirty clothing. It also poses a problem for the shop team in terms of the cost of their personal clothing. It is becoming expensive for them to continually buy clothing due to damaging them performing work for the borough. The uniform companies will replace all damaged or dirty uniforms, and they will supply lockers for the uniforms to be placed in for each individual. Mike

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 12, 2023

Jackson stated that if maintenance abuses and ruins uniforms the price will not remain locked in at \$10. Curtis states that maintenance will not abuse or ruin the uniforms. Curtis stated he is not buying any more personal clothing to work at the Borough. If he has to then he will no longer work at the Borough. Adam Bowman asked if we could please have quotes provided to the council for them to review in fine print. Mike Jackson stated he does not feel that taxpayers should have to pay for uniforms for the maintenance team. Ryan Neely asked if Tyvek suits would be a consideration. Curtis said no as it becomes too hot to work in them.

Fire Company: Chief Joe Stevens

- 32 Calls, \$82,000 loss and 0 injuries. The fire company rib BBQ will be at the Manchester Giant on 06/17/2023. The fire company also concentrated on training for the month.

COUNCIL RECESSED INTO EXECUTIVE SESSION AT 7:36 P.M.

EXECUTIVE SESSION ENDED AT 8:02 P.M.

- A motion was made by Adam Bowman to authorize Beth Kern, solicitor of the Borough, to send a letter to the resident who caused an incident with the tax collector recommending he mail his taxes to the tax collector via USPS. If he does attend there will be no incidents or legal matters will be filed. It was seconded by Mike Jackson, and the motion carried.
- Adam Bowman asked that quotes be provided for an officer of the court for protection of the tax collector during tax collection times. Mayor Witt to receive the quotes.

Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$268,995.92. Receipts for the month of May 2023 were \$413,460.36, Disbursements were \$98, 947.04 leaving a total of \$583,509.24 in the account. Members 1st Bank Money Market Account \$454,319.59. The recreation fund balance is \$18,367.10. The M&T Covid fund is \$156,648.31. The PLIGIT accounts were also reviewed for the month of May 2023. Wade Witt made note that check #7547 "Shelving for shop" \$1,665.00 Normally a Sam's card is used but it would not work. The racks were paid for by Wade Witt and he was reimbursed for his payment, so he did not lose the opportunity of the price. All receipts and invoices were submitted to the treasurer. Beth suggested to start passing a motion to approve and ratify the bills that were paid through ACH.
 - Adam Bowman motioned to approve the May 8, 2023 account balances as read and presented. Larry Weirich seconded the motion and the motion carried.
 - Joseph Paniagua motioned to approve and pay the May 8, 2023 bills as read and presented. Ryan Neely seconded the motion and the motion carried.
 - A motion was made by Joseph Paniagua to pay the ACH (prepaid) bills. Mike Stahle seconded the motion and the motion carried.
- HB1109 – Beth stated it appears that it is only referred to committee at this time, so it has quite a bit of time before this could possibly be passed into law. We would need a press release to make sure it was passed.

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 12, 2023

- Selective Insurance – Cost of increase is 5%. Wade Witt asked when we get other quotes from other agencies. Beth can ask around to see what other agencies are available or the borough can ask for additional quotes alongside the select quotes and see what they can present. This will be placed on the agenda Jan/Feb of 2024.

Mayor's Report: Patricia Witt

- The Police Report is in your packets
- Kinsley fixed the loop on Hartman Street for the traffic signal.
- PennDOT sent a notice of requirements that we need to be followed when we hire a new traffic signal contractor. Adam Bowman stated that he was informed that CM High was a contractor that others would possibly be using. Wade Witt provided a contact for Tiffany to reach out to that he obtained through Kinsley.

Engineer's Report: John Rea

- 2023 Street Maintenance – Russell Standard have completed the crack sealing project. The finished weight of the material was 6,100 lbs., and the final invoice is \$15,116.40. Russell Standard mentioned they would do another round of cracked sealing at the end of the year with a held price for the job they just finished. The council is to keep this in mind, and this will be reviewed again in September. The base repair and patching job were awarded to H&H General Excavating. John Rea reached out to H&H and asked if we could add the intersection of Manhaven Drive and Main St. H&H have no issue with this, but the repair would be slightly different. There would be a milling notch on the shoulder of Main St. and milling notch on Manhaven Dr. and then do a topcoat to take care of the final paving. The H.O.P. will be submitted by C.S. Davidson and then H&H will be out to perform the work.
 - A motion was made by Ryan Neely to pay Russell Standard their invoice amount of \$15,116.40. Larry Weirich seconded the motion, and the motion carried.
- Ordinance Review and Updates – John and Beth still need to review and if there are any other comments or suggestions please reach out to John Rea.
- CDBG Main Street ADA Curb Ramps – John Rea to send Tiffany the documents to set up C.S. Davidson as a partner in the state ECMS system.
- Liverpool Street Stormwater – Survey work is almost completed. Existing utility easement does not reach the drainage swale. C.S. Davidson recommends the Borough acquire additional easement from the property owner to ensure the entire length of the utility is within the legal easement. Wade asked if it was going to cost anything or can we just go out and do an eminent domain. This belongs to the apartment complex. Beth will review the subdivision plan to see if anything is noted, and if not, a new easement agreement will be made.
- Sewer Work – Nothing being completed in the Borough at this time.
- The Stormwater inlet on Plane Tree Avenue was found to be in poor condition. Same condition as the ones in Liverpool. This is not an emergency situation. John recommends this to be a cast in place repair.
- Carol Godfrey's posts that were placed in were thought to be in the right way of the curve. The drawing does exist, but it does not show in any ordinance of adoption of the roadways that the

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 12, 2023

wider drawing was ever accepted. There are meeting minutes that detail Terry Myers spoke with Carol Godfrey, and also meeting minutes with Judy and others speaking with Carol Godfrey but no determination was made. The ordinances do not reflect the additional right away. Therefore, there is no documentation to show that she would need to move her posts. There is nothing more the Borough can do to, the police will need to enforce. If Carol or her family call, refer her to the police department.

- Joseph Paniagua asked if the 2025 TIP Program presented early could include the sidewalk repairs that are needed. John Rea stated this would be more focused through the CDBG program.
- Zoning Report – A few letters sent, and a few permits were issued. There is a High Street property that is going to be applying for a zoning hearing board meeting. A resident wanted to widen their driveway in the parking area. The zoning ordinance and the SALDO identify that your driveway cut is going to be 18' maximum. However, neither identify if the 18' maximum goes the entire length of your driveway. There is no start or finish defined. Beth Kern stated this is an area where the ordinance is not clear. The SALDO is what is going to dictate the width of the driveway. Patty Witt states her concern is that it needs to be the same for every resident. Beth Kern suggested addressing driveway dimensions specifically within the zoning ordinance. To include driveway enlargements, reconstruction and also have the Borough consider increasing the 18' maximum in the SALDO. Mike Jackson asked why it's an issue to widen your driveway. John Rea stated in your SALDO the 9 – 18' is your driveway entrance. The Borough is trying to control an access point. We need to control the entrance so when drivers are coming down the road, they can identify a driveway easily.
 - A motion was made by Adam Bowman authorizing Beth Kern and John Rea to begin drafting an amendment to the zoning ordinance to address the driveway with specifications. It was seconded by Ryan Neely and the motion carried.

Solicitor's Report:

- Regional Emergency Management Agency Update – Council was asked for feedback or additional requested change. CGA has not received any response from Conewago Township. Preference of council to not add any level of clarity.
- Proposed Ordinance 2023-03 Amending Solid Waste – Removes contract specifications for the pickup frequency. The council has chosen to review Chapter 123 in more detail after the first draft of the bid specs are reviewed. Beth Kern suggested that when advertising for the amending of the street cutting the Borough could advertise the amendment for the solid waste as well. The council agreed. No action required.
- Update of Fee Resolution – continued to be worked on with future updates to be provided.
- Proposed ordinance amending street cutting – John Rea and Beth Kern are working collaboratively on this.
- Joseph Paniagua asked for an update on the recreation committee and where we stand. Wade Witt stated that when the accounts were to be transferred over to the Borough, the names could not be changed because there is a lot of association, and it would be difficult to switch everything over. The Borough's treasurer is now accounting for taking monies in and disbursing

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 12, 2023

monies out for the recreation committee. Mike Jackson asked when the committee meets. Wade Witt stated they meet when updates are needed. The committee was to the understanding that Joseph Paniagua resigned. Joseph Paniagua stated that he spoke privately to Wade Witt but did not officially and publicly place his resignation in. Therefore, he is still on the recreation committee.

President's Report: Wade Witt

- Racks in the shop – everything is off the floor and there are still empty spots where things can be stored.
- Cameras – are all installed. 1 in each bay, 2 outside maintenance door, 2 out back and 1 in the office. Wade Witt worked with Tiffany Mays secretary a little bit in reviewing the cameras.
- Eagle Fire Company Donation – The fire company is in the process of improving equipment and asked the Borough for a donation. There was no specific dollar amount requested specifically. This will be tabled until next July 10, 2023 council meeting.

Park and Recreation Report: Joseph Paniagua, Wade Witt, Mike Jackson

- No updates

Maintenance/Street Report:

- Completed the Gazebo except for the top. Mike Jackson did receive 2 quotes for the roof of the gazebo. The first estimate was for asphalt shingles or shakers. The contractor quoted \$9,200 for the shakers, and \$5,200 for the asphalt shingles. The second contractor quoted \$6,000. Which includes new shakers, shingles or installing a new metal roof. Both contractors will paint the cupola. Mike Jackson to get another quote for the gazebo shakers/shingles.
- Flags installed around the square
- Removed 150th banners
- Trimmed trees blocking street signs
- Cut down trees at the playground
- Cleaned garden beds at the square
- Installed speed signs
- Mowing and trimming
- Next month the plan is for curb painting, street trees, cleaning up bottoms and trimming of trees, topsoil at the recreation center, plant grass, move file cabinets around, mowing and trimming as needed, clean out more storm sewer boxes, shelves in place in out building, and fasten to the floor, work on pond #2 Crossing way which is not flowing properly, and replace hydraulic hoses on the forklift.

Unfinished Business

- Susquehanna Lions Club – Mount Wolf did make a financial donation to the sign. The Lion's Club was short \$10,000.
 - A motion was made by Ryan Neely to donate \$500 to the Susquehanna Lions Club for the sign. It was seconded by Joseph Paniagua and the motion carried.

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 12, 2023

New Business

- Newspaper at the Borough – it is requested to have the newspaper delivered to the Borough for proof of publication of ordinances. Beth states the proof of publication is sufficient in showing proof.
- Slant Avenue at Union Cemetery and Hampton Woods Tree Responsibility – The question is who maintains the overgrown trees for these roads and the cemetery. Adam Bowman states the cemetery should be taken care of the trees. There needs to be more investigation on this issue. Tiffany Mays to review the adoption ordinances of alleys and streets. Beth Kern stated for knowledge, under the Borough code the Borough can vacate a portion of a previous public road without consent of the property owner.

There being no further business a motion for adjournment at 9:55 P.M. was made by Adam Bowman. It was 2nd Joseph Paniagua, and the motion carried.