

MANCHESTER BOROUGH COUNCIL

JUNE 13TH, 2022

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

Adam Bowman Dennis Howell Ryan Neely Bruce Almoney

Wade Witt Larry Weirich Joseph Paniagua

The May 14th, 2022, Meeting Minutes were approved with corrections to Joseph Paniagua's name and correction to Ryan Neely's name by Adam Bowman and seconded by Bruce Almoney. All approved.

GUESTS

Mr. and Mrs. Kleiser stated their concerns about the trucks using Center Alley in area of Pike Alley getting stuck and causing damage to poles, signs, and properties. Additional signage will be installed – Engineer John Rea is to complete a traffic study for the NO TRUCK signs and also will be getting with Public Works to see what other options are available to help address the truck traffic. Joseph Paniagua motioned to approve Engineer John Rea to do the Engineering study for Center Alley, Slant Alley, and Pike Alley, Dennis Howell seconded motion, and all approved. Mr. and Mrs. Kleiser also mentioned about overgrown trees over the roadway along with high weeds causing vermin issues, and the Verizon line/wires that are still hanging into the roadway. A notice has been sent out to property owners informing them of the violations needing to be addressed for the high weeds and overgrown trees and Verizon has been contacted by the local police department, the Borough Office, and property owners about the wires hanging, no date for repair given.

Judy Hillard informed Borough of work scheduled to be done by Northeastern York County Sewer Authority.

- Manhaven Dr – Starting soon. Engineer John Rea stated the contractor has been selected, letters are to be sent to homeowners about the work schedule and start date.
- Main St manhole scheduled for 2023

TRUCK BIDS – 1995 FORD F-350

Bid opening for the 1995 F350 Ford Truck Formerly used as Borough dump truck with snowplow that was advertised on June 1st, 2022. There were nine (9) bids submitted.

Ronald Toomey \$11,600.00, Jeff Reiprich \$7,500.00, Herbert Nix Jr \$5,003.77, A1 Paving \$3,000.00, Pine Road Garage \$10,250.00, Christian Donley \$7,500.00 bid (submitted a \$500.00 deposit check #1503), Salvatore Panzitta \$10,255.00, Clifford Peters \$5501.00, Jose Vega \$3,201.00.

Highest Bid was Ronald Toomey in the amount of \$11,600.00. Ryan Neely motioned to implement Resolution 2022-08 authorizing the sale to Ronald Toomey, the motion was seconded by Adam Bowman, and all approved.

TREASURERS REPORT (WENDY SNYDER)

M&T General Account after disbursements \$529,795.09. Reserve Account \$46,646.19. M&T Covid Fund \$143,428.70. Members 1st Bank Money Market Account \$454,185.80. The PLGIT Accounts were also reviewed for the month of May. Motion to approve balances made by Adam Bowman, seconded by Joseph Paniagua, all approved.

There were two (2) additional bills that came in Sam's Club \$1,136.36 (Safety Shirts, Quick Books, PC Madix) Morton Graphics \$103.31 (New checks). Total with payroll \$55,672.90. Joseph Paniagua made a motion to pay bills, Bruce Almoney seconded motion, all approved.

President Wade Witt informed Council about the M&T General Account being compromised due to a phishing scam through email. A new account has been opened and money has been transferred, M&T Bank is monitoring

the compromised account due to checks still being open on the account once checks clear the account will be closed. Office personnel were re-trained on phishing scams through email links. No money was lost due to account being compromised.

President Wade Witt also stated he is waiting to get more information on an option for bill paying that the bank offers. More information to be given at next Borough Council Meeting.

MAYORS REPORT (PATRICIA WITT)

1 Wedding – May 28th, 2022

Informed Council that the General Code Book needs to be updated. The Borough Code Book hasn't had an update since 2018. Estimate was given from General Code between \$2,170.00 and \$2,785.00. Approval to update was tabled until next meeting. Secretary Brittany Reed to gather more information on what is included with quote as far as ECode360. Borough Council would also like to hold on updating the book until the new Stormwater Management Ordinance is completed.

Dennis Howell inquired on if the new Resolutions are sent to the law Library. Solicitor ensures signed final copies get forwarded to the Law Library.

Property damage to fence at 6 E Parkview Rd, from public works. While mowing a large rock flew up and struck fence panel causing damage. Adam Bowman motioned to have Property Owner Tom Miller contact the company that installed the fence (Snyder's) and get estimate to repair for Borough to pay. Dennis Howell seconded motion, all approved.

Grim Chiropractor Property – Empty building, previous owner passed away no one is taking care of property. Borough Code violations not being addressed. Estate is responsible for deadline, Solicitor Beth Kern advised that once letters are sent and the issues are not addressed, the Borough will handle it by having it mowed and then will bill and place lien on property for payment.

A fee by resolution will need to be made yearly for fee for Borough to bill for services rendered. Adam Bowman made a motion to set fee to bill to \$100.00 until another Resolution is created if needed, Dennis Howell seconded motion, all approved.

ENGINEER REPORT (JOHN REA)

Crack Sealing – Still awaiting to receive quotes.

Stormwater Ordinance – Engineer Jon Rea and Solicitor Beth Kern reviewing and updating to make specifically for Borough.

Mt Wolf Village Apartments – No Update

York Street – Building permit application was submitted to the Borough Office by developer to build a new home on the vacant property, the new owner of the vacant lot between 301 and 309 York St to build a new home on "York St". Current issue does not involve the development of the lot, but the legal real estate matter – prior to 2021 both lots were owned by the same person and sold together. Prior owner decided to sell lot separately, now both of the lots are owned by separate people. The property known as York St and 301 York St were and are two separate lots with separate parcel numbers. It is unknown as to why the two lots remained in common ownership but selling the lots to different owners is not a violation of any Borough Zoning Ordinance. As of right now based on the permit it should be denied because the lot is not larger enough in square footage or in width to allow a house to be built. Property Owner can request and exception/variance through the Zoning Hearing Board.

NEYCSA Sewer Work – Fenwick / Malvern Dr – Contracts have been awarded. Any complaints or concerns can be forwarded directly to Engineer John Rea.

Crossings Way- Engineer John Rea recommended that Borough Council make motion to allow Gingerich to repair before the box so that the road does not washout and to remove any current safety concerns. Adam Bowman made motion to approve work to be done by Gingerich's in the amount of \$8,200.00 using general funds, Ryan Neely seconded motion, all approved. Engineer John Rea to oversee project.

York County CDBG Program Applications for 2021, 2022, and 2023 – No update

Fee Schedule – Review prior fee schedules and look at other municipality fees. Solicitor Beth Kern advised the Council that the Borough is not allowed to make any profit off of the fees. More information to be presented once reviewed.

SOLICITORS REPORT (BETH KERN)

Penn Waste Refuse and Recycling Contract Extension – Council should take action to approve the agreement to extend the initial refuse contract for both optional years. The same agreement will be presented at the Mount Wolf Council Meeting. Current contract expires July 2022, there is no time to bid a new contract without risking not having a Refuse pickup. Adam Bowman motioned to approve agreement to extend contract, Dennis Howell seconded motion, all approved.

Unfortunately, not much can be done about the issues with the pickup of refuse and recycling other than to keep contacting Penn Waste and complaining. The schedule days for pickup are supposed to be Mondays and Thursdays, due to staffing issues there may be weeks where they do not get to Thursdays pickup and will do a double pick up that following Monday.

Two (2) written warnings were drafted by Solicitor. Solicitor Beth Kern asked council to approve the drafted written warnings so that Bruce Almoney can review them with the employees as stated previously. Adam Bowman motioned to approve the written warnings, Dennis Howell seconded motion, all approved.

Resolution 2022-09 Adopting Property/Equipment/Facilities Policy with Exhibit A (signature page) to go in handbook. Effective as of June 13th, 2022. Adam Bowman approved Policy, Ryan Neely seconded motion, all approved. A copy of the Policy along with a signature page will be distributed to each Borough employee to review, sign, and return to the Secretary.

Zoning Hearing Board – Borough currently does not have a Zoning Hearing Board; notice will be placed on the sign at the main office and online asking for volunteers to be a part of the Zoning Hearing Board.

Appointment of Zoning Officer – Currently Borough does not have a Zoning Officer. Solicitor Beth Kern asked for a motion to have the Borough Engineer John Rea act as Borough Zoning Officer for the interim. Resolution 2022-10 will state that until further notice John Rea with CS Davidson will act as Borough Zoning Officer. Dennis Howell made motion, Joseph Paniagua seconded motion, all approved.

PRESIDENTS REPORT (WADE WITT)

TruGreen Quote to spray vegetation at curbs. Quote given for two (2) times a year at \$2,200.00. Dennis Howell motioned to approve TruGreen to spray, Ryan Neely seconded motion, all approved.

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).

Hiring Approval needed to hire Kyle Harbaugh for Thursday and Friday in the Maintenance/Public Works Department. Adam Bowman made motion to approve, Bruce Almoney seconded, all approved.

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. Council would like to get some quotes from different contractors on various types of work to compare. The Borough Council agrees that the current Maintenance Department needs more stable and set work guidelines/hours and to possibly create a job description or guideline.

BUILDING/GROUNDS COMMITTEE (DENNIS HOWELL)

Pest Control at the Main Office – Dennis Howell motioned to approve for pest control, Adam Bowman seconded, all approved.

Borough sign facing the building – Maintenance cleaned sign

Adam Danner sign needs new letters, old ones are breaking. Letters are fairly inexpensive and can be purchased.

Dennis Howell gave an example of an Audit/Monthly Review to be completed each month. Lists issues/concerns for buildings and or grounds for the Borough.

The wood by garage in back of office building still needs removed. Dennis Howell motioned for maintenance to take wood to Spring Valley for disposal, Adam Bowman seconded motion, all approved.

Athletic Association property – no update

PARK AND RECREATION REPORT (JOSEPH PANIAGUA AND WADE WITT)

Discussion on agent for grants – tabled until next meeting

Increase of rental fees – tabled until next meeting

Discussion regarding sidewalks along Union Cemetery – tabled until next meeting

Status of \$8,000.00 for Rec Fund if not used for summer program – tabled until next meeting

MAINTENANCE/STREET REPORT (GARY CARDASSO)

No Report

UNFINISHED BUSINESS

Slow- Children at play signs have been installed on Farm Lane

Buttermint and Farm Lane – Electric Speed Sign has been built and information has been loaded onto database

Signs at Manchester St and Main St – tabled until next meeting

NEW BUSINESS

Discussion on property owners being required to display and have visible house numbers of property. Example of ordinance given to Solicitor Beth Kern. Will review at next meeting as more research is needed.

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.

Discussion requesting the use of graphs and/or charts regarding the budget. Secretary will gather different options to present at the next meeting.

A report request for expenditures from entities that the Borough donates to- yearly proof of what’s being spent with funds provided by the borough. Currently only the Fire Company provides proof of purchases/money spent.

Discussion regarding the pension fund. It was stated that the fund is not empty.

Meeting adjourned 10:15pm, Adam Bowman motioned, Bruce Almoney seconded, all approved.

Respectfully Submitted.
Brittany E. Reed