

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 08, 2026

7:00 PM

(AMENDED) Monthly Meeting

- I. President Bradford Price called the meeting to order and led with the Pledge of Allegiance
- II. Roll Call was performed by the secretary
 - Members Present – Emily Mumma, Ronald Gembic, Jennifer Reiner, Tiffany Mays, Jeffrey Gewertz, Bradford Price, Larry Weirich, Solicitor Courtney Buechler, Engineer John Rea, and Mayor Judy Vance
- III. Approve or Amend Minutes
 - A motion was made by Emily Mumma to approve May 11, 2026 council meeting minutes as drafted. Jeffrey Gewertz seconded the motion, and the motion carried unanimously.
- IV. Public Comments
 - None
- V. Fire Services Report
 - Chief Joseph Stevens reported 36 calls, \$400,000 in loss, and 1 FF injury during training.
- VI. Treasurer's Report
 - A motion was made by Emily Mumma and seconded by Jeffrey Gewertz to approve the Balance Sheet as presented. The motion passed unanimously.
- VII. Public Works
 - The monthly report reviewed. It was noted that Truck 2 F-450 is showing mechanical issues and will be taken in for diagnostic review.
- VIII. Mayors Report
 - The police report and Mayor's report were reviewed. Mayor Vance mentioned that a new NEYCSA representative will need to be appointed by December 31, 2026, and council should consider it to be one of them to support decision making for the Borough.
- IX. Zoning, Code Enforcement and Permits
 - Report reviewed. Nothing notable.
- X. Engineer's Report
 - Auto Zone (0965.3.01.01) – CSD awaiting submission of documents from applicant.
 - PA Small Water & Sewer Program – DCED Grant Funding (0965.5.10.04) – Working on final reimbursement and grant closeout.
 - PA Small Water & Sewer Program – Manhaven Manor – Edgeboro & Farm Lane (0965.5.10.05) Received executed grant agreement. CSD is ready to advertise the project.
 - A motion was made by Jeffrey Gewertz and seconded by Larry Weirich to approve C.S. Davidson to advertise the Manhaven Manor Stormwater improvements. The motion was passed unanimously.

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- Gross Property Subdivision (0965.3.07.03) – Drawings are updated. Held a discussion with Twp. staff to review the intent of the subdivision. They provided some good comments and suggestions. Discussing with CGA on next steps. A meeting will be scheduled to have further discussion with the Gross Family.
- 2025 CDBG – N Main St. ADA Ramps (0965.4.66.00) – Discussion held with Rutters on Tuesday 04/14/2026. Providing cost estimates for their review.
- NEYCSA Sewer Work – Emergency repair completed by Farhat Excavating on Gross Avenue. Inspection completed by C.S. Davidson.
- Submitted Grants – DCNR C2P2 grant for Manchester Borough Park ADA access parking path has been submitted.

XI. Solicitor's Report

- Resolution 2026-09 allowing for spending of funds under urgent matters. This allows for the expenditures of funds for any purpose tied to operational, safety, security, and property maintenance. The council agreed on a cap of expenditure
 - A motion was made by Jeffrey Gewertz and seconded by Joseph Paniagua to approve Resolution 2026-09 pending the modification to read Borough Secretary Borough Treasurer in paragraph 1, and not to exceed \$5,000 in paragraph 2. The motion was passed unanimously.

XII. Manager's Report

- iWorq Work Management Module
 - A motion was made by Jeffrey Gewertz and seconded by Emily Mumma to authorize purchase of the iWorq Work Management Module for the Public Works Department. The motion was passed unanimously.

XIII. Recreation & Park

- Nothing reported

XIV. Correspondence

- Traffic Signal, Non-Signal, and Traffic Signal System Maintenance & Repair. Manchester Borough Solicitor will provide notice to terminate the traffic signal agreement on December 31, 2026.

XV. Unfinished Business

- Hampton Woods Leaf Collection – At this time the Council will not take any action and consider the matter closed.
- Manchester Ambulance Club Discussion – Solicitor Buechler has not received any communications regarding expenditures or debts owed.

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- Ordinance §126-21 Discussion – The concern noted was an 8-hour time limit to remove snow from sidewalks. Solicitor Buechler to draft the amended ordinance to clearly define responsibilities, and time limit changes, and present at the July Council Meeting.
- Commercial Permit Fee Schedule draft was reviewed by the council. The council will review the IBEC Levels of Construction and the drafted commercial permit fee schedule.
- Code §63 Animals – The council to provide information for potentially changes to the animal ordinance.
- Legacy Cross Boring NDA – CGA Law did a full review of the NDA being requested by Columbia Gas of PA.
 - A motion was made by Emily Mumma and seconded by Jeffrey Gewertz to reject the request to sign the Legacy Cross Boring NDA. The motion was passed unanimously.
- Knox Box Ordinance – The proposed drafted ordinance has been reviewed by Chief Stevens. A revised draft will be presented with the recommended changes at the July council meeting.
 - A motion was made by Emily Mumma and seconded by Jeffrey Gewertz to advertise the Knox Box Ordinance. The motion was denied as it was presented by all council members with the exclusion of Ronald Gembic who abstained due to needing more information.
- Employee Insurance Program Discussion – There was discussion regarding interest of employees to have benefits provided by Manchester Borough. Data to be gathered and presented at the July Council Meeting.
- Northeastern York County Sewer Authority Intermunicipal Agreement –Solicitor Buechler to receive comments and provide a draft of amendments. The Solicitor and Borough Manager will attend the July 22nd NEYCSA Intermunicipal Meeting.

xvi. New Business

- Motion to Approve/Reject Resolution 2026-10 appointing an interim public works director.
 - A motion was made by Emily Mumma and seconded by Jeffrey Gewertz adopting Resolution 2026-10. The motion was passed unanimously.
- Removal of Crossing Guards in Manchester Borough – Discussion was had regarding the need for the crossing guards and the safety of the crossing guards and children. Further information will be needed to help council make an informed decision.

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- Amendment/Update of Resolution 2026-11 Amending and restating set fees for services for 2026 and beyond – There has been a request to revisit the amounts shown to be set at and what they are to look like moving forward. It is the recommendation of Solicitor Buechler that the annual inspection fee and the additional inspection fee be reflected on the Resolution to be set by CCIS. The discussion held that approximately 2 hours per unit is required for the reviewing of applications, providing feedback and managing documents of occupancy changes. Additionally, not included in the cost is the training of the landlords, direct inputs and additional retraining.
 - A motion was made by Emily Mumma and seconded by Jeffrey Gewertz for approval of Resolution 2026-11 to include under Paragraph 3 (A), the annual licensing per unit to read \$50/unit with inserted Paragraph 3 (B) renewal of same occupant license fee per unit/\$25. Paragraph (B) will now be (C), and (C) will be (D). The rates for (C) and (D) will read as the amount to be set by Commonwealth Code Inspection Services. The motion was passed unanimously.
- National Night Out 2026 – an update was provided to the council for Borough representation at NNO 2026.
- PSAB Municipal Management Employment Law Workshop
 - A motion was made by Jeffrey Gewertz and seconded by Emily Mumma approving training for the Borough Manager and Treasurer. The motion was passed unanimously.

XVII. Council entered Executive Session at 8:34 PM to discuss legal matters with the Borough Solicitor.

XVIII. At 9:30 PM Council concluded the Executive Session and returned to the regular meeting.

XIX. There being no further business the council meeting was adjourned at 9:31 p.m.

Certification with Council Approval

I hereby certify that the foregoing amended minutes were approved by Manchester Borough Council at its meeting held on July 13, 2026, and constitute a true and accurate record of the proceedings.

Tiffany Mays
Borough Secretary
Date: June 13, 2026