

# MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

June 09, 2025

- President Ronald Gembic called the meeting to order at 7:03 P.M. and led with the Pledge of Allegiance.
- Roll Call was performed by the Secretary
- There was discussion and election of a new Vice President of Council as Ryan Neely no longer resides in Manchester Borough which creates a need for a council member seat as well as a seat for Vice President.
  - A nomination for Bradford Price for council Vice President was made by Joseph Paniagua. Judy Vance seconded the motion. A vote was called for and all votes were unanimous.

## **Council Members**

- Adam Bowman, Bradford Price, Judy Vance, Wendy Snyder, Ronald Gembic, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, and Mayor Michael Goodling

## **Approve or Amend Minutes**

- A motion was made by Adam Bowman to approve May 12, 2025 council meeting minutes as drafted. Bradford Price seconded the motion, and the motion carried unanimously.

## **Public Attendance & Comments**

- Chuck Kraft asked if a representative of the Borough drove around to determine the problematic properties for the need of the Rental License Ordinance.
- Tammy Motter asked why the need for the Rental License Ordinance
- Dillan Wietkamp asked, if possible, to read the list of concerns presented to refresh memories as it has been a month since the discussion
- Lisa Rentzel
- Zach Newcomer

## **Fire Services Report:**

- Chief Joseph Stevens reported 40 calls for the month, no loss and no injuries to report. Father's Day weekend BBQ rib dinner will be held on the 21<sup>st</sup> of June.

## **Treasurer's Report:**

- Balances of the accounts were reviewed for May 2025 and motions were made as follows:
  - A motion was made by Adam Bowman to approve the May 2025 account balances as read and presented. Larry Weirich seconded the motion, and the motion carried unanimously.

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- A motion was made by Bradford Price to approve and pay bills in the amount of \$133,380.84 as presented for May 2025. Joseph Paniagua seconded the motion, and the motion carried unanimously.
- General Checking Account (M&T Bank) Starting Balance \$629,370.64
- Receipts for January 2025 are \$77,272.10
- Disbursements for January 2025 were \$70,448.25 leaving \$636,194.49
- PLGIT Accounts:
  - General \$433.89
  - PLGIT/Reserve \$14,177.74
  - Reserve \$447,771.10
  - Liquid Fuels \$337,573.08
  - Retirement Escrow \$480.83
- Recreation Fund \$20,230.52
- COVID/ARPA Funds \$3,920.72
- Members 1<sup>st</sup> Money Market \$100,590.52

## Public Works:

- Monthly Report was included in the council packets
- The Manchester Athletic Association asked for 2 pine trees to be removed as they are dead and could present a safety concern. Public Works will remove these trees and replace them with 2 shade trees.
- The Manchester Park Sign is badly worn and starting to fall. Curtis Walters provided a quote from Image 360 at a cost of \$557.00 to have the sign replaced.
  - A motion was made by Adam Bowman to approve the Image 360 Quote for \$557.00. Judy Vance seconded the motion, and the motion carried unanimously.

## Mayor's Report:

- Police report provided in the council packets

## Zoning, Codes, Permits, Concerns

- 1 permit was revised and approved for a pool to move locations
- Enforcement underway for the following:
  - Wise Auto 30, 32, and 36 S. Main St. – Simon Schilling did speak with the owners regarding the junk violations. The owner stated that he will actively work on removing the excess junk on the property. Simon stated his concern is regarding the neighboring lots that the business has spread onto as they are zoned for residential use. It was a

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recommendation by Solicitor Beth Kern for the zoning officer to issue a zoning violation for the use of the properties.

## Engineer's Report:

- PA Small Water & Sewer Program (0965.5.10.04) – Manhaven Manor project. John Rea to send Tiffany Mays the requisition form for the grant. This will be submitted for reimbursement for AFP #1, and payment for AFP #2. A copy of the cancelled check for AFP #1 will need to be sent to John Rea for grant documentation.
  - A motion was made by Adam Bowman to approve AFP #2 to J. Phillips for \$57,072.13 Larry Weirich seconded by and the motion was carried unanimously.
- 2025 Roadway Street Maintenance (0965.4.01.59) – Paving Maintenance Contract Award of work on hold until a decision is made by NEYCSA on condition of piping at Edgeboro and Farm Ln. There is no Co-Stars option for paving. Cracked Sealing contract has been awarded, and we are currently waiting on schedule from the contractor.
- Gross property subdivision (0965.3.07.03) – The Majority of the work is completed. Currently waiting on the DEED from MAA and then will continue preparing the plans.

## Solicitors' Report:

- Discussion for Ordinance to Amend Manchester Borough Elected Official Compensation. This is currently having a amendment drafted by CGA Law Firm.
- Discussion For Ordinance to Amend Code Chapter 34, Police Department – This currently being drafted for amendment by CGA Law Firm.

## Manager's Report:

- Manager's report postponed until the July council meeting.
  - A motion was made by Adam Bowman to postpone the manager's section. Judy Vance seconded the motion, and the motion was carried unanimously.

## Unfinished Business:

- Discussion of Ordinance 2024-05, 2024-04 Rental Licensing and Inspection. Tiffany Mays explained the current administrative work that takes place for the rental license Ordinance and Fees.
  - §103.J - Responsibilities of Owners and Occupants – The concern of every owner that resides more than 20 miles from Municipal Limits needs to designate in writing a rental property agent. The council desires to amend §103.J to state "Every owner of a rental property who resides or maintains its principal place of business more than 45 miles from the Borough municipal limits shall designate in writing to the Borough a rental property agent."

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- §103.L – Unrelated occupants – The concern was regarding the number of unrelated occupants. The council desires to amend §103.L to state “No more than 1 family, as defined in the Broughs zoning ordinance, shall reside in a dwelling unit.”
- §103.M – Parking Requirements – the concern presented for the need for waivers. The council desires to remove section §103.M in its entirety. This will allow the current zoning ordinance to allow enforcement of the parking requirements for the rental units.
- §103.N – Requirements for detach garages to not be rented separately. The council desires to remove section §103.N in its entirety.
- §108 Inspections Licensing and Enforcement – Specifically during the inspection should a property agent be present. Solicitor Beth Kern stated that she recommends this to remain to ensure no rights are being violated. The council desires to amend §108 to state “The Rental Property Agent or authorized representative must be present at all times during the inspection.”
- §108.I – Regarding the cancellation fee – Simon Schilling with Commonwealth Code Inspection Service informed the council that Commonwealth Code Inspection Service does not charge a fee for cancellations as they schedule same day inspections. The council desires to remove section §108.I in its entirety.
- §109 – Notification of transfer of ownership – the concern was the amount of time currently required to register with the Borough. (5 days of purchase). The council desires to amend §109 from 5 days to 30 business days.
- §111 – Single family dwellings and the renting out of rooms – This is a separate use that is regulated by the zoning ordinance.
- §117.B – Referenced to the cancellation fee but based on the prior discussion and agreement, §117.B will be removed in its entirety.
- §118 – Mandatory inspection at change of tenant requirement – the concern was the inspection every 6 months/change of tenant. The council desires to amend §118 to reflect “Notice at the change of tenant/occupancy” to include updated contact information that is required to Ordinance 2006-51.
- §120 – Disruptive Conduct - The council desires to remove section §120 in its entirety.
- §103.K – Display of license in the home - The council desires to remove section §103.K in its entirety.
- There was discussion concerning the fee schedule for the rental license and inspection. As well as a registration year and time requirement for the Borough to return the completed license to the property owner in a timely manner.
  - A motion was made by Bradford Price to postpone any enforcement for Ordinance 2024-5 until the drafted amendment will be reviewed. The motion was seconded by Judy Vance and the motion was carried unanimously.

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- A motion was made by Bradford Price to authorize Solicitor Beth Kern to amend Ordinance 2024-5 Adopting Licensing and Inspections for Rental Properties as discussed. Joseph Paniagua seconded the motion, and the motion passed unanimously.
- Motion to Approve Advertisement of Ordinance 2025-02 Amending the School Zone and Establishing Chapter 141.
  - A motion was made by Adam Bowman to authorize the Solicitor to advertise Ordinance 2025-02. The motion was seconded by Bradford Price and the motion was carried unanimously.
- Motion to Approve/Reject/Postpone Parking Waiver Request 460 Maple St. - Postponed
- Snow Removal Regulations §126-20 - Postponed
- N. Hartman St. Concerns – Tiffany Mays spoke with NESD. NESD provided comment on their behalf to communicate with students, parents and visitors to help eliminate the parking concerns.
- 119 N. Main St. Tree Removal – A quote was provided by Heritage Lawn Care for \$4,420.00. This quote is inclusive of the annual tree trimming as well as planting of the tree at 129 N. Main St.
  - A motion was made by Larry Weirich to approve Heritage Lawn Care quote. The motion was seconded by Bradford Price and the motion carried unanimously.
- Right to Know Policy – An updated amended draft copy was provided by Solicitor Beth Kern.
  - A motion was made by Adam Bowman to adopt Resolution 2025-11. Joseph Paniagua seconded the motion, and the motion was carried unanimously.

## **New Business:**

- Adopt/Reject/Postpone Resolution 2025-12 A Resolution Amending and Setting Fees for 2025 and beyond.
  - A motion was made by Larry Weirich to postpone Resolution 2025-12 as drafted but with keeping the existing resolution to remain in effect until the new resolution is adopted. Bradford Price seconded the motion, and the motion was carried unanimously.
- Council member resignation – It is of the recommendation of the Solicitor to not accept the council member resignation so the council will have time to fulfill the vacancy.

***There being no further business, a motion for adjournment at 9:40 P.M. was made by Adam Bowman with a 2<sup>nd</sup> from Larry Weirich The motion carried unanimously.***