

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

March 10, 2025

- President Ronald Gembic called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance
- President Ronald Gembic provided a Council Member Vacancy Announcement in regard due to the passing of Council Member Michael Jackson. The Borough extends its deepest sympathies and condolences to the family and is very appreciative of Mike's contributions to the community.
- Roll Call was performed by the Secretary

COUNCIL MEMBERS

- Adam Bowman, Bradford Price, Wendy Snyder, Ryan Neely, Ronald Gembic, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, and Mayor Michael Goodling
- Approval of Meeting Minutes – Ryan Neely noted that the spelling for York County Treasurer needs corrected under new business.
 - A motion was made by Adam Bowman to approve February 10, 2025 council meeting minutes with noted changes. Bradford Price seconded the motion, and the motion carried unanimously.

Public Citizen Comments

- Jared Englehart for the York County Community Service Partnership was unable to attend. This item will be tabled until a representative from the YCCSP can attend.

Fire Services Report:

- Chief Stevens reported 40 calls, \$0 in loss and 0 injuries. The Chief also provided the council with an annual report for Union Fire Co. for their review. It was noted that there is an open burn ban for Manchester Borough, Mt. Wolf Borough and East Manchester Twp. Tiffany Mays asked Chief the process for determining a burn ban within the Borough limits. There was discussion regarding the current ordinance, and it was noted that the that ordinance does not specify the determining process.
 - A motion was made by Adam Bowman to authorize the solicitor to update and amend Ordinance 2024-3 to include language to determine a burn ban within Borough limits. Bradford Price seconded the motion, and the motion carried unanimously.

Treasurer's Report:

- Balances of the accounts were reviewed for February 2025 and motions were made as follows:

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- A motion was made by Ryan Neely to approve the February 2025 account balances as read and presented. Bradford Price seconded the motion, and the motion carried unanimously.
- A motion was made by Bradford Price to approve and pay bills in the amount of \$128,076.34 as presented for February 2025. Joseph Paniagua seconded the motion, and the motion carried unanimously.
- General Checking Account (M&T Bank) Starting Balance \$432,565.29
- Receipts for February 2025 are \$90,060.49
- Disbursements for February 2025 were \$86,719.03 leaving \$435,906.75
- PLGIT Accounts:
 - General \$429.37
 - PLGIT/Reserve \$14,026.69
 - Reserve \$443,109.95
 - Liquid Fuels \$263,247.42
 - Retirement Escrow \$475.82
- Recreation Fund \$20,019.93
- COVID/ARPA Funds \$3,910.86
- Members 1st Money Market \$100,539.83

Public Works:

- Monthly Report included in the council packets
- FEMA/Storm Drain/Parcel map has been updated. A request for a motion to approve C.S. Davidson Inc. to update the map was made by Curtis Walters.
 - A motion was made by Bradford Price to approve C.S. Davidson Inc. to update the changes requested on the mapping using reasonable cost and time efficiency. The motion was seconded by Joseph Paniagua and the motion carried unanimously.

Mayor's Report:

- Police report provided in the council packets
- UPS Grand Opening on Glen Drive went well, and the mayor attending the Parks and recreation meeting and met a lot of new people.

Zoning, Codes, Permits, Concerns

- 4 Solar Permits
- Enforcement underway for 111 Cooper St. for vegetation and tree overgrowth

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- A motion was made by Ryan Neely to authorize the Solicitor to draft and send a final enforcement notice with specific details regarding tree overgrowth. The motion was seconded by Adam Bowman and the motion carried unanimously.

Engineer's Report:

- CDBG Main Street ADA Curb Ramps (0965.4.65.00) – Upon completion of work from BMK the final paperwork will be sent to YCPC. BMK provided a cost of \$3,130.00 for the ramp repair on N. Main St. due to the damage incurred after the repair. This is being presented as Change Order #2. Change Order #2 also includes a time extension for the completion date. The total contract price is under \$100,000 for the project.
 - A motion for conditional approval for Change Order #2 pending approval from the York County Planning Commission was made by Ryan Neely. The motion was seconded by Bradford Price and the motion carried unanimously.
- PA Small Water & Sewer Program (0965.5.10.04) –The Manhaven Stormwater project will be starting in a few weeks. The Notice to proceed is ready to be signed upon council's approval. C.S. Davidson Inc. has received 7 out of 11 signed Temporary Construction Easement agreements. They are as follows: 10 Circle Drive, 20 Circle Drive, 385 Edgeboro Drive, 55 Farm Lane, 60 Farm Lane, 15 Sandy Circle, and 25 Sandy Circle.
 - A motion was made by Ryan Neely to approve signing the Temporary Construction Easements as presented. The motion was seconded by Bradford Price and the motion carried unanimously.
 - A motion was made by Bradford Price to sign the Notice to Proceed. The motion was seconded by Ryan Neely and the motion carried unanimously.
- 2025 Street Maintenance – Council is interested in continuing with crack sealing maintenance. It was noted that there have been citizen concerns regarding a “dip” in the roadway on Farm Lane and this should be looked at for repair. John Rea will ask the contractor working on the Manhaven Stormwater project to provide a quote to look at this area for repair and issue. A drive around the Borough will be scheduled to include Ryan Neely, Curtis Walters, Joseph Paniagua and John Rea to identify any areas of concern.
 - Misc Items – TRG to send proposal for the square safety upgrade to John Rea when completed.
 - Retaining wall condition at 143 S. Main St. – the retaining wall is leaning, and this will need to be addressed. Judy Hilliard stated that the Borough required the wall to be built and possibly constructed the wall. This item will be tabled for the Solicitor review and for research on the retaining wall.
 - Grant Opportunities – Tiffany Mays asked that council consider applying for the PA Small Water Grant for failing storm water inlets to be repaired. A few suggested to be repaired are

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2 inlets back on Liverpool St. between the apartments in the swale, and 1 at the top of Plane Tree Ave.

- A motion was made by Ryan Neely authorizing C.S. Davidson Inc. to move forward with a scope of work and application for the PA Small Water Grant for the stormwater inlets and associated piping. The motion was seconded by Bradford Price and the motion carried unanimously.

Solicitors' Report:

- Solicitor Beth Kern drafted the Public Works Assistant Supervisor Job Description. Under the Education and Experience Requirements, bullet #2, It is drafted as they "may" possess a valid class B commercial Driver's License.
 - A motion was made by Bradford Price approving the Proposed Public Works Assistant Supervisor Job Description Role as is. Joseph Paniagua seconded the motion, and the motion carried unanimously.

Manager's Report:

- A reminder was provided to the council for the 2025 Municipal Election. The following offices up for election are 4 council seats each for a 4-year term, 1 council seat for a 2-year term, Mayor for a 4-year term, and a tax collector role for a 4-year term.
- School Crossing Guard Agreement – There will be a meeting scheduled by Tiffany Mays with NESD to discuss the requirements for the crossing guard agreement before being drafted by Solicitor Beth Kern. Mayor Goodling, President Ronald Gembic, Tiffany Mays and Larry Weirich to attend the discussion for the agreement.
- Junk/Nuisance Code Review – A Code review for Junk/Nuisance is being requested to proceed with future violations in the Borough for reported "junk"
 - A motion was made by Ryan Neely to authorize the Solicitor to do a code review for junk/nuisance. The motion was seconded by Bradford Price and the motion carried unanimously.

Unfinished Business:

- Crossing Way Parcel 76-000-01-0051 – In order to create a walking path for this parcel, any grant for this project would be a match grant, as well as extra permitting costs from FEMA as it will be in a flood plain. The council has agreed to remove this item and not to proceed forward.
- Holiday and Shift Differential is tabled until the April council meeting to provide more time for council to review.

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- COLA Discussion – council has agreed to remove this item for no further discussion at this time.

New Business:

- Council meeting attendance and compensation was discussed to have the pay for each council member per meeting and if absent it must be an excused absence. If passed by the council this would not take effect until the council member's next term. It was recommended by the Solicitor to adopt the required ordinance that would update meeting attendance rules to outline and detail what would be an excused absence.
 - A motion was made by Adam Bowman to authorize the Solicitor to draft the required ordinance and attendance rules. The motion was seconded by Ryan Neely and the motion passed unanimously.
- Manchester Borough Website ADA Compliance – A new law provides that all municipal websites are required to have updated ADA features. Course Vector will update and upgrade the ADA compliance for \$500.
 - A motion was made by Bradford Price to approve Course Vector for \$500 to apply the ADA upgrade. The motion was seconded by Joseph Paniagua and the motion carried unanimously.
- Intergovernmental Agreement York County Ordinance 2024-03 – Tabled until April Meeting for the Solicitor's review.

There being no further business, a motion for adjournment at 8:45 P.M. was made by Adam Bowman with a 2nd from Larry Weirich. The motion carried unanimously.