

# MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

March 11, 2024

7:00 PM

Monthly Meeting

- President Ronald Gembic 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  
Bradford Price  
Wendy Snyder  
Ryan Neely

Ronald Gembic  
Larry Weirich  
Joseph Paniagua  
Solicitor Beth Kern  
Engineer John Rea  
Mayor Michael Goodling

## Approval of Agenda/Minutes

- A motion was made by Adam Bowman to approve the February 12, 2024 minutes as presented. Ryan Neely seconded the motion and the motion carried.

## Fire Company: Chief Joe Stevens

- Calls – 32, Loss \$544,000, and 0 Injuries
- The shrimp feed will be held on March 17, 2024 and is sold out.

## Public Comments/Guests:

- Desiree Boorujy was in attendance from the Sewer Authority.
- Judith Hiliard was in attendance.
- Lt. Art Archambeault was in attendance from YCRPD.

## Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$434,810.93. Receipts for the month of February 2024 were \$78,128.34, Disbursements were \$68,747.67 leaving a total of \$444,191.60 in the account. PLGIT General Account \$202.22, PLGIT/Reserve Account \$13,357.07, Reserve Account \$422,367.23, Liquid Fuel Account \$222,857.46, Retirement Escrow Account \$2,406.20, Recreation Fund \$19,082.77, M&T COVID Fund \$151,168.57
- Members 1<sup>st</sup> Bank Money Market Account \$100,339.99. The bills for the month of March 2024 including payroll were \$53,651.06.
  - Adam Bowman motioned to approve the February 2024 account balances as read and presented. Larry Weirich seconded the motion and the motion carried.
  - Bradford Price motioned to approve and pay the February 2024 bills as read and presented. Ryan Neely seconded the motion and the motion carried.

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## **Mayor's Report: Mayor Michael Goodling**

- The police report was provided in council packets.
- Mayor Goodling asked what entails safety in the Borough for his role as Mayor. He asked the council to think about this. Mayor Goodling asked about streetlights in the Borough and if he should be driving around and seeing if they are operating during the morning and evening. Mayor Goodling stated he spoke with previous borough officials, and it was mentioned to him that he needs to check the streetlights weekly. Tiffany Mays explained that the streetlights are a request that is submitted to her so she can submit a work order to First Energy. Mayor Goodling asked about parades and contacting the state. Larry Weirich stated that the Lion's Club contacts the state, and the VFW contacts the state for the permits and the mayor signs a letter allowing the use of the streets for the parade. Mayor Goodling asked about the recreation committee and its details. Adam Bowman stated that he would like to propose that the recreation committee be dissolved, and Manchester Borough Council make the decisions for the recreation center, as the Borough currently manages this as it is. Joseph Paniagua stated he does not agree as there was a recreation committee last year. Adam Bowman stated that the committee was not reassigned during the reorganization meeting. Beth Kern explained committees to the council and the president's role. Beth Kern further stated that the President could take the time to review the committees and see if there are a need for such committees. Mayor Goodling stated he will bring quotes for new playground equipment. President Gembic stated that committees need to be reviewed and decided to be dissolved or otherwise noted. Mayor Goodling asked for reference of the planning committee, and what is currently in place. Denise Dellone (public citizen) stated that she would like to see more events held at the park such as May Day and an event listing for Borough residents to view and join more. Beth Kern stated that it is in the best interest to determine and understand any entity dissolution that needs to happen first to bring the decision making regarding the park to the council. Mayor Goodling asked how he states a snow emergency in Manchester Borough. Gary Cardasso explained that he as the road crew supervisor will notify him and share all information that he has on the topic.
- Mayor Goodling asked for approval to attend an upcoming class held by the PSAB for "Mayor in municipal government" The cost of the class is \$45.
  - Bradford Price motioned to approve the cost of \$45 for the mayor to attend the PSAB class for Mayor in municipal government. It was seconded by Ryan Neely and the motion carried.

## **Zoning/Code Violations**

- Permit list for February provided in council packets for their review
- 20 Maple Street – Mechanic shop without permit turned over to Commonwealth Code.
- 11 N. Main Street -work completed on home with no permit turned over to Commonwealth Code.
- 222 York Street – Large black horse – Commonwealth Code requested clarification on how to proceed with this zoning violation due to the borough code's not matching. It was noted that

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this property was grandfathered many years ago during the ordinance being written. Borough code for §63-2 and §63-5 to be further addressed.

- 30 Farm Lane – Daycare/school without a permit. Turned over to Commonwealth Code.

## **Engineer's Report: John Rea**

- Road inspection completed on February 24, 2024. Minor areas were defined for repairs.
- Crack Sealing – A motion to solicit crack sealing repairs for an estimated 7,500 lbs. for various streets and alleys throughout the Borough listed in the following order until bid material is expended. Fenwick Drive, Covington Road, Malvern Drive, Malvern Drive East, Parkview Road, Haverford Circle, Haverford Court, Campus Court, High St., Park St., Manhaven Drive, Circle Court, Sandy Circle, Edgeboro Drive, Crestline Drive, Parkview Road, Crossings Way, and Farm Lane.
  - Adam Bowman motioned to approve C.S. Davidson Inc. to solicit quotes for crack sealing in the Borough as presented. Ryan Neely seconded the motion and the motion carried.
- Base Repair & patching – Street maintenance for various locations throughout the Borough as listed in the following order to also include Manchester Street, Parkview Rd., Cooper St., Malvern Dr. East, and Park St.
  - Adam Bowman motioned to approve C.S. Davidson Inc. to solicit quotes for base repair and patching as presented. Bradford Price seconded the motion and the motion carried.
- Manchester Borough 5–10-year outlook for liquid fuels and priority for annual maintenance. A few council members to also include the road crew supervisor to meet and discuss a plan for road maintenance in the Borough. The plan once discussed will be presented to the Council for any decisions. Mayor Mike Goodling, Gary Cardasso, Bradford Price, and Ryan Neely volunteered to meet with John Rea for this plan.
- CDBG Main Street ADA Curb Ramps – Bid documents will be prepared and ready for the April meeting.
- PA Small Water and Sewer Program – Updated resolution provided to DCED.
- Mt. Wolf Village Apartments – John Rea and Dave Cole to meet Tuesday March 19<sup>th</sup>, 2024 for the condition of Plane Tree Ave.
- Submitted Grants for Local Share Statewide, YCPC CDBG, and CDBG 2024-26 are awaiting results.
- New Grant opportunities list provided by John Rea. Council to review and discuss at the April 2024 council meeting for any interest. Mike Jackson asked if Manchester Athletic Association would be willing to sell the recreation center so we may apply for specific grants in the future. Beth Kern will review the most current lease in her files from the Manchester Athletic Association.

## **Solicitor's Report:**

- Joint Refuse bidding/contract – Republic has informed that they are only bidding on new contracts where the municipality would be fully carted. This will allow for the one-man automated trucks to service the citizens of the Boroughs.

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- Ryan Neely motioned to keep the joint refuse bidding/contract packet as it. Larry Weirich seconded the motion, and the motion carried.
- Beshore & Koller Inc. Developer's Agreement – The property owner has not requested any revisions to the drafted agreement.
  - Mike Jackson approved the proposed developer's agreement drafted by Solicitor Beth Kern. Adam Bowman seconded the motion, and the motion was carried unanimously.

## **President's Report: Ronald Gembic**

- Letter from Storb Environmental Inc. – The Borough is notified that there were no leaks in the storage tanks located on Abbey Road in West Manchester Twp. This notice is provided as the Borough is downstream of the location.

## **Park and Recreation Report: Joseph Paniagua, Judy Hilliard, Mike Jackson**

- The recreation committee is to be reviewed

## **Maintenance/Street Report: Gary Cardasso**

- March 16, 2024 some members of the shop crew are going to Shippensburg to view a demo for a tractor to replace the backhoe. The members are leaving at 7 a.m. promptly from the Borough.
- A new impellor was ordered for the leaf machine. Once received it will be put back together. The one previously received was not correct.

## **Unfinished Business**

- None

## **New Business**

- A quote for a compressor was provided to Larry Weirich to present to council for the shop. The compressor will be 5 HP and 230 volts. The council asked the Road Crew Supervisor, Gary Cardasso, if there were any further comments from the shop. Gary Cardasso stated that in his opinion the current compressor is fine as is. Bradford Price asked if it was needed for the shop and Gary Cardasso's response was no. There was no action taken on this item.
- Robert Peters resignation from the Borough. A letter of resignation was provided to the council.
  - Adam Bowman motioned to accept Robert Peters resignation. Ryan Neely seconded the motion and the motion carried.
- Employment of Kristal Rogers as a backup crossing guard for Manchester Borough at either location of Maple/Main St. or Hartman and Maple St. as required for \$30/day.
  - Adam Bowman motioned to hire Kristal Rogers as a backup crossing guard for Manchester Borough at \$30/day. It was seconded by Ryan Neely and the motion carried.
- Website Creation Design Quote/Bluehost Domain – Bluehost is our current domain provider with an annual cost of \$1,869.04. CourseVector design quote with the ability to have updates

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performed by the Borough secretary is \$1,830.00. An annual fee of \$599. Bluehost has not been receptive in assistance. Last week a communication was received from the individual that their personal credit card was attached to the website, and they requested communication for the website and its future steps. Bluehost is being uncooperative, and the Borough cannot remove said personal credit card. The owner who signed up for the domain can personally remove the card. If the change does not happen before the renewal date, then the potential for the Borough domain to become dormant is possible. Facebook can be utilized as a communication platform until the new website is created. It is suggested that CourseVector use this as a .gov rather than a .com site.

- A motion was made by Bradford Price to move forward with the CourseVector quote as presented. It was seconded by Ryan Neely and the motion carried.
- A motion was made by Adam Bowman to communicate through email by the next morning, to the individual with the credit card on file with Bluehost. It was seconded by Bradford Price and the motion carried.
- A notice for the Council that PennDot will be performing their annual traffic count.
- TruGreen has proposed a 2024 Renewal Service Agreement Quote for \$3,655.08. The Council has asked if the Borough has received any other quotes for vegetation control.
  - Mike Jackson made a motion to obtain more bids for vegetation control throughout the Borough. It was seconded by Bradford Price and the motion carried.

***There being no further business a motion for adjournment at 08:51 P.M. was made by Ryan Neely 2<sup>nd</sup> Bradford Price***