

# MANCHESTER BOROUGH MEETING MINUTES

MARCH 13, 2023

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

Adam Bowman  
Ryan Neely  
Wade Witt  
Joseph Paniagua  
John Rea

Eric Gimbi (Absent)  
Mike Stahle  
Larry Weirich  
Solicitor Beth Kern  
Mayor Patty Witt

- Approval of Agenda/Minutes
  - Larry Weirich motioned to approve the February 13, 2023 minutes as presented. Mike Stahle seconded the motion and the motion carried.

## Public Comments/Guests:

- Fire Chief Joe Stevens reported for the month of January there were 26 calls, \$0.00 in Loss, and 0 injuries. The annual awards banquet and ceremony for Union Fire Company. 6 Service awards were given. 2 Service awards for 10 years, 3 service awards for 15 years, and 1 service award for 45 years. A total of 110 years of service awarded were recognized. The bi-annual shrimp feed will be held on March 19<sup>th</sup>, 2023, and it is sold out.
- Desiree Boorujy was in attendance from the Northeastern York County Sewer Authority
- Mayor Ebersole was in attendance from York Haven Borough to view how our meetings are structured and ran.

## REPORTS

### Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$377,466.87. Receipts for the month of September were \$61,640.43, Disbursements were \$49812.05 leaving a total of \$389,295.25 in the account. Members 1<sup>st</sup> Bank Money Market Account \$454,319.58. The PLIGIT accounts were also reviewed for the month of November.
  - Ryan Neely motioned to approve the February 2023 account balances as read and presented. Joseph Paniagua seconded the motion and the motion carried.
  - Joseph Paniagua motioned to approve and pay the February 2023 bills as read and presented. Mike Stahle seconded the motion and the motion carried.
- Wade Witt - Park finances transferred to the Borough with the recreation center to maintain its own budget and spending. Manchester Borough is the sole owner of Manchester Park and has volunteers only to help. Due to it being difficult to obtain volunteer help, Wade would like to bring all park finances to the Manchester Borough. Beth Kern stated to place this action item on the April Agenda meeting to approve the Borough Treasurer to take over the administration of

# MANCHESTER BOROUGH MEETING MINUTES

MARCH 13, 2023

the funds for the park and recreation board now that the Borough is the only member of the Board since the Township has withdrawn.

## **Mayor's Report: Patricia Witt**

- Police reports are in everyone's packet.
- MILT – Musser and Main Street the damaged traffic light pole is currently a 4-bolt pattern on the base, however PennDOT is now requiring a 6-bolt pattern. MILT is looking for one that meets PennDOT's requirements. The total cost of the damaged traffic light for the new 6 bolt pattern is going to be in the \$30,000 range or more per MILT. It is unknown at this time how much insurance will cover this cost.
- The call buttons at Manchester Square are currently all broken. MILT stated that he believes that these were damaged deliberately, however he cannot prove it. The call buttons are currently a 3" push button but need to be a 6" call button per PennDOT when replaced. Each 6" call button will cost \$680.00. Total of \$2,720.00 MILT is currently working on the call button poles to repair per PennDOT's requirements. Due to safety the cost of the call buttons was approved by Mayor Witt.

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

- Street Maintenance (0965.4.01.57) Ryan Neely, John Rea, and Mike Stahle drove around the Borough on March 02, 2023 to review the roadways. A list of roadways was compiled to continue the crack sealing efforts. The roads identified are Manchester St., Liverpool St., Boundary Ave., Locust Ave., Buttermint Lane, Clover Lane Dr., Sunset Dr., Roosevelt Ave., Broadway Ave., Church St., Harding St., Queen Alley., Gross Alley. John Rea provided a crack sealing map to show historical data on roadways completed for crack sealing. The southwest corner of the Borough is what John Rea presented for this year. Wade Witt asked about Gross Alley and if it is currently being addressed due to its current condition with a damaged sewer pipe and it continually getting worse.
  - A motion was made by Adam Bowman to receive quotes for cracked sealing. Ryan Neely seconded the motion and the motion carried.
- Base repair and patching – Boxwood Road the utility trench is settling. This will need a permanent repair before placing good final repair over top. High-Performance chip seal was reviewed. The High-Performance chip seal with significantly cheaper than the mill and overlays costs. John provided an attachment with costs to include Boxwood Rd, Poplar St., N. Poplar Ct., and Hemlock Ct. Recommended by John to put a coat of crack sealing on before applying the chip seal. PennDOT approved Fog seal does not have good performance wear but is covered by liquid fuels fund. The Quick Set fog seal has a much better performance rate and is not Liquid Fuels eligible and will need to be paid out of general funds. John Rea suggested completing a neighborhood with the chip seal and received how it is liked by the residents and borough. If it is well received, a plan could be made to complete future projects.
  - A motion was made by Adam Bowman to proceed with the base repair and patching work with the inclusion of Gross Alley at 10 sq yd or \$2,000. Final estimate at \$16,650.00 John to remeasure and advise if the cost would be different.
  - The Chip Seal project will be moved to April agenda.

# MANCHESTER BOROUGH MEETING MINUTES

MARCH 13, 2023

- Roadway Study for truck restrictions – Pike, Slant, and Center Alley’s (0965.4.63.00) Chief Rizzo reviewed it and felt the proposed signage and ordinance are enforceable.
- Pa Small Water & Sewer Grant Program – No updates
- Fenwick Dr./Malvern Dr. Parking Study – Update letter provided to Solicitor Beth Kern to support ordinance.
- Ordinance Review & Updates – Draft markup of Manchester Borough degradation ordinance provided for review and comment. Loop sensors for traffic lights damage are the responsibility of Kinsley. H.O.P Fee’s for Columbia gas is correct from data Tiffany provided to John Rea.
- CDBG Program applications – The YCPC has started the annual action plan process. Does the Borough want to have C.S. Davidson do the engineering work for the ADA Ramps?
  - A motion was made by Ryan Neely to authorize C.S. Davidson to start work on the CDBG plans and engineering. Mike Stahle seconded the motion and the motion carried.
- It was noted that the crosswalk at Manchester Square is no longer needed to be moved as suggested previously. Other areas will be reviewed and sent to the county for approval of the change.

## **Solicitor’s Report:**

- Ordinance 2023-01 – Truck Restrictions, which amends part of the code to close certain streets to certain vehicles, was dually advertised as required. And was advertised specifically on March 03, 2023. If this ordinance is adopted by the council, it will become effective within 5 days of Borough Council Meeting 03/13/2023.
- Ordinance 2023-02 which is the amendment to the code which creates special purpose parking zones to provide for reserved parking, it will repeal the 2008 Ordinance per the resident’s request. The change was made to remove Covington Drive as noted in the February meeting.
  - A motion was made by Adam Bowman to adopt Ordinance 2023-01 Truck Restrictions. Ryan Neely seconded the motion, and the motion passed unanimously.
  - A motion was made by Adam Bowman to adopt Ordinance 2023-02 Amend to code special purpose parking for reserved parking. It was seconded by Joseph Paniagua, and the motion passed unanimously.
- Joint Refuse Bidding – Mount Wolf Borough has indicated their desire to continue jointly with the Manchester Borough in refuse bidding. There will be information and discussions in the upcoming months to include more details and action items for council to consider putting together a bidding packet.
- Emergency spending funds – information was provided based on last meeting’s discussion. This will be placed on the April 2023 Agenda.

## **President’s Report: Wade Witt**

- Gettle Fire Alarms – A contract is in the President’s mail slot to sign for activation of the fire alarm system. It was found there are no safety plastic covers over the fire pulls to prevent them from being pulled for false alarms. Robert Moore with Gettle was notified that the safety covers will need to be installed before the contract for activation is signed. There have been multiple issues with the alarms being set off either due to a child pulling the handle or the system malfunctioning. It was noted that during the handle being pulled the plastic spacers in the fire systems were broken. They will need to be replaced. Gettle was to provide these extra pieces, in

# MANCHESTER BOROUGH MEETING MINUTES

MARCH 13, 2023

the event of an issue. The council agrees all issues are to be resolved before the contract is signed.

- Resignation of Eric Gimbi – Eric Gimbi provided a letter of resignation to President Wade Witt. Eric gave his resignation due to a conflict with his employment hours. The council has not accepted the resignation at this time until we have a person of interest in the position. A post will be made on social media stating that a council member is needed for Manchester Borough. If the seat is not filled within 45 days, the Vacancy Board will fill the position.
- Ken Cole is going to resign from the zoning committee, and the shade tree committee in a few months. These will become open positions. There has been no letter of resignation submitted by Ken Cole. Beth to look at the Code to review whether the zoning hearing board can appoint a new member or if this is the Borough Council's responsibility to appoint a new member. Ken Cole did mention that Kathy Dosch may be interested in taking over Chair for the shade tree committee.
- Shane Leader 90-day review – Wade has worked with Shane as well as seen his work and feels he is doing a good job. No feedback has been received from Curtis Walters or Gary Cardoso. Wade will reach out to get more information on Shane's performance. This review will become retro as it was due February 14, 2023. Wade Witt noted Shane was hired as a crossing guard, and not maintenance. He was placed in the shop until the crossing guard position opened up to cover the current guard during her surgery leave, and her retirement at the end of the school year. Adam Bowman noted this should be an executive session to discuss an employee of the Borough. Beth indicated that there should be discussion whether or not the Borough has a hybrid position role, and what the pay scale and duties should be. This item will be tabled until more information is acquired.
- Security Camera's – Quote received by Merlin. The quote was not accepted. Wade Witt and Curtis Walters tested the cameras with no performance issues. Curtis and Wade to install the security cameras. Wi-Fi can be run through the walls for under \$100.00.
- Sheetz invoice - Showing savings of .78 cents a gallon. Gary Cardoso was given permission to have maintenance fill up diesel at Sheetz.
- Toolbox – Purchased and in place. Maintenance did a great job cleaning up the shop and placing tools in the box. A few items were needed to replace those missing. Maintenance would like to get a blade attachment for the new Echo Weed Wacker. Cost \$169.00. Adam Bowman stated there is a blade attachment out in the shop hanging on the wall. Wade to find and place in a more visual location.
- Quote for Racking from J & J's – \$1730.00 for 6 bases, 16 beams, and 6 spacers to space the upright beams apart. The water fall wire decking was \$176.00. Adam asked if a quote was received from where we purchased the other racking. Wade Witt to get another quote after getting measurements. This will be tabled until the April 2023 Agenda.
- Forklift training will be performed on March 20<sup>th</sup> for James Smith. He will become the maintenance forklift trainer for Manchester Borough.
- Lions Club sign – East Manchester stated they would pay for however, it was misunderstood by the Lion's Club and East Manchester Township is actually paying half the cost at \$10,000, not the full \$20,000. The Lion's Club will pay the remainder of the cost, but The Lion's Club would like to know if Manchester Borough would like to contribute any monies to the sign. Mount

# MANCHESTER BOROUGH MEETING MINUTES

MARCH 13, 2023

Wolf will also be asked if they would like to contribute. It was agreed that Mount Wolf contribution will be matched by the Manchester Borough.

## **Park and Recreation Report: Joseph Paniagua, Wade Witt**

- No Updates

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

- No Updates

## **Building Report**

- No Updates

## **Unfinished Business**

- Fees to include mowing and “Blight Homes” – Tiffany Mays reviewed the code and noted all notations of the word “Fees” Beth Kern to review the matrix provided by Tiffany Mays. Any reference to the word fee will be placed on the fee schedule. This will eliminate the rewriting of ordinances and can be approved by resolution at the beginning of each year. Tiffany Mays to provide a copy of Resolution 2015-1 to Beth Kern. Tiffany Mays and Beth to meet and discuss a game plan.
- 811 Proclamation Request – Kevin Goldblum requested to support April as 811 Safety Month Know before you did month.
  - A motion was made by Adam Bowman to approve the 811 Proclamation Resolution 2023-04. Larry Weirich seconded the motion, and the motion carried.
- ARPA Funds \$287,439– Funds were discussed but not approved at the February meeting. Larry Weirich asked to obligate these funds as stated below with a remaining fund of \$107,439. A new digital sign will cost more than \$20,000 than was previously thought. Maintenance no longer requires a Backhoe. They are requesting a front loader. This is to be looked into for the future.
  - A motion was made by Larry Weirich to obligate and expend no more than thresholds on the particular items and projects noted. Joseph Paniagua seconded the motion, and the motion carried.
    1. Gettle Fire Alarm System \$20,000
    2. Union Fire Co. \$50,000
    3. Park Fund \$50,000
    4. Office Fund \$10,000
    5. Backhoe \$30,000
    6. Digital Sign \$20,000

## **New Business**

- Furnace quote – The furnace is very old and aged and due to a recent leak will need to be replaced soon. The furnace is making odds noises on start up and has as hard time starting up. Mike Stahle suggested having the AC and Furnace quoted at the same time. The council approved Larry Weirich to receive quotes to replace the Furnace and AC units.
- Liquid Fuels Tax Fund Payment received March 06, 2023 in the amount of \$71,306.43

# MANCHESTER BOROUGH MEETING MINUTES

MARCH 13, 2023

- Census Map Low/Mod Income % Map provided in reference to the February meeting.
- PennDOT will be performing traffic studies in the Borough on Covington Drive between Fenwick Drive and the municipal line.
- H.O.P. Permits – Columbia Gas has 5 open H.O.P Permits that are overdue and some by a year or more. Columbia Gas noted they have not completed these jobs as of yet due to not being able to mill and overlay until the spring. It is requested that the council note how to proceed as the ordinance was not enforced by the Borough at the time of the permits. Wade Witt asked who was responsible for the inspections of these permits when they are completed. Beth Kern stated that Borough engineers typically perform the inspections. Can we train and teach our maintenance to inspect completed H.O.P permit cuts? John Rea stated that a C.S. Davidson inspector would be able to assist and train whoever the Borough would like to inspect these areas. It was noted that the inspection required is for the road restoration only. Beth Kern cautioned that the total dollar amount for the inspection fee needs to be reviewed to make sure they equal the fee required for the person to perform the inspection and the permittee is taking on the cost of the inspection. It has been decided to communicate with Columbia Gas explaining the current ordinance as well as informing them of the requirement for a new permit for the inspection and degradation fee that will be assessed once their jobs are completed.
- Cooper St. and South St. Corner Sidewalk – A citizen complaint was received the sidewalk corner is a safety concern as it is sinking and a trip hazard. The council agree that this is the resident's responsibility to repair. C.S. Davidson to send a letter to the resident notifying them to repair. The resident is only responsible to repair the trip hazard.
- Councilman update was in reference to Eric Gimbi's resignation.
- Computers running slow – Due to scanning for viruses and obsolete files. On 03/13/2023 Malware was uploaded to the emails causing an email outage and kicked every email out of the website. Wade called Blue Coast to perform a scan and fix the issue. Blue Coast suggested buying a program that will scan everything and prevent happening again in the future, and then if something does happen then can restore it back to where it was. The cost for the program is \$299/yr. Wade Witt did pay for this as it prevented office personnel from doing their respective jobs. Wade to follow up with more information for the computer issues at the April council meeting. Tiffany asked if we could look at information for going more digital to save computer space and keep files from being compromised or lost.
- Your Role as An Elected Borough Official – Borough council to email the secretary if interested so they can be signed up with the class.
- Emergency Management – In 2015 an Intergovernmental Agreement was signed to create a regional emergency management agency which included Manchester Borough, Mount Wolf Borough, East Manchester Twp, and Conewago Twp. to jointly appoint an emergency management coordinator to respond to emergencies with in the 4 municipalities. East Manchester Township sent a letter pursuant to the 2015 agreement, informing that they are withdrawing from the Emergency Management Agency agreement. And they further made a decision to not reappoint the current emergency management coordinator. Beth Kern to write a letter of intent to East Manchester Township to include future joint involvement but there has been no decision to withdrawal from the Intergovernmental Agreement.
- Crossing Guard Discussion – Larry Weirich asked if we have no coverage for a crossing guard, is it possible to ask a maintenance team member to fill in. Tiffany Mays stated that she would fill in

# MANCHESTER BOROUGH MEETING MINUTES

MARCH 13, 2023

when needed but it be preferred not to fill in at the square as it is unsafe. Adam Bowman stated we could ask for volunteers, but we could not force anyone to do the job. If a crossing guard is needed, we will ask for volunteers from the maintenance team.

- A motion to adjourn was made by Adam Bowman. The motion was seconded by Ryan Neely, and the motion carried.

***There being no further business, the meeting adjourned at 9:44 P.M.***