

MANCHESTER BOROUGH COUNCIL

March 8, 2021

The Manchester Borough Council meeting was called to order by President Adam Bowman. Those attending the meeting were led in the Pledge of Allegiance. The following officials were present:

Wade Witt      Larry Weirich      Wayne Bush

Bruce Almoney    Joseph Paniagua    Mayor Patricia Witt

The February 8, 2021 minutes were approved upon the motion of Wayne Bush and seconded by Joseph Paniagua. All agreed.

TREASURER'S REPORT – Jane Ahrens

The General Checking Account (M&T Bank) balance as of February 1, 2021 was \$128,806.07. Receipts for the month were \$46,600.62. Disbursements for the month of February were \$48,377.85 leaving a balance in the checking account of \$127,028.84 at the end of the month. The 2/28/21 balance in the Santander Money Market Account is \$453,724.15 reflecting \$34.80 in interest, at a rate of .10%. The PLGIT Accounts were also reviewed for the month of February. A liquid fuels deposit of \$69,177.94 was made on Friday, March 5th and will be reflected in that account at next month's meeting. Council approved the financial reports on the motion of Wade Witt and seconded by Wayne Bush. All agreed.

Bills were reviewed for payment that totaled \$51,442.62 apart from the \$1,996.50 for Kelly Neely, the tax collector, which was discussed and approved and then added to the bill summary this meeting for a total of \$53,439.12 that was approved by Council, motioned by Wayne Bush and seconded by Wade Witt. All agreed.

GUESTS

- Rachael Gromling and her daughter, Kim Perone
- Joe Stevens, Fire Chief – He reported 21 calls/ 1 firefighter injury for the month of February. He mentioned they assisted in a canned food drive for the Northeastern Caring Communities Coalition that was very successful for only being a one-day event. And there was no report yet on how successful the Valentine's Day fundraiser was, but he is pretty sure it was enough that they should be able to do it again next year. Adam asked if they will be getting any food trucks this year and he said there will be, and he is thinking the schedule will hopefully start sometime in April and he is anticipating that it will be a full season this year. Lastly, he mentioned that the fire hall is still closed for rentals due to COVID-19.

• Dale Benendick, one of the Borough's members on the Sewer Authority board, Jamie Schlesinger from PFM, the financial advisor to the Sewer Authority and Stacey MacNeal, NEYCSA Solicitor – She mentioned that the Sewer Authority from time to time incurs debt in order to undertake capital improvements/upgrades etc. to the sanitary sewer system and to the wastewater treatment plant. And when it does that, the way they are able to do those borrowings are to have the three municipalities agree essentially to guarantee that debt. The Authority will initially pay this debt from their rates that they charge and collect but in order to get a better interest rate; the best thing to do is get the guarantee of the municipalities (who also have a taxing power which the Authority does not) and that gives them a better interest rate when borrowing. The Authorities last borrowing was in 2015, and its primary purpose was to restructure some debt as well as reduction of some interest rates, basically refinancing of the debt. One of the challenges the Sewer Authority faces is compliance/regulatory issues with the DEP and how they are always changing and requiring upgrades to the system. They are now at that point again where they are looking to potentially borrow more money and there are four (4) main projects they are looking into borrowing money for, all estimating to the cost of around \$10 million dollars.

- 1) A sanitary sewer extension in East Manchester Township (Area 2 – near Conewago Creek/ and the west side of George St) The DEP's Act 537, which was written over 20 years ago, identified that the area will need public sewer due to failing systems. Property owners whose systems are failing are creating pollution to their own lot well water and most of the lots in that area are not large enough to put in replacement systems. Estimated cost of project - \$4.5 – 5 million dollars.
- 2) Upgrades at the wastewater treatment plant and the replacement of their digestors from anaerobic to aerobic which is beneficial to nutrient removal as well as to the overall process. Estimated cost of project - \$2.5-3 million dollars.
- 3) Pump Stations – The Authority has a lot of these and many of them as old as 20-25 years which is at or beyond the useful life of a pump station or at least certain parts of it. They are in the process of prioritizing these repairs/replacing the parts to the pump stations. Estimated cost of project - \$1 -2 million dollars.
- 4) Collection system repair – The Authority is currently under a Corrective Action Plan with DEP, which limits its connections to its Saginaw wastewater treatment plant due to too much stormwater getting into the system in Saginaw, making the pumps run more than they should trying to remove I&I in that location's system. Secondly, both Boroughs have the older collection systems and are made from terracotta pipes in certain locations. These tend to break and lead to a lot of I&I in the system. This is bad because the plant can generally treat approximately 1.7 mgd (million gallons per day) and they typically run at half capacity a day. But when there is a lot of I&I it runs 2.5 -3 mgd's or more and the sewage does not get treated the way it should be properly treated and can also flood portions of the plant and create permit violations. She mentioned that it is important to treat our I&I because it is less expensive to fix the lines than it is to expand the wastewater treatment plant.

The solicitor said that interest rates were low and are starting climb back up and it would be a good time to do some financing. So, the Authority reached out to PFM to help get some bank proposals and look at some options for them in terms of interest rates. They had several good proposals but the one the Authority has acted on to approve was from BB&T with an interest rate of 2.10% fixed for 15 years. The solicitor is asking for council to make a motion to the approval of an ordinance that has already been

advertised in accordance with the special provisions required for that issuance by the Authority's bond council at Eckhart Seamans. So, this can be authorized and submitted to DCED for approval before the March 31<sup>st</sup> deadline, pending the other two municipalities decision to either approve or deny the funding. A roll call motion was made to adopt the guarantee ordinance as well as the documents that need to be submitted to DCED. All council, except for Tom Brenner (absent) agreed to the funding. The documents were then executed by the Borough president and secretary. If approved by the DCED, there will then be a separate guarantee agreement and a reimbursement agreement that will get signed at that time.

#### MAYOR - Patricia Witt

- She discussed parking permits in the Borough. In the past, Judy was only charging \$2.00/permit with an indefinite expiration date and we did not make enough revenue to purchase more parking placards. A pack of 25 is \$50.00. She is suggesting that this should be a yearly fee of \$5.00, the solicitor agreed so the money can be recouped to purchase more. Adam suggested printing up cards and then using the plastic lanyards that are used for soliciting permits (there are plenty of them) as a holder and then can be hung in the car. After more discussion Adam mentioned that he will look into purchasing more parking placards for the Borough.

#### ENGINEER'S REPORT – John Rea

- **2021 Street Maintenance** – Mentioned that there were going to keep the crack sealing under the limit of \$21,300 so we do not need to get three quotes. However, they are still waiting to receive the project quote. Asked if council would like to set up a date to drive around the Borough and review the roads for potholes, etc.
- **Roadway Restrictions** – Restrictions were changed to “NO TRUCKS OVER 30FT”. This will allow most trucks (ex: garbage, delivery, flatbed tow, U-hauls etc.) to be able to travel on the Borough roads. The solicitor's office is currently working on this ordinance. Per Solicitor, they are working on finalizing this and everything should be ready for April's meeting.
- **Crosswalks at the Square** – A project scope of moving the crosswalks was included in the CDBG grant submission and awaiting the decision to see if we get approved for the funding. He mentioned that he did not get a chance to reach out to Will Clark for an update on whether they have perhaps adjusted the scope on what they are doing with that intersection based off the I-83 study. Previously, it was proposed that it get removed from the new interchange study/work but not sure if that has been approved yet.
- **York County CDBG Program Applications for 2021, 2022 and 2023** – No update for March. Application was submitted and waiting for the planning commission to review and see how much will be awarded.
- **Manchester Street – NEYCSA** – Mentioned at last meeting there were talks about installing a French drain. Now that the snow is melting, he is suggesting that council, along with himself, go on an onsite visit and have a discussion on any ideas or suggestions that they may have.

- **MS4** – The training/information seminar that was discussed last at last month's meeting is scheduled to held Thursday, March 18<sup>th</sup> @ 7:00 PM. This meeting is for anyone to attend. Per Solicitor since this is a public meeting and not regularly scheduled Borough meeting date or an executive session it needs to be advertised and he will take care of it.
- **NEYCSA Chapter 94 Report** – Mentioned the restrictions that the Sewer Authority is under and that we are still to continue to notify CSD of any new building permit requests that will require sewer EDU's.
- **2019/2020 CDBG Project – East Parkview St.** – Gingrich has a punch list to complete in the spring. And he heard from Neil and he said he is still waiting for the reflectors to arrive.
- **Manhaven Manor Stormwater Repairs** – Continuing to wait for Gingrich to finish grading pond 1. He mentioned that he had spoken to Neil and he said he is hopeful to get in there sometime next week when it cools back off. He will then check back in with him and possibly have an update for next meeting.
- **Manhaven Manor Inlet- 455 Crossing Way** – No update for March.
- **Ordinance Review & Updates** – There was discussion last month about the Borough's degradation ordinance. After reviewing/comparing both York City's and Manchester Township's ordinance to ours he said that theirs has a lot of good things/language in regard to roads (could be useful in reference to our roads such as High St) and it is probably more than we need but we can pick and choose some that would be useful for our Borough to have. Secondly, were the zoning (building) permits. He said he found nothing wrong with our ordinance but recommended that the permit applications and fee schedule be revised for usefulness and clarity. He is encouraging council to look at the paperwork he has provided them. And by next meeting he will have some suggestions written in a presentation and address it to council.

#### SOLICITOR'S REPORT – John Baranski

- Mentioned that the Intermunicipal Agreement is expiring in April, and we will need to enter into a new one between us, Mount Wolf and East Manchester Township. And the draft that he saw, the Township did have a sentence or two that says they want to ensure that there will be no more districts allowed under the terms of that agreement which lasts for another 10 years. So, what they are trying to anticipate and prevent is that whole concept of surcharging that was in the old agreement, where their tax residence paid a little more in those districts to make up for all that new construction so both Borough's would not be responsible for the bill of extending the sewer lines all throughout the township. That had a sunset clause in the agreement and last year was the year that the surcharges expired. The township is hoping to not have this ever happen again, so that is why they put language in there. He said that this is what they are proposing but we do not have to accept it. So, when the draft review comes up in April we will then determine if we want to accept or change what they have proposed in that section.
- The food truck ordinance was discussed, and some changes were made. The solicitor asked for a motion to advertise the ordinance and he will provide a clean copy at next meeting so the ordinance can be adopted. A motion was made by Wade Witt and seconded by Wayne Bush. All agreed.

## MISCELLANEOUS

- A discussion was had about needing animal control/dog catcher in the Borough and renewing our contract since the previous contract had expired as of December 31, 2020. A motion was made by Wayne Bush and seconded by Wade Witt to renew our contact with Klugh Animal Control Service as our dog catcher pending there is no rate increase of no more than 10% from what it was last year. All agreed.
- Wade mentioned that he had received an official letter from East Manchester Township announcing a formal departure from the park effective as of March 1, 2021. It is now our park, and it was decided that the playground program is no more due to cost. Per solicitor, he asked if the letter requires a formal thank you written to the Township, Wade agreed there should be since they were a big part of it and that we should at least thank them for all the years. Also, it was agreed upon that a port-o-potty is necessary there and can be paid for out of the rental fees. As for the new roof, it can be paid out of the recreation fund.
- It was suggested that a new Borough seal be purchased for the secretary since the one she has is old and worn out.
- Lastly, Larry addressed to council that the secretary has been here well over the 90-day period and is recommending that she gets a raise of \$0.50 effective March 8, 2021. The motion was made by Larry Weirich and seconded by Wade Witt. All agreed.

A motion to adjourn at 9:00 PM was made by Wayne Bush and seconded by Larry Weirich. All agreed.

Respectfully Submitted,

Mari Strayer