

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

March 09, 2026

7:00 PM

Monthly Meeting

- I. President Bradford A. Price called the meeting to order and led with the Pledge of Allegiance
- II. Roll Call was performed by the secretary
 - Members Present – Emily Mumma, Sonja Comegna, Ronald Gembic, Jennifer Reiner, Bradford Price, Larry Weirich, Solicitor Beth Kern, Engineer John Rea, and Mayor Judy Vance
- III. A motion was made by Sonja Comegna to amend March 09, 2026 to approve the local tax credit certifications presented by Union Fire Co. 1. The motion was seconded by Emily Mumma, and the motion was carried unanimously.
- IV. Approve or Amend Minutes
 - A motion was made by Emily Mumma to approve February 09, 2026 council meeting minutes as drafted. Sonja Comegna seconded the motion, and the motion carried unanimously.
- V. Public Comments
 - Helen Reisinger – Hartman St./Maple St. Crossing Guard – Expressed concerns with safety during her crossing duties. This will be further discussed at the April council meeting.
- VI. Fire Services Report
 - Chief Joseph Stevens reported 33 calls, \$131,000 in loss, and 0 injuries.
 - A motion was made by Emily Mumma to approve the local tax credit certifications as presented by Union Fire Co. Sonja Comegna seconded the motion and the motion was carried unanimously.
- VII. Treasurer's Report
 - A motion was made by Sonja Comegna to approve the treasurer's report as presented. Larry Weirich seconded the motion, and the motion was carried unanimously.
 - C.M. High Inc. Emergency Repair
 - A motion was made by Sonja Comegna to approve the C.M. High Inc. Invoice of \$565.50 for emergency repairs. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- VIII. Public Works
 - The monthly report was provided. There was discussion on the Steiner Mower repair that is needed for the mowing season. An estimate was provided by Bobcat of York.
 - A motion was made by Emily Mumma to approve the Steiner Tractor Repair for \$1,139.30. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- IX. Mayors Report

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- The police report and Mayor's report were provided. The police department is still working to provide a more detailed PPU Report to the Borough.
- x. Zoning, Code Enforcement and Permits
 - Reports provided in packets
 - Enforcement underway for 205 Maple St. A citation was filed by CCIS with the magistrate as the property owner has made no attempt to correct the violation. There was discussion about carrying out the codes and the ordinances for the Borough through the Borough Manager.
- xi. Engineer's Report
 - NESD LD Plan Review (0965.3.14.14) – Currently waiting for the submission of documentation for review.
 - PA Small Water & Sewer Program – DCED Grant Funding (0965.5.10.04) – C.S. Davidson to work with Tiffany to close the grant. Project to be reviewed in the spring to resolve any outstanding issues during the warranty period.
 - Gross Property Subdivision (0965.3.07.03) – Currently in process for submission from comments received in February.
 - 2025 CDBG – N Main St. ADA Ramps (0965.4.66.00) – Currently working to determine project scope. Rutter's has agreed to have discussion with C.S. Davidson and Manchester Borough on ADA Ramp repair.
 - PA Small Water & Sewer Program – Manhaven Manor – Edgeboro & Farm Lane – Currently working to determine project scope.
 - NEYCSA Sewer Work – Waiting on weather to cooperate to start planned projects.
 - Misc. Items – AutoZone LD Plan – Applicant has not submitted updated documents to date. Tentatively planning for the April meeting.
- xii. Solicitor's Report
 - Updates will be provided in the new business section.
- xiii. Manager's Report
 - ECode 360 Training – There was discussion regarding training and links sent via email for password creation.
 - Administrative Updates for Newsletter/National Night out activities. The Borough Manager reported that council member Emily Mumma will be taking on the duties of the newsletter and National Night Out Events for Manchester Borough.
- xiv. Recreation & Park – Nothing to report.
- xv. Correspondence
 - NEYCHIP Canal Fundraiser – No action will be taken at this time

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- NEYCSA Intermunicipal Meeting- The council was encouraged to return responses when sent.

xvi. Unfinished Business

- Hampton Woods Leaf Collection – Postponed
- Recreation Building Floor Repair – Discussion was had regarding the current state of the recreational building floor. Estimates to be provided for the April council meeting for the council member’s review for comparable tiling like is currently being used.
- Manchester Ambulance Club Discussion – Postponed
- Security Improvements for the Office – Postponed
- Ordinance §126-21 Snow and Ice Required – This topic will be discussed at the April council meeting. This was agreed upon by all council members present.
- Commercial Permit Fee Discussion – Borough Manager to provide the council with data sent prior for review and discussion in April.

xvii. New Business

- A motion to approve signing the Commonwealth and Municipal Traffic Signal Maintenance Agreement, Forms TE-160 and TE-118.
 - A motion was made by Emily Mumma to approve signing of the TSMA agreement, Forms TE-160, and TE-118. The motion was seconded by Sonja Comegna, and the motion was carried unanimously.
- Resolution 2026-05 Authorizing the Borough Manager to sign and submit the TSMA and future modifications and applications.
 - A motion was made by Sonja Comegna to adopt Resolution 2026-05. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- Knox Box Ordinance – There was discussion on the need of a Knox Box Ordinance. A draft was provided for the council’s review. It was noted that (i) be changed for the requirement upon certain terms.
 - A motion was made by Emily Mumma to authorize the Solicitor to finalize a draft of a Knox Box Ordinance. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- Legacy Cross Boring Non-Disclosure Agreement – A utility company is having their under-ground lines televised for a project. Due to their project and their desire to televise the underground utilities, they are asking municipalities for permission to televise. In this project the storm water utility lines will be televised. An NDA is being requested to be signed to agree the video will be confidential and if asked to provide

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the video to another party, the Borough would not provide the video and not be provided for the request. The Solicitor would suggest legal review and revisions to be made before signing the NDA.

- A motion was made by Emily Mumma to authorize the Solicitor to do a legal review and draft a proposed revision. The motion was seconded by Sonja Comegna, and the motion was carried unanimously.
 - Manchester Borough Council Meeting start time – There was discussion on moving the start time of the council meeting to an earlier start time as some requests have been made. Due to some council members not being able to be present to vote at the meeting, this will be postponed to the April Council meeting.
 - Resolution 2026-06 Adopting a Street Sweeping Policy
 - A motion was made by Emily Mumma to adopt Resolution 2026-06. The motion was seconded by Sonja Comegna, and the motion was carried unanimously.
- xviii.** There being no further business the council meeting was adjourned at 9:21 p.m. on a Ronald Gembic/Emily Mumma motion. The motion was carried unanimously.