

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

May 12, 2025

- An executive session was entered into at 6:30 p.m. by the council to discuss legal matters. The executive session ended at 7:00 p.m.
- President Ronald Gembic called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance.
- Roll Call was performed by the Secretary
- Judy Vance was given the Oath of Office by Mayor Goodling and took her seat as a council member of Manchester Borough.

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

Approve or Amend Minutes

- A motion was made by Adam Bowman to approve April 14, 2025 council meeting minutes as drafted. Larry Weirich seconded the motion, and the motion carried unanimously.

Public Attendance & Comments

- Randall Lowe expressed concern about the fees charged for the Rental and Licensing ordinance
- Mark Wilkins asked the council to reconsider the fees for reduction regarding the rental and licensing ordinance
- Tammy Motter asked the council why they are considering the rental and licensing ordinance within the Borough limits.
- Cheryl Lowe stated that some property owners are not renting properties as a business. They are renting for personal income.
- George Winters stated that he has concern with the property of 32 S. Main St. Wise Auto and the vehicles sitting around and it is starting look like a junk yard as well as there is concern regarding the use of the zoning district. Tiffany Mays stated that she will submit the complaint to the zoning officer for his review.
- Courtney Edleblute is asking the council to consider removing the parking passes for Haverford Circle so school students can park there during school hours.
- Emily Mumma attended to state there are still concerns regarding the parking on N. Hartman St. that need addressed

Fire Services Report:

- Chief Stevens was unable to attend; however, he provided his report for the council's review. Lt. Archambeault presented tractor trailer traffic citations for the Musser/York St. location as

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

May 12, 2025

enforcement was requested by Manchester Borough. There was discussion on how to relay communications to the warehouses to reroute the tractor trailer traffic in the correct direction.

Treasurer's Report:

- Balances of the accounts were reviewed for April 2025 and motions were made as follows:
 - A motion was made by Adam Bowman to approve the April 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 \$60,904.24 as presented for April 2025. Joseph Paniagua seconded the motion, and the motion carried unanimously.
 - General Checking Account (M&T Bank) Starting Balance \$459,117.11
 - Receipts for April 2025 are \$239,371.44
 - Disbursements for April 2025 were \$69,117.91 leaving \$629,370.64
 - PLGIT Accounts:
 - General \$432.37
 - PLGIT/Reserve \$14,126.86
 - Reserve \$446,199.81
 - Liquid Fuels \$336,388.49
 - Retirement Escrow \$479.14
 - Recreation Fund \$20,159.53
 - COVID/ARPA Funds \$3,917.40
 - Members 1st Money Market \$100,573.44
- Wall Mural Quote Discussion – There was discussion on the quote previously presented for review.
 - A motion was made by Adam Bowman to approve the wall art quote for \$726.10. Bradford Price seconded the motion, and the motion carried unanimously.

Public Works:

- Monthly Report included in the council packets
- Dauberton Inlet fence has been damaged and needs repaired. A quote for \$1,258.00 was received from Security Fence Company for repair.
 - A motion was made by Adam Bowman to approve the Security Fence quote for \$1,258.00. Larry Weirich seconded the motion, and the motion was carried unanimously.

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

May 12, 2025

- Mobile Radio Replacement Discussion – The mobile radios used in the Borough Public Works department will no longer be able to be updated or serviced, and 2 radios are broken and need replaced. A quote from Moyer Radio systems for \$4,630.55 has been presented for replacement and upgrading.
 - A motion was made by Joseph Paniagua to approve the purchase of the mobile radios for the public works department per the Moyer Radio quote of \$4,630.55. Adam Bowman seconded the motion, and the motion was carried unanimously.

Mayor's Report:

- Police report provided in the council packets
- MLB Little League will be potentially using the baseball field at Manchester Park

Zoning, Codes, Permits, Concerns

- Planning Commission heard Case 2025-Z01 - Beshore & Koller Inc.
- No Enforcement for April 2025

Engineer's Report:

- CDBG Main Street ADA Curb Ramps (0965.4.65.00) – Final paperwork will be provided to the Borough once completed. The 2nd Quarterly progress report has been provided to YCPC.
- PA Small Water & Sewer Program (0965.5.10.04) Manhaven Manor – Work is ongoing and nearing completion. The grant will pay for \$140,140.00 and the Borough will be responsible for 15% of the cost of the project (\$25,000 from Liquid Fuels)
 - A motion to approve AFP#1 for payment in the amount of \$58,391.96 was made by Bradford Price. The motion was seconded by Judy Vance and the motion was carried unanimously.
- 2025 Street Maintenance
 - Crack Sealing bid tabulations provided. Russell Standard was the lowest bidder at a bid of \$19,275.00. Tiffany Mays stated that there were some issues with the crack sealing coming off due to stones not removed. John Rea suggested that the Public Works team work with Russell Standard and inspect their work.
 - A motion was made by Bradford Price to accept Russell Standard's bid of \$19,275.00. Larry Weirich seconded the motion, and the motion was carried unanimously.
 - Paving Maintenance bid tabulations provided. Due to information from the public works department that a portion of Park St. was previously paved due to a sink hole, Item #2 on the proposed bid tabulations will be removed. John Rea noted that the section of Edgeboro and Farm Lane that has been of concern, was televised by the sewer authority. The camera was not able to pass through therefore the sewer authority will

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

May 12, 2025

have the televising company try to televise from the other direction. It is noted that currently there is a potential sewer utility failure. It is recommended by John Rea to hold on the paving quote for a month in order to allow the sewer authority to televise further in order to identify the failure.

- Misc Items – TRG Proposal was received for \$10,000 for the study required to change the permit at the square regarding the crossing guard's safety. The controller that is currently at this location is outdated and cannot be updated therefore the controller will need to be upgraded to allow the changes suggested by PennDOT for the no right turn on red from E. Maple St. on to N. Maple St. and the LPI installation. There was discussion regarding the school year end and the traffic study not encompassing the full flow of traffic during this time.
 - A motion was made by Bradford Price to accept TRG's proposal of \$10,000 with the provision that the study not occur until the next school year begins. The motion was seconded by Larry Weirich and the motion was carried unanimously.
- Grants – PA Small Water Grant – Edgeboro and Farm Lane Stormwater utility repairs. A motion needed to approve Resolution 2025-08.
 - A motion was made by Bradford Price to adopt Resolution 2025-08 PA Small Water Grant Application. The motion was seconded by Adam Bowman and the motion was carried unanimously.

Solicitors' Report:

- Drafted Proposed Ordinance to Amend Code Establishing School Zone Traffic – This ordinance will amend the Manchester Borough Code to establish a school zone on Hight Street which was supported by a joint traffic study with East Manchester Township. A recommendation to create chapter 141 which specifically establishes and regulates the school zone was made by Solicitor Beth Kern. This item will be placed on the June Agenda for action. Adam Bowman noted a change for Manchester Township to Manchester Borough on Page 1. Beth Kern noted the change.
- Resolution to Adopt a Right to Know Policy – Previously Solicitor Beth Kern recommended the adoption of a formal Right to Know policy which would include that verbal and anonymous right to know requests will be denied based on the recent Office of Open Records decision. A drafted proposed policy and Resolution have been provided for review. This item will be placed on the June Agenda for action.
- There was discussion regarding the park property with the Gross Family. Solicitor Beth Kern recommends that the council consider the rough estimate of \$15,000 - \$20,000 with the understanding there is no guarantee that the subdivision would be approved or what additional costs could occur.

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

May 12, 2025

- A motion was made by Adam Bowman to proceed with the SALDO process and funds required regarding Gross Property Parcel 26-000-07-0001.00-00000. The motion was seconded by Bradford Price and the motion was carried.

Manager's Report:

- NESD crossing guard meeting update – There was a follow up meeting held with NESD to continue discussion for a school crossing guard agreement. Solicitor Beth Kern recommended having the school district reach out for an agreement if they should wish to do so in which time and agreement may be formalized.

Unfinished Business:

- Discussion of Ordinance 2024-05, 2024-04 Rental Licensing and Inspection – Solicitor Beth Kern did a recap of concerns presented to the council regarding the Rental Licensing and Inspection. The council will review all concerns presented, and review Ordinance 2024-5, and will provide comments to the Borough Manager within 2 weeks for the June Council Meeting. There was discussion on the fees associated with the Rental Licensing and Inspection Fees.
 - Adam Bowman made a motion to reduce the Rental Licensing Permit Cost to \$50/unit annually, and a \$25 administrative fee/unit annually for Manchester Borough, with a \$75 inspection fee payable directly to Commonwealth Code Inspection Services. The motion was taken by roll call and the vote was unanimous.
 - A motion was made by Bradford Price to continue delayed enforcement for the rental and licensing ordinance 2024-5 until further discussion and decisions are made. The motion was seconded by Joseph Paniagua and the motion was carried unanimously.
- York County Community Service Program
 - A motion was made by Joseph Paniagua to approve the York County Community Service Program. The motion was seconded by Judy Vance and the motion was carried unanimously.
- Resolution 2025-09 Appointing York County Treasurer's Office
 - A motion was made by Adam Bowman to adopt Resolution 2025-09 Appointing York County Treasurer's Office. The motion was seconded by Bradford Price and the motion was carried unanimously.
- Resolution 2025-10 America250PA Support
 - A motion was made by Adam Bowman to adopt Resolution 2025-10 Supporting America250PA. The motion was seconded by Larry Weirich and the motion was carried unanimously.
- 460 Maple St. Parking Waiver Request
 - A motion was made by Adam Bowman to postpone the parking waiver request for 460 Maple St. until the June Council Meeting. The motion was seconded by Joseph Paniagua and the motion was carried unanimously.

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

May 12, 2025

New Business:

- N. Hartman St. Parking Concerns – There was discussion by the council regarding the parking concerns presented by Emily Mumma resident of N. Hartman St. The main issue of parking occurs during spring season sporting events being held at the school district. Tiffany Mays to reach out to NESD to investigate the concern and present it to the council for the June Council meeting.
- 119 N. Main St. – Tree removal and fill in request. Tiffany Mays to source quotes to have the tree removed and the concrete filled in for this property in order for the council to consider.

There being no further business, a motion for adjournment at 9:39 P.M. was made by Adam Bowman with a 2nd from Bradford Price. The motion carried unanimously.