

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

May 13, 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 (Absent)
Joseph Paniagua (Absent)
Solicitor Beth Kern
Engineer John Rea
Mayor Michael Goodling

Approval of Agenda/Minutes

- Ryan Neely asked to remove suggestion noted by Kelly Neely Tax Collector and replace with Ryan Neely for Rental Property Licensing. Adam Bowman asked for correction to the motion to increase the Treasurer's hourly rate from \$18/hr. to \$20/hr. Bradford Price noted that the recreation commission members listed needed to be corrected to change from Bradford Price to Ryan Neely per the Solicitors drafted Resolution.
- A motion was made by Adam Bowman to approve the April 08, 2024 adjusted minutes as presented. Ryan Neely seconded the motion and the motion carried.

Fire Company: Chief Joe Stevens

- Chief Stevens reported 29 calls, 0 Fire Fighter Injuries, and the Estimated Loss – awaiting Fire Loss from NEHS.
- Ryan Neely asked Chief Stevens how the call boxes work regarding which Fire Company gets called to respond first etc. Chief Stevens stated that the box area is the phantom geographic area that is made up. Chief Stevens stated that he is aware of the complaints being made that Mount Wolf Eagle Fire Co. was removed from the boxes. Chief Stevens informed that Eagle Fire was not removed from the boxes as they were never on the boxes. Chief Stevens explained they chose an engine out of Manchester Township due to volunteer fire fighters versus career firefighters and their response time. Chief Stevens provided the Master Station Order listing copies of the York County Box #'s.
- Lt. Archambeault attended at the request of the Borough to speak about the parking issue on E. Parkview Rd. and students parking in areas of the mailboxes and driveways. Lt. Archambeault informed us that parking in front of a mailbox is not against the law. Tiffany Mays also informed there has been some complaints about speeding on N. Main St. and that citizens would request more police presence at Jim and Nena's pizzeria location. President Gembic asked Lt. Archambeault if the sign at the Manchester Square currently states overnight parking can it be enforced by the police. Lt. Archambeault stated that if a sign verbiage would be specific in times for no parking that will prohibit the parking issue. Tiffany Mays to provide Lt. Archambeault with the citizen information for him to make contact.

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Public Comments/Guests:

- Judy Hilliard was in attendance and mentioned that history has shown the playground was a success and a benefit to the community.

Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$310,956.60. Receipts for the month of April 2024 were \$22,335.62, and Disbursements were \$57,303.92 leaving a total of \$275,988.30 in the account. PLGIT General Account \$203.99, PLGIT/Reserve Account \$13,606.05, Reserve Account \$425,977.46 Liquid Fuel Account \$295,826.00, Retirement Escrow Account \$2,426.73, Recreation Fund \$19,245.88, M&T COVID Fund \$150,744.26. Members 1st Bank Money Market Account \$100,373.52.
- President Rob Gembic asked if it possible for the Treasurer to provide a Treasurer's report a few days before the upcoming Council meeting for review of each council member before the meeting. Wendy Snyder informed she will try however getting the interest rates of the banks are typically only given the day of the meeting. Wendy Snyder to provide payroll and disbursements to the Secretary to provide to council prior to the next council meeting.
- Total bills for the month of May 2024 including payroll thus far are \$90,062.63
 - Adam Bowman motioned to approve the April 2024 account balances as read and presented. Ryan Neely seconded the motion and the motion carried.
 - Adam Bowman motioned to approve and pay the April 2024 bills as read and presented. Bradford Price seconded the motion and the motion carried.

Mayor's Report: Michael Goodling

- The police report was provided in council packets.
- Mayor Goodling spoke with Joe D'Orsie and have been in communication about Manchester Park and was referred to Dave Miller with the Manchester Athletic Association. Tiffany Mays provided Mayor Goodling with Dave Miller's contact information prior to the council meeting. Judy Hilliard informed she supplied Mayor Goodling with Historical data for Manchester Park and Recreation for his review and to assist him in what is needed for the grant process. Adam Bowman suggested a list put together of what is needed for the playground to be presented to the appropriate parties for approval of a grant.
- Mayor Goodling asked what is required of him to officiate a marriage ceremony. Solicitor Beth Kern advised ensuring the marriage certificate has been issued within the last 60 days within the Commonwealth of Pennsylvania. Solicitor Beth Kern also suggested to reach out to the Mayor's Association for any guidance they may have.

Zoning, Codes, Permits, Concerns

- 3 approved fence permits
- Citizen complaints for mowing and junk. CCIS has sent notices and followed up.

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- 133 N. Main St. the shade tree that was planted by the Borough is starting to push up the sidewalk. The citizen asked whose responsibility it is to replace and repair. Judy Hilliard stated what was planted was what was suggested to plant per the grant. Solicitor Beth Kern stated if the Borough is aware of a tree causing a hazardous condition which is in the right of way, it is to her suggestion to have a 3rd party to evaluate is the tree the actual cause of the sidewalk concern. If the tree is the cause, it is then suggested to have the tree removed that is causing the dangerous condition. The shade tree committee would in the past make the decisions on the trees, however there is currently only 1 member on the committee, and it is not an active functioning committee. Tiffany Mays to also research historical data for the details of the exact placement of the Shade Tree's within the Borough, and source quotes for annual trimming of those shade trees.
 - A motion was made by Bradford Price to have the secretary source quotes for evaluation of the shade tree at 133 N. Main St. It was seconded by Ron Gembic and the motion carried.

Engineer's Report: John Rea

- 2024 Street Maintenance (0965.4.01.58) – Russell Standard conducted crack sealing on the list of roads provided to them and did not use all the material that was bid on. John Rea did a follow-up and found some areas that were missed and will contact Russell Standard to address those areas. H&H Excavating is planned for June for base repair and patching work within the Borough. It was mentioned to John Rea about the top of Park St. on top of the hill, and the maintenance on that section of Park St. Currently Manchester Borough collects liquid fuels for this section of roadway.
 - A motion was made by Adam Bowman to have H&H Excavating to also repair the section of Park St. maintained by Manchester Borough. It was seconded by Ryan Neely and the motion carried.
- CDBG Main Street ADA Curb Ramps (0965.4.65.00) – The quarterly report as well as the H.O.P. were both submitted. John Rea requested authorization to source bids to be approved at the July 2024 Meeting. August would be the start month of the work. With the CDBG a public meeting will need to be held. It is the recommendation of John Rea for the meeting to be held on June 10th at 6:30 p.m. before the regularly held scheduled council meeting.
 - A motion was made by Ron Gembic to authorize John Rea to source bidding for the CDBG project. It was seconded by Adam Bowman and the motion carried.
- Municipal Boundaries throughout the Borough were discussed. Currently there are small sections of roads the Borough owns and maintains through liquid fuels, however, are split from municipality to municipality. The council asked to place this item for a future meeting to determine and review municipal boundaries.
- PA Small Water & Sewer Program (0965.5.10.04) – Project timing and construction were discussed. This will be a fall bid with a winter/spring 2025 construction schedule.
 - A motion was made by Ryan Neely to authorize final design and bidding documents. It was seconded by Bradford Price and the motion carried.

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- Beshore and Kohler (0965.3.02.03) – C.S. Davidson has reviewed the revised stormwater plan. A recommendation letter of approval was provided to the Secretary and Council for review from C.S. Davidson. With the councils' approval Beshore & Koller Inc. the plan can be signed, and the applicant can have the necessary documents recorded. Tiffany to reach out to Rick Shafford to follow up with the recording of these documents.
- H.O.P Meeting will be held with The York Water Co., Columbia Gas, and NEYCSA on May 21st. Discussions for open permits, final restoration, and the permitting process are planned.
- Grants Submitted/Opportunities were reviewed and discussed.

Solicitor's Report: Beth Kern

- Borough Manager Office Proposed Ordinance – Council reviewed the proposed drafted ordinance with specific attention to the powers and duties section. The council will review and prepare with any suggestions for the June 2024 council meeting. At said meeting the council may take action to advertise for an adoption in July 2024.
- Joint Refuse Bidding/Contract – The contract has been drafted between both Boroughs and Penn Waste. It was noted by Solicitor Kern that the noted item within the contract is the mass missed collection, which will be included in the final contract. Mount Wolf Borough will review at their council meeting which is held on May 14, 2024. The contract will be executed upon Council's approval tonight.
 - A motion was made by Adam Bowman to approve the Penn Waste Joint Refuse Bid Contract. It was seconded by Ronald Gembic and the motion carried.
- Employee Handbook Update – The secretary will send the last update proposed update to the Council for their review. The council will make notations and bring to the next council meeting.
 - A motion was made by Adam Bowman to have Solicitor Beth Kern make final revisions to the employee handbook and submit to council for approval at the June 2024 council meeting. Ryan Neely seconded the motion and the motion carried.
- Rental Property Inspection and Licensing Ordinance – Solicitor Beth Kern prepared a draft of the rental property inspection ordinance and provided a companion ordinance that adopts the international property maintenance code. The council will review for the June 2024 council meeting.

President's Report: Ron Gembic

- A question was presented to the President in regards to Council members working for the Borough. Current law states that if the Borough is under 3,000 population, then a council member can work for the Borough. The Road Crew Supervisor should provide a monthly report while attending the council meeting, that includes what was completed within the Borough for the previous month, and what is planned for completion for the upcoming month. There is currently no communication from the shop on what is being completed, and council needs to be aware. There was another concern expressed as having the Road Crew Supervisor approve the Rec Center Cleaning employee time sheet. The new process for the timesheet of the cleaning employee will be to have the Secretary provide the Treasurer with the actual rentals from the

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previous 2 weeks, and coordinates with Treasurer. The Treasurer will then pay per actual rentals from the schedule. The Road crew supervisor will direct all shop employees. Currently there is confusion from the shop on who to take direction from. There should be no council member redirecting employees in the shop.

- There was discussion of primary concerns with scheduling and hours in regard to transparency and accountability of all employees of the Borough.

Recreation Center:

- AC and Furnace have been installed. Positive feedback has been received from renters for the new updates.
- The millings have also been completed in the parking lot.
- Adam Bowman to source quotes for new windows and then present to council in the June 2024 meeting.

Maintenance/Street Report: Gary Cardasso

- No report was provided for this month.

Unfinished Business

- Local Share Grant update- The secretary submitted a change of scope per council. We are currently awaiting the LSA board to review and send their decision.
- Commonwealth code inspections services quoted \$75 per inspection. Commonwealth Code will be invited to a council meeting to discuss the details of the inspections and the fees that will be assessed. Solicitor Beth Kern suggested adding an administrative fee as well to cover Borough staff hours and time which will be involved.
- Gross Avenue update – A citizen complaint was received of flooding from the rain. The road crew supervisor stated this should be completed through the Borough Engineer. The secretary will set up a meeting between John Rea and Village Realty with an onsite visit.

New Business

- Kristal Rogers resignation back up crossing guard
 - A motion was made by Ryan Neely to accept Kristal Rogers resignation. It was seconded by Adam Bowman and the motion carried.
- MBIT Quote for Cloud Storage and Electronic Storage – A quote was provided for \$50.95/month. The cloud storage will be used to start the phase of a more paperless process in the Borough. Due to the quantity of documents being signed the electronic signature is not needed at this time.
 - A motion was made by Bradford Price to accept the line item for cloud storage per the MBIT quote. It was seconded by Ronald Gembic and the motion carried.
- MS4 Stormwater reporting is required annually for the Borough. C.S. Davidson will provide training for who will be responsible for doing the reporting. The secretary has volunteered to learn and doing the MS4 reporting.

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- A motion was made by Adam Bowman for C.S. Davidson to train the secretary for the MS4 reporting. It was seconded by Ronald Gembic and the motion carried.
- November 11th, 2024 council meeting is currently scheduled on Veteran's Day. The council would like to move the November council meeting to November 12th, 2024.
 - Ronald Gembic made a motion to have the secretary advertise and move the November council meeting to November 12th, 2024. It was seconded by Adam Bowman and the motion carried.
- Judy Hilliard presented a concern for 147 N. Main St. for the zoning fence requirements. The planning commission was asked to review the concern for the fence zoning requirements. Due to the hardship of the circumstance the citizen is facing, can the zoning variance be waived? Per the Borough Code the resident will need to proceed with a zoning variance hearing.

There being no further business a motion for adjournment at 10:53 P.M. was made by Adam Bowman 2nd by Ryan Neely