

MANCHESTER BOROUGH COUNCIL  
May 9, 2022

**Approved June 13<sup>th</sup>, 2022- Motion to Approve made with corrections to Joseph Paniagua's name and correction to Ryan Neely's name by Adam Bowman and seconded by Bruce Almoney. All approved.**

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

Larry Weirich    Ryan Neely    Mayor Patricia Witt    Dennis Howell  
Bruce Almoney    Joseph Paniagua    Adam Bowman

**\*\*Entered into executive session from 6:00 pm -7:00 pm to discuss personnel. \*\***

\*The April 9, 2022, minutes were approved upon the motion of Joseph **Paniagua** and seconded by Larry Weirich. All agreed.

**GUESTS –**

\* Joe Stevens – 20 calls/0 loss – for Month of April, the members completed electric car training and spring structural burn. Joe mentioned the spring fund raiser made \$6000 in profit and the pulled pork event made \$600 in profit.

**TREASURER'S REPORT - Wendy Snyder**

The General Checking Account (M & T Bank) balance as of April 1, 2022, was \$268,773.13. Receipts for the month \$73,328.70. Disbursements for the month of March were \$54,895.20 leaving a balance in the checking account of \$287,206.63 at the end of the month. The 4/30/22 balance in the Members First Money Market Account was \$454,147.23 reflecting \$37.32 in interest. The PLGIT Accounts were also reviewed for the month of April. Council approved the financial reports on the motion of Adam Bowman and seconded by Bruce Almoney. All Agreed.

Bills were reviewed for payment that totaled \$45,356.68. A motion to pay bills was made by Bruce Almoney and seconded by Ryan Neely. All agreed.

**MAYOR – Patricia Witt**

She reported last November numerous citizen complaints of speeding on Buttermint and Farm Ln. Gary had suggested a plastic speed bump can be placed temporary. Adam stated the plastic speed bumps are not the greats, he suggests doing black top instead. Motion was made to put up the electronic speed sign on Buttermint and Farm Ln as so as possible. Motioned by Bruce Almoney and second by Joseph **Paniagua**. All agreed.

Mayor handed out information on the expansions of 100,000 sq ft of cold storage in East Manchester Township. Council can fill out their concerns and mail in.

Lastly, she mentioned the Police meeting on May 14<sup>th</sup> will be at the Board Rd police station if anyone would like to attend.

## **ENGINEER'S REPORT – John Rea**

### **\*2022 Street Maintenance –**

John will be getting more quotes for Crack seal; he is still waiting for the third quote.

\*John got quote for driveway sealant for Mason Alley for \$950 from Sipes, they will be removing vegetation and crack seal. Council agreed on getting work done. Motion made by Ryan Neely and second by Bruce Almoney. All agreed.

There was a further discussion of Lightner Alley for road patches and manholes on E. Parkview. Sewer Authority had scoped and found no breaks in the lines. Borough will need to repair.

\*Manhaven Dr. was scoped and found a break in line. Sewer authority has on their schedule to repair.

\*Boxwood sink hole repairs are holding up. Engineer and Gary Cardasso to check for damage in manhole.

\*South St. pothole. Engineer to check.

\***Template Stormwater Ordinance** – Ordinance draft updated and sent to CGA for review and editing. On hold.

\***Manchester Street** – Stream wall underpinning –CSD to hold on work.

\***Mt. Wolf Village Apartments** – May 2022; no update.

\***York County CDBG Program Application for 2021, 2022 and 2023** – May 2022; no update.

\***2019/2020 CDBG Project – East Parkview St** – May 2022; no update.

\***Manhaven Manor Stormwater Repairs** –May 2022; no update – still waiting on Gingrich and pleasant weather.

\***Ordinance Review & Updates** –May 2022; no update.

\***American Rescue Plan Act (ARPA)** –May 2022; All reports filed until April 30<sup>th</sup> 2023.

\***DCED Grant Opportunity** –Application completed for \$32,477.84. Cannot move forward without layout and cost of playground equipment.

## **SOLICITOR'S REPORT – Beth Kern**

\* Personnel issues action. Send disciplinary letter to personnel involved with amendment of violations. Motion by Adam Bowman Second by Ryan **Neely**. All agreed except Joseph Paniagua opposed.

\* Employee handbook update: The employee investigation has highlighted numerous areas of the employee handbook that could be improved after review and revision. This update is needed because some sections are outdated, no longer reflecting actual practice, or need to be evaluated to put employees on clear notice of the policies for compliance purposes. Standalone policy by resolution to address current problems in handbook then have committee to review-adopt standalone policy. Motion by Adam Bowman Second Ryan **Neely** for solicitor to draw up draft for review. All agreed.

\*Penn Waste Contract Renewal Update: Penn Waste has reached out with a letter regarding the two year option to extend the joint Borough Refuse Contract with Mt.Wolf Borough. The letter outlines the pricing for each extension year as based on the initial bid document with any pass-through cost from York County Solid Waste Authority. Since the current contract is set to end July 31, 2022. The cost of the joint contract could be one short extension contract with both Boroughs splitting the cost will be presented to Mt.Wolf Council at their next meeting. Council Agree for Solicitor to take to Mt.Wolf Borough Council.

\*Lastly, she wanted to discuss sale of Borough Property Procedure. There are specific requirements regarding approval by council, advertisement and notice that are needed to sell personal property of the Borough depending on the estimated fair market value of personal property. This includes all personal property of the Borough, and in order for property with fair market value of less than \$2000.00 to be sold without approval by resolution of Council a resolution adopting such a procedure must first be adopted by resolution under the Borough Code. This issue has arisen for property over and under the \$2000.00 threshold and would extend to items such as old signs or other Borough property that could be scrapped. For property over \$2000.00 approval by resolution will be needed and advertised in the newspaper must be done. Council made motion for Solicitor to advertise Truck in newspaper. Motion by Adam Bowman second by Bruce Almoney. All agree. Additional comments made by Adam Bowman was that Maintenance removed marry-go-round and slide and scraped it. He does not know how much money was collected or it turn in to Treasurer. Mayor Witt reminded him he said they only got \$4.00 and knows they got more money than what was stated and no money was turned into Treasurer. Adam Bowman ask why Rec commission does not share with council money coming in and out. President Witt stated that they should.

Zoning and Codes Officer for the Borough – no update, waiting on a decision related to Zoning Officer appointment.

**MAINTENANCE REPORT** - Gary Cardasso (No update)

**BUILDING COMMITTEE REPORT** – Dennis Howell

\*Borough Sign (on building facing Main St). Dennis will get quote on repair of sign and present at next Council Meeting.

\*Adam Danner Sign.

Motion to have maintenance paint? Or Replace? Decision made to have Maintenance repaint. Revisit next Council Meeting.

\*PA and American Flag.

Motion to have maintenance replace with new flags? Mayor Witt will order new Flags.

\*Cut trees/wood next to maintenance garage in back.

Motion to have maintenance dispose. Decision made to have all wood removed.

\*Proposal for adoption of a standardized audit or monthly review of Borough Office and grounds.

(Created by and/or executed by Building Committee, Maintenance Dept., council or office staff.)

Revisit next Council meeting.

**PARK/RECREATION REPORT** – Wade Witt & Joseph Paniagua

\*Joseph Paniagua spoke about moving forward with playground, council discussed not hiring an agent to design and/or getting grant money. To be discussed further next Council meeting.

**MISCELLANEOUS REPORT**

\*Weed Control for Borough building lawn. Get three quotes for treatment next spring.

**UNFINISHED BUSINESS**

\* Signed to be installed Maintenance will need to get signs installed. (Children at Play and parking permit signs)

**NEW BUSINESS**

\* Hire new Secretary Brittany Reed at \$15.50 per hour and 24 hours a week. Motion made by Adam Bowman second by Larry Weirich. All agreed.

**A motion to adjourn at 9: 18pm was made by Adam Bowman and seconded by Larry Weirich. All agreed.**

Respectfully submitted,  
Wendy Snyder