

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

November 12, 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 by Secretary

COUNCIL MEMBERS

- All council members were present
 - Adam Bowman, Mike Jackson, Bradford Price, Wendy Snyder, Ryan Neely, Ronald Gembic, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, Mayor Michael Goodling
- Approval of Agenda/Minutes
 - A motion was made Adam Bowman to approve the October 14, 2024 council meeting minutes as drafted. Ryan Neely seconded the motion, and the motion carried unanimously.

Public Citizen Comments

- Chief Joe Stevens reported 40 calls, \$0 in loss, and 0 injuries.
- Kelly Neely – Tax Collector Compensation- Kelly Neely provided council with a background of her experience. Kelly also provided a list of duties that are required for the tax collector to make the position successful. Kelly provided the council with a breakdown sheet of costs collected by mailing and billing. Kelly stated that she continues to do this as public service to Manchester Borough. Solicitor Kern stated that if the increase is approved it cannot take effect until next term.
 - A motion was made by Bradford Price to authorize Beth Kern to draft multiple ordinances for councils review at the December council meeting. The motion was seconded by Mike Jackson, and the motion was carried except for Ryan Neely who abstained due to his relationship with Kelly Neely.
- Mark Wilkins was in attendance with a letter for zoning board interest. Mark Wilkins introduced, and why he is interested in becoming a zoning board member. Kenneth Bart, a current zoning board member, expressed his approval of Mr. Wilkins interest.
 - A motion was made by Ryan Neely to adopt Resolution 2024-18, appointing Mark Wilkins as a member of the Zoning Hearing Board. The motion was seconded by Mike Jackson, and the motion carried unanimously.

Treasurer's Report: Wendy Snyder

- Balances of the accounts were reviewed for October 2024 and motions were made as follows:
 - A motion was made by Adam Bowman to approve the October 2024 account balances as read and presented. Larry Weirich seconded the motion, and the motion carried unanimously.
 - A motion was made by Bradford Price to approve and pay bills as presented for October 2024. Adam Bowman seconded the motion, and the motion was carried unanimously.
 - General Checking Account (M&T Bank) Starting Balance \$459,395.14
 - Receipts for October 2024 - \$42,389.05

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- Disbursements for October 2024 were \$108,352.46 leaving \$393,431.73
 - PLGIT Accounts:
 - General \$423.30
 - PLGIT/Reserve \$13,823.37
 - Reserve \$436,838.42
 - Liquid Fuels \$ 261,649.25
 - Retirement Escrow \$ 469.09
 - Recreation Fund \$19,736.58
 - COVID/ARPA Funds \$92,681.97
 - Members 1st Money Market \$100,474.76
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- Budget discussion - Wendy stated that there was an adjustment made to the proposed 2025 budget for MBIT tech support and office printers. Tiffany Mays stated that the printer was to be taken from COVID funds as previously approved and not placed on the budget. We are currently waiting for the YCRPD budget to finalize the Manchester Borough Budget.
 - A motion was made by Bradford Price to advertise and adopt the proposed 2025 budget as presented with the understanding that an amendment may be needed to adjust per the YCRPD budget release. Mike Jackson seconded the motion, and the motion carried unanimously.

Public Works: Curtis Walters

- Monthly Report included in the council packets
- There have been multiple tractor trailers that have hit the stop sign located at Zion's View and Musser St. Lt. Archambeault stated that he will target enforcement in this area. Chief Stevens stated that he agrees and has seen an increase in this issue. Tiffany Mays to reach out to East Manchester Township to review truck travel path and potential fixes to this issue. A report to be provided in the future.

Mayor's Report: Michael Goodling

- Police report in the council packets
- Meeting with PennDOT coming up for Crossing Guard concerns- Update to be provided.
- Lions Club contacted the mayor to ask about decorating the square.

Zoning, Codes, Permits, Concerns

- 1 Solar, 1 Fence, 1 Deck and 1 Generac Guardian Generator
- 111 Cooper Street Citation filed on 10/25/2024
- 350 Maple Street Citation filed on 10/25/2024
- 137 N. Main St. Junk Vehicles Final Notice was given. A citation will be filed by CCIS
- 19 S. Main St. Work without a permit violation. The permit was denied by CCIS due to insufficient plot plan and description of work. The citizen has not submitted a revised permit at this time. A citation will be filed by CCIS.

Engineer's Report: John Rea

- 2024 Street Maintenance (0965.4.01.58) - Russell Standard completed the additional crack sealing work. A request for a motion for conditional approval of payment in the amount of \$2,133.00.

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- A motion was made by Adam Bowman to approve the conditional approval for payment in the amount of \$2,133.00. The motion was seconded by Bradford Price, and the motion carried unanimously.
- CDBG Main Street ADA Curb Ramps (0965.4.65.00) - Work began 10/14/2024, and the curbs and pavement are installed. A request for Payment #1 for a total of \$21,775.77 to be authorized by York County.
 - A motion was made by Ryan Neely to approve the conditional approval for payment in the amount of \$21,775.77 to York County. The motion was seconded by Mike Jackson and the motion carried unanimously.
- PA Small Water & Sewer Program – DCED Grant funding (0965.5.10.04) - Documents are updated and ready for review. The projects are being bid 2 different ways with one being a full replacement and one with a lining.
- NEYCSA Sewer Work – Nothing to report
- Misc - Pennoni group request for information – currently working to provide requested information to identify paper roadways and alleys.
- Grants - LSA Grant for the Manchester Street Repairs was not successful. The council has the option to reapply for the Manchester St. Project or continue to pursue the recreation park project for the next application. The recreation park parking lot will go on hold for a future grant submission.
 - Adam Bowman made a motion to reapply for the Statewide LSA Grant for the Manchester St. Repair project. The motion was seconded by Ryan Neely and the motion carried unanimously.

Solicitor's Report: Beth Kern

- Discussion on proposed ordinance 2025-01 Enacting the Volunteer Tax Credit for Volunteer Firefighters. Joseph Paniagua asked if this program would help to bring more volunteers to the fire company. A public hearing must be held to adopt this ordinance. Solicitor Beth Kern recommended considering the ordinance to be one of the first ordinances to be adopted in 2025, as well as holding the public hearing on the regular scheduled January meeting at 6:30 p.m. to potentially adopt.
 - A motion was made by Ryan Neely to approve the advertisement of Ordinance 2025-01 Enacting the Volunteer Tax Credit for volunteer firefighters, and to hold the public hearing on January 13, 2025. The motion was seconded by Joseph Paniagua and the motion carried unanimously.
- Amending Manchester Borough's right-to-know policy - Recent changes per the OOR for appeals decisions allowing the agencies to refuse anonymous and verbal right to know requests.
 - A motion was made by Bradford Price authorizing Solicitor Beth Kern to amend and update the Manchester Borough's Right to Know Policy. The motion was seconded by Mike Jackson, and the motion carried unanimously.
- House Bill 2265 amended the Borough Code increasing elected official compensation. The new maximum pay increase for council members could be up to \$3,145.00 per year, and the new maximum pay increase for the mayor could be up to \$4,190.0 per year. This would only take

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effect to those that take office in 2026 by Ordinance. This item will be postponed for future discussion in 2025.

- Roberts Rule of Order and procedures – Solicitor Beth Kern provided some general reminders to the council

Manager's Report:

- Parcel 76-000-01-0051.P0-00000 Crossings Way future plan (postponed)
- Project Planner & Funding Sources – A planner will be created for community needs or items that the council wish to move forward with in regard to grants and funding, will be created for future use. The intent is to streamline projects in the future.
- York Water Co. Main St./Maple St. – C.M. High reported signal conduit lines were struck by Kinsley during trenching. 5 Ped Heads are not receiving good voltage and need repaired. An onsite meeting is planned.
- Tiffany Mays informed the council that Penn Waste will have a semi-annual disposal rate increase of \$1.92 in 2025.

Recreation/Parks 1:56:55

- A Recreation Commission Meeting was held on 11/12/2024 at 6:30 p.m. at the Manchester Borough office. The resolutions and consent formally dissolving a dissolution plan for the recreation commission were signed. The deed has been signed, and the transferring of the assets to the Manchester Borough. CGA Law Form will record the deed through York County.

Unfinished Business:

- School Zone Establishment Study (LTAP) – Due to ongoing safety concerns, East Manchester Twp and Manchester Borough have been working together establish proper speed limit and school zone postings.
 - A motion was made by Ryan Neely to approve the proposed expenditure of \$3,500.00 for the engineering school zone study that will be shared with East Manchester Township. The motion was seconded by Mike Jackson, and the motion carried unanimously.
- Digital Sign Display Borough Office – Tiffany Mays presented quotes from CoStars STSG Digital. Quote #1 for \$26,940.00 and Quote #2 for \$29,970.00. Quote #2 includes the removal of the white static display currently located on the top of the LED display and will allow "Manchester Borough" to be placed at the top of the new LED display in a static position. If the current white static display should need repair, the costs for repair are estimated to be \$3,000.
 - A motion was made by Mike Jackson to accept and approve quote #2 for \$29,970.00 from STSG Digital using COVID Funds. Ryan Neely seconded the motion, and the motion carried unanimously.
- Adopt/Reject proposed ordinance 2024-03 amending chapter 85, fires and incinerators, of the code of Manchester Borough
 - A motion was made by Bradford Price to adopt ordinance 2024-03 Amending Chapter 85, Fires and Incinerators. Joseph Paniagua seconded the motion, and the motion carried unanimously.

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- Adopt/Reject proposed Ordinance 2024-024 Adopting the international Property Maintenance Code.
 - A motion was made by Ryan Neely to adopt Ordinance 2024-04 Adopting the International Property Maintenance Code. Mike Jackson seconded the motion, and the motion carried unanimously.
- Adopt/Reject proposed Ordinance 2024-05, Establishing Regulations for Rental Properties
 - A motion was made by Ryan Neely to adopt Ordinance 2024-05 Establishing Regulations for Rental Properties. Mike Jackson seconded the motion, and the motion carried unanimously.
- 119 Alder Ct. Tree Quotes – Mike Jackson provided quotes for the limb removal for the tree overhanging his property from the Borough at 119 Alder Ct. All 3 quotes provided were for the cost of \$800.
 - Ryan Neely made a motion to approve Mike Mitzel Tree service quote for \$800. The motion was seconded by Larry Weirich and the motion carried unanimously.

New Business:

- SPCA 2025 Contract Agreement – Annual contract up for renewal for Manchester Borough. Total cost \$2,114.00
 - A motion was made by Mike Jackson to accept the 2025 annual contract from the SPCA for \$2,114.00. The motion was seconded by Adam Bowman, and the motion carried unanimously.
- Resolution 2024-19 Hazard Mitigation Plan Approval and Adoption
 - A motion was made by Adam Bowman to adopt Resolution 2024-19. The motion was seconded by Ryan Neely, and the motion carried unanimously.

An executive session was entered into at 9:25 P.M. and ended at 9:44 P.M.

There being no further business, a motion for adjournment at 9:45 P.M. was made by Adam Bowman with a 2nd from Ryan Neely. The motion carried unanimously.