

MANCHESTER BOROUGH MEETING MINUTES

November 14 ,2022

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

Adam Bowman
Ryan Neely
Wade Witt
Joseph Paniagua
John Rea (Absent)

Dennis Howell (Absent)
Bruce Almoney
Larry Weirich
Solicitor Beth Kern
Mayor Patty Witt

- Approval of Agenda/Minutes
 - Adam Bowman motioned to approve the October 10, 2022 minutes as presented. Ryan Neely seconded the motion and the motion carried.

Public Comments/Guests:

- Joe Stevens Fire Chief reported 22 calls with an estimated loss of \$50,000, and no injuries. There were 4 smoke detectors/alarms distributed to residents in need. In house training was completed for company drills, equipment familiarization, and deployment. The shrimp feed in October was held the week of fire prevention. The rib barbeque was held 2 weeks prior and sold 200 meals in less than an hour. Many more fundraisers will be held throughout the Holiday season.
- Jane Ahrens asked the status of the no parking signs (Ordinance 2008-57) during school in Fenwick Heights. Beth Kern stated that a traffic study will need to be completed in order to remove the traffic signs. Beth also stated that this will be a several month process.
- Tom Watkins
 - Inch & Co. dump truck drivers have been using their Brake Retarders within Borough limits on N. Main Street and S. Main Street. Mayor Patty Witt to write a letter to Inch & Co., asking the drivers and sub-contractors to not use their brake retarders in borough limits.
 - Slant, Center and Pike Alley's are out of control with speeding cars, and wrong way traffic, and not stopping at the stop sign. Police coverage is lacking.
- Judy Hilliard stated YCSWA improvements are completed for the sewer manhole cover on Cooper St. that comes out on N. Main St. President Witt asked if there are there any project or improvements happening on Farm Lane and Edgeboro Drive? There is a lot of sand and mud on Farm Lane that should not be there. Judy Hilliard to follow up.
- Kelly Neely inquired about Act 57 of 2022. Which is a mandatory action that the borough take action either by resolution or ordinance to direct the tax collector, starting in the 2023 year, if a resident claim they did not receive a tax bill, that is was the first year of occupancy, upon non payment with face value and penalty fees, and the resident shows proof, a waiver can be provided to the tax collector to waive these fees.
- **Recess into an executive session at 7:36 p.m.**
- **Executive Session adjourned at 8:10 p.m.**

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- Joseph Paniagua motioned to approve the employment of Shane Leader for crossing guard at \$30/day and Maintenance at \$12.50/hr. Adam Bowman seconded the motion and the motion carried.

REPORTS

Treasurer's Report: Wendy Snyder

- The General Checking Account (M & T Bank) starting balance was \$491,790.62. Receipts for the month of September were \$22,925.93, Disbursements were \$67,046.27 leaving a total of \$447,670.28 in the account. Members 1st Bank Money Market Account \$454,433.48. The PLIGIT accounts were also reviewed for the month of October.
 - Adam Bowman motioned to approve the October 2022 account balances as read and presented. Joseph Paniagua seconded the motion and the motion carried.
 - Larry Weirich motioned to approve and pay the October 2022 bills as read and presented. Joseph Paniagua seconded the motion and the motion carried.
- Amazon account to save on shipping, total costs, and to find items unavailable at other locations. Secretary would do the ordering and set up the account. The treasurer and secretary will be responsible for the passwords. Treasurer will be the back up if the secretary cannot be present to order.
 - Joseph Paniagua motioned to open an Amazon account and assign to the secretary. Ryan Neely seconded the motion and the motion carried.

Mayor's Report: Patricia Witt

- Police Budget 2023. Manchester Borough's has increased to \$370,000.74. This is an increase of \$10,866.00.
 - Joseph Paniagua asked if we could place police PPU's to certain areas at certain times to avoid citizen complaints. Mayor Patty informed we buy the PPU's but we no longer own the police department.
- An ordinance will need made due to going from Dry to Wet in the borough. There was a total of 937 votes from borough residents passing the liquor referendum.
- We will be in need of crossing guards next year. We have been advertising, as well as the school has been listing the need for crossing guards. Mayor to speak with the Chief of Police and Deputy Chief in efforts to have the Police Department take over the crossing guard positions.
 - Larry Weirich motioned to have Mayor Patty Witt to speak to the assistant Chief. Ryan Neely seconded the motion and the motion carried.
- Can we invite Chief Rizzo to a council meeting. Mayor Patty to extend the invite.

Engineer's Report: John Rea

- President Wade Witt presented in the absence John Rea.
- Study to remove the parking signs for Ordinance 2008-57
- PA Small Water & Sewer Grant Program must be submitted by December 21,2022
 - The Borough will be responsible for 15%
 - The Manhaven project could be covered by this grant.



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- The project in its entirety to include Circle Drive down to Crossings Way with a cost of \$157,000 with the Borough's responsibility of \$23,000
- Adam Bowman motioned to have C.S. Davidson and Secretary to complete the Grant application to include project option 2 at a cost of \$23,000 for the Borough. Ryan Neely seconded the motion and the motion carried.

Solicitor's Report:

- Employee Handbook. Suggestions were reviewed that were submitted by the personnel committee. Other policies will be recommended to be revised by the solicitor for employment law best practices. C.G.A. Law stated a bi-annual review be done to ensure all sections remain compliant. Solicitor will send recommended updates for each section. A physical fitness policy will need to be looked at.
 - Adam Bowman motioned to approve the personnel committee to make the job descriptions. Ryan Neely seconded the motion and the motion carried.
- Act 57
 - Adam Bowman motioned to have resolution 00 for Act 57. Ryan Neely seconded the motion and the motion carried.
- Act 41 of 2022 from DCED – No action required by the council unless there is a boundary that needs challenged.
- Ordinance 2008-57 was reviewed during public comments
 - John Rea to perform study
 - Solicitor to draft the repeal parts of 2008-57, and advertise
 - Council will then take action

President's Report: Wade Witt

- Lights on Hartman Street and Maple Street. Kinsley cut the center of the coil for the sensor which made the light unresponsive. The part was not replaced due to road sealed without notice to MILT. Also, if the part is replaced there is a chance the part will be damaged again. Should we leave the lights as are for 4 months until the work is complete, and the part can be replaced? Council suggests following MILT's recommendation.
- Review of proposed Budget. Review and make changes to have budget approval at the December meeting. \$426 moved to wages for Street personnel.
- Tru Green quote to spray weeds through the Borough 3 times in 2023. Total cost \$3,514.00
 - Ryan Neely motioned to approve Tru Green spraying weeds in the Borough in 2023. Joseph Paniagua seconded the motion and the motion carried.
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Park and Recreation Report: Joseph Paniagua, Wade Witt

- Met on October 14th, 2022. Came up with a plan to buy park equipment and toys. A application for a grant will be completed, and ready for 2023.
- Council to visit and look over the recreation center with the changes made by Wade Witt to tidy up a bit. Wade to provide passcodes to those who would like to see, and visit.

Maintenance/Street Report: Gary Cardasso



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- Truck 4 has no radio communication.
 - Joseph Paniagua motioned to approve the purchase and installation of a new radio for truck 4. Adam Bowman seconded the motion and the motion carried.

Building Report

- No updates

Council/Miscellaneous Items:

1. **Unfinished Business**

2. **New Business**

- Larry Weirich brought to council's attention on November 3rd the offices were broke into again.
- Purchase of Security Camera's Resolution 2022-15. Who will have access and who will be responsible needs to be decided. A policy will need to be written by the solicitor.
 - Adam Bowman motioned to approve the purchase of the security cameras and the policy for such to be written. Joseph Paniagua seconded the motion and the motion carried
- PSAB RTK Training for Tiffany Mays secretary cost \$30.00
 - Adam Bowman motioned to approve the training for the secretary. Ryan Neely seconded the motion and the motion carried.

There being no further business, the meeting adjourned at 9:30 p.m.

