

MANCHESTER BOROUGH MEETING MINUTES

October 10, 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.
- President Wade Witt welcome newly appointed Secretary Tiffany Mays.
- Roll call was performed and the following officials were present:

Adam Bowman
Ryan Neely
Wade Witt
Joseph Paniagua
Engineer John Rae

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

Public Comments/Guests:

- ✓ Ken Kennedy brought in a petition with signatures to rescind ordinance 2008-57 for Fenwick Heights. (Malvern Drive, Covington Drive, and Fenwick Drive)
 - President Wade Witt apologized for the delay and asked for more time to rescind the ordinance due to advertising and the steps required to make this happen.
 - A motion was made by to authorize Solicitor Beth Kern and Engineer Jon Rea to review ordinance 2008-57, possibly perform a traffic study and to rescind and remove the streets noted. The motion was seconded by Joseph Paniagua. All were in favor.
- ✓ Dale Bennedick was present to discuss the 30-day notice letter sent to him in regard to his sidewalk section to be replaced to remove the tripping hazard at the curb where the crossing is located. The 30 day requirement has been postponed per the council until it is clear what Columbia Gas is going to do as well as the cemetery also.
- ✓ The meeting minutes from the September 12, 2022 were reviewed, and corrections were noted by Engineer John Rea.
 - A motion was made by Dennis Howell to approve the minutes with the corrections noted. It was seconded by Ryan Neely. All council members agreed.

REPORTS

Treasurer's Report: Wendy Snyder

- ✓ The General Checking Account (M & T Bank) starting balance was \$78,353.51. Receipts for the month of September were \$71,902.35, Disbursements were \$71,902.35 leaving a total of \$491,790.62 in the account. Members 1st Bank Money Market Account \$454,375.59. The PLIGIT accounts were also reviewed for the month of September.
 - A motion was made to approve the accounts by Joseph Paniagua. It was seconded by Larry Wierich. All council members agreed.
 - The bills were reviewed, and a motion was made by Dennis Howell to pay the bills as presented and it was seconded by Larry Wierich. All council agreed.
 - Wendy presented the Klugh Animal Control Retainer Contract for renewal of \$50. A motion was made by Adam Bowman to continue with Klugh Animal Control to pay their retention fee. It was seconded by Bruce Almoney. All council agreed.
 - Quick book training for PSAB of \$25 for Wendy Smith to refresh on Quick Books. A motion was made by Joseph Paniagua to approve the training. It was seconded by Bruce Almoney.



Mayor's Report: Patricia Witt

- ✓ Reports from police, fire and EMS was handed out to council by the mayor
- ✓ There were 3 permits of October so far, and all are paid.
- ✓ Quotes were completed and given for the carpet cleaning, fire alarms and painting. It was also asked by Dennis about the removal of the Muriel behind the council tables.
 - The painting will be requested by the two lowest bidders to include satin paint and the removal of the Muriel which also will be painted.
 - The fire alarms quote also included the recreation center, and office. \$8,500 for install at the recreation center, and \$11,500 for the office. A total of \$360 annually.
 - A motion was made by Joseph Paniagua to select and use All Care for all carpet cleaning. It was seconded by Dennis Howell. All council agreed.
 - A motion was made by Adam Bowman to use ARPA funds, and Gettle to install fire protection at the Recreation center and the Borough office. It was seconded by Ryan Neely. All council agreed.
- ✓ Bernie Zielinski that resides on Walnut Street would like to sub divide his property and place a house on it. Bernie spoke with John Rae to question if it was possible. Mayor Witt spoke to the fire department, and due to the only potential way to enter and leave the property would be Lightner Alley. The fire company would not be able to access the home if there would be an emergency issue. Bernie would need to present his subdivision request to the planning commission.

Engineer's Report: John Rea

- ✓ 2022 Street Maintenance (0965.4.01.56)
 - Russell Standard performed curb line spraying for weeds. They plan to be back the week of the 17th to complete more spraying and work. Borough maintenance to place signs ahead of time in order to have the cars removed.
- ✓ Roadway Study for Truck Restrictions – Pike, Slant, & Center Alley's (0965.4.63.00)
 - All information was sent into PennDOT. Currently waiting on a response for approval. If approved by PennDOT current ordinances will need updated to reflect the change. This will include Slant, Pike and Center Alley's.
- ✓ Mt. Wolf Village Apartments (0965.3.13.12)
 - No updates for the month
- ✓ Ordinance Review & Updates (0965.9.02.01/0965.9.05.01)
 - No updates for the month
- ✓ NEYCSA Sewer Work – Fenwick/Malvern Drive/Manhaven Drive
 - Fenwick and Malvern Paving was delayed due to the rain. A specific date is not yet known but will be provided by John Rea when decided.
 - Manhaven Drive the sewer work is complete and the replacement work is complete. They have placed temporary paving on the entire trench. A water leak found believed to be the York Water Company. York Water Company tested and informed it is not their line or their water. Their conclusion is that it is a natural water source like a spring.
 - The sewer authority looking at other lines at Farm Lane and Sandy Circle for the "Big Dip". The sewer authority did camera the main and seen a sag. They will camera the lateral portion and see if there is an issue with it. Once completed running the camera through other pipelines, the borough and the authority will need to discuss future steps.



- ✓ October Zoning Activity Report
 - Issued a letter to Mr. Bills in regard to his front porch. This issue has been resolved.
 - Issued a letter to 288 N. Main Street. Converting apartments to a single occupancy home. Mr. Martin stopped in and spoke with Patty. There is no issue at this time.
 - 303 waiting on the owner's engineer to submit their storm water plan. Necessary changes will be made once received back. Zoning was okay.

Solicitor's Report: (New appointed solicitor)

- ✓ Has the animal control services contract been given a legal review for borough protective concerns?
 - Beth Kern recommends legal review with any legal contract entered into with the borough.
- ✓ 1 Azalea Court has taken steps to trim their trees. No action needed for the borough at this time. Currently working on the large tree over the lines.
- ✓ Update on proposed Ordinance 2022 – 03 Authorizing the same person to hold the offices of Secretary and Treasurer moved to the new business section.
- ✓ Borough Building Security Camera Policy Resolution moved to new business section.
 - Retention policy did not provide specific data for security camera footage retention timeline. Beth recommends a policy to be written and put into place that has a determined time period. Therefore, if a right to know request is submitted after the 30-day retention period, we can write a letter and provide a copy of the policy stating the record has been written over.
 - Manchester borough will need to make a determination on who would have access to those records. This will be a resolution as it is a policy. It does not need to be advertised.
 - Could a committee be created to oversee the camera records? Who should be allowed access to view these records? Could the public be apart of the committee? When a committee is created to further the work of the borough is usually always the council members. It's a permissible an advisory committee with a different purpose. President Wade suggests creating this committee to be a technical committee to also include the computers and such.
 - This resolution will be tabled until it is determined who will have access.
- ✓ Sale of Personal Property of the Borough Resolution 2022-13
 - Action was taken to approve the sale of the spring rider horses as they have a fair market value of less than \$2,000.
 - The resolution will be finalized as the cost has been determined.
 - A motion was made to approve Resolution 2022-13 by Adam Bowman. It was seconded by Ryan Neely. All council agreed.

President's Report: Wade Witt

- ✓ The Employee Handbook has been sent to solicitor Beth Kern to review suggested changes to make sure it is all legal. Once reviewed council will need to approve it. Wade Witt to provide a digital copy to all of council for suggested changes to the employee handbook.
 - A motion was made to authorize legal review of the employee handbook by Solicitor Beth Kern to perform legal changes by Joseph Paniagua. It was seconded by Dennis Howell. All council agreed.
- ✓ Dennis Howell asked if all members signed the Manchester Borough use of personal property policy. President Wade informed that all members who are on the payroll out in the shop should



have signed the document and acknowledged they would not perform personal duties in the shop.

- ✓ Are job applications required for working in the shop? Gary Cardasso schedules the duties as needed for who is working in the shop. If you are helping in the shop, you should be on payroll to ensure you are covered by the insurance in case an injury has occurred.
- ✓ SPCA invoice for \$1,423 for a contract of all the SPCA services. Do we continue this contract even though the costs have gone up. It is a service to our citizens to help keep the costs down as it provides a discount. We have saved the citizens \$9,707 with our discounted program.
 - A motion was made to pay the SPCA for the \$1,423 contract by Dennis Howell. It was seconded by Ryan Neely. All council agreed.
- ✓ The discussion of the borough budget will be moved to the next monthly council meeting. Wade Witt provide all of the monies that were brought in as well as the forms needed. Council will need to meet by December to discuss and approve.
- ✓ General Code Estimate – We are not doing the E-Code as it is being converted to digital for the borough web site. The code book needs updated as it has not been updated in 5 years. The cost to update the code book will be between \$4,280 and \$5,150.
 - The hardcopy of the E-Code was already approved.
 - An updated PDF copy will be sent from John Rea of the storm water ordinance 2022-02 to be filed at the borough.

Park and Recreation Report: Joseph Paniagua, Wade Witt

- ✓ The tree at the Manchester Square was budgeted last year to be replaced this year. The tree itself costs \$275. To have it delivered and planted in the ground will be \$460. It will be brought from Dover. Total cost will be \$735.
- ✓ Christmas at the square on December 4th, 2022
- ✓ There is a dead tree outside of the Manchester Park building. President Wade Witt had an Arborist look at it and the roots are rotted. Gary Cardasso will be taking down this tree.

Maintenance/Street Report: Gary Cardasso

- ✓ A new cement box was placed in the middle of the Manchester borough office parking lot. The original one was plastic and broke under the weight of one of the trucks. This was replaced 10/08/22.
- ✓ 10/15/22 A wooden drain will be replaced as it is worn out.
- ✓ A 6" drain spout to be routed to the larger one and channel it properly.
- ✓ All batteries were changed in the exit lights in the Manchester Borough office building.
- ✓ Leaf pick up has been scheduled. Kinsley will no longer accept leaves at their facility behind Harley Davidson. The leaf trucks will now need to drive about an hour and a half round trip to drop off and come back. There is a hope of minimal down time due to the new change.
- ✓ The gazebo needs painted in the Manchester Square.

Building Report

- ✓ Dennis Howell listed the Building Committee as the following key members: Dennis Howell, President Wade Witt, Mayor Patty Witt, Ryan Neely, Wendy Snyder, and Gary Cardasso.
- ✓ Created Building audits. Made changes to the audit, amended and approved by council. July, August, September and October audits are finalized.
- ✓ New flags, pressure washing exterior main entrance, sign facing the street, quotes for new repair work, emergency lights, salt shed exposed electrical wiring (done), light bulb replacement and repair (done), rain spouts, and drain in parking lot, gutter cleaning, municipal building (exit)

maps, leaking backhoe (Gary Cardasso informed), quotes for painting and cleaning, and fire alarm installation are all work in progress.

✓ 2 new items to discuss:

- Push button for handicap access. John Rea suggested to use CDBG (Community Development Block Grant) funds to upgrade the building, with the knowledge that it would be a minimum of 2 years before it could be completed. We could do updates now and then when funds are received, we could use the grant money to install the handicap access. This will be tabled until grant applied and approved.
- Wooden sign out front facing Debbie's Pizza needs fixed. It is rotted and falling apart. It will be restored with paint and sealing

Council/Miscellaneous Items:

1. Unfinished Business -

- Discussion and if needed a motion to approve or reject a new Borough fee schedule resolution for fees and borough services.
- York County CDBG Program Applications for 2021, 22, and 23 (0965.1.00.04)
 - Refer to March 2021 Engineer's report for further history
 - Application was submitted
 - Schedule of projects has been posted. Main Street work was slated for year three – 2023
 - Discussion at last month's meeting that we'll hold off on design until we are sure the money is available. Likely a late 2022 or early 2023 design.
 - October 2022 – No Update
- Manhaven Manor Stormwater Repairs (0965.5.10.03)
 - See September 2021 Engineer's report for additional history
 - **October 2022 – No Update – Waiting on Gingrich**

2. New Business

- ✓ Larry Wierich presented a new Susquehanna Lion's Club sign to be placed on N. George Street. The Susquehanna Lion's club received permission to place the new sign and asked for permission to use "Manchester Boroughs" name on this sign. East Manchester Township stated they would like ownership of the sign as well as assume all financial obligation. They are requesting a letter of acceptance to place the Manchester Borough name on the sign.
 - A motion was made to allow a letter sent to The Susquehanna Lion's Club to include the Manchester Borough name on the sign and exempt Manchester Borough from any future financial responsibility by Dennis Howell. It was seconded by Larry Wierich. All council agreed.
- ✓ President Wade Witt asked the council to brainstorm on the usage of the ARPA funds (\$287,000) to help others. Beth Kern informed the council has until Dec 31, 2024 to obligate the funds, and December 31, 2026 to spend the funds. This money can be utilized for "Government Services" (improvements). Beth recommended it be decided and obligated before the 2026 deadline.



- ✓ Ordinance 2022-03 Authorizing the same person to hold the offices of Secretary and Treasurer
 - A motion was made to adopt Ordinance 2022-03 authorizing the same person to hold the offices of Secretary and Treasurer was made by Dennis Howell. It was seconded by Ryan Neely. All council agreed.

****Enter into Executive Session to discuss personnel ****

****ADJOURNMENT****

