

MANCHESTER BOROUGH COUNCIL  
October 11, 2021

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

Wade Witt      Larry Weirich      Mayor Patricia Witt  
Bruce Almoney      Tom Brenner      Joseph Paniagua      Wayne Bush (via telephone)

The September 13, 2021, minutes were approved upon the motion of Wade Witt and seconded by Bruce Almoney. All agreed.

**TREASURER'S REPORT** - Wendy Snyder

The General Checking Account (M & T Bank) balance as of September 1, 2021, was \$411,833.94. Receipts for the month \$39,647.46. Disbursements for the month of September were \$100,144.00 leaving a balance in the checking account of \$351,337.40 at the end of the month. The 9/30/21 balance in the Santander Money Market Account was \$453,933.54 reflecting \$29.85 in interest, at a rate of .10%. The PLGIT Accounts were also reviewed for the month of September. Council approved the financial reports on the motion of Wade Witt and seconded by Larry Weirich. All Agreed.

Bills were reviewed for payment that totaled \$ 48,457.28 was approved by Council, motioned by Bruce Almoney and seconded by Wayne Bush. All agreed.

\* The treasurer wanted to discuss/answer any of the council's questions that they may have had from last month's meeting about online bill payments. She mentioned that M & T Bank has a bill pay app (with no fees) where your account and routing numbers are never exposed and the bank itself will be the ones transferring the funds to the creditors. She said that this is a very secure site with heavy cyber security protection. They will even alert her via email to her computer or on her phone if there is any suspicious activity detected. It was decided that we will try our Rutters and Comcast accounts first. Wade recommends that there be a printout of the bills to approve (and by at least two council members) and once we receive the paper statement it can be filed and then paid online. A motion to approve online bill payments with M & T was made by Wade Witt and seconded by Bruce Almoney. All agreed.

**GUESTS** -

- \*Mayor Maureen Starner, Mt. Wolf Borough
- \*Gary Cardoso, James Smith, Maintenance
- \*Chris Irwin, Adam Eisenhart – Northern Regional Police Dept.
- \*Sgt. Shaeffer, Officer Goodwin – Northeastern Regional Police Dept.

**\*Judy Hilliard** – NEYCSA (Manchester Borough Rep) – wanted to make council aware of a property on Malvern Drive that has been experiencing sewage back up over the period of a few years. They are now going to replace the whole sewer line, and this will be managed soon. Also, the NEYCSA established a Resolution stating that whenever a house is up for sale there will need to be an inspection by the Sewer Authority (this will ensure that the property does not have a sump pump and is connected to the sewer). The inspection will cost around \$150, and it is to be paid by the homeowner on/or before the time of transfer before the property can be sold.

**\*Dave Naylor, East Manchester Twp and Chief Bryan Rizzo, NERPD** – Was here to discuss and answer any questions council may have in regard to the changes made in new Police Charter. It is suggested that the Borough receive eight (8) PPU's that will equal to no more than \$359,000 for the year 2022. Wade then questioned about the surcharge and what the penalties would be if we did sign the five (5) year contract and after year two (2) realize that we are not able to afford it and by year three (3) have to pull out of the contract. Chief Rizzo responded by saying he cannot give a definitive answer on that, but the most likely scenario would be that the surcharge clause would come into effect at that point and will be determined/based off of a three (3) year contract versus a five (5) year contract. Then Dave Naylor wanted to go over some of the details and let the council know that they heard them loud and clear and said that they agreed in any given year that they will not increase the annual PPU cost to be charged to the Borough and not exceed 10% or even get close to that. And just a reminder for the council that our rate will be reduced by four percent (4%) or \$13,839.00 by joining the new department. He mentioned they could not really bend on the five (5) year contract and give us less, but the new organization needs some sort of guarantee and/or stability for those five years. Once the fifth (5) year ends the agreement will automatically renew for an additional five (5) year term if neither party provides a written notice to the other 365 days prior to the end of the initial term of its intentions to terminate the agreement. The notice is needed one (1) year in advance so this can be taken into consideration for the following years budget. This is also where the twenty percent (20%) of Boroughs assets (approx. \$200,000) will be brought over, and we will get that money back incrementally throughout the next five (5) years. So basically, Mr. Naylor is saying this essentially has no cost to the Borough and it is really a savings. It was then mentioned that even though we have no position on the board and do not have a vote we do however still have a voice in the matter. The first year the board will consist of York, Windsor and East Manchester Township(s) and the nice thing about this contract is that we have the option to become a charter member after the first year if we wish to. There would be a need for two (2) motions tonight; one for the solicitor to draft and advertise an ordinance for adoption and the other to give the president and secretary the authority to sign the agreement on behalf of the Borough. A motion to give authority to the Borough representatives, President and Secretary, to sign and enter into the five (5) year agreement with the York County Regional Police Commission (YCRPC) was made by Bruce Almoney and seconded by Wayne Bush. All agreed. Another motion to draft and advertise an ordinance for adoption by the solicitor was made by Bruce Almoney and seconded by Wade Witt. All agreed.

**\*Joe Stevens – Fire Chief** – 42 calls/0 loss/1 injury (firefighter) for the month of September. On the 15<sup>th</sup> members participated in a firsthand drill of ladder placement and hose line advancement. Practicing even basic skills create efficiency under stressful conditions. On the 18<sup>th</sup> the members participated in the Touch-a-Truck event at Northeastern High School. Rescue twenty-three was on display for the special needs children the first hour (quiet hour) and then all of the kids for the remainder of the time. He then

mentioned that on the 20<sup>th</sup> they had their annual SCBA maintenance and inspection and on the 23<sup>rd</sup> their annual AED maintenance and inspection were both performed by an outside certified technician. He then went on to mention that they were able to secure a federal grant through FEMA to purchase/replace around thirty (30) SCBA (self-contained breathing apparatus) units. Each unit runs about \$6,000 apiece and should hopefully receive those sometime at the beginning of next year. Lastly, he brought up the shrimp feed fundraiser. He said they had approximately two hundred (200) people and made roughly \$3,800.

#### **MAYOR** –

\*She wanted to ask council if they had time to review her information that she gave them last month in regard to purchasing radar speed signs for the Borough. Per Gary, he asked if these are insurable in case, they sustain any damage (kids, weather, etc.) while being outside. After some discussion it was decided that we purchase two (2) radar signs for the Borough **pending** if they are insurable. A motion was made by Joseph Paniagua and seconded by Wade Witt. All agreed. A second motion to purchase the radar speed signs through Elan City (\$5,500) was made by Bruce Almoney and seconded by Wade Witt. All agreed.

\*She also wanted to discuss purchasing parking placards for the Borough. She has previously brought this up to council a few months ago and would like to know what their feelings are about this. After some discussion, it was decided that fifty (50) parking placards can be purchased but the sale price to the residents is undetermined at this time. The Borough will need to have the solicitor update and advertise a new ordinance and then a set price can be calculated. A motion was made by Wade Witt and seconded by Larry Weirich. All agreed.

\*Lastly, she wanted to discuss the unadopted alleys in the Borough and that no one should be doing any work on them since they are all unadopted. Per solicitor, it is a council decision if they want Borough equipment, supplies and staff to maintain (including plowing) the unadopted alley(s) or not. And if they choose not to then they (Borough staff) need to stay off of the alley(s). This goes for **ALL** of the unadopted alleys in the Borough not just one or two.

***Entered an executive session 8:15pm, back in at 8:45pm*** – Entered executive session to discuss personnel. It was established that all resident complaints/concerns (verbal/written) will be overseen by Adam Bowman.

#### **ENGINEER'S REPORT** – John Rea

\***2021 Street Maintenance** – Marked areas for patching with Gingrich. Bruce will notify when they plan to complete, on hold for Farm Lane. And Russell Standard – crack sealing – sprayed weeds early last week; crack sealing on October 14<sup>th</sup> and 15<sup>th</sup>, weather permitting.

\***Miscellaneous Paving** –Gingrich quote for the intersection of Park St and Farm Ln was \$7,350.00 and was approved by Borough council at the September 13<sup>th</sup> meeting. Waiting for NEYCSA to inspect the sewer lines to confirm no underlying issues. Per John Rea, if this continues to be delayed what would council like to do, either patch it or put down some hot mix since to hold us over through the winter and then just put this project on the list for next year since the deadline is October 30<sup>th</sup>. Council decided to just put down some hot mix and resume the project next year.

Also, the chip seal estimate for Russell Standard (Hammaker):

- Double chip Seal with Fog Seal: under 20,000 SY (\$2.61 plus \$0.60 = \$3.21 SY)
- Boxwood, Poplar St., N. Poplar Ct and Hemlock Ct = 12,000 Sy = \$38,520
- 1 ½" overlay estimate: 12,000 SY mill and 1 ½" overlay of 9.5 mm = (\$3 + \$10 SY) = \$156,000

\***Manchester Street – Underdrain** – Project closed

\***Manchester Street – Stream wall underpinning** – CSD to hold on work. Checking with James Leshar to determine if the project is liquid fuels eligible but unfortunately, he is out of the office for the next few weeks for vacation.

\***Crosswalk at the square** – October 2021; no update.

\***Mt. Wolf Village Apartments** - October 2021; no update.

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

\***2019/2020 CDBG Project – East Parkview St** – October's update: reflectors are still on backorder.

\***Manhaven Manor Stormwater Repairs** – October 2021; no update – still waiting on Gingrich and pleasant weather.

\***Ordinance Review & Updates** – October 2021; no update.

\***American Rescue Plan Act (ARPA)** – There is now an extension on the October 31<sup>st</sup> annual reporting date – US Treasury is to create an online form to fill out and submit. It now will be sometime early next year (March?)

#### **SOLICITOR'S REPORT** – John Baranski

\*He mentioned that he had noted that there are two (2) ordinances from tonight's meeting that needs to be worked on and he will also email the mayor her paperwork for the magistrate that requires her signature.

#### **MISCELLANEOUS REPORT** -

\*A motion to enter into contract with Klugh's Animal Control was made by Wade Witt and seconded by Joseph Paniagua. All agreed.

\*Wade wanted to mention that he has submitted the MS4 report.

\*Wade also wanted to mention that the planning commission is recommending approval of the Land Use Plan (I-83 Exit 26) as an amendment to the Borough's 2012 Comprehensive Plan. And there needs to be an ordinance reflecting this decision. And the only reason the Borough was included in this is because we are within the five (5) minute travel distance. He said even though the planning committee is in agreement, it should be made known that even though they are in favor of the interchange project, they do not see it benefitting the Borough other than a quick access to/from the highway; therefore, the Borough will not be financially involved/committed in the project. Wade wanted to have the solicitor draft this recommendation and put this in some legal terms making the Borough not legally obligated/responsible in any way so it can be presented to council at this meeting and then submitted to East

Manchester Township. However, since the solicitor never got back with him in time for the council meeting Wade drafted his own letter. The solicitor then looked at it and said it is good and to just put it on Borough letterhead and submit that to the Township. Per solicitor, at this time all we are really doing is having the planning commission draft a letter that gets submitted to East Manchester Township. It is their job to compile the letters showing that we are on board with moving forward as a group. And we are at least ten (10) years away from even establishing an ordinance. Per John Rea, this will allow them to put the "pieces of the puzzle" together to hand it to PennDOT in order to go after federal funding. A motion to approve and submit Wade's letter to East Manchester Township written on Borough letterhead was made by Bruce Almoney and seconded by Larry Weirich. All agreed.

***Entered an executive session 9:28pm, back in at 9:51pm*** – Entered into executive session to discuss personnel.

- A motion to hire, Curtis Walters @ \$12.50/hr. was made by Wade Witt and seconded by Bruce Almoney. All agreed.

- A motion to hire, Alex Bowman @ \$12.50/hr. was made by Bruce Almoney and seconded by Wade Witt. All agreed.

- Larry mentioned that we only have one (1) of the two (2) safety deposit box keys. Per solicitor, since we cannot find the key, we need/should go to M & T Bank and have it drilled open. It should cost approximately \$150.00. Larry also wanted to discuss locking the office doors, but the topic was dropped.

**A motion to adjourn at 10:00pm was made by Tom Brenner and seconded by Wade Witt. All agreed.**

Respectfully Submitted,

Mari Strayer