

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

October 14, 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
- A roll call was performed, and the following Borough officials 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

- The minutes of the September 09, 2024 council meeting were approved on a motion by Ryan Neely, seconded by Adam Bowman and the motion carried unanimously.

Fire Company: Chief Joe Stevens

- Chief Stevens reported 43 calls, 0 FF injuries, 0 Civilian Injuries, and \$0.00 in loss.
- Volunteer tax relief for the fire fighters local. Chief Stevens provided information for the council to approve including a proposed ordinance to be reviewed by Solicitor Kern. Chief Stevens noted there are 6 volunteers that are a part of the Union Fire Co.
 - A motion was made by Bradford Price to authorize Solicitor Kern to draft an ordinance for the Tax relief program to be retroactive for 2024. It was seconded by Adam Bowman and the motion carried unanimously.

Public Comments/Guests:

- Mary Hall - 129 S. Main St. presented a shade tree permit for the council's review. Ryan Neely asked for clarification if this was a new tree and not a replacement tree. This will be a new tree for this address. The total cost for the replacement at 133 N. Main St. was \$3,300, therefore this newly planted tree would cost about the same for placement.
 - A motion was made by Bradford Price to approve the shade tree permit with the recommendation of the Borough Arborist. The motion was seconded by Ryan Neely and the motion carried unanimously.
- Dave Feeser 236 High Street - Reckless driving & speeding on High Street. Mr. Feeser stated speeding has increased in this area, and has it become a drag strip for young drivers. The concern is that it is not being addressed, and that a potential accident may occur. Tiffany Mays stated that East Manchester Twp. and Manchester Borough are working together to update the school speed limit signs and the school zone concerns. Lt. Archambeault explained the minimum requirements to track the speeding issue in the area. This item will be placed on the November agenda for further discussion.
- Paul Monhollen Troop 57 Facilities Use Agreement - Troop 57 had no changes or concerns with the Facilities Use agreement provided to them. Mr. Monhollen signed the agreement.
 - A motion was made by Ryan Neely to accept the Facilities Use Agreement with Troop 57/Boy Scouts. The motion was seconded by Adam Bowman and the motion carried unanimously.

Treasurer's Report: Wendy Snyder

- The balances of the accounts for September 2024 are as follows: General Checking Account (M & T Bank) starting balance is \$495,281.14. Receipts for the month of September 2024 are

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\$39,473.41, and Disbursements were \$75,359.41 leaving a total of \$459,395.14 remaining. PLGIT General Account \$421.61, PLGIT/Reserve Account \$13,766.83, Reserve Account \$435,091.68, Liquid Fuel Account \$274,317.52, Retirement Escrow Account \$467.21, Recreation Fund \$19,657.66, M&T COVID Fund \$128,473.04 Members 1st Bank Money Market Account \$100,457.70.

- Total bills for the month of September 2024 including payroll thus far are \$94,847.80.
 - Adam Bowman made a motion to approve the September 2024 account balances as read and presented. Larry Weirich seconded the motion, and the motion carried unanimously.
 - Bradford Price made a motion to approve and pay the September 2024 bills as presented and read. Adam Bowman seconded the motion and carried the motion unanimously.
- ARPA Funds Allocation – Wendy Snyder stated there are \$69,000 left in the ARPA funds to obligate. Solicitor Beth Kern suggested considering general project categories such as traffic and engineering studies for Borough Streets. This will be placed on the November agenda for further discussion.

Public Works: Curtis Walters

- The monthly report included in the council packets of completed work and upcoming planned work.
- The public works crew did a Borough review for stop sign PennDOT Regulation Requirements. There are 15 stop signs in one area that are not the correct size per PennDOT requirements. The total cost to replace the 15 stop signs is \$1,332.00.
 - A motion was made by Ryan Neely to approve \$1,332.00 expenditure from ARPA funds to replace the 15 stop signs. The motion was seconded by Bradford Price and the motion carried unanimously.

Mayor's Report: Michael Goodling

- The police report is included in the council packets.
- Battle of the Boroughs – The Mayor reported that he was in communication with NESD and Mount Wolf Borough to have further conversations regarding the Battle of the Boroughs. The next meeting date is November 12th at 1 p.m. The mayor invited the council to attend.
- There will be a 4-5% increase in the YCRPD fees if Spring Garden Twp. merges, and if not, the increase could potentially be 7-9%. It is unknown currently.
- Tiffany Mays asked if the mayor would support in the efforts of the crossing guard issues and working with PennDOT.

Zoning, Codes, Permits, Concerns

- 111 Cooper Street and 350 Maple Street citations are being filed by Commonwealth Code Inspection Services. Updates will be provided at the November council meeting.
- 137 N. Main St. was provided a final notice for storage of junk vehicles on their property.
 - A motion was made by Ryan Neely to move forward with citation if needed through CCIS. It was seconded by Mike Jackson and the motion carried.
- 20 Maple Street was served as a final cease and desist notice from Commonwealth Code Inspection Services for a business operating without a permit. They have also been blocking the alley and placing leaking vehicles in the square parking lot.

Engineer's Report: John Rea

- 2024 Street Maintenance (0965.4.01.58) – H&H Excavating projects are completed. Russell Standard will be back in the Borough this week to fix up areas that were missed in the spring.

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- ADA Curb Ramps – Preconstruction meeting was held, and the curb ramp work started as of October 14, 2024. The Halloween Parade will be travelling down Main Street and Maple St. on October 20th. John Rea to reach out BMK for safety concerns for the upcoming Parade.
- PA Small Water & Sewer Program (0965.5.10.04) – John Rea met with National Gunitite who part of the COSTARS program to determine if the lining was an option. C.S. Davidson will proceed with a public bid for both full replacement and lining. The documents should be available for the November council meeting for approval to bid.
- Misc. Items – Requested information for the process of signaling the intersection of Manchester and Main St. John Rea reported to signalize this intersection would be at a minimum of \$250K.
- C.S. Davidson still plans on submitting for the LSA Statewide Grant for the recreation center parking lot.
- Submitted Grants – Local Share Statewide (0965.9.60.03) – Manchester Street Repairs – We are awaiting the results.

Solicitor's Report: Beth Kern

- Solicitor Beth Kern reminded council that the November council meeting should be the meeting to approve the proposed budget for 2025.
- Fire protection tax discussion - Fire protection tax could be levied under the Borough Code to collect funds for fire and emergency services. Chief Stevens stated that generally the consensus of the citizens is if the taxes are raised for the emergency services, they are in favor of the tax. 3.0 mils is usually the max taxed amount for the fire protection tax. This topic will be placed on the agenda of the November council meeting for further discussion to potentially be adopted in the year 2025.
- Special Parking Restrictions – In the past several months, there have been requests to grant more than 2 parking permits at some homes that still have the special parking zone with the school restriction hours. Solicitor Beth Kern reviewed the question regarding the fine amount and what the fine could potentially be raised to. The current fine is \$15 and can be raised to a maximum of \$1,000. The council will address this topic in the 2025 calendar year.
- Just for the council's reference for future discussions, Solicitor Beth Kern included in her report packet for the council all historical documents provided to her from previous council members to include the current lease agreement with the Borough.
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Manager's Report: Tiffany Mays

- Toys for Tots – Would the council be interested in being a drop off location for the Toys for Tots. This is not ideal currently.
- Russell Standard Invoice – A motion to ratify the approval of the Russell Standard crack sealing in the amount of 14,148.90.
 - A motion to ratify the approval of the Russell Standard crack sealing in the amount of 14,148.90 was made by Bradford Price. The motion was seconded by Mike Jackson and the motion carried unanimously.
- A reminder to council to sign the employee handbook consent, and the facilities use agreement documents and return to the Borough Manager.
- NESD Discussion – Currently there is no agreement between the NESD and Manchester Borough for the crossing guards. Solicitor Beth Kern and the Solicitor for NESD to draft an agreement for NESD and Manchester Borough.

Recreation Center & Park:

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- President Ronald Gembic stated that to move forward with the recreation building and any improvements or changes the recreation commission needs to meet to fulfill their commitments and transfer the deed over to the Borough Council. The recreation commission will meet at 6:30 p.m., on November 12th, 2024. Solicitor Beth Kern will be present and bring the deed, the resolution that the commission will pass to approve the execution of the deed and resolutions that will authorize formally the dissolution of the recreation commission.

Unfinished Business

- Proposed Ordinances – Rental property inspections and international property maintenance code. Ryan Neely suggested keeping section 304.2. Tiffany Mays will provide the Commonwealth Code Inspection Services Fee Schedule for rental property inspections.
 - A motion to authorize advertisements of rental property inspections annually with the amendment was made by Ryan Neely and it was seconded by Mike Jackson.
 - A motion to authorize the advertisement of the property maintenance code was made by Ryan Neely. It was seconded by Mike Jackson, and the motion carried unanimously.
- Burn ban ordinance §85-3 Discussion – A drafted proposed ordinance was provided in the council packets. What are the permissible times and regulating times for outdoor burning? This information is located on page 3 of the proposed ordinance. The council would like to change the following: The wind conditions section to state when the wind conditions are unsuitable as determined by the fire department. The burn pit size to 36" diameter, and 15' feet minimum distance from any building, include fence, hedge rows, property lines to keep from the neighboring properties. Also, the fire department may bill the property owner or complainant by their discretion.
 - A motion was made by Bradford Price to authorize the advertisement for the Burn Ban Ordinance with the revised changes. The motion was seconded by Adam Bowman and the motion carried unanimously.
- Resolution 2024-15 2005 GMC Truck Muncibid Auction Sale
 - A motion was made by Adam Bowman to adopt Resolution 2024-15 for the sale of the 2005 GMC Truck Muncibid Auction Sale for \$6,900. The motion was seconded by Ryan Neely and the motion carried unanimously.
- Resolution 2024-16 Clark Forklift Muncibid Auction Sale
 - A motion was made by Adam Bowman to adopt Resolution 2024-16 for the sale of the Clark Forklift for \$3,800. The motion was seconded by Ryan Neely and the motion carried unanimously.

New Business

- Resolution 2024-17 Destruction of digital meeting minutes
 - A motion was made by Adam Bowman to adopt Resolution 2024-17. The motion was seconded by Mike Jackson and the motion carried unanimously.
- General Code Supplement Estimate
 - A motion was made by Adam Bowman to accept the General Code Supplement Estimate. The motion was seconded by Mike Jackson and the motion carried unanimously.
- Klugh Animal Control Services Contract

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- A motion was made by Ryan Neely to approve and accept the Klugh Animal Control Services Contract. The motion was seconded by Adam Bowman and the motion carried unanimously.
- 119 Alder Ct. Tree – Mike Jackson stated there is a Borough tree that hangs over on his property and if a storm comes it could potentially damage the tree and his fence. Mike Jackson to get 3 quotes and will bring to the November Council meeting.
- Borough digital sign Quote from Mundorf – 2 quotes were provided from Mundorf. \$17,367.17 quote will fix the sign and bring it up to date. The \$26,174.50 quote will be to upgrade and enlarge the sign. Solicitor Beth Kern stated that the quote for \$26,174.50 enters the public bidding process. Tiffany Mays will source 2 more quotes for this project. The council also wants to have examples provided for them to view.
- Personnel Matters
 - Appointment of the Public Works Supervisor
 - A motion was made by Ryan Neely to appoint Curtis Walters as the Public Works Supervisor. The motion was seconded by Mike Jackson. The council motioned to approve the motion except for Adam Bowman who abstained.

There being no further business. A motion for adjournment was made at 10:03 P.M. by Ryan Neely 2nd by Adam Bowman, and the motion was carried unanimously.