

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

September 10, 2026

7:00 PM

Monthly Meeting

- I. At a regular meeting held at the Borough building, President Bradford Price called the meeting to order at 7:00 p.m.
- II. The Pledge of Allegiance was given to the Flag of the United States of America
- III. Roll call was conducted, and all Council members were present
 - Emily Mumma, Ronald Gembic, Jennifer Reiner, Tiffany Mays, Jeffrey Gewertz, Bradford Price, Larry Weirich, Sonja Comegna, Joseph Paniagua, Solicitor Courtney Buechler, Engineer John Rea, and Mayor Judy Vance
- IV. Approve or Amend Minutes
 - **A motion was made by Emily Mumma to approve August 10, 2026 Council meeting minutes as drafted and amended. Sonja Comegna seconded the motion. The motion was approved by unanimous vote.**
- V. Public Comments
 - None
- VI. Fire Services Report
 - Timothy Stevens, on behalf of Chief Joseph Stevens, provided the UFC report.
- VII. Treasurer's Report
 - A motion was made by Emily Mumma and seconded by Sonja Comegna to approve the Balance Sheet as presented. The motion was approved by unanimous vote.
 - Annual Donations - A motion was made by Jeffrey Gewertz and seconded by Larry Weirich to approve the payment of the annual donations. The motion was approved by unanimous vote.
- VIII. Public Works
 - The monthly report was reviewed, and council had no questions.
 - Truck #2 F-450 Repair Estimate – Corish's Garage performed the final repair to the truck. The final repair bill was under \$900. Council prior approval was not to exceed \$2,500.
- IX. Mayor's Report
 - The police report and Mayor's report were provided. Mayor Vance stated that she attended the following events.
- X. Zoning, Code Enforcement and Permits
 - Simon Schilling – Zoning Officer for Manchester Borough was present. The zoning and enforcement report were provided and there were no questions or concerns from the council.
 - 125 High St. – The Zoning Officer requested direction from Council regarding a complaint concerning a fence that was submitted as a public safety matter. The

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Zoning Officer advised that he did not believe the matter constituted as a public safety concern and appeared to be a civil matter. Following discussion, Council agreed, and the violation will be closed.

- 205 Maple St. – Junk violation, default judgment, and next steps. The zoning officer asked for direction regarding 205 Maple St. as the property has still not corrected the junk violation and the violation continues. The zoning officer will provide the Solicitor with the letters of violation provided to the property owner previously, and the Solicitor will draft an abatement letter to the property owner with the next steps.
 - **A motion was made by Sonja Comegna to approve moving forward with the abatement of 205 Maple St. Jeffrey Gewertz seconded the motion. The motion was approved by unanimous vote.**
- §63 Animals Ordinance – The zoning officer provided examples from other municipalities and how they directly handle different animals within their jurisdiction. The zoning officer provided copies for the council to review for future meetings. There was discussion on potentially required permits for specific animals, size limits of animals, zoning districts per animal, the quantity of animals, as well as discussion on emotional service and support animals.

XI. Engineer's Report

- AutoZone (0965.3.01.01) – Documents were submitted on Wednesday, 8/5. CSD made a single request back to the engineer for a note revision on the cover sheet. Northstar Design is making edits and sending new plan sets.
- PA Small Water & Sewer Program – Manhaven Manor – Edgeboro & Farm Lane (0965.5.10.05) Contract with Rogele Inc. was executed at the August Council Meeting. CSD setting a preconstruction meeting and a project schedule.
- Gross Property Subdivision (0965.3.07.03) – At this time due to ongoing business-related items, the Gross Family cannot donate or sell the entire parcel. They did indicate that they will reach out when they are in a position to do so.
- 2025 CDBG – N Main St. ADA Ramps (0965.4.66.00) – Design is underway to prepare and submit a HOP package to PennDOT. Tiff and John to coordinate notices to the property owners that will be impacted.
- 2026 Roadway Maintenance (0965.4.01.60.00) – Project awarded in August to asphalt maintenance solutions for \$22,500. CSD is coordinating with Asphalt Maintenance Solutions to determine the start date of work.
- NEYCSA Sewer Work – Farhat is ready to being repairs on Farm Lane. Follow up needed regarding Gross Alley for the road closure.

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- Misc. Items/Grants – 107 Alder Ct. – The Borough and Engineer met with homeowners and inspected the pipe. There is some damage to the pipes, and the Public Works department will repair the damage seen in the first few feet of the pipe.
- CDBG Grant application cycle will be opening soon for 2027-2029 projects. The council needs to identify projects for the next application cycle.

XII. Solicitor's Report

- Manchester Borough residential waste and recycling hauling bid specs – When putting together an initial bid sheet it was noticed that in 2024 the number of pickups had changed. It was noted that there have been concerns expressed by citizens missing the second pick up during the summer months. There was discussion regarding the terms the council would like to see in the bid specs packet when provided for review. The solicitor will communicate with Mt. Wolf Borough for their desired changes and have a draft for review at the October council meeting.

XIII. Manager's Report

- Legislative Proposals – This file has been created on OneDrive for proposed updates to ordinances for meetings.
- Budget Idea's and Discussion Worksheet – Council is encouraged to submit budget ideas and concepts through the form provided in email. This will assist in preparing and prioritizing budget items. There was interest in a budget committee. Jeffrey Gewertz and Emily Mumma volunteered to be members of the budget committee starting in 2027.
- YCPC Municipal Official Homelessness – Council was provided with a letter of response from the York County Commissioners indicating the need for municipal members of support. If council has interest in joining the coalition, they are encouraged to reach out to the York County Commissioners directly.

XIV. Recreation & Park

- 2027 Rental Building Rate – A rental rate increase from \$150 per rental to \$200 per rental is recommended by the Borough Manager. The fee adjustment will be established to assist with the ongoing costs associated with the operation, maintenance, and upkeep of the recreational building.
 - **A motion was made by Emily Mumma to approve the rental building rate increase from \$150 a rental to \$200 a rental. Joseph Paniagua seconded the motion. The motion was approved by unanimous vote.**

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xv. Correspondence

- Klugh Animal Control Contract – The annual contract was submitted to council for their review, and action will be taken at a future council meeting.
- 2027 YCSPCA Animal Care & Housing Agreement - The annual agreement was submitted to council for their review, and action will be taken at a future council meeting.

xvi. Unfinished Business

- Employee Handbook Updates – A draft of redline changes was provided for review and discussion for the October council meeting. The redline changes include employee health benefits, terms of service, PTO and many other items for addition and consideration. The council should be prepared to submit any changes to the Borough Manager no later than Sept. 28, 2026.
- Per Capita Tax Repeal – Postponed until a future meeting.
- Manchester Borough Permitting Policy – Postponed until a future meeting.
- Commercial Permit Fee Schedule – Postponed until a future meeting.
- Removal of Crossing Guards Discussion and Receipt of Safety Concern Submission - A safety concern was submitted to the Borough regarding the crossing guards and the general disregard for traffic laws. YCRPD did run a targeted enforcement to assist with safety concern, and they felt that it was successful. NESD Solicitor did confirm that there was a prior written agreement between school district and Manchester Borough, however, was unable to produce the document. Solicitor Buechler will reach out to have further conversations with NESD Solicitor.
- Planning Commission Vacancy – Council members did ask different individuals but there was no interest in the position. The Solicitor recommended that a council member join the Planning Commission or look at entering an intermunicipal agreement with the York County Planning Commission for coverage.

xvii. New Business

- Ordinance 2026-03 – No Turn on Red – Motion to adopt
 - **A motion was made by Jeffrey Gewertz to adopt Ordinance 2026-03 No Turn on Red at SR0921/SR0181. Sonja Comegna seconded the motion. The motion was approved by unanimous vote. Roll call vote was conducted, with all Council members voting in favor.**
- UniFirst Contract Discussion – The Borough has experienced recurring concerns regarding the quality of services provided, as well as safety and reliability.

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- **A motion was made by Jeffrey Gewertz to enter into an agreement with Cintas and terminate the Borough's contract with UniFirst, including payment of the early termination fee. Ronald Gembic seconded the motion. The motion was approved by unanimous vote. Roll call vote was conducted, with all Council members voting in favor.**
- Consideration of Application for Seasonal Plow Driver
 - **A motion was made by Emily Mumma to approve the application of Walter Joseph Stewart as a seasonal plow driver at a starting rate of \$18/hr. Jeffrey Gewertz seconded the motion. The motion was approved by unanimous vote.**
- Consideration of Application for Back Up Crossing Guard
 - **A motion was made by Jeffrey Gewertz to deny the application of the backup crossing guard. Ronald Gembic seconded the motion. The motion was approved by unanimous vote.**
- Discussion to change the Maple/Hartman St. Intersection – Council Member Emily Mumma presented a proposal for Council's review outlining potential solutions to address safety concerns involving crossing guards and students at the Hartman Street and Maple Street location. Council Member Mumma proposed relocating the crossing guard from Hartman Street and Maple Street to Union Street. The proposed relocation is intended to provide a safer crossing location for students and crossing guards and to reduce potential conflicts and incidents associated with the school triplex traffic signal.
 - **A motion was made by Emily Mumma to authorize C.S. Davidson Inc. to assist the Borough with conversations with PennDOT regarding traffic calming and pedestrian improvements on Maple St (SR0921). Jeffrey Gewertz seconded the motion. The motion was approved by unanimous vote.**
- 2027 Street Excavation Forms – Approve/Reject
 - **A motion was made by Sonja Comegna to approve the updated street excavation documents. Jeffrey Gewertz seconded the motion. The motion was approved by unanimous vote.**
- Tax Assessment Appeal Notice - Solicitor Buechler reported that the Borough received notice that a property owner intends to appeal the assessed value of their property, asserting that the property should be assessed at a lower value. Solicitor Buechler explained that the Borough Council has the option to enter an appearance in the appeal and present evidence or arguments regarding the appropriate assessed value of the property. The Solicitor recommended that the Borough not

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incur the expense associated with participating in the appeal or presenting a position regarding the property's assessed value.

- Right to Know Request – Solicitor Buechler informed the Council that the Borough received a Right-to-Know request asking Borough Council members to complete and submit a form, which would require the creation of a new record or document. It was noted that the Borough is not required under the Right-to-Know Law to create a record that does not already exist. Based on guidance from CGA Law Firm, Council was advised to determine whether Council members would respond to the request. Following discussion, Council's decision was to not respond to the request.
- Penn Waste Increase Error - An email was received from Penn Waste advising the Borough of a billing error in which the quarterly rate increase was not included on the most recent invoices mailed to Manchester Borough residents.
 - **A motion was made by Jeffrey Gewertz to have Penn Waste issue supplemental invoices to residents for the \$8.16 quarterly increase that was omitted from the previous billing. Ronald Gembic seconded the motion. The motion was approved by unanimous vote.**

XVIII. There being no further business, the meeting was adjourned at 10:48 p.m. upon a motion by Ronald Gembic and Jeffrey Gewertz. The motion was approved by unanimous vote.

Drafted Meeting Minutes Signature

Submitted by:

Tiffany Mays

Borough Secretary

Date: October 12, 2026

These minutes are considered a draft and are subject to review and approval by Manchester Borough Council.