

# MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

September 08, 2025

- President Ronald Gembic called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance.
- Roll Call was performed by the Secretary

## **Council Members Present**

- Adam Bowman, Bradford Price, Judy Vance, Ronald Gembic, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, and Mayor Michael Goodling
  - Judy Vance made a motion to Adopt Resolution 2025-13 appointing Jeffrey Gewertz to fill the council member vacancy. Bradford Price seconded the motion, and the motion was carried unanimously.
  - The Oath of Office was given to Jeffrey Gewertz by Mayor Goodling.

## **Approve or Amend Minutes**

- A motion was made by Adam Bowman to approve August 11, 2025 council meeting minutes as drafted. Bradford Price seconded the motion, and the motion carried unanimously.

## **Public Attendance & Comments**

- George Winters asked how progress was moving forward with Wise Auto concerns. Tiffany Mays informed us that progress has is being made and the code enforcement officer is working with them to correct the violations. Mark Wilkins stated that he would like everyone to keep in mind that Wise Auto is a working business and has been in the Borough for a very long time.

## **Fire Services Report:**

- Chief Stevens reported 37 calls, 0 injuries, and \$368,000 in loss in East Manchester Twp. Sunday September 14<sup>th</sup> is Union Fire's rib and wing feed, and October 5<sup>th</sup> will be Union Fire's shrimp feed.

## **Treasurer's Report:**

- The treasurer report with balances of the accounts were reviewed for August 2025 and motions were made as follows:
  - A motion was made by Adam Bowman to approve the Treasurer's Report as presented. Bradford Price seconded the motion, and the motion carried unanimously.
  - A motion was made by Bradford Price to approve and pay bills as presented for August 2025. Judy Vance seconded the motion, and the motion carried unanimously.

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## **Public Works:**

- Monthly Report included in the council packets
- A motion was made by Bradford Price to approve the purchase of storm drain markers, but not to exceed \$1,400.00. The motion was seconded by Joseph Paniagua, and the motion was carried unanimously.

## **Mayor's Report:**

- Police report provided in the council packets
- Mayor Goodling announced that he may be moving out of the state and will provide notice if doing so.

## **Zoning, Codes, Permits, Concerns**

- Zoning and Permit reports were provided in the council packets.
- Enforcement underway for the following:
  - 111 Cooper St. safe occupancy concern
  - 19 S. Main St. – CCIS filed a citation with the MDJ after not receiving compliance.

## **Engineer's Report:**

- PA Small Water & Sewer Program (0965.5.10.04) Manhaven Stormwater Project
  - Adam Bowman made a motion to approve AFP #5 in the amount of \$4,105.00. Bradford Price seconded the motion, and the motion was carried unanimously.
- Street Maintenance (0965.4.01.59) – John Rea has been working to communicate with Shiloh Excavating. Russell Standard is planned to be in the Borough September 22. John Rea to follow up to confirm the schedule.
- Gross Property Subdivision (0965.3.07.03) – A draft of the plans has been completed, and copies have been provided the council packets. There was discussion regarding the current parcels that are owned by the Borough and combining them into one parcel. Currently, it is not desired by the council to combine the parcels. The plans will be taken to East Manchester Twp for approval. Solicitor Beth Kern requested C.S. Davidson to add the specific waivers being requested to the front page of the plan. The deed descriptions will be provided to Solicitor Beth Kern by John Rea and CGA Law will have the deed descriptions made.
- Sewer Work – NEYCSA is looking to put out a maintenance contract for sewer line repairs. John Rea will send information once they are finalized to show any work to take place in the Borough.
- MS4 Report – Is due Sept. 30, 2025. The MS4 report will be reviewed with Tiffany Mays and C.S. Davidson will submit the report on behalf of the Borough to the DCED.

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- TRG Proposal – Tiffany Mays reported that she did speak with TRG in starting the traffic study since school is now back in session. There was also a request for TRG to send information relating to a Green Light Go Grant.

## **Solicitors' Report:**

- Amended Developer's Agreement for Beshore & Koller Discussion. Rick Schaffner did review the agreement and brought the copy back to the Borough with his approval to move forward.
  - There was a motion made by Adam Bowman to approve the Amended Developer's Agreement for Beshore & Koller as presented. The motion was seconded by Larry Weirich, and the motion was carried unanimously.
- Solicitor Kern stated that Ordinance 2025-03 was advertised, and the council can proceed to take action on this Ordinance at this time if they wish.

## **Manager's Report:**

- Budget & Millage Rate discussions will be the focus of the October/November council meetings.
- MBIT VOIP Estimate #1028
  - A motion was made by Bradford Price to approve MBIT estimate #1028 as presented. Joseph Paniagua seconded the motion, and the motion was carried unanimously.
- 129 N. Main St. Shade Tree Permit Discussion – Shade Tree Permit has been revoked due to underground and/or overhead utility infrastructure and safe passage concerns. Solicitor Beth Kern recommended the council to make a motion to revoke the previously approved permit for the planting of a new shade tree per Chapter §137.13 of the Manchester Code.
  - A motion to revoke the previously approved Shade Tree Permit for 129 N. Main St. was made by Adam Bowman. Judy Vance seconded the motion, and the motion was carried unanimously.
  - A motion was made by Adam Bowman to draft a letter to the property owner informing the property owner of the revocation of the permit. Bradford Price seconded the motion, and the motion was carried unanimously.

## **Recreation Building & Community Park:**

- Wiley Landscape & Design Estimate #1028 Tree Removal for \$1,900.00 (park expense)
  - A motion as made by Adam Bowman to approve the Wiley Landscape & Design Estimate #1028 as presented. The motion was seconded by Bradford Price, and the motion was carried unanimously.

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- Jasmine Sastre Unpaid Recreation Building Damages – A final letter to Jasmine to obtain the cleaning fee will be sent by the Borough Manager. There will be further discussion on how to handle similar situations in the future.

## **Unfinished Business:**

- Ordinance 2025-03 to Amend Code Chapter 34, Police Department; Chapter 123, Solid Waste; and Chapter 44, Salaries of Elected Officials
  - A motion was made by Adam Bowman to adopt Ordinance 2025-03 as advertised. Bradford Price seconded the motion, and the motion was carried unanimously.
- Manchester Township 2026 Street Sweeping Discussion
  - A motion was made by Adam Bowman to approve Manchester Township for 2026 Street Sweeping to not exceed the cost of \$5,000. The motion was seconded by Judy Vance, and the motion was carried unanimously.
- Resolution 2025-14 Appointment of Jennifer Reiner as Treasurer and Assistant Secretary, and Tiffany Mays as Assistant Treasurer
  - A motion was made by Bradford Price to adopt Resolution 2025-14. The motion was seconded by Jeffrey Gewertz, and the motion was carried unanimously.
- Wiley Landscape & Design Estimate #1035.00 for Dauberton Retention Pond. (rec expense)
  - A motion was made by Bradford Price was made to approve Wiley Landscape & Design estimate #1035 as presented. Adam Bowman seconded the motion, and the motion was carried unanimously.

## **New Business:**

- Member's 1<sup>st</sup> Cash Management Discussion
  - A motion was made by Adam Bowman to approve the Borough Manager and Treasurer to use Member's 1<sup>st</sup> Cash Management online banking. Judy Vance seconded the motion, and the motion was carried unanimously.
- Rental Licensing and Registration Documents
  - A motion was made by Adam Bowman to approve the rental licensing and registration documents as presented. Judy Vance seconded the motion, and the motion was carried unanimously.
- Discussion regarding pay scale of Borough Employees for 2026 Budgeting. A PSAB will be provided to the council by the Borough Manager for future discussions.
- 2026 Klugh Animal Control Contract

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- A motion to sign and approve the 2026 Klugh Animal Control Contract was made by Adam Bowman. Larry Weirich seconded the motion, and the motion was carried unanimously.

***There being no further business, a motion for adjournment at 8:19 P.M. was made by Adam Bowman with a 2<sup>nd</sup> from Bradford Price. The motion carried unanimously.***