

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

September 09, 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
- 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 August 12, 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 39 calls, 0 FF injuries, 1 Civilian Injury, and \$5,099,802.00 in loss. The Rib BBQ was held on September 07, 2024. The upcoming Shrimp feed on October 06, 2024 is a sell out event this year. President Ronald Gembic asked Chief Stevens if the school district provides any funds to the fire company. Chief Stevens stated that it is not the practice of the school district to do so. Curtis Walters asked if the fire company would be interested in supporting the Borough in the crossing guard staffing issue. Chief Stevens informed that it would be hard for the fire company to do so as they will need to leave their post to respond to a call. Chief Stevens reported that Union Fire Co. is currently seeking tax relief funds for active fire fighters that reside in Manchester Borough and would like this to be placed on the October agenda for discussion.

Public Comments/Guests:

- Aconna Robinson is asking for a Borough exception for 2 extra parking passes for her residence on Campus Court totaling 4 instead of 2. Solicitor Beth Kern suggested to resolve the issues of making exceptions to have as many permits as requested and paid for, the Ordinance can be amended to remove the number of permits allowed per home. President Ronald Gembic asked for 142-54. Schedule XVI: Special Purpose Parking Zone to be placed on the next meetings agenda to address further.
 - Ryan Neely made a motion to approve the exception for 4 parking passes for 4 Campus Court. The motion was seconded by Mike Jackson and the motion carried.
- Marci Tinsley presented Savvy Citizen to the council. The council asked for time to think on the presentation provided and they will then provide a response.

Treasurer's Report: Wendy Snyder

- The balances of the accounts for August 2024 are as follows: General Checking Account (M & T Bank) starting balance is \$495,281.14. Receipts for the month of August 31, 2024 were \$90,037.25, and Disbursements were \$102,690.04 leaving a total of \$495,281.14 remaining. PLGIT General Account \$419.90, PLGIT/Reserve Account \$13,709.81, Reserve Account \$433,330.54, Liquid Fuel Account \$273,207.16, Retirement Escrow Account \$465.32, Recreation Fund \$19,578.09, M&T COVID Fund \$128,339.74 Members 1st Bank Money Market Account \$100,441.23.
- Total bills for the month of August 2024 including donations, and payroll thus far are \$65,785.79.

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- Adam Bowman made a motion to approve the August 2024 account balances as read and presented. Bradford Price seconded the motion, and the motion carried unanimously.
- Bradford Price made a motion to approve and pay the August 2024 bills as presented and read. Mike Jackson seconded the motion, and the motion carried unanimously.

Public Works: Curtis Walters

- Monthly report included in the council packets of completed work and upcoming planned work.
- New Garage Doors for bays 3 & 4 for the shop – 3 quotes were provided to council for their review. Curtis Walters stated he would like to ask the council to include allocation of some of the COVID ARPA funds for this project. Curtis explained that he would like to also start sourcing and putting together information to apply for a grant in 2025 for the shop building additions project. Treasurer Wendy Snyder stated that \$30,000 was previously allocated for the Backhoe however that project is no longer desired to be completed. Solicitor Beth Kern suggested that the council put together a list of what is remaining in the COVID ARPA funds with prior obligations and future projects to get a clear understanding at where the funds and projects currently stand.

Mayor's Report: Michael Goodling

- The police report was provided in council packets.
- Grants were not ready for submission in time and will not be applied for.
- The recreation committee will need to meet to dissolve the recreation commission. For the commission to do so they need to meet and agree to sell the property over to the Borough and to dissolve the recreation commission. Adam Bowman was appointed the Chairperson of the recreation commission.
 - Adam Bowman made a motion to authorize Solicitor Beth Kern to formally prepare a deed for the recreation commission. The motion was seconded by Joseph Paniagua and the motion carried.
- Mayor Goodling met with East Manchester Township and there were discussions regarding funding if needed for the recreation park. Mayor Goodling stated East Manchester Township needs to spend their recreation funds in a certain amount of time and would be willing to donate some of those funds from their park and recreation to our recreation funds.
- TMI – Funding from the TMI operations. Mayor Goodling is trying to gather more information on the three-mile island project and will inform at a future meeting.

Zoning, Codes, Permits, Concerns

- 5 permits were issued for August 2024
- Code enforcement is underway for the following properties. Detailed report in packets. Special attention for the properties of 350 Maple Street, and 111 Cooper Street for final violations with intent to prosecute.
 - A motion was made by Adam Bowman to authorize zoning officer Simon Schilling to proceed forward with citations and prosecution for 350 Maple Street. Bradford Price seconded the motion and the motion carried unanimously.
 - A motion was made by Adam Bowman to authorize zoning officer Simon Schilling to proceed forward with citations and prosecution for 111 Cooper Street. Bradford Price seconded the motion and the motion carried unanimously.

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Engineer's Report: John Rea

- 2024 Street Maintenance (0965.4.01.58) – H&H Excavating has completed the base repair and patching project. The total bill for their work is \$13,750.
 - A motion was made by Adam Bowman to approve payment to H&H Excavating. It was seconded by Bradford Price and the motion was carried unanimously.
- CDBG Main Street ADA Curb Ramps (0965.4.65.00) BMK Construction LLC was awarded the CDBG project. The contracts are available for signatures. President Ronald Gembic and Tiffany Mays will sign on the 13th of September. John Rea to schedule the CDBG meeting and let Tiffany Mays know.
- PA Small Water & Sewer Program (0965.5.10.04) – October 2024 is the timeline targeted for bid. John Rea stated that lining the 2 sections of the pipe for the lifespan would be beneficial to the Borough.
- Submitted Grants – Local Share Statewide (0965.9.60.03) Manchester Street repairs – awaiting results. The new round for the LSA grant is available for application if the Borough has an interest. There was discussion regarding parking lot paving for the Recreation Building and the Borough main office building.
 - A motion was made by Bradford Price authorizing C.S. Davidson Inc. to submit an LSA Grant on behalf of Manchester Borough for parking lot paving at the recreation center building. Adam Bowman seconded the motion, and the motion carried.
- MS4 report is due September 30, 2024. Jessica Fieldhouse will be completing the required report for Manchester Borough this year and has provided Tiffany Mays with links for necessary training for future report submissions.
- H.O.P Waiver Discussion - In working with the utilities to identify, consolidate, and close out the open road permits to date, a tabulated sheet was put together to show what permits are currently open and what will be collected and the waiver of the degradation if council would choose to do so. They have repaved many of the roadways due to the amount of trenching and digging on those specific roads. John Rea suggested collecting the smaller fees to make them up to date and compliant, and close out all the old permits. John Rea and Tiffany Mays are asking for the council's approval for a degradation waiver totaling \$8,766.00.
 - A motion was made by Bradford Price to waive the degradation fees as presented. Mike Jackson seconded the motion, and the motion was carried unanimously.

Solicitor's Report: Beth Kern

- Rental property maintenance ordinance discussion is postponed until the October 2024 council meeting.
- Proposed recreational burning ordinance discussion – Solicitor Beth Kern provided copies of the drafted proposed ordinance that would amend Chapter 85 of the Manchester Borough Code as well as the current Chapter 85 code for the council's review. The council and the fire chief will review and provide commentary at the October 2024 council meeting.
- Facilities Use Agreement with the Boy Scouts – Tiffany Mays to reach out to Kevin Mather for further discussions.
- Discussion was had on the ownership of the recreation building on Liverpool St. Currently Manchester Borough leases the building from the Manchester Athletic Association. This item will be moved to the October council meeting for further discussion.

President's Report: Ronald Gembic

- Will be changed to Manager's Report for future meetings

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Recreation Center:

- Moved to October 2024 Council meeting as previously discussed.
- Recreation Deposit Fees – The current process is to hold the date of interest for 7 days to allow payment of the deposit. However, this is causing lost revenue as the deposits are then not paid. Tiffany Mays suggested having a 48 hour hold on the date for deposit and no longer.
 - A motion was made by Mike Jackson to allow the deposit payment to be moved to 48 hours rather than 7 days. The motion was seconded by Ryan Neely and the motion was carried unanimously.

Unfinished Business

- Animal Ordinance Discussion has been postponed until a future council meeting.
- Forklift discussion of sale
 - A motion was made by Adam Bowman for the sale of the Forklift. The motion was seconded by Ryan Neely and the motion was carried unanimously.
- 2005 GMC Update – Currently the winning bid is \$6,900. There are 8 more days left on the auction on Municibid.

New Business

- Security @ Main Borough Office Building – Quotes were provided to the council for their review. Markle Security was the lowest bidder at \$17,388.41. The current camera's hard drive has failed and is not working.
 - A motion was made by Ryan Neely to approve the quote for Markle Security for a total cost of \$17,388.41 using ARPA Funds. The motion was seconded by Mike Jackson and the motion was carried unanimously.
- Personnel Matters
 - Kristal Rogers has submitted her resignation from cleaning the Recreation Center.
 - A motion was made by Adam Bowman to accept the resignation of Kristal Rogers. It was seconded by Mike Jackson and the motion was carried unanimously.
 - Elected official employment – There was discussion regarding elected officials working for Manchester Borough. A drafted copy of Resolution 2024-13 was presented to the council. Any official currently receiving compensation outside of their Borough elected official compensation should abstain from the vote.
 - A motion was made by Joseph Paniagua to adopt Resolution 2024-13 adopting policies related to Borough employment of elected officials. It was seconded by Ryan Neely. A vote was performed and carried per the votes shown below.
 - Adam Bowman – Abstained
 - Mike Jackson – Yes
 - Bradford Price – Abstained
 - Ryan Neely – Yes
 - Ronald Gembic – Yes
 - Larry Weirich – Yes
 - Joseph Paniagua – Yes
 - Road Master to Public Works Supervisor change discussion
 - A motion was made by Ryan Neely to change the Road Master title to Public Work Supervisor. It was seconded by Mike Jackson and the motion was carried unanimously.

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- Public Works Supervisor Job Description
 - A motion was made by Ryan Neely to approve the drafted Public Works Supervisor job description. It was seconded by Mike Jackson and the motion was carried unanimously.
- Road Crew to Public Works title change discussion
 - A motion was made by Ryan Neely to change the Road Master title to Public Work title. It was seconded by Mike Jackson and the motion was carried unanimously.
- Public Works Job Description
 - A motion was made by Ryan Neely to approve the drafted Public Works job description. It was seconded by Mike Jackson and the motion was carried unanimously.
- PSAB Training for Borough Manager – Request for Budget and Finance Training for a cost of \$195.
 - A motion was made by Bradford Price to approve the training for the Borough Manager for a cost of \$195. The motion was seconded by Mike Jackson and the motion was carried unanimously.
- Borough Small Value Property Sale Procedures Discussion – Anytime the Borough desires to sell its property the Borough Council is required by Resolution the sale of that property. If the property has a fair market value of less than \$2,000 the Borough can dispose of the property without formal approval and Resolution as long as a Resolution laying out the procedure for Small Value Items. Solicitor Beth Kern to draft the Small Value Property Resolution for the October council meeting.
- Borough Property Purchases, Equipment and Facilities Use Policy – A draft of Resolution 2024-14 was provided by Solicitor Beth Kern. This will provide clarification to Borough employees on the use of Borough property, facilities and to be used for Borough business only. The update to the comes because of the appointment of the Borough Manager and the powers and duties authorized by the council.
 - A motion was made by Ryan Neely to adopt Resolution 2024-14 adopting a revised Borough purchases, property, and equipment and facilities use policy. The motion was seconded by Mike Jackson and the motion was carried unanimously.

There being no further business a motion for adjournment was made at 9:46 P.M. by Adam Bowman 2nd by Ryan Neely, and the motion was carried unanimously.