

Town of Manchester  
February 18, 2025

The Mayor and Council of the Town of Manchester met in person on the above date. Those in attendance were Mayor Smith, Ryan Nazelrod, Jenn Miller, Chris Cuneo, Steve Miller, Chief Hess and Kelly Baldwin.

The Pledge of Allegiance was recited.

Mr. Cuneo made a motion to approve January 14, 2025, minutes as printed. Mr. Nazelrod seconded the motion. The motion passed unanimously. Mr. Nazelrod made a motion to receive the November 2024 Treasurer's Report. Ms. Miller seconded the motion. The motion passed unanimously. Ms. Miller made a motion to receive the December 2024 Treasurer's Report. Mr. Nazelrod seconded the motion. Mr. Cuneo made a motion to receive the January 2025 Check Register. Ms. Miller seconded the motion. The motion passed unanimously.

Mayor Smith asked for approval to appoint several people to various boards. Ms. Miller made a motion to approve Marianne Warehime and Sue Myers to the Board of Supervisors of Elections. Mr. Cuneo seconded the motion. The motion passed unanimously. Both members were sworn in by Mayor Smith.

Ms. Miller made a motion to approve Karen Nott and Lorraine Thomas to the Ethics Board. Mr. Cuneo seconded the motion. The motion passed unanimously. Both members were sworn in by Mayor Smith.

Mr. Nazelrod made a motion to approve Shane Thomas to the Board of Zoning Appeals. Ms. Miller seconded the motion. The motion passed unanimously. Mr. Thomas was sworn in by Mayor Smith.

Mayor Smith introduced Matt Leister as her choice for the position of Town Administrator. Ms. Miller made a motion to approve the appointment of Matt Leister as Town Administrator. Mr. Nazelrod seconded the motion. The motion passed unanimously. Mr. Leister was sworn in as the new Town Administrator.

Mayor Smith read the monthly Mayor's Report. There will be an FY26 Budget work session on February 26<sup>th</sup> at 6:30pm. Applications are available either online or at the Town Office for 2 scholarships – Charlotte B. Collett Memorial Scholarship and the Carroll County Chapter of the MML Scholarship. Hughes Trash will start collecting yard waste on Wednesday, April 9<sup>th</sup> and will continue through December 17<sup>th</sup>. There are 3 Council positions up for election to be held on Tuesday, May 20, 2025. Nominations are due Monday, April 7<sup>th</sup> at 8pm. More information is available online at [www.manchestermnd.gov](http://www.manchestermnd.gov). Bulk trash pick up is April 16<sup>th</sup> and brush pick up by Town staff will be Thursday, April 24<sup>th</sup>.

Mr. Miller gave the Town Administrator's report and the Public Works report. Mr. Miller congratulated Mr. Leister on becoming the new Town Administrator. The WWTP ENR Upgrade Design project is 60% complete. The 90% completion is due March 28<sup>th</sup>. PFAS Engineering proposals are due March 10<sup>th</sup>. Staff is going to meet with representatives from Charlotte's Quest Nature Center to discuss upcoming projects on March 13<sup>th</sup>. The Town finalized negotiations for the Post Office lease and lowered the Leasing Company's commission from \$9,300 to \$1,500. The annual rental income will increase from \$41,796 to \$54,355 for five years once the lease expires in May 2026.

Mr. Miller drafted an Administrative Policy relating to managing volunteer projects within the Town's parkland. Ms. Miller made a motion to approve the policy as submitted. Mr. Nazelrod seconded the motion. The motion passed unanimously.

Staff investigated the efficacy of the current dataloggers that detect water leaks. It was decided that we would perform a pilot program of 6 Gutermann data-loggers. Based on the results, staff recommends purchasing 21. Mr. Cuneo made a motion to approve the purchase of 21 Gutermann dataloggers from Exeter Supply in the amount of \$37,315. Ms. Miller seconded the motion. The motion passed unanimously.

Chief Hess gave his monthly Police Report. Fentanyl overdoses are on the rise.

The Town received proposals for a total replacement of the effluent pumping station at the WWTP. This will be funded with remaining sewer ARPA monies. Ms. Miller made a motion to approve the bid from Fluid Solutions in the amount of \$194,946. Mr. Pacelli seconded the motion. The motion passed unanimously.

Ms. Miller made a motion to approve the bid from All American Services, Inc. to replace the Fill Line Piping in York Street Water Tower in the amount of \$102,000. Mr. Cuneo seconded the motion. The motion passed unanimously.

Justin Otto and Bethany Fish, representatives of the NCRC, approached the Mayor and Council regarding a grant to purchase a new shed for the Football program. Discussion followed as to the proposed location next to the existing concession stand building. Mr. Nazelrod made a motion to support NCRC and their bid for a new shed contingent upon approval of the location from the Town. Mr. Cuneo seconded the motion. The motion passed unanimously.

Mayor Smith introduced Ordinance No. 263 regarding the sale of the parking lot behind Spargo's consisting of .22 acres to Mr. Randhawa for \$25,000. There will be a public hearing on April 8, 2025 at 7pm.

Ms. Susan Ross, 3058 Westminster Street, received a letter from the Town stating she had to remove the chickens from her residence since it was against Town Code. Ms. Ross requested an exemption from this rule. Discussion followed. Mayor Smith gave Ms. Ross a 30 day extension from the date of the letter to remove the chickens from the property.

Council members gave committee reports.

Ms. Miller made a motion to adjourn the general session. Mr. Cuneo seconded the motion. The motion passed unanimously. The meeting adjourned at 7:55pm.

Respectfully submitted, Kelly J. Baldwin