

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – January 15, 2020**

The Manor Borough Council held its monthly business meeting on Wednesday, January 15, 2020 at 7:05 P.M., in the Manor Borough Building.

Roll Call of Attendance:

(Present)	Bruce Hartman, President Dave Gongaware Jim Vacha Mike Matrisch, Mayor Ed Antonacci, Engineer	Dawn Lynn, Vice President Christine Marchand Brian Woy John Campfield, Solicitor Mike Radakovich, Tax Collector
(Absent)	Ralph Hensell Jason Krainbucher, Zoning Office	George Valmassoni, Chief of Police

**Minutes** – A motion “to accept the minutes of the Reorganization meeting held on January 6, 2020, as read” was made by Mr. Gongaware, and seconded by Mr. Vacha. The motion carried unanimously.

Mr. Hartman noted that Council went out of order into Executive Session at 6:37 P.M. for personnel matters and matters of potential litigation. Council exited Executive Session at 7:05 P.M.

**Public Comment on Agenda Items** – None.

**Mayor’s Report** (Mr. Matrisch) – The Mayor reported Justin Hall is a full-time police officer effective January 6, 2020.

**Solicitor's Report** (Mr. Campfield) – None.

**Engineer's Report** (Mr. Antonacci) – None.

**Planning & Zoning Officer’s Report** (Mr. Krainbucher) – None.

**Borough Manager’s Report** (Mr. Lapia) – A letter from Westmoreland County Planning was forwarded to Council regarding the Reimaging Westmoreland County Comprehensive Plan and asking for support by adopting a Resolution. The Growing Greener Grant was submitted by the Conservation District on the Borough’s behalf for the Borough’s parking lot project. Results are not expected until late 2020. The second year of the solid waste bid is up March 31, 2020, at which time the Borough continues with Advanced Disposal with the third optional year.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of December 2019, as prepared” was made by Ms. Lynn and seconded by Mr. Woy. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector’s report for the month of December 2019, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously.

Mr. Lapia noted Rebecca Berger’s term expired on the Zoning Hearing Board and does not wish to be reappointed. There is now a vacancy to be filled.

**Committee Reports**

- **Building & Properties** – None.
- **Community Betterment** – None.

- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – The Planning Commission will meet Monday, January 20, 2020.
- **Public Safety** – Mr. Woy noted the committee plans to meet with the Manor VFD and the Police on January 21, 2020 at 3:30 P.M. and 6:30 P.M. respectively. Mr. Woy completed the EMC paperwork for him to take over as Director and submitted it to the County for approval. From there the paperwork goes to the Governor. Mr. Woy also noted he received a list of officer and drivers for the Manor VFD. When the work was being done for the Bushy Run Interceptor Sewage Line along the Sandy Hill Road lot, the trees were removed and brush was cleaned up. Without the vegetative barrier, a vehicle could possibly drive over or drift over the hill into the creek bed, therefore a traffic control barrier is required. This resulting in the lot to be closed until a traffic control barrier can be installed. Mr. Hartman questioned why the sewage authority isn't installing a guide rail since they cleared the vegetation away. Mr. Lapia explained the dead brush was cleared away and the creek bed was lined with rock. The Borough received MS4 credits for the improvements for pollution reduction plan with the DEP. Mr. Vacha asked about lining the area with large boulders, but there is no place in the Borough with excessive boulders for use. Mr. Lapia cautioned regarding the use of tree stumps and boulders due to liability issues. Mr. Lapia received 2 quotes for guiderail. Mr. Gongaware motioned to go with a guiderail from PennLine. Seconded by Mr. Woy, the motion carried unanimously.

Mr. Woy asked about playground renovations and encouraged council to move forward on this project. Capital Planning needs to continue with this. Mr. Lapia encouraged the committee to include Linda Bires of PTARC for assistance with funding. He sent the committee several playground designs last year. He also met with playground suppliers and Manor Public Works to determine the best place to put the playground is between the basketball court and the skate park, but further back towards the hillside. This area does not flood. Capital Planning plans to meet January 20, 2020.

#### **Unfinished Business**

- Consideration “to adopt Ordinance 586-20-01 Establishing Access Drive Provisions.” Ms. Lynn motioned to adopt Ordinance 586-20-02 Establishing Access Drive Provisions. Seconded by Mr. Vacha the motion carried unanimously.

#### **New Business**

- Discussion on Council Meeting Procedures. Mr. Hartman wanted to address two items. The first being Citizen Comment time limits to prevent people from repeating themselves. Ms. Lynn suggested a 3 minute limit. Mr. Campfield suggested written rules to comply with the Sunshine Act. Mr. Lapia researched the Ordinances and Resolutions and did not find anything to suggest prior Councils adopted any meeting rules or regulations. Mr. Woy suggested the Council President, Vice President and President Pro-Tem meet to draft rules to follow during Council meetings, to which Mr. Hartman agreed.
- Consideration “to approve Resolution 2020-01 appointing Dana Rhodes to the Recreation Board.” Ms. Lynn motioned to approve Resolution 2020-01 appointing Dana Rhodes to the Manor Recreation Board. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to authorize Borough Engineer to bid street paving project for 2020.” Ms. Marchand motioned to authorize the Borough Engineer to go out for bid for the 2020 street paving project, which will be the paving of Manor View Drive. The bids will be due February 18, 2020 at 1:00 P.M. to be opened at 1:15 P.M. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to advertise ordinance amending the Police Pension Plan.” Mr. Gongaware motioned to advertise the ordinance amending the Police Pension Plan. Seconded by Ms. Lynn, the motion carried unanimously.

- Consideration “to approve Resolution 2020-02 appointing Jeff Hermann to the Planning Commission.” Ms. Lynn motioned to approve Resolution 2020-02 re-appointing Jeff Herman to the Planning Commission. Seconded by Mr. Woy, the motion carried unanimously.

**Correspondence**

None

**Payment of Bills** – A motion “to approve payment of the bills as of January 15, 2020, as presented” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

Mr. Vacha motioned to go back into Executive Session for personnel matter and matters of potential litigation. Seconded by Ms. Lynn, the motion carried unanimously at 7:39 P.M.

Ms. Lynn motioned to return to regular session. Seconded by Mr. Woy, the motion carried unanimously at 8:05 P.M.

**Citizen Comments** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously. The meeting adjourned at 8:06 P.M.

Joseph N. Lapia  
Borough Manager