

**MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – January 18, 2023**

1. **CALL TO ORDER** – Council President Mr. Tony Gockel called the Council Meeting to Order at 7:00 P.M. on January 18, 2023, in the Manor Community Room and led the
2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL** of Attendance

(Present)	Tony Gockel, President	Dawn Lynn, Vice-President
	Chuck Charrie	Dave Gongaware
	Terry Nemitz	Jim Vacha
	Ed Malinoski, Mayor	Chelsea Dice, Solicitor
	George Valmassoni, Chief of Police	Mike Radakovich, Tax Collector
(Absent)	Christine Marchand	Ed Antonacci, Engineer
	Jason Krainbucher, Zoning Office	

4. **APPROVAL OF THE MINUTES** for the meeting on December 21, 2022 – A motion “to accept the minutes of the meeting held December 21, 2022” was made by Mr. Vacha, and seconded by Mr. Nemitz. The motion passed by majority. Mr. Gongaware voted “No.”

5. **PUBLIC COMMENT – AGENDA ITEMS ONLY**

Pat Smith of Manor, questioned the public nuisance ordinance, is it being used, and she is seeking an update from her photos taken in August. Mr. Charrie reported he met with the mayor and the Officer doing Code Enforcement on 1/11/2023. He saw the paperwork and citations issued. Branches are being cleaned up in the Borough, but there are bigger issues that require citations. Mr. Charrie went on to say Code Enforcement efforts started 4 months ago after a 5-year absence. The Borough Manager and the Solicitor clarified the Property Maintenance Ordinance is #511 and the Nuisance Property Ordinance is #512, or Chapter 5 off the Borough’s web page, eCode 360 link for the Property Maintenance Ordinance and Chapter 10 for the Nuisance Property Maintenance. Mr. Nemitz advised about a Citizen’s Concern complaint form on the Borough’s web page that people can fill out and return to the Borough Office. The Solicitor advised the process to clean up a property can take up to 90 days depending upon the severity of the problem.

Tyler Gnesda of Manor, is the chairman of the Planning Commission and he supports a new Borough message sign at the intersection of State Route 993 and Main Street. He pointed out the old sign is outdated and needs replaced. He stated he is willing to spearhead a new sign with everyone’s help and financial support. A double-sided digital sign 4 feet by 8 feet costs \$30,000+. He suggested using American Rescue Fund money for the sign. The new sign needs to be in a high traffic area for getting information out about the Borough and Borough functions. Mr. Gnesda will forward his price quotes to the Borough office. Mr. Lapia reminded that digital signs, per the Borough Zoning, can only be in an area designated as Central Business District. Mr. Charrie stated a lot of time needs to be placed on this for design, location, and installation, and suggests a budget be created for consideration. Mr. Lapia advised the project will likely require a formal bid, due to the expense and suggested using a COSTARS vendor. Mr. Gongaware asked about the Railroad owning the property where the current sign is. Mr. Lapia noted there is a PennDOT Right of Way there and a

Railroad Right of Way and technically, the property between the right of ways is not owned by anyone. Since the water company recently did work in that area, Mr. Lapia offered to reach out to MAWC to see if they knew where the right of ways were. President Gockel deferred discussion to later on in the meeting per the agenda.

6. **MAYOR'S REPORT** – Mayor Malinoski reported a fundraising Cornhole Tournament is scheduled for February 18, 2023 at the Manor Legion. The Manor Community Day Planning Committee met to finalize a letter going to all businesses and non-profits for involvement. The Mayor met with the Public Safety Committee to discuss issues at the police station. Many items will be taken care of, a few will not due to restrictions. He is asking for a crosswalk on Route 993 by the Legion. Mr. Lapia noted the previous crosswalk was not used. PennDOT allowed the Borough to put a crosswalk on the other side of Mill Street, at the Manor Valley Plaza due to sight distance required after coming out of the tunnel. The Mayor consulted with the Solicitor and is taking action in regards to the derelict property at 198 Oak Street through Code Enforcement. He then presented Council with the monthly police report, code enforcement report and magistrate report.
7. **SOLICITOR'S REPORT** - None.
8. **ENGINEER'S REPORT** – The Engineer forwarded a letter concerning the 2023 Street Paving, which will be discussed later in the meeting.
9. **ZONING OFFICER'S REPORT** – None.
10. **BOROUGH MANAGER'S REPORT** – Mr. Lapia handed out the Statement of Financial Interest to Council for 2022. He is waiting for more information from the Insurance Carrier regarding SWIF renewal for the VFD's Worker's Compensation. The Borough has been notified the rate has increased by over \$3,800, and that line item will be over budget this year. The increase did not factor in any premium adjustment.
11. **TREASURER'S REPORT** – Mr. Gongaware motioned to approve the Treasurer's Report for the Month of December 2022. Seconded by Ms. Lynn. The motion carried unanimously.
12. **TAX COLLECTOR'S REPORT** – Ms. Lynn motioned to approve the Tax Collector's Report for the month of December 2022. Seconded by Mr. Gongaware the motion carried unanimously.
13. **COMMITTEE REPORTS**
 - a. Building & Properties (Ms. Lynn) – None.
 - b. Community Betterment & Environment (Mr. Gongaware) – None.
 - c. Finance (Mr. Vacha) – None.
 - d. Personnel & Administration (Mr. Vacha) – None.
 - e. Planning & Zoning (Mr. Charrie) – There is some confusion with the SALDO review regarding which role each attorney was going to play. Attorney Falatovich will start writing the updates and Solicitor Dice will handle the review. Once agreed, they will submit to the Manor Planning Commission for review. Mr. Lapia inquired about Engineer review. Mr. Charrie indicated he wanted the attorneys to make that decision. Solicitor Dice indicated the Engineer or the Zoning Officer will be involved at the appropriate time for review. Regarding the Planning Commission and the development at Commercial Court, which is occupying a

property in Manor Borough, preliminary approval has been given and a letter will go out. The Borough Zoning map needs changed and issues need to be resolved. It is hoped a final review will take place in February. The trailer at 35 Third Street has been removed. The family is supposed to meet to decide the fate of the other trailer at 36 Third Street. Mr. Charrie scheduled a non-government meeting 1/17-2023 calling people together to address things. At issue, the 4 Paws Veterinarian front parking lot regarding no parking in the front parking lot. It was explained the veterinarian had to spend more money on engineering to provide an ADA compliant parking space in the front lot. They chose not to do so. Mr. Charrie stated the cones and blocked off parking lot looks bad. After discussion with the Building Inspector, Mr. Charrie came up with a solution by combining the 2 parking lots to create a driveway to solve the elevation issue for a handicapped entrance. Mr. Lapia cautioned if the stone becomes compacted and impervious then it creates the need for a stormwater permit.

- f. Public Safety & Maintenance (Mr. Gongaware) – Met with the Mayor and the Chief regarding requests for the Police Department. Mr. Gongaware noted the lack of new VFD volunteers and commented North Huntington Township offers a tax credit program for volunteer firefighters: \$500 credit on income tax and a 20% discount on municipal real estate. Manor VFD has 37 firefighters and speculates 30 live in the Borough. Mr. Gongaware would like Council to consider this.

14. OLD BUSINESS

- a. Updating the Borough message sign. Continuing from discussion earlier in the meeting, the question arose as to who owns the property where the current sign resides. Mr. Gongaware asked if the property could be researched. Mr. Lapia contacted WWMA, but they do not have a record on their maps as to who owns the property. MAWC Engineering did work on the property recently and might know. Mr. Nemitz asked about the sign wiring for communication and Mr. Gnesda stated it was wireless. Mr. Charrie motioned to table the subject until the February meeting until more information can be obtained. Seconded by Mr. Nemitz, the motion carried unanimously.
- b. 2023 Street Paving Project. The Borough Engineer, in his absence, submitted a letter for the recommended streets to be paved along with the estimated cost. The plan is to bid Fairview (from Longview Dr. to Sandy Hill Rd), Longview (from Fairview Dr. to cul-de-sac), and Orchard Dr. (cul-de-sac) as the base bid with lower Orchard (from Chestnut Dr to SR 993) and Chestnut as an alternate. He recommends getting the bids out sooner than later for more bids and more competitive pricing. Mr. Charrie commented on the 2022 paving program and commented not all of Harding Street was paved. Mr. Lapia noted the Engineering specifications included partial Harding Street and not the entire street. Mr. Charrie argued he motioned to pave entire streets not partial. He then suggested if budget money is tight for paving, then to pave partial streets instead of the whole street to take care of the bad areas. The Borough has \$225,000 budgeted for paving. Mr. Nemitz asked about Rowe Road. Mr. Lapia stated the Borough as applied for a Dirt and Low Volume Road Grant to fix a section of Rowe Road, but the County will inform the Borough in February as to whether it will be granted and for how much. Prior to repaving that section, the water drainage issue has to be rectified. Mr. Charrie motioned to accept the Borough Engineer's recommendation and prepare a Bid package for 2023. Seconded by Mr. Gongaware, the motion carried unanimously.

15. NEW BUSINESS

- a. Updates to the Police Station. After the committee meeting, Mr. Lapia started some of the improvements, and is waiting to hear back for pricing. Some of the minor repairs have already been made. The Mayor went to Sam's Club for price quotes on cameras. The 8 camera options from Sam's Club are Wifi cameras at a cost of \$599 per set or wired cameras at a cost of \$899 per set. Also being looked at is an electronic keypad door lock system on the door. Mr. Charrie offered to repurpose one of the time locks he purchased for the park restroom. Major building repairs are on hold. A Chief's Office is being created, with 3 desks removed. The Janitor is now cleaning the police station twice a week. Public Works debris and stored items have been removed or will be removed soon. In addition, painting and cleaning to the exterior and interior is scheduled as well as better lighting.
- b. Update on blighted properties. This was discussed earlier in the meeting and no one had anything to add. Mr. Charrie brought up the County's study on blight assessment for a fee, but Council made no action to pursue.

16. CORRESPONDENCE

- a. Email from Division on Addictions asking for a link to their organization on the Borough's web page.

17. APPROVAL TO PAY BILLS – Mr. Gongaware motioned to pay the bills as of January 18, 2023. Seconded by Ms. Lynn, the motion carried unanimously.

18. EXECUTIVE SESSION – Ms. Lynn motioned to go into Executive Session. Seconded by Mr. Nemitz, the motion carried unanimously at 8:17 P.M. Ms. Lynn motioned to return to the Council Meeting. Seconded by Mr. Nemitz, the motion carried unanimously at 8:51 P.M. Potential Litigation and Personnel matters was discussed.

19. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet)

Jean Antoline of Jeannette, representing the Manor Public Library, presented a letter to council from the Library Trustees regarding the Manor Public Library's lease. They are concerned about the discussion with the Mayor regarding their relocating. The Library feels it is not in the best interest to relocate and that they are an asset to the Borough serving a wide age range. The Mayor stated he never asked Council to terminate the Library's lease. He did present options to Council regarding the police department but stated he had no intention of forcing the Library out of its current location. He was looking for a viable option for the police department in case the present building could not be repaired. Mr. Charrie stated he's been vocal about it as the Police are responsible for the citizens in the Borough and people coming and going through the Borough. He continued saying libraries are getting beat up due to the Internet and people can access books and research online. Mr. Charrie also said he donated shelving to the library. As he was building the Library space, the Library said they did not want to be controlled by government and opted not to move into the library space. The Borough set up their own library at considerable tax payer expense. Initially the building plans did not include the current Library space, which was an afterthought. He stated the Mayor and the Council Committee searched for a way to have a library and a police department in a safe environment, and looked at a variety of options and scenarios. Most municipalities have their Borough office and police department in the same location. Manor Librarian Ms. Capasso spoke up and said she felt she was taken

off guard by the Mayor's comments and his wishes to discuss the Library relocating at an impromptu meeting. She felt there was no viable option for them to relocate elsewhere, and none was given. President Gockel intervened and explained the meeting was meant to open a discussion and to gather ideas. The Mayor stated a lot of information was misconstrued, partially due to a newspaper article. Ms. Capasso stated if the Police Station isn't safe for the Police then how is it safe for the library, plus there isn't enough parking. Mr. Charrie stated there is a way for this to work out without the tax payers spending a lot of money. Council wants to help, not just throw the Library out of the space. We need to figure out what both sides need and solve both issues for the Police and the Library. The Landlord is the taxpayer. Council doesn't know how the Library is funded, or know what its needs are. After discussion, Mr. Vacha interjected the discussion is premature, the topic has not been presented to Council for voting and is unlikely to happen for several months. The Library reiterated they are an asset to the Borough. Mr. Gongaware commented the Library has his full support.

20. MOTION TO ADJOURN - There being no business to discuss, a motion "to adjourn the meeting" was made by Mr. Nemitz and was seconded by Ms. Lynn. The motion carried unanimously. The meeting adjourned at 9:25 P.M.

Joseph N. Lapia
Borough Manager