

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – January 20, 2016

The Manor Borough Council held its monthly business meeting on Wednesday, January 20, 2016 at 7:00 P.M. in the Manor Borough Building.

Council President, Mr. Brian Woy, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Brian Woy, President	Mike Matrisch, Vice President
	Steve Ira	Dawn Lynn
	Christine Marchand	Mike Matrisch
	Terry Nemitz	Jeremy Dixon, Mayor (arrived 7:18 PM)
	Ed Antonacci, Engineer	John Campfield, Solicitor
	Mike Radakovich, Tax Collector	
(Absent)	Edwin Howley, Planning & Zoning Office	George Valmassoni, Chief of Police

Minutes – A motion “to accept the minutes of the meeting held on January 4, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Nemitz. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – Mr. Dixon noted the Borough’s Code Enforcement Officer is in place and taking care of a backlog of complaints.

Solicitor’s Report (Mr. Campfield) – None.

Engineer’s Report (Mr. Antonacci) – None.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia noted the Community Room renovations are moving along. The Restroom tile has been installed and the room has been painted. The flooring will be installed the last week of January. The room should be completed by the Ash Wednesday fish fry. Mr. Woy acknowledged the Public Works department for their work with the renovations.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of December 2015, as prepared” was made by Ms. Lynn and seconded by Mr. Matrisch. Motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of December 2015, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Ms. Lynn. Motion carried unanimously.

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – In Mr. Hartman’s absence, Mr. Woy reported he has been in communication with Linda Bires of PTARC regarding the possibility of getting in on some DCED Grants with Penn Township and Trafford Borough for some small projects. Mr. Woy sees a need to repair the playground area for the “bigger children”. Mr. Lapia feels it may be too

late to do any grant proposals this year, also echoed by Mr. Antonacci, due to the amount of paperwork and planning involved, but 2017 may be a better year to try for a grant. Mr. Woy will get with Mr. Hartman and Ms. Bires for more details.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – Ms. Lynn noted there will be a meeting Monday, January 25th 2016 at 7:00 PM in the Manor Community Room. On the agenda is reorganization and updates to the SALDO.

Public Safety (Mr. Woy) – Mr. Woy noted the Manor Police Department is using the Nixle notification system regarding recent thefts. Mr. Woy reminded residents to lock their house doors and car doors to deter theft. Ms. Lynn also commented that the Police Department was quick to respond regarding suspicious person running through her neighborhood.

Public Works (Mr. Matrisch) – The Borough's 1-Ton truck broke and has since been repaired. The crew is now working a 6:00 AM to 2:00 PM shift to get a jump start on the roads during inclement weather for the school buses. Regarding the Community Room, Mr. Matrisch suggested Council consider placing the tables and chairs in a corner and possibly enclosing them so they will be out of sight during events or when not needed.

Unfinished Business

- Discussion on appointing a Fire Marshall. There was a discussion between Mr. Campfield and Council in the form of a letter. Mr. Campfield could find nothing in the Borough Code or in the Borough Ordinances specifying the appointment of a Fire Marshall. Mr. Dixon noted the Fire Marshall generally denotes someone who does pre-fire activity like inspections and making sure the environment is up to code. Mr. Lapia's research noted the history of Fire Marshall in Manor Borough is not clearly defined or described. Mr. Woy noted he is not in favor of open burning in the Borough considering the proximity of the homes. Mr. Nemitz read correspondence from the county that states there is no county Fire Marshall and such matters are handled by the State Police and local fire departments, as needed. Their definition of "fire marshall" is quite different from the position the Borough is trying to fill. For the Borough's purposes Ms. Lynn motioned to appoint Terry Nemitz as Authorized Official (per the Manor Borough Burn Ordinance) to issue burn permits. Mr. Matrisch seconded. The motion carried unanimously.
- Discussion on Borough Property at the bottom of Sandy Hill Road. Correspondence was distributed from the insurance company. Mr. Lapia noted PennDOT requires an HOP (Highway Occupancy Permit) as traffic frequently enters and exits the lot from state maintained roads. Most of the traffic in and out of the lot is on the weekends. Mr. Woy stated there were three possible options. The three options are: Sell the property, Keep the property and rope it off, or Keep the property and post limited use. The property is mostly used for equipment staging, fundraising and parking. Options are limited for developing the property. Mr. Matrisch motioned to keep the lot and post "Private Property – No Trespassing" signs on the Sandy Hill Lot. Mr. Nemitz seconded the motion. The motion carried unanimously.

Then, Mr. Matrisch motioned for the Borough Manager and Engineer to apply for an HOP for the lot for medium sized traffic, no trucks. Ms. Marchand seconded. The motion carried unanimously.

Ms. Lynn motioned to have the Solicitor and the Borough Manager finalize a hold-harmless lease agreement for use of the lot. Seconded by Mr. Matrisch, the roll call vote is as follows:

Mr. Woy	- "No"	Ms. Lynn	- "Yes"
Mr. Matrisch	- "No"	Ms. Marchand	- "No"
Mr. Ira	- "No"	Mr. Nemitz	- "Yes"

The motion does not carry.

New Business

- Consideration "to approve release of funds for Woods of Brandywine Phase V Sub-Phase B." The amount of funds requested to release is \$141,000.00. Mr. Antonacci recommended releasing \$43,934.00 at this time. Mr. Matrisch motioned to approve the release of \$43,934.00 in funds for The Woods of Brandywine V Sub-Phase B based on the advice of the Borough Engineer. Ms. Lynn seconded the motion. The motion carried unanimously.
- Discussion on 2016 Street Paving Program. Mr. Lapia suggested completing the repaving of Brandywine Drive. Other smaller streets were mentioned, but Brandywine seems to be the street in the most need of repaving. Mr. Matrisch motioned to have the Engineer work up the numbers for repaving Brandywine Drive from Sandy Hill Road to Cameron Drive. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration "to update the Community Room Rental Policy and Fees". In light of the renovation and recent cost analysis, Mr. Lapia recommended Council consider new rates for renting the Community Room, specifically increasing the security deposit and charging a cleaning fee. Ms. Marchand motioned to charge a cleaning fee of \$75 for all rentals with no rental fee charged. Seconded by Mr. Ira, the motion carried by majority. Mr. Woy and Mr. Matrisch voted "No. Mr. Matrisch motioned to charge Manor residents \$200 for 4 hours; Non-Residents \$250 for 4 hours; and Funerals for deceased residents and for Borough Officials \$75, with no minimum and a maximum of 196 people. Seconded by Mr. Ira, the motion carried unanimously. Ms. Marchand motioned to increase the security deposit to \$250. Seconded by Mr. Ira, the roll call vote is as follows:

Mr. Woy	- "Yes"	Ms. Lynn	- "No"
Mr. Matrisch	- "No"	Ms. Marchand	- "Yes"
Mr. Ira	- "Yes"	Mr. Nemitz	- "No"

Due to a tie vote, Mayor Dixon voted "No". The motion does not pass. Mr. Matrisch then motioned to change the security deposit to \$200. Seconded by Mr. Ira, the roll call vote is as follows:

Mr. Woy	- "Yes"	Ms. Lynn	- "No"
Mr. Matrisch	- "Yes"	Ms. Marchand	- "Yes"
Mr. Ira	- "Yes"	Mr. Nemitz	- "No"

The motion carried by majority. The new rate structure becomes effective immediately.

- Consideration "to purchase a floor scrubber for the Community Room". Mr. Lapia proposes purchasing a new cordless Bortek 500RS floor scrubber as the existing Numatic is over 10 years old, was purchased used and is having problems. The British made Numatic model is no longer made. The Bortek floor scrubber is a tough, reliable unit with available parts, and is available at COSTARS pricing. The machine should make cleaning the Community Room more efficient. Ms. Marchand motioned for the Borough Manager to get information and pricing on 1 or 2 comparable models, and to table the approval until the next meeting. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration "to approve Resolution 2016-01 appointing Jeff Herman to the Planning Commission". Ms. Lynn motioned to appoint Jeff Herman to the Planning Commission. Seconded by Mr. Matrisch, the motion carried unanimously.

- Consideration “to approve Resolution 2016-02 appointing Earl Miller to the Zoning Hearing Board”. Ms. Lynn motioned to appoint Earl Miller to the Zoning Hearing Board. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve Resolution 2016-03 appointing Jeremy Dixon as PTARC Delegate”. Ms. Lynn motioned to appoint Jeremy Dixon as PTARC Delegate. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve Resolution 2016-04 appointing Joseph Lapia as PTARC Alternate Delegate”. Ms. Lynn motioned to appoint Joseph Lapia as PTARC Alternate Delegate. Seconded by Mr. Matrisch, the motioned carried unanimously.
- Consideration “to approve Resolution 2016-05 appointing Keith Biskup to the Zoning Hearing Board”. Ms. Lynn motioned to appoint Keith Biskup to the Zoning Hearing Board. Seconded by Mr. Matrisch, the motion carried unanimously.
- Request from Manor VFD for free use of the Community Room. Mr. Woy read a letter from the Manor VFD requesting free use of the Community Room for their Lenten Fish Frys and their annual Banquet including the dates: February 10, 12, 19, 20 (Banquet), 26 and March 4, 11, 18, 25. Ms. Lynn motioned to waive the rental fee but the \$75 cleaning fee per event applies. Seconded by Mr. Nemitz, the motion carried unanimously.
- Discussion on Draft Time Clock Policy. Mr. Lapia summarized both Mr. Hartman (absent) and Ms. Marchand have been working on the Time Clock Policy with the Solicitor over several months. The final draft was presented for approval. Ms. Lynn motioned to table the approval of the draft until next meeting for additional time to review. Mr. Ira seconded the motion. The motion carried unanimously.

Correspondence

- None.

Payment of Bills – A motion “to approve payment of the bills as of January 20, 2016, as presented” was made by Mr. Matrisch and seconded by Ms. Lynn. The motion carried unanimously.

A motion to go into executive session for matters of personnel and potential litigation was made by Ms. Lynn and seconded by Mr. Nemitz. The motion carried unanimously at 8:47 P.M.

A motion to return to council regular session was made by Mr. Nemitz and seconded by Mr. Matrisch. The motion carried unanimously at 9:25 P.M.

Public Comment –

Deana Colvin of 31 Penn Street, Manor called attention to the alley behind her residence. The alley (actually Harding Street) is in bad shape, muddy and treacherous to drive on. On Penn Street, it is narrow and people are parking where they should not be parking despite the No Parking signs, causing for potential collision with oncoming vehicles. Ms. Colvin requests if the roads can be one way: Penn one-way up and Harding one-way down. Mr. Lapia explained this was attempted to be changed several years ago, but the neighbors petitioned against the one-way. Mr. Matrisch suggested Ms. Colvin call the Police Department to take care of the vehicles in violation of the No Parking. Ms. Colvin also brought up no streetlights along her street. She is concerned about the lack of lighting due to the recent thefts in the Borough. Mr. Matrisch advised Ms. Colvin she can install lighting in the back of her residence. She was also concerned about people burning in burn barrels, other than a small recreational fire. She was advised to call 911 if she felt this was a hazard.

Joy Clontz of 123 Brandywine Drive, Manor, on behalf of the Manor Lions Club, would like to use the lot at the bottom of Sandy Hill Road and Route 993 for a chicken BBQ February 6, 2016. Mr. Matrisch offered the Borough Parking lot for the chicken BBQ in lieu of the Sandy Hill Road lot considering the current liability and PennDOT concerns. Ms. Clontz will contact the Borough to confirm using the Borough Parking Lot for the chicken BBQ.

Mr. Matrisch commented on the good job the Manor Police Department is doing on Code Enforcement.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 9:07 P.M.

Joseph N. Lapia
Borough Manager