

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – January 21, 2015

The Manor Borough Council held its monthly business meeting on Wednesday, January 21, 2015 at 7:00 P.M. in the Manor Borough Building.

Council President, Ms. Dawn Lynn, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present) Dawn Lynn, President	Brian Woy, Vice-President
Steve Ira	Christine Marchand
Mike Matrisch	Jim Morgan
Jeremy Dixon, Mayor (arrived 7:15 PM)	John Campfield, Solicitor
Ed Antonacci, Engineer	Mike Radakovich, Tax Collector
(Absent) Bruce Hartman	Edwin Howley, Planning & Zoning Office

Minutes – A motion “to accept the minutes of the meeting held on December 17, 2014, as read” was made by Mr. Woy, and seconded by Mr. Morgan. The Motion carried unanimously.

A motion “to accept the minutes of the Public Hearing held on December 17, 2014, as read” was made by Mr. Matrisch and seconded by Mr. Woy. The motion carried unanimously.

Citizen Comments – None.

Mayor’s Report (Mr. Dixon) – (Done out of order at 7:20 P.M.) The Mayor is updating the list for part-time candidates for the police department.

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) – None.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of December 2014, as prepared by Mr. Lapia” was made by Mr. Woy and seconded by Mr. Matrisch. Motion carried unanimously.

Tax & Sewer Collector's Report – A motion “to approve both reports for the month of December 2014, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Ms. Marchand. Motion carried unanimously.

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet January 26, 2015.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None.

Unfinished Business

- Discussion on 2015 Street Reconstruction program. A motion to have the Borough Engineer to advertise for and to prepare bid packets for paving and curb work; Sealed bids to be due March 16, 2015 at 1:00 P.M., with the sealed bid opening at 1:30 P.M. March 16, 2015; To be awarded March 18, 2015, prior to the council meeting, was made by Mr. Woy and seconded by Mr. Matrisch. The motion carried unanimously.

New Business

- Consideration “to approve payment request from Morgan Excavating.” Mr. Matrisch moved to approve payment to Morgan Excavating for the amount of \$169,458.90. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to approve payment request from Ligonier Construction.” Mr. Matrisch moved to approve payment to Ligonier Construction for the amount of \$25,168.84. Mr. Morgan seconded the motion. The motion carried unanimously.
- Consideration “to purchase an Expedition SSV for the Police Department.” The Borough has money budgeted for such an expense set aside in Capital Expenditure. In addition, the vehicle will require modifications (cage, lights) that will cost approximately \$4,183.39. Mr. Morgan motioned to purchase the Expedition for \$29,682 from Tri Star Motors at the SHACOG price quoted. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to ratify submission of CDBG grant application for 2015.” Mr. Matrisch motioned to ratify the submission of the CDBG grant application for 2015. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2015-01 appointing Keith Kitterman to Planning Commission.” Mr. Woy motioned to re-appoint Keith Kitterman to the Planning Commission. Ms. Marchand seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2015-02 appointing Dana Rhoades to the Recreation Board.” Mr. Woy motioned to appoint Dana Rhoades to the Recreation Board. Ms. Marchand seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2015-03 appointing Becky Burger to the Zoning Hearing Board.” Mr. Woy motioned to appoint Becky Burger to the Zoning Hearing Board. Ms. Marchand seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2015-04 adopting Westmoreland County 2014 Hazard Mitigation Plan.” Mr. Woy motioned to adopt the Westmoreland County 2014 Hazard Mitigation Plan. Ms. Marchand seconded the motion. The motion carried unanimously.
- Discussion on Solid Waste Collection bid package. The current contract with Allied Waste expires March 31, 2015, which typically is a 3-year contract. In addition to basic collection, other options to consider include recycling, e-waste, and hazardous household waste. Mr. Morgan motioned to put out a bid package for basic waste collection. The motion was then amended to include recycling, e-waste and hazardous household waste as added options for comparison. Seconded by Mr. Ira. The motion carried unanimously. Sealed bids for waste collection are due Monday, February 16, 2015 at 1:30 P.M., and will be opened at 1:30 P.M. [Borough Office closed February 16th for Presidents Day. Post meeting consultation with Solicitor who advised to make bids due Feb 17th – JNL]
- Discussion on adopting the Pennsylvania Historical and Museum Commission records retention schedule. Mr. Woy motioned to have the Borough Solicitor draft a Resolution to adopt the Pennsylvania Historical and Museum Commission records retention schedule. Ms. Marchand seconded the motion. The motion carried unanimously.

- Consideration “to send Administrative Assistant to Notary Public training.” Mr. Morgan motioned to have Alicia Lamanna, Administrative Assistant, trained through PAN (Pennsylvania Association of Notaries) at a cost not to exceed \$425. Ms. Marchand seconded the motion. The motion carried unanimously.
- Consideration “to contribute up to 50% of the purchase price for a used Fire Truck from Youngwood VFD.” David Gongaware, speaking on behalf of the Manor VFD, explained they are considering the purchase of a used 1996 Squad Truck that has a generator, a light tower, and holds more personnel than their current squad vehicle. The cost, yet to be finalized is \$50,000 - \$60,000. Previous discussion regarding this vehicle was reviewed at recent Public Safety meeting between the VFD and members of Council. Mr. Woy clarified the vehicle type as more of a “rescue truck” or a full size fire truck without a pump or water tank. The VFD feels by using this Squad Truck, possibly replacing their current truck, they could extend the life of Engine 13-1, and be more prepared with additional equipment, initially at the scene, rather than having to return to station to pick up needed equipment. Mr. Woy motioned to table the motion until the February Council Meeting. More discussion, information, and research is needed before Council can make a decision. Mr. Morgan seconded the motion. The motion passed unanimously.
- Consideration “to change date of February Council meeting due to VFD Fish Fry.” Ms. Marchand motioned to move the Council Meeting to Tuesday, February 17, 2015 at 7:00 P.M. Mr. Morgan seconded the motion. The motion carried unanimously.
- Request from the Bortz Family for an extension of time to submit all required documents for the Bortz Plan of Lots. Council deferred this until after the Executive Session.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of January 21, 2015, as presented” was made by Mr. Matrisch and seconded by Mr. Woy. Motion carried unanimously.

Mr. Woy motioned to go into executive session for Personnel matters and matters of potential litigation. Ms. Marchand seconded the motion. The motion carried unanimously at 8:27 P.M.

A motion to return to the meeting from executive session was made by Mr. Morgan and seconded by Ms. Marchand. The motion carried unanimously at 9:31 P.M.

In regards to the Bortz Family request for extension of time to submit all required documents for the Bortz Plan of Lots, Ms. Marchand motioned to extend the deadline until March 19, 2015. Seconded by Mr. Morgan, the motion carried unanimously.

In regards to new development, Ms. Marchand motioned that once all required sanitary sewer Right of Ways for Crimson Phase II is complete, the Borough Solicitor is authorized to prepare an ordinance accepting the sanitary sewers for Crimson Pointe. Seconded by Mr. Morgan, the motion carried unanimously.

In regards to the WWMA, Mr. Matrisch motioned to join WWMA in the submission of 4 issues for negotiation and mediation with PTSA (Penn Township Sewage Authority), Penn Township, NHTMA, and North Huntingdon Township. Ms. Marchand seconded the motion. The motion carried unanimously.

Public Comment – Eric Rose of 138 Fredrick Drive in Manor expressed his discontent over the alley between Fredrick and Third Street. He attended a council meeting 5 months ago and wanted to know why the hedges were not replaced and seeding was not done as a result of the Sewer Separation project. Mr. Morgan spoke up and commented that the hedges were in the right of way. Mr. Antonacci reported he visited the property in question after a previous council meeting and sees the alley as a right of way and as a driveable spot, not allowing grass to grow, especially since he noticed ruts in the alley indicating people were driving through. In this case, grass will unlikely grow in the rutted areas. This determination was

made in October. Mr. Rose admitted he did not own the alley, and that no one really “owns” it. He also admitted part of the hedges were in the easement. The fact is the hedges were planted and growing in the sewer line right of way and had to be removed to replace the sewer line. Ms. Marchand is questioning why Mr. Rose wants grass in an alley that is going to be driven through. Ms. Lynn attempted to terminate Mr. Rose’s badgering of council by summarizing the situation. Mr. Campfield attempted to re-explain to Mr. Rose the concept of a “paper alley” and circumstances surrounding the alley. Mr. Rose was persistent and redundant. Ms. Lynn terminated the discussion as Mr. Rose was now out of order. Ms. Lynn had Mr. Rose escorted out by Chief Valmassoni.

Patricia Eathorne wanted to know what the Borough would do in the case an alley was rutted and not able to be driven through, but required maintenance, for example, a manhole. Mr. Lapia said the Borough would likely walk up the alley.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Marchand and seconded by Mr. Morgan. Motion carried unanimously. The meeting adjourned at 9:51 P.M.

Joseph N. Lapia
Borough Manager