

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – February 17, 2015

The Manor Borough Council held its monthly business meeting on Tuesday, February 17, 2015 at 7:16 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	Bruce Hartman (arrived 7:19 P.M.)
Christine Marchand	Mike Matrisch
Jim Morgan	Jeremy Dixon, Mayor
John Campfield, Solicitor	Ed Antonacci, Engineer
Mike Radakovich, Tax Collector	
(Absent) Brian Woy, Vice-President	Steve Ira
Edwin Howley, Planning & Zoning Office	

Minutes – A motion “to accept the minutes of the meeting held on January 21, 2014, as read” was made by Mr. Matrisch, and seconded by Ms. Marchand. The Motion carried unanimously.

Citizen Comments – None.

Mayor’s Report (Mr. Dixon) –) Patrolman Garret McNamara accepted a position with the Greensburg Police Department. The new Police vehicle purchased should be arriving mid-March. The Community Picnic Committee met and is looking to do something for the Borough’s 125th Anniversary.

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

Engineer’s Report (Mr. Antonacci) – The Borough is expected to receive some money from the Dirt and Low Volume Road Grant. Harding Street is slated to receive some of the money. Mr. Antonacci and Mr. Lapia is working with the property owners on Right of Way issues to help resolve some of the storm water run off problems. A grant has also been received to do drainage work on a section of Rowe Rd. Sewer Contract #1 Televising done 2/17/2015. The change orders have been reviewed and are at the PA DEP for review. \$33,000 owed to Ligonier Construction.

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 January 2015, as prepared by Mr. Lapia” was made by Mr. Matrisch and seconded by Mr. Morgan. Motion carried unanimously.

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

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – 2015 Summer Playground Program is June 8 thru July 31. Training dates are June 2 – 3, with CPR and First Aid Training June 4. Mr. Lapia asked about T-Ball Clearances for the coaches and the timeliness of the results for the start of T-Ball. Mr. Hartman assures us the cut-off dates will be honored if a person's clearances are not available by the start of T-Ball, the volunteer cannot coach.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet February 23, 2015 for the development in the Woods of Brandywine driveway slope issue.

Public Safety (Mr. Woy) – Since Mr. Woy was not able to attend the meeting, he submitted a packet of information to be communicated to Council via letter and Mr. Lapia regarding the Manor VFD Training and Activities, Chief Valmassoni assigning a Patrolman to handle Code Enforcement, and his (negative) opinion on the purchasing of a used fire truck. He also stated he would have more information on a drug task force for the March Council meeting. Mr. Lapia also noted he included a copy of Ordinance 422-90-08, passed in 1990: "An Ordinance of the Borough of Manor Authorizing the Manor Volunteer Fire Department to Perform Certain Extended Duties." The VFD provided a list of activities they wish to be covered (for Worker's Compensation purposes) exclusive of the Ordinance. At this time it was decided that the Public Safety Committee would look at the list of activities submitted by the VFD and make a recommendation to Council on what activities to cover under Worker's Compensation.

Public Works (Mr. Matrisch) – None.

Unfinished Business

- Discussion on 2015 Street Reconstruction program. Mr. Antonacci announced CDBG (Community Development Block Grant) may have additional funding sources for the Borough, but it's too early to go out to bid. Mr. Matrisch motioned to bring up for discussion the 2015 Street Paving Bids and Due Dates from the previous meeting. Mr. Morgan seconded the motion. The motion carried unanimously.

Then, Mr. Matrisch motioned to have the paving bids advertised and due April 13, 2015 at 1:00 P.M., to be opened at 1:30 P.M., and to be acted on at the April 15, 2015 Council Meeting. Mr. Hartman 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." The Finance Committee (Ms. Marchand and Mr. Ira) met with the Manor VFD and looked at the truck. Both Committee members recommended not to contribute any money at this time. Ms. Marchand motioned to go along with the recommendation and not to contribute any money for the used fire truck at this time. Seconded by Mr. Morgan, the motion carried unanimously.

New Business

- Consideration “to participate in the COSTARS Sodium Chloride contract for 2015-2016.” The contract application is due March 31. Mr. Lapia recommends the Borough participate in the contract asking for 600 tons with 360 tons minimum purchase. For this year the Borough has purchased 325 tons to date with another 100 tons on order which fulfills the minimum. Last year the Borough purchased 561 tons of salt. The Borough can store 350 tons of salt and currently has 150 tons on hand. The plan is to stockpile as much as possible in case of a price increase. Mr. Hartman motioned to continue participation in the COSTARS Sodium Chloride contract for 2015-2016 at 600 tons. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2015-05 adopting a Records Retention Schedule.” Ms. Marchand motioned to accept the Resolution for the Records Retention Schedule. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2015-06 designating Public Records approved for disposition.” Mr. Hartman motioned to accept the Resolution for designating Public Records approved for disposition. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to renew lease agreement with Intensity Softball for use of baseball field.” Mr. Matrisch motioned to renew the lease agreement with Intensity Softball for use of the baseball field. Ms. Marchand seconded the motion. The motion carried unanimously.
- Discussion on annual itemized report from Manor VFD. Mr. Matrisch motioned to accept the Manor VFD’s Annual Report for 2014. Mr. Hartman seconded the motion. The motion carried unanimously.
- Request from State Representative Dunbar to hold Children’s Expo at Manor Park. The Children’s Expo, held at the Manor Park in 2014, is scheduled to be held at the Manor Park September 26, 2015. Mr. Morgan motioned to allow State Representative Dunbar to hold the Children’s Expo at Manor Park in 2015 free of charge. Mr. Hartman seconded the motion. The motion carried unanimously.
- Request from State Representative Dunbar for use of the Community Room March 12th & April 9th. Mr. Hartman motioned to allow State Representative Dunbar use of the Community Room free of charge for March 12th 10:00 A.M until 1:00 P.M to help residents fill out forms for the property tax rebates and April 9th for a Town Hall meeting at 7:00 P.M. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve Borough Manager to attend the Westmoreland County Conservation District 5th Annual Municipal Roundtable.” The cost is \$10 and Mr. Lapia found the event informative and helpful in previous years. Mr. Hartman motioned to approve the Borough Manager attending the Westmoreland County Conservation District’s 5th Annual Municipal Roundtable on February 27, 2015. Ms. Marchand seconded. The motion carried unanimously.
- Consideration “to approve and advertise 2014 Annual Audit.” Ms. Marchand motioned to approve and to advertise the 2014 Annual Audit. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to award selected Solid Waste bid package.” Republic Services (formerly known as Allied Waste) had the lowest bid for Residential, Fixed Senior Rate and Senior Bag with NO Curbside Recycling and NO Household Hazardous waste. The contract is for 2 years plus an option year. Mr. Morgan motioned to accept the Solid Waste bid package from Republic Services with no recycling or household hazardous waste. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to accept resignation of Patrolman Garret McNamara.” Patrolman Garret McNamara obtained full-time employment at the Greensburg Police Department. Mr. Hartman motioned to accept Patrolman McNamara’s resignation effective immediately. Ms. Marchand seconded the motion. The motion carried unanimously.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of February 17, 2015, as presented” was made by Mr. Hartman and seconded by Mr. Matrisch. Motion carried unanimously.

Mr. Matrisch motioned to go into executive session for matters of potential litigation. Ms. Marchand seconded the motion. The motion carried unanimously at 8:30 P.M.

A motion to return to the meeting from executive session was made by Mr. Matrisch and seconded by Mr. Hartman. The motion carried unanimously at 8:38 P.M.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matrisch and seconded by Ms. Marchand. Motion carried unanimously. The meeting adjourned at 8:39 P.M.

Joseph N. Lapia
Borough Manager