

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – February 19, 2014

The Manor Borough Council held its monthly business meeting on Wednesday, February 19, 2014, at 7:00 PM. 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	Mike Matrisch
Christine Marchand	Jim Morgan
Edward Antonacci, Engineer	John Campfield, Solicitor
Michael Radakovich, Tax/Sewer Collector	Jeremy Dixon, Mayor
(Absent) Bruce Hartman	Edwin Howley, Planning & Zoning Officer

Minutes – A motion “to accept the minutes of the meeting held on January 15, 2014, as read” was made by Ms. Marchand, and seconded by Mr. Matrisch. Motion carried unanimously.

Citizen Comments – Scott Cox of 37 Oak Street, Manor wanted to discuss the Manor Volunteer Fire Department’s new signage from Carl’s Signs. The VFD wants to place the new signs on the side of the building. According to Planning and Zoning officer the sign should present no problem if turned off at night. The VFD is seeks permission to install the new sign, since the building was built on the property line. Mr. Lapia advised the old sign is not in compliance with the Borough’s sign ordinance which is currently under review. The Sign would aerial trespass over Borough property. The sign measures 21”H x 115”L x <2”D. Ms. Lynn suggests further discussion with Planning and Zoning, and time to review the paperwork involved with such a sign considering the circumstances.

Mr. Morgan motioned to go out of order into Executive Session to discuss Personnel matters and for matters of possible litigation. Seconded by Ms. Marchand, the motioned carried unanimously at 7:14 P.M.

A motion to return to the regular meeting from Executive Session was made by Mr. Woy and seconded by Ms. Marchand. The motioned carried unanimously at 8:14 P.M.

Mayor’s Report (Mr. Dixon) – Discussion regarding various reports given to Council: Changes to Police Policy and Procedures, Police Uniforms and Equipment, Police Protective Vests (with external carriers versus internal carriers), and Police Weapons.

Mr. Woy motioned to purchase 2 outer body armor carriers, with all accessories, from the Officer Store not to exceed \$500. Mr. Matrisch seconded the motion. Motion carried unanimously.

Solicitor’s Report (Mr. Campfield) – Now has the necessary information for the Wendler and Bresnan agreements to encroach over the sewer line. Awaiting final review.

As a result of Stormwater Management Roundtable at Conservation District February 14th, the Borough is encouraged to make amendments to existing Ordinances.

Engineer’s Report (Mr. Antonacci) – Contract 2 test holes (to locate utility lines) is the only work that has been done. The schedule for the next 2 months will be working on the sanitary sewer and storm sewer involving Atlantic Avenue, pouring the headwall in the American Legion lot. Paving will bid McKelvey, Buster, Atlantic, Broadway (between Buster and Atlantic) and the Legion lot.

Mr. Lapia and Mr. Antonacci are scheduled to attend a seminar April 30th – May 1st for “dirt and gravel roads and low volume roads”. Participation should qualify the Borough for paving funds on related Borough projects.

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

Borough Manager’s Report (Mr. Lapia) – Manor Borough recently received a \$10,000 reimbursement from PTARC for the Mount Manor Park project. That money has been deposited into the Manor Recreation Fund.

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

Tax & Sewer Collector’s Report – A motion “to approve both reports for the month of January, as prepared by Mr. Radakovich” was made by Mr. Morgan 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 Commission met on January 28, 2014 for the purpose of reorganization. They also recommend the final plans of the Woods of Brandywine Sub Phase B be approved by Manor Council. (See Attached Letter)

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None.

Unfinished Business

- Discussion on Annual itemized report due from the Manor VFD. Council has requested a detailed itemized list of expenses with copies of all bills from the Manor VFD. Mr. Woy requested an updated contact list for the Manor VFD due to their reorganization should invoice questions arise.
- Tabled consideration to appoint a Representative and Alternate to PTARC. Discussion on withdrawal from PTARC. A motion to remove this consideration from the agenda was made by Mr. Morgan and seconded by Mr. Matrisch. Motion carried unanimously.

New Business

- Consideration to “approve payment request from Morgan Excavating.” Mr. Morgan motioned to “approve payment to Morgan Excavating for \$9,496.06.” Mr. Ira seconded the motion. Motion carried unanimously.
- Consideration to “participate in COSTARS Sodium Chloride contract for 2014-2015.” Mr. Morgan motioned to participate in the COSTARS Sodium Chloride contract for 2014-2015 for 600 tons. Mr. Matrisch seconded the motion. Motion carried unanimously.
- Consideration to “appoint an Alternate to the Westmoreland County Tax Collection Committee.” Mr. Morgan motioned to appoint Steve Ira as the First Alternate to the Westmoreland County Tax Collection Committee. Seconded by Ms. Marchand. Motion carried unanimously.
- Consideration to “approve and advertise the 2013 Annual Audit.” Mr. Woy motioned to approve and to advertise the 2013 Annual Audit. Ms. Marchand seconded the motion. Motion carried unanimously.

- Request from PTSA to acquire the Rowe Road Sewer Trunk Line. After considerable discussion, Mr Morgan motioned to decline the offer and set up a meeting to discuss this further. Mr. Ira seconded the motion. Motion carried unanimously. Mr. Antonacci, Mr. Lapia and Mr. Morgan plan to attend the meeting as well as members from the PTSA at a mutually convenient date.
- Consideration to “renew membership in Central Westmoreland COG.” Ms. Marchand motioned to renew the Borough’s membership in the Central Westmoreland COG. Mr. Ira seconded the motion. Motion carried unanimously.
- Discussion on tree maintenance for Manor Park. Mr. Lapia presented an estimate from Bartlett Tree Service for Group 1 and 2 for \$5,147.00, which will be taken from the Manor Recreation Fund. Mr. Woy motioned to approve this tree maintenance, while Mr. Matrish seconded. Motion carried unanimously.
- Consideration “to accept resignation of Patrolman David Maier.” Mr. Woy motioned to accept the resignation of Patrolman David Maier. Ms. Marchand seconded the motion. Motion carried unanimously.
- Discussion on hiring a part time Police Officer. Mr. Woy motioned to interview qualified candidates with the Public Safety Chairman (Mr. Woy) sitting in on the interviews. Motion seconded by Mr. Morgan. Motion carried unanimously.
- Request from Westmoreland City and Penn Borough VFD for use of the Community Room. Ms. Marchand motioned to allow the Westmoreland City and Penn Borough VFD use the Community Room for \$100 for unlimited number of hours for that day for their fund raiser. Mr. Matrisch seconded the motion. Motion carried unanimously.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.
- Letter from the Manor Library regarding a donation in memory of Louise Radakovich.

Payment of Bills – A motion “to approve payment of the bills as of February 19, 2014, as presented” was made by Mr. Woy and seconded by Ms. Marchand. Motion carried unanimously.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and seconded by Ms. Marchand. Motion carried unanimously. The meeting adjourned at 9:54 P.M.

Joseph N. Lapia
Borough Manager