

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – February 19, 2020

The Manor Borough Council held its monthly business meeting on Wednesday, February 19, 2020 at 7:00 P.M., in the Manor Borough Building.

Roll Call of Attendance:

(Present)	Bruce Hartman, President Dave Gongaware Jim Vacha Mike Matrisch, Mayor Ed Antonacci, Engineer	Dawn Lynn, Vice President Christine Marchand John Campfield, Solicitor Mike Radakovich, Tax Collector
(Absent)	Ralph Hensell Jason Krainbucher, Zoning Office	Brian Woy George Valmassoni, Chief of Police

Minutes – A motion “to accept the minutes of the meeting held on January 15, 2020, as read” was made by Ms. Lynn, and seconded by Ms. Marchand. The motion carried unanimously. Then, a motion “to accept the minutes of the Public Hearing held on January 15, 2020, as read” was made by Ms. Lynn, and seconded by Ms. Marchand. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Matrisch) – The Mayor reported on the Public Safety meeting. He and Mr. Woy reviewed the possibility of the police sitting at more stop signs. Also, all 4 full time police officers participated in a qualification shoot.

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

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

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia forwarded letters of interest from 2 Residents expressing an interest on being on the Zoning Hearing Board. An appointment will be made at the March Council Meeting. A student from Penn Trafford High School contacted the Borough Office expressing an interesting in cleaning up the parks for Earth Day, April 22, weather dependent. The approval was given, and approximately 30 students will be participating. The Borough’s lighted announcement sign by the railroad underpass is broken and needs repaired. Only part of the light illuminates and the letter grid is brittle and breaking. Basically, both signs are now unusable. In addition, the letters and numbers are becoming brittle and unusable and a new set will have to be purchased. Mr. Gongaware motioned to get a price to rehab the sign and to also get a price on a new digital sign. Seconded by Ms. Lynn, the motion carried unanimously.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of January 2020, as prepared” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Tax Collector's Report – A motion “to approve the Tax Collector’s report for the month of January 2020, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.

- **Finance** – Mr. Lapia distributed the 2019 Borough Audit Report to Council.
- **Personnel** – None.
- **Planning & Zoning** – The Planning Commission will meet Monday, March 16, 2020 at 7:00 P.M in the Manor Community Room.
- **Public Safety** – None.

Unfinished Business

- Discussion on Council Meeting Procedures. A committee was formed to discuss Council Meeting procedures and proper etiquette. There is already a Resolution in place and Resolution 2001-03 is to be reviewed and commented on by Council.
- Consideration “to adopt Ordinance 587-20-02 amending Police Pension Plan.” Mr. Gongaware motioned to adopt Ordinance 587-20-02 amending the Police Pension Plan. Seconded by Ms. Lynn, the motion carried unanimously. The roll call vote as follows:
Mr. Hartman - Yes Mr. Gongaware - Yes Mr. Vacha - Yes
Ms. Lynn - Yes Ms. Marchand - Yes

New Business

- Consideration “to award contract for street paving project for 2020.” Of 5 bids, the lowest bid to pave Manor View Drive is Mele & Mele & Sons at \$118,176.00. Ms. Lynn motioned to award the 2020 Street Paving bid to Mele & Mele & Sons. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to advertise Ordinance amending Sewer Rules and Regulations.” Ms. Lynn motioned to advertise the Ordinance amending Sewer Rules and Regulations once the revised drawings are complete to provide for inclusion of house traps. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on updating sewer tap in fee. The Borough Engineer conducted a tap fee study to replace the done prior to the sewer separation project in 2014. The study involved cost analysis and historical numbers compared to current cost of replacement and what is trending today, especially since the completion of the Woods of Brandywine and Crimson Point Development. Ms. Marchand motioned to raise the sewer tap fee from \$2,000 to \$3,000. Seconded by Mr. Gongaware, the motion carried unanimously.
- Discussion on upgrading Borough cell phones. Current Borough cell phones, 2 used by Public Works and 1 used by the Police Department, are rugged flip phones at a cost of \$81 per month for the 3 phones. The Mayor asked to upgrade the phones to “smart phones” due to technology and needs. The phone upgrade involves a nominal increase in cost each month to \$57 for the 3 phones, plus the onetime cost of a phone case at \$80 per each phone. The Public Safety Plan by Verizon provides for unlimited Talk, Text and Data. The budget is able to handle the cost. Mr. Gongaware motioned to upgrade the phones. Seconded by Mr. Vacha, the motion carried unanimously.
- Discussion on relocating and replacing playground equipment in Manor Park. Ms. Marchand, representing the Capital Projects Committee, reported she, Mr. Hensell and Mr. Woy met with Mr. Lapia and Linda Bires of PTARC to discuss the options and budget available for relocating the playground and upgrading Manor Park. The committee decided against trying for a grant and opted to pay for the playground out of funds set aside for capital projects. A grant was limiting how much money the Borough can spend on equipment and the grant would not include the cost of labor. In addition, grant money takes a year or longer to receive, and requires the expense of an architect to draw plans. Several vendors, surfaces and designs have been reviewed and Ms. Marchand is looking at a budget of \$250,000 to move the playground out of the flood zone and up behind the basketball court. Mr. Lapia is confident the Borough will save money by doing some of the work in house. The Committee is looking at one structure to accommodate children 5 years of age through 12 years of age. The swing set and the climbing tunnel will be reused. A DCED grant would require the Borough to construct 2 separate play areas and is restrictive. A poured in place surface is preferred, to eliminate mulch and is more durable, as well as a modern design to engage the children in more creative play. Ms. Marchand went on to say the current equipment needs to be removed from the park to reduce

injury and reduce any Borough liability. Mr. Lapia added the playground equipment is not safe to play on without sufficient safety surface. Mr. Gongaware asked about financing. Mr. Lapia reported there is money in Capital Expenditure, and there is money in surplus funds. Regarding how long the project will take, a best case scenario is by the autumn of 2020. Ms. Lynn wanted to know if cameras in the were part of the budget. Ms. Marchand noted that cost and installation of cameras would come in a later date. Mr. Gongaware motioned to move forward on a new playground in Manor Park with a working budget of no more than \$250,000. The Capital Planning Committee is to make decisions as necessary. Seconded by Ms. Lynn, the motion carried unanimously.

- Consideration “to approve payment request from KGD Contracting.” Ms. Lynn motioned to approve the payment request from KGD Contracting in the amount of \$31,390.06. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve Manor Trails Developers Tap Allocation Agreement with WWMA.” This is for a revised Agreement that Council had approved prior, but changes were made to the number of lots. Per DEP rules, a new agreement has to be entered into. Ms. Lynn motioned to approve the Manor Trails Developer’s Tap Allocation Agreement with WWMA. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve Resolution 2020-03, Sewer Planning Module for Manor Trails.” Ms. Lynn motioned to approve Resolution 2020-03, Sewer Planning Module for Manor Trails. Seconded by Mr. Vacha, the motion carried unanimously.
- Discussion on Planning Commission recommendations for Manor Trails requested modifications. The Developer requests:
 - 25 foot front yard setback as set by the Zoning Ordinance, but conflicts with the SALDO with a 30 feet front yard setback
 - Sight Triangle modification at intersections
 - Lot width reduction – Some lots greater than the 2.5:1 width ratio

Ms. Lynn of the Planning Commission submitted a letter to Council from the January 2020 meeting whereby they recommended:

- Not to allow a 25 foot front yard setback
- Approval of the sight Triangle modification
- Tabled the lot depth ratio

The Planning Commission met February 17, 2020 and recommended approval of the lot width reduction modification, rescinded the previous recommendation of not allowing a 25 foot front yard setback and recommended the approval of the 25 foot front yard setback modification. Mr. Vacha motioned to approve the revised requested modifications as recommend by the Manor Planning Commission. Seconded by Mr. Gongaware, the motion carried by majority. Ms. Lynn voted “No”.

- Consideration “to approve the Vochinsky subdivision.” The surveyor was in attendance to present the mylar copy of the subdivision. After review, the Solicitor approved the mylar as presented. Ms. Lynn motioned to approve the Vochinsky subdivision on Rowe Road. Seconded by Ms. Marchand, the motion carried unanimously.

Correspondence

None

Payment of Bills – A motion “to approve payment of the bills as of February 19, 2020, as presented” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

There was no Executive Session.

Citizen Comments –

Leo Constantino of 381 Brandywine Drive commented on Brandywine Drive, that he did not know the Borough did not own the street when he bought his house. This comment coming about from the letter he received in January regarding there would be no winter street maintenance. He then complained about

when he purchased his house he was told there would be sidewalks on one side of the street and streetlights on the other side of the street. He noted there were only 5 streetlights on his street. He further complained that Brandywine Drive is very rough to drive on. He feels since the Developer hasn't done anything the Borough should take over. He is upset the TV news reported the story about no winter street maintenance. Mr. Lapia responded that in regards to the street lights, the plan was approved with 2 streetlights only with one being at Brandywine Dr and Creekview Ct, the other at Brandywine Dr and Skyline Ct. This is why each house has an individual pole light in front of the house, which was the approved plan. The other streetlights were placed in error and were supposed to be removed but have remained. Mr. Consentino feels more streetlights would make the neighborhood safer and the less burglars roaming around. Mr. Hartman explained Boroughs do not have lighting districts, therefore the Borough pays for the streetlighting. He continued to say the Woods of Brandywine is still under a Developer's Agreement. Previously, the Developer contracted with the Borough to provide winter road maintenance. At the time the letter was mailed to the residents, the Developer was not interested in contracting with the Borough to provide the Maintenance. Mr. Hartman admitted he directed the Borough Administration office to send out the letter to make residents aware of the situation. He apologized for not signing the letters. He then went on to explain, per the Developer's Agreement, had the Borough provided winter maintenance for the road, the Borough could have been held liable moving forward. The Developer still has items to finish before the Borough can take over the road: Putting topcoat on the road and finishing the stormwater management ponds. Mr. Consentino is irate with the Developer. The Borough is working with the Developer to get the situation remedied.

Melissa Southern of 601 Skyline Drive wanted to discuss The Woods of Brandywine Phase V, SubPhase A & B, in regards to the letter she received January 2020, and for an update and open discussion to be provided to clarify what the status and plan is for the Borough to adopt the street as Borough owned and operated. Ms. Southern moved to Manor from Trafford, and is a Civil Engineer. She is in SubPhase A. She is upset after 5 years there is no agreement with the Developer to finish the plan. Since receiving the letter about no winter maintenance, she would like to know that has happened in the interim, what is being done, who is responsible, and what is the timeline. The Borough Solicitor explained there is a Developer's agreement between the Developer, the Borough and Ryan Homes. The Borough has been working with the Developer for a long time trying to resolve the issues and continues to work with the Developer with compliance. Ms. Southern went on to say she felt the Borough's letter was threatening, and felt the lack of winter maintenance compromised safety. Mr. Lapia responded that Emergency Services and the school bus company were notified of the situation and were told if an emergency arose and road maintenance was required, the Borough would step in to make sure there was access. Ms. Southern feels the reason the issue was resolved in 3 days was due to the residents calling the Developer. She is adamant about the issue being resolved permanently. Mr. Lapia explained the Borough was reaching out to the Developer as the letter to the residents was being mailed in January. It took a couple of days, but the winter maintenance issue was resolved within a week. Then Ms. Southern asserted the matter was being ignored and there is a lack of communication with the residents. Ms. Lynn assured Ms. Southern the Borough has been working diligently to resolve the issue. When asked about at timeline, there is no timeline at this time. Ms. Southern wants to get legal counsel involved. She also asked about a public meeting for discussion. Mr. Hartman told Ms. Southern the Borough is talking with the Developer and working on satisfactory resolution.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Ms. Marchand. The motion carried unanimously. The meeting adjourned at 8:48 P.M.

Joseph N. Lapia
Borough Manager