

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – March 15, 2017

The Manor Borough Council held its monthly business meeting on Wednesday, March 15, 2017 at 7:00 P.M., in the Manor Borough Building.

Council Vice President, Mr. Mike Matrisch, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

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

Minutes – A motion “to accept the minutes of the meeting held on February 15, 2017, as read” was made by Mr. Hartman, and seconded by Ms. Lynn. The motion carried unanimously.

Public Comment on Agenda Items –

Greg Neugebauer, Attorney and Debbie DiLorenzo, Realtor are requesting a zoning change for their client who owns 409 Manor Harrison City Road from an A-1 (Agriculture) to a C-1 (Commercial). The issue is most people do not want to reside at a business, e.g. Dance Studio or a Business Administration Office. The topography isn’t conducive to farming. Additionally, there are power lines running through the property that limits use and prevents large trucks from negotiating around the property. One neighboring property is already zoned Commercial. The other neighboring property belonging to Mr. Miller is an A-1. Mr. Miller has no objection to the zoning change. The property has limited marketability as an A-1.

Mayor’s Report (Mr. Dixon) – None.

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) – The Borough has received its Liquid Fuels money for the year in the amount of \$98,541.03, which is a 4.6% increase over last year or \$4,323.57. The PA Small Water Sewer Grant was applied for and the DCED award date is March 29, 2017. The Borough should know by early April if it will receive a grant. Mr. Lapia is researching fees to update the Borough’s Fees. A draft will be sent out to Council as soon as it is completed. The Purchasing Policy was reviewed by the Committee.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of February 2017, as prepared” was made by Ms. Lynn and seconded by Mr. Hartman. The motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of February 2017, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Hartman. The motion carried unanimously.

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The Recreation Board requests to spend \$183 out of their budget to pay 50% of an annual movie license to the Manor Public Library. Mr. Hartman motioned to spend \$183 out of the Community Events line item to pay for the movie license. Seconded by Ms. Lynn, the motion carried unanimously.

Personnel (Ms. Marchand) – The Purchasing Policy ad hoc committee of Ms. Marchand, Mr. Ira, Mr. Dixon and Mr. Lapia have made revisions to the Purchasing Policy. Their draft is now being forwarded to the Solicitor for review.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet March 27, 2017 at 7:00 PM in the Community Room. Agenda items include the SALDO.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None.

Unfinished Business

- Consideration “to award bids for 2017 Street Paving.” The Borough received 9 bids to pave Fairview Drive and a section of Rowe Road. The lowest bid came from Tresco Paving Corporation in the amount of \$173,844.84. Mr. Matrisch noted Tresco paved the roads in the old part of Manor last year and he complimented them on a good job. Ms. Lynn motioned to award the paving project to Tresco Paving Corporation. Seconded by Ms. Marchand, the motion carried unanimously.

The Bidders and the Amounts:

Tresco Paving Corp.	\$173,844.84
R&B Contracting & Excavating Inc.	\$194,073.12
A Liberoni, Inc	\$196,346.33
Victor Paving & Construction	\$212,824.14
El Grande Industries, Inc.	\$217,211.50
Derry Construction Co., Inc.	\$234,465.85
Morgan Excavating, LP	\$245,303.80
Peter J. Caruso & Sons, Inc.	\$262,758.60
Murin & Murn, Inc.	\$294,252.00

- Discussion on procedures for adopting the Borough Codification. A final draft was received from General Code. The Solicitor explained the Codification adoption process. There are provisions in the Borough Code and the Zoning Ordinances and SALDO that are subject to the Municipality Planning Code. The codification must also comply with the local Tax Enabling Act and the Pennsylvania Municipality Planning code for Zoning and SALDO. Changes first go to the Borough’s Planning Commission and the County Planning Department with a 30 day deadline for review and recommendations. Then a Public Hearing is necessary for changes to the SALDO and Zoning Ordinance, and a Tax Enabling Act. Afterwards, Council can proceed to accept the Codification. Ms. Lynn motioned to send the changes to the Borough Planning Commission. Seconded by Ms. Marchand, the motion carried unanimously. Then, Ms. Lynn motioned to send the changes to the County Planning. Seconded by Ms. Marchand, the motion carried unanimously. Then, Ms. Lynn motioned to advertise the Public Hearing on April 19, 2017 at 6:30 P.M., including

the notices for the Hearing and the Codification Process. Seconded by Ms. Marchand, the motion carried unanimously. Finally, Ms. Lynn motioned to advertise the Codification Ordinance for April 19, 2017. Seconded by Mr. Hartman, the motion carried unanimously.

- Consideration “to adopt Ordinance 571-17-02 Regulations for Unmetered Parking.” Mr. Hartman motioned to adopt Ordinance 571-17-02. Seconded by Ms. Lynn, the motion carried unanimously.

New Business

- Consideration “to purchase a Public Works truck.” Mr. Lapia provided numbers on a Freightliner cab and chassis, and snow removal equipment. This truck will be used for snow removal as well as for sewer projects and other Public Works projects. The 2008 dump truck is showing wear and may be replaced with a smaller truck in 2-3 years. The plan is to also have 3 snow removal trucks, so that all 3 Public Works employees can deploy a truck. Mr. Hartman motioned to purchase the Freightliner for Public Works for \$138,244. Seconded by Ms. Lynn, the motion carried unanimously.
- Discussion on Police Regionalization Phase I Study. Chief Valmassoni reported the Phase I Study includes demographics, fiscal data, crime reports, manpower, budget analysis, proposed budget (showing a cost savings), and staffing needs. Mr. Lapia noted this is a very basic study. Phase II gets into more detail with involvement of the Boroughs and Borough Committees, and to fine tune costs and staffing. The Chief pointed out the cost savings comes mostly through the elimination of duplicated services. The State recommended proceeding to Phase II Study.
- Discussion on amendment to Zoning Map for 409 Manor Harrison City Road. Council received a letter from the Planning Commission recommending to deny the zoning change from an A-1 to a C-1. Mr. Hartman wanted to know why. Ms. Lynn, Planning Commission Secretary, answered it was because a residential area is nearby as well as a nursing home. A C-1 allows any business with no restriction. Mr. Hartman motioned to hold a Public Hearing on the zoning change from an A-1 to a C-1, April 11, 2017 at 6:00 PM. Seconded by Ms. Marchand, the motion carried by majority. Ms. Lynn voted “No”. Mr. Hartman then amended the motion to include in the notice that Ordinance is to be considered at the April 19, 2017 Council Meeting. Seconded by Ms. Marchand the motion carried by majority. Ms. Lynn voted “No”.
- Discussion on request from Gregory Ondayko to consolidate two parcels. Mr. Ondayko of 102 Goldie Lane wants to combine 2 parcels to construct a garage. The Planning Commission submitted a letter to Council approving the consolidation. Ms. Lynn motioned to accept the Planning Commission’s recommendation to consolidate Parcel 10A & 10B. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on MS4 General Permit renewal due dates and requirements. The Borough’s permit to discharge stormwater into Brush Creek expires March 2018 and there is a timeline that must be adhered to and deadlines met. Mr. Lapia noted he would like to advertise the plan in June 2017. There are many components to the plan including public outreach, education, etc.
- Consideration “to accept resignation of Megan Gutkowski from Civil Service Commission.” Mr. Hartman motioned to accept the resignation of Megan Gutkowski from the Civil Service Commission. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to accept resignation of Albert Markijohn from Civil Service Commission.” Mr. Hartman motioned to accept the resignation of Albert Markijohn from the Civil Service Commission. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration to approve Resolution 2017-06 appointing Christine A. Jolly to the Civil Service Commission.” Mr. Hartman motioned to appoint Christine A. Jolly to the Civil Service Commission. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration to approve Resolution 2017-07 appointing Jamie Griesbaum to the Civil Service Commission.” Ms. Lynn motioned to appoint Jamie Griesbaum to the Civil Service Commission. Seconded by Ms. Marchand, the motion carried unanimously.

Correspondence

- Sable Kennels

Payment of Bills – A motion “to approve payment of the bills as of March 15, 2017, as presented” was made by Mr. Hartman and seconded by Ms. Lynn. The motion carried unanimously.

NO EXECUTIVE SESSION

Public Comment – Frank Fabrerer of Observatory Street, Manor, suggested the Borough place a camera in the parking lot to see who is illegally dumping in the Borough’s dumpsters.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously. The meeting adjourned at 8:18 P.M.

Joseph N. Lapia
Borough Manager