

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – March 16, 2016**

The Manor Borough Council held its monthly business meeting on Wednesday, March 16, 2016 at 7:00 P.M. in the Manor Borough Building.

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

Roll Call of Attendance:

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

**Minutes** – A motion “to accept the minutes of the meeting held on February 17, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Nemitz. The motion carried unanimously.

**Public Comment on Agenda Items** – None.

**Mayor’s Report** (Mr. Dixon) – Mr. Dixon noted the Police Department Personnel completed a limited firearms qualifications. Boy Scouts were in attendance working on a merit badge.

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

**Engineer's Report** (Mr. Antonacci) – Scoping application for the Sandy Hill Road property will be completed and submitted to Penn DOT this week.

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

**Borough Manager’s Report** (Mr. Lapia) – Ordinance for Crimson Pointe sewer acceptance was reported as being number 561-16-01 should have been 562-16-01. Borough policy for volunteer clearances still needs updated. Information has been sent to General Code regarding the unfinished Ordinance Codification and they are to get back to us with a cost estimate. Liquid Fuels payment has been received from the state and was an increase of \$13,514.67 over 2015.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of February 2016, as prepared” was made by Mr. Hartman and seconded by Ms. Lynn. Motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector’s report for the month of February 2016, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Ms. Marchand. Motion carried unanimously.

**Committee Reports**

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The Easter Egg Hunt is Sunday March 20<sup>th</sup> at Manor Park. Festivities begin at 12-Noon with the arrival of the Easter Bunny.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission met February 22<sup>nd</sup> and made updates to the SALDO. More SALDO updates are planned for the next meeting on March 28<sup>th</sup>.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – PTSA conducted a capacity test on the Rowe Road sewer line. The study supports that there is sufficient capacity for current customers as well as future growth. Mr. Nemitz motioned to have the Borough Manager draft a Letter of Intent to move forward so final details can be worked out. Seconded by Mr. Hartman, the motion carried unanimously.

### **Unfinished Business**

- Consideration “to authorize the Borough Engineer to advertise the Street Paving Project for 2016”. Mr. Antonacci recommended paving Brandywine drive from Sandy Hill Road to where it intersects Cameron Drive at an estimate of \$265,000. Ms. Lynn motioned to advertise for bids to repave Brandywine Drive from Sandy Hill Road to Cameron Drive with the bids due April 18, 2016 at 1:00 P.M., bid opening at 1:30 P.M., and acted upon at the April 20, 2016 Council Meeting. Seconded by Mr. Nemitz, the motion carried unanimously.

### **New Business**

- Consideration “to adopt Ordinance 563-16-02 repealing the Mechanical Device Tax.” Ms. Lynn motioned to accept Ordinance 563-16-02 Repealing the Mechanical Device Tax. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to hire Public Works Summer help.” Michael Spino worked for the Borough’s Public Works last summer and has agreed to return again in 2016 (June to August) for the summer. Ms. Lynn motioned to hire Michael Spino for 10 weeks at \$10.00 per hour working a 40 hour week. Seconded by Mr. Nemitz, the motion carried unanimously.
- Request from State Representative Dunbar for use of Lower Manor Park for Health & Safety Expo. A letter was read from Representative Dunbar’s office asking for free use of the park for their annual Children’s Health & Safety Expo on Saturday, September 24, 2016. Ms. Lynn motioned to waive the rental fee. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on Lower Manor Park playground equipment. The slides are in disrepair and need replaced. Mr. Hartman motioned to have the Recreation Committee and the Borough Manager determine the best short term solution on replacing and/or repairing. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to sign Dirt, Gravel, and Low Volume Road Grant Agreement.” Ms. Lynn motioned to sign the Dirt, Gravel, and Low Volume Road Grant Agreement”. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to advertise Ordinance adopting 7<sup>th</sup> amendment to WWMA Service Agreement.” This Amendment will settle the litigation between NHTMA and WWMA. All member municipalities need to approve this agreement. Ms. Lynn motioned to prepare and advertise the Ordinance adopting the 7<sup>th</sup> Amendment to the WWMA Service Agreement. Seconded by Ms. Marchand, the motion carried unanimously.

### **Correspondence**

- Ferree Kennels.

**Payment of Bills** – A motion “to approve payment of the bills as of March 16, 2016, as presented” was made by Mr. Hartman and seconded by Ms. Lynn. The motion carried unanimously.

A motion to go into executive session for matters of personnel and potential litigation was made by Ms. Marchand and seconded by Ms. Lynn. The motion carried unanimously at 7:58 P.M.

A motion to return to council regular session was made by Ms. Marchand and seconded by Ms. Lynn. The motion carried unanimously at 8:28 P.M.

A motion to authorize the Solicitor to file for a judgement against the Dale Pfeil Estate & Beneficiaries to proceed with corrective action on Harding Street driveway was made by Ms. Lynn. Seconded by Mr. Hartman, the motion carried unanimously.

**Public Comment** – Frank Fabrerer of Observatory Street, Manor, commented on the street parking on Observatory Street. He would like to see No Parking on the street enforced.

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 8:30 P.M.

Joseph N. Lapia  
Borough Manager