

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – March 18, 2015**

The Manor Borough Council held its monthly business meeting on Wednesday, March 18, 2015 at 7:00 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         | Brian Woy, Vice President      |
| Bruce Hartman                          | Christine Marchand             |
| Mike Matrisch                          | Jim Morgan                     |
| Jeremy Dixon, Mayor                    | John Campfield, Solicitor      |
| Ed Antonacci, Engineer                 |                                |
| (Absent) Steve Ira                     | Mike Radakovich, Tax Collector |
| Edwin Howley, Planning & Zoning Office |                                |

**Minutes** – A motion “to accept the minutes of the meeting held on February 17, 2015, as read” was made by Mr. Hartman, and seconded by Mr. Morgan. The Motion carried unanimously.

**Citizen Comments** – Mr. Mike Shtur of 105 Forest Court, Manor, expressed his concerns over the noisy bulldozer working in the Brandywine Development; Street lighting on Forest Court; and Late Fee on Sewage Billing. The bulldozers are working within normal business hours while clearing trees and unfortunately there isn’t anything that can be done to lessen the noise. There was one light on Forest Court that was removed but the light at the intersection of Forest Ct. & Mount Pleasant Blvd. was left in place. Mr. Shtur feels it is too dark on his street. Regarding the Sewage Billing, Mr. Shtur feels the billing change was confusing. He attempted to pay the sewage bill on time, on the last day of the month, but was put off by the 50 minute wait time and he wasn’t able to wait. He called MAWC the following Monday and after a 20 minute wait he was able to pay his bill. He requested a courtesy one-time waiver of late fees since he always pays his bills on time. Members of council commented to empathize with Mr. Shtur regarding the bulldozer noise.

**Mayor’s Report** (Mr. Dixon) – The new police vehicle has arrived and is in the process of being outfitted with lights, sirens, cage, etc. The Borough is expected to have the vehicle in 4-6 weeks.

**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) – None.

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of February 2015, as prepared by Mr. Lapia” was made by Mr. Hartman and seconded by Mr. Matrisch. Motion carried unanimously.

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

**Committee Reports**

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The Easter Bunny Luncheon and Easter Egg Hunt is scheduled for March 29, 2015.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet March 30, 2015.

Public Safety (Mr. Woy) – The Manor VFD reported 13 calls for February: 6 in Manor plus 7 outside of Manor. Mr. Woy also requested, on behalf of the Police Department, to purchase a new monitor for the surveillance system and for training in the amount of \$338.99 for a Vizio LED 39-inch monitor from Quill, to come out of the Miscellaneous Equipment budget. Mr. Woy then motioned to proceed with the purchase. Mr. Matrisch seconded the motion. The motion carried unanimously.

Public Works (Mr. Matrisch) – None.

### **Unfinished Business**

- Discussion on the VFD request to approve list of duties for Worker's Compensation purposes. Mr. Lapia spoke to Duncan Insurance for clarification. Duncan informed Mr. Lapia any VFD activity is covered under Worker's Compensation regardless of the activity. It would be up to Worker's Compensation to reject any activity. This review is being done on behalf of an Ordinance request, which Mr. Woy states may need to be updated. Mr. Woy mentioned he would like to have a list of active drivers for the VFD which has yet to be presented. Mr. Campfield offered to have such a list of VFD activities, which the Borough would approve, may prevent denial of Worker's Compensation benefits. Mr. Lapia feels the Worker's Compensation Insurance will cover/no cover claims on a case by case basis. Mr. Campfield attempted to clarify, but due to ambiguity and many questions, Mr. Woy motioned to table this until the next meeting and have the Public Safety Committee meet with the VFD prior to next Council Meeting. Mr. Morgan seconded. The motion carried unanimously.

### **New Business**

- Consideration "to renew Conservation Partnership Agreement with the Westmoreland County Conservation District." Mr. Lapia noted the existing agreement has not been updated since 1998. After a recent municipal roundtable attendance the Conservation District asked municipalities to update their agreements. Mr. Hartman motioned to renew participation with the Westmoreland County Conservation District. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration "to approve payment request from Ligonier Construction." Mr. Morgan motioned to proceed paying Ligonier Construction with PennVest money in the amount of \$3,450 for storm manholes. Seconded by Mr. Hartman, the motion carried unanimously. Then, Mr. Morgan motioned to proceed paying Ligonier Construction with CDBG money in the amount of \$8,507.10. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on Borough's 125<sup>th</sup> Anniversary. Mr. Lapia received a letter from the Pennsylvania State Association of Boroughs (PSAB) inquiring about the Borough's celebration plans and then offered to send the Borough a plaque in honor of the anniversary. Mr. Morgan motioned to defer to the Manor Community Picnic Committee. Mr. Hartman seconded the motion. The motion carried unanimously.
- Discussion on granting an extension of time to submit all required documents for the Bortz Plan of Lots. (Deferred to Executive Session.)

- Consideration “to approve request from NVR, Inc. for access drive slope modifications for The Woods of Brandywine Phase V Sub Phase A.” Ms. Lynn read a letter from the Planning Commission in support of the drive way slope modifications. During construction, they have hit too much rock, so the houses will be higher than the original plans accounted for. Mr. Morgan motioned to grant the drive way slop modifications. Mr. Woy seconded. The motion carried unanimously.
- Consideration “to hire a Part-Time Police Officer.” Mr. Woy, Mayor Dixon and Chief Valmassoni interviewed candidates and recommend Council approve the hiring of Mr. Adam J. Gogets. Mr. Morgan motioned to hire Part-Time police officer Adam Gogets of North Irwin, pending the drug test. Mr. Matrisch 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 March 18, 2015, as presented” was made by Mr. Matrisch and seconded by Mr. Hartman. Motion carried unanimously.

Mr. Woy motioned to go into executive session for matters of potential litigation. Ms. Marchand seconded the motion. The motion carried unanimously at 7:56 P.M.

A motion to return to the meeting from executive session was made by Mr. Woy and seconded by Mr. Matrisch. The motion carried unanimously at 9:21 P.M.

Discussion on granting an extension of time to submit all required documents for the Bortz Plan of Lots. Mr. Matrisch motioned to grant an extension to July 16, 2015 for the Bortz Plan of Lots. Seconded by Mr. Woy, the motion carried unanimously.

Mr. Matrish motioned to prepare and advertise an Ordinance accepting sanitary sewer lines in Crimson I, II, and III with the exception of the sewer lines servicing Lots 220, 221, 224, 225 and 226 as presented by the Borough Engineer. Mr. Morgan seconded the motion. The motion carried unanimously.

Mr. Morgan motioned to draft and amendment to the current sewer Ordinance allowing for payment plan agreements on past due balances. Seconded by Mr. Hartman, the 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 Mr. Hartman. Motion carried unanimously. The meeting adjourned at 9:26 P.M.

Joseph N. Lapia  
Borough Manager