

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – March 18, 2020**

The Manor Borough Council held its monthly business meeting on Wednesday, March 18, 2020 at 7:00 P.M., in the Manor Borough Building.

Roll Call of Attendance:

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

**Minutes** – A motion “to accept the minutes of the meeting held on February 19, 2020, as read” was made by Mr. Hensell, and seconded by Ms. Marchand. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Matrisch) – The Mayor met with the Manor Emergency Management, Penn Township Ambulance, Manor VFD and Westmoreland City VFD and declared a state of emergency on Saturday March 14, 2020 regarding the precautions and containment of the COVID-19 Novel Coronavirus, as well as first responder preparation.

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

**Engineer's Report** (Mr. Antonacci) – Mr. Lapia noted the Engineer is still working on the bid project for the sewer line replacement on Oak Street and McKelvy Street. The Engineer also roughed out the square footage arrangement for the new park playground including moving the swings and the climbing rock.

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

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia reported the Borough received its annual Liquid Fuels payment in the amount of \$102,930.00. The new telephones arrived for Public Works and the Police Department. Rugged cases for the telephones aren’t available at this time.

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

**Committee Reports**

- **Building & Properties** – None.
- **Community Betterment** – Work on the new playground has been placed on hold. The existing playground equipment has been removed.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – None.

### **Unfinished Business**

- Consideration “to adopt Ordinance 588-20-03 amending Sewer Rules and Regulations.” Mr. Woy motioned to adopt Ordinance 588-20-03 amending the Sewer Rules and Regulations. Seconded by Mr. Hensell, the motion carried unanimously.

### **New Business**

- Discussion on adopting the International Property Maintenance Code. Jason Krainbucher, Manor’s current building inspector expressed a need to adopt the International Property Maintenance Code to address property maintenance issues in the Borough and to assist Code Enforcement. The current property maintenance ordinances are not strong enough to deal with many of the property issues. This has been brought before council previously and no action was made. The Solicitor had previously recommended to adopt those portions of the International Property Maintenance Code that was needed and not to adopt the entire code.. Council did not take action. Manor was considering to enter into an agreement with Penn Township to do Code Enforcement for us, but the Penn Township Commissioners are not interested in entering into an inter-municipal agreement at this time. Currently, the Manor Police Department is doing code enforcement. Council is interested in seeing if the Borough can get code enforcement from BIU.
- Consideration “to approve Resolution 2020-04 Destruction of Public Records.” Mr. Hensell motioned to approve Resolution 2020-04, Destruction of Public Records based on the Westmoreland County Retention schedule. Seconded by Ms. Marchand, the motion carried unanimously.
- Request from State Representative Dunbar for use of Manor Park. Mr. Hensell motioned to allow State Representative George Dunbar to use Manor Park for his annual Children’s Health and Safety Expo September 26, 2020. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve and advertise 2019 Borough Audit.” Ms. Marchand motioned to approve and advertise the 2019 Borough Audit. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to extend the Declaration of Disaster Emergency issued by the Mayor. Mr. Vacha motioned to extend the Declaration of Disaster Emergency issued by the Mayor on March 14, 2020 to April 16, 2020. Seconded by Mr. Hensell, the motion carried unanimously.

### **Correspondence - None**

**Payment of Bills** – A motion “to approve payment of the bills as of March 18, 2020, as presented” was made by Mr. Hensell and seconded by Mr. Woy. The motion carried unanimously.

There was no Executive Session.

Mr. Lapia suggested the Borough split the Public Works crew to 2 men on and 2 men off per week. Those 2 men off are technically on call and must stay at their residence if needed to come into work, but will receive full pay. Mr. Lapia noted Trafford and Penn Township public works are at home. The sewage authorities have half of their work force alternating weeks. In the meantime, the Borough was able to secure some personal productive gear if needed. Council members agreed to the 2 men on and 2 men off per week.

Emergency Management Agency Director Mr. Brian Woy reiterated the timeline stating the initial emergency disaster was declared Saturday, March 14 2020. The County Emergency Operations Center is open 7 days a week. Manor Borough’s Emergency Operations Center is not open, until there is a need. The Borough’s backup Emergency Operations Center is Penn Township. The Borough’s EMC staff is Director Mr. Brian Woy Director 19, Deputy Director Mr. Rob Boswell 19-2, Deputy Director Mr. Jeremy R. Dixon 19-2, and the Assistant Director Mr. Joseph Lapia 19-3. Police Chief Valmassoni has come up with a response plan for his officers. The Manor VFD also has a response plan.

The Manor VFD has cancelled the fish fry for the next 2 weeks, and will revisit the decision in 2 weeks. The Borough is looking at reimbursing them after the disaster emergency for income lost.

Mr. Woy reported there are no confirmed cases of COVID-19 in Westmoreland County.

**Citizen Comments** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and was seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 7:47 P.M.

Joseph N. Lapia  
Borough Manager