

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – April 15, 2020

The Manor Borough Council held its monthly business meeting on Wednesday, April 15, 2020 at 7:00 P.M., by way of an online Zoom audio and visual meeting. The Manor Borough Building is closed to the public due to the Covid-19 Pandemic.

Roll Call of Attendance:

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

Minutes – A motion “to accept the minutes of the meeting held on March 18, 2020, as read” was made by Ms. Lynn, and seconded by Mr. Woy. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Matrisch) – The Mayor noted the Charger had a bad starter. It has since been fixed under warranty.

Solicitor’s Report (Mr. Campfield) – The Solicitor noted as of April 15, 2020 both Pennsylvania Houses passed legislature and sent on to the Governor for approval, a bill outlining remote municipal meetings and property tax extensions. The property tax extensions include extending deadlines, and forgiving some penalties and interest. The Borough will have to pass a Resolution to extend its tax deadlines, based on the decision made by Westmoreland County, which may require a reissuance of the tax bills.

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

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia reported the Borough Office is taking care of daily business, although it has slowed. There is a surge in lien letter requests and sewer lateral inspections due to the number of people refinancing. North Huntingdon Township lost their appeal regarding the TowerCo cell site. The Judge ruled in favor of TowerCo and the cell site can continue to be installed on Borough property.

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

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

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – The Planning Commission is not meeting.

- **Public Safety** – Mr. Woy reported the Manor EMA staff is meeting regularly and keeping up to date on the pandemic. The Borough and the Manor EMA have an emergency response plan in the event an employee becomes infected. The Manor EMA is also consulting with the Manor VFD, and Penn Township regarding health and readiness. So far everyone is 100%.

Unfinished Business

- Discussion on Resolution 2001-03 Council Meeting Procedures. After the January Council meeting, it was discovered the Council Meeting Procedures of Resolution 2001-03 are mostly followed today, but requires some updates to modify the format. Mr. Hartman suggests omitting the Committee Report List as the committees will change. Ms. Lynn agreed. Council also wants to limit Public Comment to 3 minutes and to remove the workshop reference. Ms. Lynn motioned to have a new resolution drafted to reflect the changes in order of business format. Seconded by Ms. Marchand, the motion carried unanimously.

New Business

- Consideration “to extend the Declaration of Disaster Emergency issued by the Mayor. Ms. Lynn motioned to extend the Declaration of Disaster Emergency issued by the Mayor on March 14, 2020 to May 21, 2020. Seconded by Mr. Vacha, the motion carried unanimously.

Correspondence - None

Payment of Bills – A motion “to approve payment of the bills as of April 15, 2020, as presented” was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously.

There was no Executive Session.

Citizen Comments – None.

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 7:51 P.M.

Joseph N. Lapia
Borough Manager