

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – April 20, 2016

The Manor Borough Council held its monthly business meeting on Wednesday, April 20, 2016 at 7:35 P.M., when a quorum was assembled, in the Manor Borough Building.

Council President, Mr. Brian Woy, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Brian Woy, President Christine Marchand (Arrived at 7:35 PM) Jeremy Dixon, Mayor Ed Antonacci, Engineer	Mike Matrisch, Vice President Dawn Lynn Terry Nemitz (Arrived at 8:30 PM) John Campfield, Solicitor George Valmassoni, Chief of Police
(Absent)	Bruce Hartman Edwin Howley, Planning & Zoning Office	Steve Ira Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on March 16, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Matrisch. The motion carried unanimously.

Public Comment on Agenda Items – Tina Wilshire, 111 Brandywine Drive, Manor regarding the Manor Public Library and waiving the fees for children and family programs. Ms. Wilshire thanked Council for past support and asked if Council would consider waiving fees for the Library to use the Community Room on an as-needed basis for various programs.

Mayor’s Report (Mr. Dixon) – Mr. Dixon distributed the Monthly Police Report. The PTARC Meeting was April 4, 2016 and PTARC is in the process of changing their bylaws and inter-governmental agreement to clarify some ambiguous items. Part-time Patrolman Scott Urias was sworn in earlier in the day. Part-time Patrolman Justin Hall was in attendance and was introduced by the mayor.

Solicitor’s Report (Mr. Campfield) – Mr. Campfield presented a schedule for the Fedor Briefing regarding the Zoning Hearing Board.

Engineer’s Report (Mr. Antonacci) – Mr. Antonacci reported the Borough received approval for the scoping application for the Sandy Hill Lot on April 13, 2016. The next step is to define the driveway in and out of the lot with curbing or grassy areas to prevent vehicles from randomly pulling into the lot. A meeting is scheduled with the Conservation District to see if they have any ideas.

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

Borough Manager’s Report (Mr. Lapia) – The Borough Office, on behalf of Council received a letter of appreciation from Library Director Stephanie Capasso stating they appreciate all of the support the Borough does for them. Mr. Lapia will be attending a FEMA meeting to determine if the Borough can receive money for the Snow Emergency in January 2016. The Borough would be eligible for up to 75% reimbursement for costs incurred during a 48-hr period. The Borough’s MS4 audit was conducted by the DEP on March 30. The result indicated the Borough needs to do more documentation, more education and public outreach. The Borough needs to map the Borough regarding stormwater including, piping, catch basins, manholes, and Borough facilities that contribute to stormwater runoff. On April 7, Mr. Lapia met with Mr. Ben Taggart, Division Engineer of Norfolk Southern regarding the poor condition of the pedestrian subway. Typically the

railroad takes care of the structure and not anything to do with steps or sidewalks. He is going to get back to us to see if anything can be done. The Landbank recently acquired 17 Broadway Avenue.

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

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – There is a Timeclock Policy meeting with the Teamsters on April 26, 2016.

Planning & Zoning (Ms. Lynn) – The Planning Commission is scheduled to meet April 25, 2016; continuing to work on SALDO updates.

Public Safety (Mr. Woy) – Met with the Manor VFD and received a copy of their annual audit for 2015. No deficiencies were noted. The committee recommends the audit be accepted. The Civil Service Commission started the testing for Full-Time Police Officers. The written test was given on April 4, 2016.

Public Works (Mr. Matrisch) – None.

Unfinished Business

- Consideration “to adopt Ordinance 564-16-03 approving the 7th Amendment to WWMA Service Agreement.” Ms. Lynn motioned to adopt Ordinance 564-16-03 approving the 7th Amendment to the WWMA Service Agreement. Seconded by Mr. Matrisch, the motion carried unanimously.

New Business

- Consideration “to award Street paving bid for 2016.” This bid is for repaving Brandywine Drive from Sandy Hill Road to Cameron Drive. Four bids were received. The following bids were received Derry Construction \$207,403.75, El Grande Industries \$235,706.75, Morgan Excavating \$237,875 and Ligonier Construction \$258,000. The lowest bid was Derry Construction, who has worked in the Borough previously, in the amount of \$207,403.75. Mr. Lapia reminded Council \$150,000 was budgeted in the General Fund, with another \$40,000 coming from Liquid Fuels. The amount budgeted to be taken from Liquid Fuels can be increased to cover the deficit. Mr. Matrisch motioned to award the contract to Derry Construction in the amount of \$207,403.75. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Matrisch then motioned to amend the Liquid Fuels budget increase by \$17,403.75 from the original \$40,000. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Lapia at the advice of Mr. Antonacci recommends construction vehicle traffic be moved to Cameron Drive from Brandywine Drive so prep work can be done before Brandywine is paved. Mr. Matrisch motioned to shift all construction traffic from Brandywine Drive to Cameron Drive based on the Engineer's Report. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V Sub-Phase B.” The Borough Engineer recommended releasing \$12,495.00. Ms. Lynn motioned to accept the Borough Engineer's

recommendation and release \$12,495.00 for the Woods of Brandywine Phase V Sub-Phase B. Seconded by Mr. Matrisch, the motion carried unanimously.

- Consideration “to approve payment to Morgan Excavating for Sewer Separation Project.” Ms. Lynn motioned to approve payment to Morgan Excavating for the Sewer Separation Project in the amount of \$171,319.38 per the Borough Engineer’s recommendation. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve Resolution 2016-06 destruction of Public Records.” Ms. Lynn motioned to approve Resolution 2016-06 the destruction of Public Records. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve Resolution 2016-07 authorizing Borough Manager to execute documents on behalf of the Borough for January 2016 snowstorm reimbursement.” Ms. Lynn motioned to approve Resolution 2016-07 authorizing the Borough Manager to execute documents on behalf of the Borough for the January 2016 snowstorm reimbursement. Seconded by Mr. Matrisch, the motion carried unanimously.
- Discussion on switching to LED street lights. Installing 50-watt LED streetlights would save the Borough \$1,187 per month, and decrease the current monthly street lighting bill by almost 50%. The installation would not occur until 2017 and the Borough would be responsible for any “end of life charge” for existing HPS lights. Samples of LED streetlights can be seen at West Penn Power’s facility located on Route 30. LED lights are more directional and shine down instead of upwards and outwards. Mr. Matrisch motioned to sign the agreement to proceed with a design study with West Penn Power to install LED streetlights. Seconded by Ms. Marchand, the motion carried by majority. Ms. Lynn voted, “No.”
- Discussion on replacing sewer line on Poplar Street. The sewer line for the 6 houses serviced is in bad shape. The sewer line will have to be replaced prior to paving the street as it runs down the middle of the street. The sewer line can be replaced by Public Works. An outside contractor is required to dig the sewer line given the space restriction in that area and BJC Enterprises is recommended. Other recommended vendors include Stone & Company, and Pleasant Unity Supply. Mr. Lapia wants to minimize the impact and inconvenience for the residents. Mr. Matrisch motioned to use Pleasant Unity Supply, Stone & Company, and BJC Enterprises for the Poplar Street sewer line replacement project. Seconded by Ms. Lynn, the motion carried unanimously.
- Discussion on sweeping Borough streets. Mr. Lapia presented 3 quotes for street sweeping. Mr. Matrisch motioned to use Gulden Equipment at \$110 per hour, not to exceed \$5,500. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to approve and advertise 2015 Borough Audit.” Ms. Lynn motioned to approve and advertise the 2015 Borough Audit. Seconded by Mr. Matrisch, the motion carried unanimously.
- Discussion on Ordinance Codification proposal from General Code. Keystate Publishers closed shop. The cost is \$3,308 for 6 copies. The Zoning budgeted amount is \$3,000. Ms. Lynn motioned to have General Code finish the Borough’s Ordinance and have the General Fund cover the budget deficit of \$308. Seconded by Mr. Matrisch, the motion carried unanimously.
- Request from Manor Library for free use of the Community Room for children and family programs. Ms. Lynn motioned to allow the Manor Public Library free use of the Community Room for children and family programs, for no more than 10 per year, and no cleaning fee charged. Seconded by Mr. Matrisch, the motion carried by majority. Ms. Marchand abstained.
- Request from Manor Presbyterian Church for reduced rental fee for Community Room. Ms. Lynn motioned to reduce the Community Room rental fee for the Manor Presbyterian Church Pancake fundraiser on May 7, 8:00 AM until Noon to \$50. The motion did not get a Second. Then, Ms. Marchand motioned to allow the Manor Presbyterian Church a free rental with a \$75 cleaning fee. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to accept resignation of Patrolman Adam Gogets.” Ms. Lynn motioned, with great regret, to accept the resignation of Patrolman Adam Gogets. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to authorize Solicitor to update Borough Policies & Procedures for Employees, Board Members and Volunteers who interact with children.” Ms. Lynn motioned to authorize the Solicitor to update Borough Policies & Procedures for Employees, Board Members and Volunteers who interact with children. Seconded by Ms. Marchand, the motion carried unanimously.

- Request to use the baseball field on Brush Creek Road. A team of 13-year olds based at the All-American facility in Trafford want to use the field Fridays and Sundays for practice only. Ms. Lynn motioned to allow the All American/Sander team use of the field Fridays and Sundays. Seconded by Mr. Nemitz. Then, Ms. Lynn amended her motion to include a \$50 fee for the season. Mr. Matrisch felt renting the field out every day would not allow residents a chance to use the field if they choose to do so. There was no second to the amended motion.
- Consideration “to solicit bids for Fibermat road sealing process for Sandywood Place.” Mr. Matrisch would like to extend the life of roads by using the Fibermat road sealing and a recent consultation with Russell Standard indicated Sandywood Place would be an ideal area to use the Fibermat at a cost of \$65,000. Mr. Matrisch motioned to have the Engineer bid out Sandywood Place and the Police Parking lot. Seconded by Mr. Nemitz. Mr. Matrisch amended his motion to include the bids to be due June 13, 2016 at 1:00 P.M., and will be opened at 1:30 P.M, and acted on at the June 15, 2016 meeting. Seconded again by Mr. Nemitz. The motion carried unanimously.

Correspondence

- Ferree Kennels.

Payment of Bills – Mr. Matrisch motioned to remove the Kingston Supply bill from the list of bills. Seconded by Ms. Lynn, the motion carried unanimously.

A motion “to approve payment of the bills as of April 20, 2016, as presented” was made by Ms. Lynn and seconded by Mr. Matrisch. The motion carried unanimously.

Public Comment – Both Tina Whilshire and Stephanie Carpasso briefly thanked Manor Borough Council for their support.

A motion to go into executive session for matters of personnel and potential litigation was made by Mr. Nemitz and seconded by Ms. Lynn. The motion carried unanimously at 8:48 P.M.

A motion to return to council regular session was made by Mr. Nemitz and seconded by Ms. Lynn. The motion carried unanimously at 9:25 P.M.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 9:26 P.M.

Joseph N. Lapia
Borough Manager