

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – May 17, 2017**

The Manor Borough Council held its monthly business meeting on Wednesday, May 17, 2017 at 7:00 P.M., 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	Mike Matrisch, Vice President
	Bruce Hartman	Steve Ira
	Christine Marchand	
	Ed Antonacci, Engineer	John Campfield, Solicitor
(Absent)	Dawn Lynn	Terry Nemitz
	Jeremy Dixon, Mayor	Mike Radakovich, Tax Collector
	Edwin Howley, Planning & Zoning Office	George Valmassoni, Chief of Police

**Minutes** – A motion “to accept the minutes of the meeting held on April 19, 2017, as read” was made by Mr. Matrisch, and seconded by Mr. Hartman. The motion carried unanimously.

A motion “to accept the minutes of the Public Hearing held on April 19, 2017, as read” was made by Mr. Hartman and seconded by Mr. Matrisch. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Dixon) – None.

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

**Engineer’s Report** (Mr. Antonacci) – Mr. Antonacci reported the field survey for the pipe bursting project is complete. Bids for the Observatory Street project are expected in July. Mr. Antonacci and Mr. Lapia met with Jim Pillsbury of the Conservation District to review the Borough’s Pollution Reduction Plan (PRP). Mr. Pillsbury has some ideas and will meet with the Borough later in the week.

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

**Borough Manager’s Report** (Mr. Lapia) – George Francis was at a previous council meeting discussing putting in a small monopole cell tower at the Sandy Hill Road lot. He emailed Mr. Lapia wanting to know if the Borough was interested in it, and what steps need to be taken to rezone the property. They are looking to construct the tower in the first quarter of 2018. Pictures were sent and the cabinet would be on a 10 foot by 30 foot pad. According to the Solicitor, the PUC looked at mini towers in Rights of Ways and voted not to issue certificates. The Zoning Ordinance needs to be reviewed to address these “mini cells”. Council would like to know if any other location would be considered other than the Sandy Hill Road lot. Mr. Lapia also proposed to purchase a new floor scrubber for the Community Room. The current one is old and wearing. The price of the Bortek scrubber delivered \$4,660, which is COSTARS pricing. This model would be cordless and comes with 2 batteries. There is funding in the Community Room budget. Council wants to wait until the old floor scrubber breaks. The Community Room HVAC unit was recently serviced. It is the original HVAC unit from 1994 and will have to be replaced within the next few years. A quick estimate to replace will be \$15,000. Mr. Lapia will seek out other quotes.

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of April 2017, as prepared” was made by Mr. Hartman and seconded by Mr. Matrisch. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector’s report for the month of April 2017, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Ms. Marchand. The motion carried unanimously.

### **Committee Reports**

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The Playground needs 2 slides and the Volcano needs replaced. Mr. Hartman recommends pricing slides and a climbing activity to replace the Volcano. Mr. Lapia will consult with Linda Bires of PTARC. Mr. Hartman suggested getting grants to replace the playground equipment. Mr. Woy and Mr. Lapia met with PTARC and was told the cost to replace the playground equipment and the building would be \$350,000, with a 50% match if a grant was obtained through the DCNR. Mr. Lapia reminded Council there is a drainage issue in the park as the playground area is in a low spot. Several of the drains have been cameraed, have been found to be functioning, but they cannot handle the large volume of heavy rain. The playground mulch decomposes and could possibly be clogging other drains. Mr. Lapia recommends digging all of the mulch out, adding more drains, and then redo the mulch, which is a substantial undertaking. Mr. Woy pointed out that area is in a flood zone. Mr. Lapia commented that area could be built up to minimize the flooding potential. Mr. Hartman suggested moving the playground and building out of the flood plain, however, that was the intent of the initial \$350,000 price quote.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – None.

Public Safety (Mr. Woy) – The Civil Service Commission met May 3, 2017 and held its Reorganization Meeting. The following appointments were made: Brian Woy - Chairman, Christine Jolly - Vice Chairman, Jamie Greisbaum – Secretary. The Commission has made the following recommendations to Council: Removal of the residence requirement after 6 months of probation; The Civil Service List is not renewed so the Commission recommends new testing process should the Borough require a new full-time police officer. Mr. Hartman motioned to have the Solicitor prepare a Resolution to amend the Civil Service rules and regulations to eliminate residency requirements for full-time police officers. Seconded by Mr. Matrisch, the motion carried unanimously. Then, Mr. Matrisch motioned to allow testing to start a new list of candidates. Seconded by Mr. Hartman, the motion carried unanimously.

Public Works (Mr. Matrisch) – The new Public Works truck should be delivered August 3, 2017.

### **Unfinished Business**

- Discussion on Draft Purchasing Policy. The Solicitor has one change in regards to the Emergency Management Coordinator. Mr. Hartman motioned to approve the Purchasing Policy with changes made. Seconded by Mr. Ira, the motion carried unanimously.

### **New Business**

- Consideration “to approve access drive modification for 371 Brandywine Drive.” The Planning Commission met April 24, 2017 and recommends that Council approves the request. Mr. Matrisch motioned to accept the Planning Commission’s recommendation and approve the request for the driveway modification for 371 Brandywine Drive. Seconded by Ms. Marchand, the motion carried unanimously.

- Consideration “to hire Public Works Summer Help.” Mr. Lapia submitted a memo to hire Michael Spino (returning from last year), and Jonathan Watt. Both are Borough residents. Mr. Lapia noted 6 applications were received of which 4 are Borough residents. Three candidates were contacted. One did not call back, the other found employment elsewhere. Mr. Matrisch motioned to hire Michael Spino and Jonathan Watt for the Public Works summer help at \$10.00 per hour. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to hire Summer Playground Supervisors.” PTARC Director Linda Bires recommended these candidates: Christina Bauer and Matthew Fawcett. Mr. Matrisch motioned to hire Christina Bauer (returning from last year) and Matthew Fawcett as Summer Playground Supervisors at \$10.00 per hour. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on On-Street Parking. Mr. Woy noted that in some of the plans and on some of the streets are limited to no parking, or one side of the street parking, or it’s a free for all. Mr. Lapia noted New England Village has an Ordinance dating back to 1987 prohibiting parking on both sides of the street. Mr. Woy noted people still park on both sides of the street which makes it difficult to get a fire truck through when necessary as the roads in New England Village are 20 feet wide. Mr. Woy would like to make this Ordinance apply to all streets in the Borough.
- Consideration “to participate in Westmoreland County CDBG Program for Fiscal Years 2018-2020.” Mr. Lapia noted the Borough participates in this program and has been fairly successful in receiving grant money for projects. Mr. Matrisch motioned to continue participating in the Westmoreland County CDBG Program for Fiscal Years 2018-2020. Seconded by Mr. Hartman, the motion carried unanimously.

#### **Correspondence**

- Sable Kennels
- WWMA regarding Board of Directors’ Compensation. Board members would receive monthly compensation for board meetings. Each municipality has to approve the compensation, but the payments would come from the WWMA budget. It would apply to those newly appointed, not those currently on the board. All 6 municipalities have to agree to compensate the board members. Council will need to approve a Resolution.

**Payment of Bills** – A motion “to approve payment of the bills as of May 17, 2017, as presented” was made by Mr. Matrisch and seconded by Mr. Hartman. The motion carried unanimously.

#### **NO EXECUTIVE SESSION**

**Public Comment** – Larry George of 470 Manor Harrison City Road, Manor, commented about his sewage bill and why his letter to council is not being considered, specifically to waive sewage since the water is not turned on at the structure he is renovating. Mr. Woy explained the Borough is charged by WWMA for the EDU whether water is used or not, therefore, the fee is passed along to the property owner. If WWMA would waive the fee, then the Borough could waive the fee. Both the Solicitor and Mr. Lapia cite it is rare, if ever, for WWMA to waive the basic sewage fee. Mr. Woy went to comment that there are many other properties in the Borough that have no usage per month and they are still billed the basic rate, and that it would not be fair for other residents to pay for his sewage bill. Both the Solicitor and Mr. Lapia agree that the Borough Ordinance on Sewage billing is clear. The Solicitor went on to state that disconnecting from the sewage main is the only way to stop being billed sewage.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matrisch and seconded by Mr. Hartman. The motion carried unanimously. The meeting adjourned at 8:21 P.M.

Joseph N. Lapia  
Borough Manager