

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – May 20, 2020**

The Manor Borough Council held its monthly business meeting on Wednesday, May 20, 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 Dave Gongaware Jim Vacha  John Campfield, Solicitor	Dawn Lynn, Vice President Christine Marchand Brian Woy Mike Matrisch, Mayor Ed Antonacci, Engineer
(Absent)	Ralph Hensell Jason Krainbucher, Zoning Office	George Valmassoni, Chief of Police Mike Radakovich, Tax Collector

**Minutes** – A motion “to accept the minutes of the meeting held on April 15, 2020, as read” was made by Ms. Lynn, and seconded by Mr. Gongaware. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Matrisch) – The Mayor reported burglary incidents in the Borough are up. He also wanted to acknowledge and compliment Chief Valmassoni for the handling of a prisoner taken to county jail. The prisoner was being assaulted by guards and Chief Valmassoni stepped in to neutralize the situation.

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

**Engineer’s Report** (Mr. Antonacci) – The paving contractor plans to start work on paving Manor View Drive on June 8, 2020.

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

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia reported the dumping of grass clippings is occurring again along the access road created for the 2019 Cameron Drive storm sewer project. After discussion, Ms. Lynn motioned to place the “No Dumping” signs back up in the area of where the dumping is occurring. Seconded by Ms. Marchand, the motion carried unanimously. A comparison of Revenue and Expenses for 2019 versus 2020 shows a slight drop of \$19,000 for 2020. This amount may be made up when money from the Tax Collector is received in June. The Library is working on plans and a procedure to reopen. Election Day on June 2, 2020 will be held in the Manor Community room. The election bureau has new poll workers. All doors will be open to provide ventilation, the number of people will be limited, social distancing will be employed, and there will be a predetermined flow of traffic in and out of the Community Room.

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

**Committee Reports**

- **Building & Properties** – None.
- **Community Betterment** – None.

- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – Mr. Woy reported MVFD Chief Greg Stutz contacted him regarding derelict property on the Manor/Penn Township border on Sagerville Lane. The building has been donated for training purposes, including a controlled burn. Before training and burning can begin, the DEP needs to inspect the building to ensure no asbestos is in the structure. Once the DEP approves, a burning permit must be obtained from the Borough. The state fire academy in conjunction with WCCC is to provide the Borough with a letter of notification regarding the specifics of the controlled burn. Mr. Vacha motioned to allow the preliminary process to proceed for the inspection and eventual burn of the structure. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Woy volunteered to be a liaison with the MVFD. Playground renovation has been postponed. The old playground has been cleaned up and prepped for seeding grass. More rubber mulch will be salvaged and moved up to the playground in Mt. Manor Park. The remaining swing sets will be moved when possible.

#### **Unfinished Business**

- Consideration “to adopt Resolution 2020-05, Rules for Public Meetings.” Ms. Lynn motioned to adopt Resolution 2020-05, Rules for Public Meetings. Seconded by Ms. Marchand, the motion carried unanimously.

#### **New Business**

- Discussion on Declaration of Disaster Emergency. After considerable discussion, Council thought the declaration did not have to be extended. The Borough needed to declare the emergency to receive any grant money, however, Borough expenditures are 1/3 of the minimum \$3,300 grant. The Solicitor advised how business could be transacted, if by appointment only, and what the designated meeting area would be. Mr. Lapia advised the Borough Administration office is not set up properly for face-to-face transactions. Currently most of the business is being transacted via telephone, email and the US Mail. Residents are not able to drop anything off as there is no drop box. The Borough office will continue to be closed to the public until a plan is in place and building modifications to possibly include a drop box and a plexiglass window shield for the Administration and Tax Office windows. The Community Room has been thoroughly cleaned and has not been in use this year as the Borough was planning to move the Police Station to the Administration Building. Mr. Woy was appointed as the Pandemic Safety Officer. Mr. Lapia confirmed there was money in the budget to make needed modifications to the Borough Building. Ms. Lynn motioned to continue the Disaster Emergency Declaration until June 18, 2020. Seconded by Mr. Woy, the motion carried unanimously. Then, Ms. Lynn motioned to create a committee to communicate with the County, upgrade the facilities and to open facilities spending no more than \$5,000. Seconded by Mr. Woy the motion carried unanimously.
- Consideration “to approve payment request from KGD Contracting Inc.” The Engineer recommends the Borough can pay KGD Contracting \$9,280.00, leaving \$16,84248 in retainage, for finishing the Woods of Brandywine access road to the retention pond, as topsoil has been added and grass reseeded. Ms. Lynn motioned to pay \$9,280.00 to KGD Contracting. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on purchase of a Ventrac Mower. Council was given a memo on the purchase of a Ventrac Mower to replace the aged John Deere tractor and to provide for a more versatile machine to mow vegetation in the parks and retention ponds. The memo broke down the various sources the funds would come from to pay for the Ventrac Mower and trailer. In addition, the sale of the John Deere would offset some of the cost. Mr. Woy motioned to purchase the Ventrac Mower, with trailer, at no more than \$32,000 total cost. Seconded by Mr. Vacha, the motion carried unanimously.

**Correspondence** - None

**Payment of Bills** – A motion “to approve payment of the bills as of May 20, 2020, as presented” was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously.

A motion for an Executive Session for matters of potential litigation to occur after the Council Meeting adjourns on another Zoom meeting link to ensure confidentiality was made by Ms. Lynn. Seconded by Mr. Woy, the motion carried unanimously.

**Citizen Comments** – Mr. Woy wanted to know if there were any updates to the Woods of Brandywine plan for the Borough to take over the street. Mr. Lapia noted there are no updates, however, the Borough has been in discussion with the Developer. Mr. Woy then went on to thank the Manor Public Works employees for their help with scheduling during the pandemic. Mr. Hartman echoed Mr. Woy’s appreciation as it saved the Borough from laying anyone off.

Derek Gutkowski of the Manor Grille is requesting his escrow money from a recent fire. \$12,000 was escrowed by the Borough per Ordinance in accordance with state law to ensure the building is fixed or removed and meets building and zoning code requirements. Mr. Gutkowski needs the money for operating costs. He is working with the building inspector Jason Krainbucher and asserts he is doing everything to code and as requested. He took a former residence, gutted it, and turned it into a commercial structure as a warehouse behind the Manor Grille. Mr. Lapia noted as soon as repairs are completed, approved, and documentation is forwarded to the Borough Office, the money can be released. Mr. Lapia further explained part of the building is in a flood way and the Borough is trying to determine, with the Engineer and the Solicitor, what more needs to be done per FEMA regulations. While Mr. Gutkowski claimed the Borough is not working with him, Mr. Lapia told him the rules are being followed and the Borough is facilitating as much as possible. Mr. Gutkowski asked Council to release part of the money in escrow. The building inspector may give a letter of completion to the Borough as Mr. Gutkowski is doing the construction work himself.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Woy. The motion carried unanimously. The meeting adjourned at 9:15 P.M.

Joseph N. Lapia  
Borough Manager