

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – June 18, 2014

The Manor Borough Council held its monthly business meeting on Wednesday, June 18, 2014, at 7:00 PM. in the Manor Borough Building.

Council President, Ms. Dawn Lynn, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present) Dawn Lynn, President
Bruce Hartman
Jeremy Dixon, Mayor

Brian Woy, Vice President
Mike Matrisch
Edward Antonacci, Engineer

(Absent) Steve Ira
Jim Morgan
Mike Radakovich, Tax/Sewer Collector

Christine Marchand
John Campfield, Solicitor
Edwin Howley, Planning & Zoning Officer

Minutes – A motion “to accept the minutes of the meeting held on May 21, 2014, as read” was made by Mr. Hartman, and seconded by Mr. Woy. Motion carried unanimously.

Citizen Comments –

- Lois Gongaware of Manor represented the Manor Community Vacation Bible School requesting free use of Manor Park on Sunday, August 10th. Due to the construction for the Sewer Separation Project, Vacation Bible School was cancelled. Their intent is to hold a special family outing at the park. Mr. Hartman motioned to waive the fee at the Pavilion on Sunday August 10th for the Manor Community Vacation Bible School. Mr. Woy seconded the motion. Motion carried unanimously.
- Chuck Charrie of 1297 First Street, Manor had some questions regarding an update to the school bus depot’s compliance of Stormwater Management. Both the Borough Engineer and the Zoning Officer had sent violation notices to the business owner, and there has been progress, however, a bad winter prevented the owner from taking more immediate action. The bus depot was granted an extension. The Zoning Officer has yet to determine if the corrections have been made. Mr. Charrie was advised to file a Right To Know Request.
- Mike Colvin of 37 Penn Street, Manor had questions about taking down a garage and putting up a new larger garage. The Zoning Officer told Mr. Colvin he could not do what he had planned due to set back requirements. He was advised to submit a formal plan with drawings so the Zoning Officer could more properly advise Mr. Colvin on the type of structure to build.
- Dave Gongaware of 16 Observatory Street, Manor wanted to inform Council that the Manor Volunteer Fire Department will be 115 years old in 2015 and they are looking at holding a Labor Day Fair. He also asked for a \$3,000 - \$5,000 donation from the Borough to help offset the cost of a 2015 Labor Day celebration. It was agreed that more research will have to be done before a decision can be made.
- Gary Ursiny of 93 Observatory Street, Manor was questioning why the street light was removed at the school bus stop at Terrence and Observatory Street. He feels it could present a danger to the children waiting on the bus. Mr. Lapia advised the school districts manage the bus stop locations. The street light was removed due to a cost savings. Mr. Ursiny was also advised he could have a light pole installed on his property at his expense.
- Greg Hensell of 37 Blaine Avenue, Manor was concerned about the sewer separation project, damage to his property, debris left in his yard and speed of the construction vehicles. His complaint is in regards to the sloppiness of the workers and leaving debris behind. Mr. Hensell feels the construction vehicles are driving too fast and are potentially harming property, pedestrians and children. Mr. Lapia and Mr. Antonacci have agreed to speak with the contractor to have their employees slow down and to clean up after themselves.

- Jeri Lewis of 19 Harding Street, Manor is requesting an update regarding the mud and property easement on the Altman property, and wants to know if any progress has been made. The Borough has no information to offer. Ms. Lewis is concerned about the mud sliding during heavy rain and potentially clogging sewage lines. She continues to assert the “junk yard” like appearance of the property is an eyesore and a health hazard.

Mayor’s Report (Mr. Dixon) – Mr. Dixon presented the monthly Police Log report.

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

Engineer's Report (Mr. Antonacci) – The Annual Municipal Stormwater System Progress Report (MS4) is being finalized. Outstanding is the education and detection of pollution which needs to be discussed on how to educate residents.

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

Borough Manager’s Report (Mr. Lapia) – The PUC website reports the next installment of gas well payments (ACT 13 Impact Fees) to municipalities are coming in July. Manor Borough is slated to receive a little over \$7,200.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of May, as prepared by Mr. Lapia” was made by Mr. Woy and seconded by Mr. Matrisch. Motion carried unanimously.

Tax & Sewer Collector's Report – A motion “to approve both reports for the month of May, as prepared by Mr. Radakovich” was made by Mr. Hartman and seconded by Mr. Woy. Motion carried unanimously.

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – Mr. Hartman wanted Council to approve a \$50 donation to the Shriner’s for a clown appearance at the recent Spring Fling (6/14/2014). Due to the number of council members in attendance for the evening and 1 Abstention vote, there were not enough Council members to vote (3 were present). The motion will have to be tabled until the next council meeting when more Council members are present.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – There is a planning commission meeting on June 23rd at 7:00 PM in the Manor Community Room, to go over the Sign Ordinance and SALDO Ordinance.

Public Safety (Mr. Woy) – The Manor VFD is having a hoagie sale Saturday June 21st. Mayor Dixon submitted paperwork to PEMA (Pennsylvania Emergency Management Association) for certification. Mr. Woy previously submitted his emergency management paperwork to PEMA.

Public Works (Mr. Matrisch) – None

Unfinished Business

- Discussion on 2014 street paving program. It was realized it would not be possible to pave any roads involved with the Sewer Separation Project this year due to the completion date (too late in the year). Orchard Drive (Longview to Chestnut) needs to be milled and paved, and Fredrick Drive (cul-de-sac)

has a lot of cracks. Obtaining bids may be difficult due to PennDOT's heavy schedule this year. The Borough has \$150,000 budgeted for paving for 2014. Mr. Hartman motioned to have the Borough Engineer prepare a bid package for paving Orchard Drive and Fredrick Drive, and advertise for bids to be due by August 13, 2014 at 3:00 PM, to be opened at 3:30PM on August 13, 2014. Seconded by Mr. Matrisch, the motion carried unanimously.

New Business

- Consideration "to approve payment request from Morgan Excavating for Sewer Project." Mr. Matrisch motioned to pay Morgan Excavating \$117,606.76. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration "to purchase playground mulch for Lower Manor and Mount Manor Parks." After review of pricing bids from 5 companies, the lowest bid on 100 cubic yards was Yocca Business Systems for \$1,950. Mr. Woy motioned to purchase mulch from Yocca Business Systems for the playgrounds for \$1,950. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on trading Police Department weapons for Patrol rifles. The Borough has 7 firearms to dispose of now that Manor police officers are carrying their own firearm as well as, 3 shotguns. Witmer Public Safety has a program whereby the Police Department can turn in the 10 firearms "in trade" for 3 Police rifles. A competitor, Markl, did not offer a better deal. Mr. Hartman motioned to have the Solicitor draft a resolution to have the process started to trade in the weapons. Mr. Woy seconded the motion. Ms. Lynn, Mr. Woy and Mr. Hartman voted "Yes", Mr. Matrisch voted "No". Motion carries by majority.
- Consideration "to approve Resolution 2014-08 implementing a sign inventory management plan." Mr. Woy motioned to approve Resolution 2014-08 implementing a sign inventory management plan. Mr. Hartman seconded the motion. Motion carried unanimously.
- Consideration "to accept resignation Jeremy Dixon as Borough Fire Marshal." Mr. Hartman motioned to accept the resignation of Jeremy Dixon as Borough Fire Marshal. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration "to appoint Adam Guy as Borough Fire Marshal." Mr. Matrisch motioned to appoint Adam Buy as Borough Fire Marshal. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration "to lease a copier for Police Department at the end of the current copier lease." Mr. Matrisch motioned to continue leasing from CCA Solutions of Greensburg. Mr. Hartman seconded the motion. The motion carried unanimously.
- Discussion on entering into an agreement for IT support services. Three bids were obtained: An hourly rate for \$85/hour from Digital Trafford, \$446/month from Shiloh Services, and \$1,500/month from Wolf Consulting. The references contacted for Shiloh Services were all positive. Mr. Matrisch motioned to enter into a contract with Shiloh Services for 1 year. Seconded by Mr. Woy, the motion carried unanimously.
- Request from Greg Hensell for reimbursement for sewer line repairs completed in 2010. Mr. Lapia researched the history of Mr. Hensell's request and contacted former Councilman Chuck Konkus for more information. The Borough Solicitor (on vacation) needs time to research this matter further. Mr. Hensell asserts he put the cleanout in the main line to remove roots. He did this because Mr. Konkus said he had to do it that way. The matter was tabled until next meeting.
- Consideration "to participate in Westmoreland Cleanways Household Hazardous Waste Collection." After a brief discussion, only 1 resident (car load) participated in the past 3 years at the cost of \$40. No motion entered.
- Consideration "to authorize the Solicitor to draft a Grant of Right Away & Easement Agreement for Breault Property." (Aerial encroachment request.) Mr. Hartman motioned to authorize the Solicitor to draft a Grant of Right Away & Easement Agreement for the Beault property on Orchard Drive. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration "to rescind prior motion denying the Bortz Subdivision Plan based upon the request for an extension of time." (Due to a miscommunication between legal representatives.) Mr. Matrisch

motioned to rescind the prior motion denying the Bortz Subdivision Plan. Mr. Woy seconded the motion. The motion carried unanimously.

- Consideration “to approve the request of the Bortz Family for an extension of time until July 17, 2014 for final action on the Bortz Subdivision Plan.” Mr. Matrisch motioned to approve the request of the Bortz Family for an extension of time until July 17, 2014 for final action on the Bortz Subdivision Plan. Mr. Woy seconded the motion. The motion carried unanimously.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of May 21, 2014, as presented” was made by Mr. Woy and seconded by Mr. Hartman. Motion carried unanimously.

Mr. Woy motioned to go into Executive Session to discuss Personnel matters and for matters of possible litigation. Seconded by Mr. Matrisch, the motioned carried unanimously at 9:05 P.M.

A motion to return to the regular meeting from Executive Session was made by Mr. Matrisch and seconded by Mr. Woy. The motioned carried unanimously at 9:11 P.M.

Public Comment – Dennis Lane of 23 Broadway Avenue of Manor is concerned about the saw cutting the road on Broadway and along the alley. He has an old stone wall close to the saw line and he fears the cutting may damage the wall. Mr. Lapia states they will do what they can to not damage the wall, providing the wall is not in the sewer right of way. The Borough Engineer will take a look at the wall.

Mrs. Lane spoke up to express her concerns about the excessive speeds of the construction workers and their lack of care. She claimed her vehicle may have been damaged with red paint by the construction workers.

Mr. Lapia and members of council reminded everyone if they have an issue, to please call the Borough Office so it can be addressed immediately.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and seconded by Mr. Matrisch. Motion carried unanimously. The meeting adjourned at 9:20 P.M.

Joseph N. Lapia
Borough Manager