

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – August 17, 2016

The Manor Borough Council held its monthly business meeting on Wednesday, August 17, 2016 at 7:00 P.M., in the Manor Borough Building.

Council Vice President, Mr. Mike Matrisch, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Mike Matrisch, Vice President	
	Bruce Hartman	Dawn Lynn
	Christine Marchand	John Campfield, Solicitor
	Ed Antonacci, Engineer	Jeremy Dixon, Mayor 7:15 PM Arrival
(Absent)	Brian Woy, President	Steve Ira
	Terry Nemitz	George Valmassoni, Chief of Police
	Edwin Howley, Planning & Zoning Office	Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on July 20, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Hartman. 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 attended an MS4 Seminar with Mr. Lapia in the previous week. A pollution control MS4 seminar will be held in October. The Borough received the Highway Occupancy Permit (HOP) for the lot at the bottom of Sandy Hill Road. The next step is to make the lot accessible.

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

Borough Manager’s Report (Mr. Lapia) – The sewer line replacement on Poplar Street has started and is progressing well. After 2 weeks, there is 100 feet of sewer to replace. A few problems have been encountered which has slowed the progress. The Fibermat coating for the roads in Sandywood Place is scheduled for September 7 through September 9, 2016. The CDBG sidewalk project is tentatively scheduled to begin after Labor Day (September 6, 2016). The MS4 Permit Renewal Seminar Mr. Lapia and Mr. Antonacci attended alerted them to the number of things the DEP will be looking for and looking at during the renewal. Since Bushy Run and Brush Creek flow into Turtle Creek, the DEP is looking to reduce metals and siltations therefore the Borough has to submit a pollution reduction plan (10% reduction). The Sewer Separation Project’s cameraing has been reviewed and a final payment is pending for PennVest. Regarding Penn Township Sewage Authority and the Rowe Road trunk line, they received the right of way from the Manor owner they needed. Their next step is drafting an agreement for PTSA to take over that line. Manor is seeking a 400 EDU capacity and a 50% reduction in pumping station fees once PTSA takes over the sewer trunk line. The 2008 Ford Crown Victoria was on Municibid and received a high bid of \$776.99 and did not meet the reserve of \$1,000. It was relisted and is doing better.

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

Tax Collector's Report – A motion “to approve the Tax Collector’s report for the month of July 2016, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Hartman. Motion carried unanimously.

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – They will be working on the Public Works negotiations as that contract is up at the end of the year.

Planning & Zoning (Ms. Lynn) – The Planning Commission plans to meet August 22, 2016 at 7:00 PM in the Manor Community Room. They are still reviewing the SALDO.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – At least 3 trees need to be removed from the park as they are dead and are potentially a hazard. Ms. Lynn motioned to solicit bid prices to have the trees removed. Seconded by Ms. Marchand, the motion carried unanimously. Mr. Matrisch also noted no one is allowed in the park at night. Therefore there are too many lights in the park either not logically placed or redundant and 7 of the 14 lights could be removed. Mr. Lapia encouraged Council to act before next year on this as the Borough’s lighting agreement will be up for renewal and this could impact the agreement and cost if there are any end of life charges. Mr. Matrisch requested we add “Do not feed ducks” to the Ordinance of Park Rules and Regulations. Ms. Lynn inquired about replacing the trees in front of the Borough building parking area. Both Mr. Lapia and Mr. Matrisch have no immediate plans but should a Boy/Girl Scout need a community project, they are welcome to take on the project.

Unfinished Business

None

New Business

- Discussion on applying for PA Small Water and Sewer Program Grant. The Borough applied for one last year but did not get it. There is more funding available this year. Mr. Antonacci and Mr. Lapia would like to apply for a grant to replace 300-500 feet of sewer line on Observatory from the top down to Fredrick. Tree root issues have plagued that section of the sewer line for several years and some of the houses do not have an adequate “fall” in sewer line. This grant requires the Borough to pay for 15% of the project cost. The deadline is October 31, 2016 for the 2017 Grant. Ms. Lynn motioned to have the Borough Engineer and Borough Manager to apply for the PA Small Water and Sewer Grant. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on applying for a CDBG Grant for 2017. The Borough has had success getting CDBG grants in the past. The county will also consider ADA Projects. Mr. Lapia would like to replace the restroom in Manor Park with an ADA compliant building. It would be a precast building that is delivered and set up on site. Mr. Hartman motioned to have the Borough Manager and the Engineer apply for a CDBG grant for 2017. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to solicit bids for the paving of Poplar Street.” The sewer line replacement on Poplar Street should be done the week of August 22, 2016. The road will have to be paved. It will be a tight window, but it’s possible to get it done this year. Ms. Lynn motioned to allow the Borough Engineer to solicit bids to

pave Poplar Street, with the bids due September 19, 2016 at 1:00 PM, and the bid opening at 1:30 PM. Seconded by Mr. Hartman, the motion carried unanimously.

- Consideration “to approve payment request from Morgan Excavating for sewer separation televising.” Ms. Lynn motioned to approve payment request from Morgan Excavating for sewer separation televising in the amount of \$9,452.55. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve sending Borough Manager to 3 Rivers Wet Weather Conference.” Mr. Lapia has gone to these conferences the past 2 years and has found it informative. Ms. Lynn motioned to send the Borough Manager to the 3 Rivers West Weather Conference. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve payment of 10% retainage to Derry Construction for street paving.” Mr. Antonacci is satisfied with the work Derry Construction did paving Brandywine Drive, and they came in under budget. Some minor repairs will need to be made to curbs later due to downspout issues. Letters were mailed to residents directly affected by the paving informing them of the standards, along with contact information for further explanation. The Borough Office received no calls. Mr. Matrisch noted fill was needed in some of the yards so the Public Works Department filled in the yards to bring them to grade. Ms. Lynn motioned to pay Derry Construction the retainage amount of \$18,472.47. Seconded by Ms. Marchand, the motion carried unanimously.
- Exoneration and exemption of taxes for Woods of Brandywine Parcel B & C detention pond. The deed was received but not recorded due to bankruptcy issues with the previous developer. As owner of the property, and to avoid a Tax Sale in September, Manor Borough sought payment exoneration from the county and the school district from their share of the taxes. The total taxes are \$779.79. This property has been a detention pond for 10 years and cannot be developed. Ms. Lynn motioned to exonerate the Borough from payment of Past Due taxes due the Borough, and to file for exemption of payment of taxes for the future. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to consent to sale of property at 359 Manor Harrison City Road, Tax Map Number 19-03-04-0-010.” This property is best described as “2 up from the waterfall”. The structure is in disrepair. Ms. Lynn motioned to consent to the tax sale of the property at 359 Manor Harrison City Road, Tax Map Number 19-03-04-0-010. Seconded by Ms. Marchand, the motion carried unanimously.

Correspondence

- Camo Kennels.

Payment of Bills – A motion “to approve payment of the bills as of August 22, 2016, as presented” was made by Ms. Lynn and seconded by Mr. Hartman. The motion carried unanimously.

Ms. Lynn motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Ms. Marchand, the motion carried unanimously at 7:42 P.M.

A motion to return to council regular session was made by Mr. Hartman and seconded by Ms. Lynn. The motion carried unanimously at 8:10 P.M.

Public Comment – The Manor Fire Department wanted to discuss the use of the lot at the bottom of Sandy Hill Road for a hoagie sale, Saturday August 20, 2016. Although the Borough has received approval for the HOP, the lot is still not final. A driveway and opening needs to be installed. Until that time, when a controlled access point has been installed, and a lease agreement has been determined, the Borough cannot permit the use of the lot.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously. The meeting adjourned at 8:17 P.M.

Joseph N. Lapia
Borough Manager