

**MANOR BOROUGH COUNCIL  
MONTHLY BUSINESS MEETING – August 17, 2022**

1. **CALL TO ORDER** – Council President Mr. Tony Gockel called the Council Meeting to Order at 7:00 P.M. on August 17, 2022, in the Manor Community Room and led the
2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL** of Attendance

(Present)	Tony Gockel, President	Dawn Lynn, Vice President
	Chuck Charrie	Dave Gongaware
	Terry Nemitz	Jim Vacha
	Ed Malinoski, Mayor	Ed Antonacci, Engineer
	George Valmassoni, Chief of Police	Mike Radakovich, Tax Collector
(Absent)	Christine Marchand	John Greiner, Solicitor
	Jason Krainbucher, Zoning Office	

4. **APPROVAL OF THE MINUTES** for meeting on July 20, 2022 – A motion “to accept the minutes of the meeting held on July 20, 2022, as read” was made by Mr. Nemitz, and seconded by Ms. Lynn. The motion carried unanimously.

5. **PUBLIC COMMENT – AGENDA ITEMS ONLY**

**Jeri Lewis** of Harding Street, Manor, wanted to comment on all items on the agenda. She wanted a status on the American Rescue Plan Funding, the new Borough Solicitor, the Growing Greener Grant payment, Street Paving status, Police and Public Work Building repairs, and security cameras. Mr. Nemitz explained the purpose of the cameras. Mr. Gockel informed Ms. Lewis the items are on the agenda and will be discussed at the meeting.

6. **MAYOR’S REPORT** – Mayor Malinoski reported The Penn-Franklin News will run a press release for the Manor Borough Community Fair and will host a Mayor’s column on a regular basis. He inspected the Welcome To Manor Borough signs and notes some need some minor repairs. The Manor American Legion will be co-coordinating the community fair. He attended the Police shooting qualifications. Several police officers have requested gym passes and is looking into getting them a good deal. He met and visited with the recently remodeled Manor Laundromat. Nineteen residents attended the Manor Community Fair kick-off meeting and have yet to decide a date to hold the fair. He is asking for full support as well as a \$10,000 budget. The next meeting is scheduled for Thursday September 8<sup>th</sup>, and everyone interested is invited to attend. He had the Manor Police send 3 violation letters to residents with high grass. The mayor voiced his willingness to have the police do code enforcement and wants to have the Borough adopt the International Property Maintenance Code. He requests a separate bank account be created for Community Fair funds with his 2022 and 2023 Mayor’s Stipend be placed into this account. The Mayor has cautioned the police to be diligent while at the police station due to the lack of cameras. He received complaints about the infestation of Spotted Lantern Fly, however, the Department of Agriculture was recently in the Borough spraying insecticide to the high infestation areas along the railroad tracks. He distributed the monthly police report.

7. **SOLICITOR’S REPORT** - None.

**8. ENGINEER'S REPORT** – Mr. Antonacci reported he has completed the punch list for Derry Construction for the Brandywine Drive paving. Items left to do are drainage and cleanup.

**9. ZONING OFFICER'S REPORT** – None.

**10. BOROUGH MANAGER'S REPORT** – Mr. Lapia noted the Act-13 money was received in the amount of \$5,298.78. The playground inspection item was completed with the installation of stickers received from the vendor.

**11. TREASURER'S REPORT** – Mr. Gongaware motioned to approve the Treasurer's Report for the Month of July 2022. Seconded by Ms. Lynn. The motion carried unanimously.

**12. TAX COLLECTOR'S REPORT** – Mr. Gongaware motioned to approve the Tax Collector's Report for the month of July 2022. Seconded by Ms. Lynn, the motion carried unanimously.

**13. COMMITTEE REPORTS**

- a. Building & Properties – Ms. Lynn asked the Borough Engineer regarding the status of the Police Station and an estimate of the repairs. He had not. Mr. Charrie suggested looking at the life expectancy of the building before it is repaired. Ms. Lynn also requested Council look at the International Property Maintenance Code, via an Internet link, and wants this topic on the September agenda for discussion. Mr. Gongaware feels we should hire a Code Enforcement Officer to enforce the current Ordinances. Mr. Charrie questioned why the police are not doing code enforcement and does not like the idea of a third party doing code enforcement and further argued this is a Planning and Zoning issue. Mr. Nemitz volunteered to be a third member of the ad hoc committee looking into the Police Station repairs.
- b. Community Betterment & Environment – Mr. Nemitz reported he has been looking around the Borough and code enforcement is a hot topic. He has taken many pictures and feels there are issues. He has pictures of property with refrigerators sitting outside with the doors on. Other properties are in disarray. Mayor Malinoski offered to have the police department send out violation letters to help get these problems resolved. The police radios are delayed due to supply chain issues.
- c. Finance – None.
- d. Personnel & Administration – Mr. Gockel noted the Teamsters responded and the Committee has to send a response back or set a date for another meeting.
- e. Planning & Zoning – Mr. Charrie report the Planning Commission met Monday August 19, 2022 and notes they are reviewing ordinances and the SALDO. He updated the status on the two Third Street trailers. The owner is trying to bring the structure into compliance, though the one trailer is slated for demolition. Mr. Charrie stated they have 30 days from today's date to make the necessary repairs and demolition. Jeff Herman resigned from the Planning Commission and the Borough needs to accept the resignation and to advertise for a new member. Mr. Charrie purchased time locks for the park restrooms but delivery has been delayed. Regarding cameras, he wants to install 3-6 outside of the buildings. He also suggested recruiting the Boy Scouts to stain the Pavilion benches and to paint the restroom buildings.

- f. Public Safety & Maintenance – None.

**14. OLD BUSINESS**

- a. American Rescue Plan funding. At President Gockel’s request for a special public meeting, Ms. Lynn motioned for Council to advertise and to hold a special meeting on September 14, 2022 at 6:00 P.M. for Manor residents to provide input for what the Borough should do with the money received from the American Rescue Plan. Seconded by Mr. Vacha, the motion carried unanimously.

**15. NEW BUSINESS**

- a. Appointing a Borough Solicitor. A committee met to review the candidates and made a recommendation. Mr. Vacha motioned to appoint Bruce Dice and Associates as Borough Solicitor. Seconded by Mr. Charrie, the motion carried unanimously. The roll call vote is as follows:

Mr. Gockel	- Yes	Ms. Marchand	-Absent
Ms. Lynn	- Yes	Mr. Nemitz	- Yes
Mr. Charrie	- Yes	Mr. Vacha	- Yes
Mr. Gongaware	- Yes		

Ms. Chelsea Dice took the Solicitor’s seat at the Council table.

- b. Growing Greener Grant payment to KGD Contracting Inc. Mr. Gongaware motioned to approve the payment of \$25,234.30 to KGD Contracting Inc., for the Growing Greener Grant, the Borough’s in-kind portion for the renovated Borough parking lot, and the concrete dumpster pad. Seconded by Ms. Lynn. Left to complete is line painting and tree planting in the rain gardens. The motion carried unanimously.
- c. Awarding contract for 2022 Street Reconstruction Project. Bids were received for the 2022 Street Paving. The lowest bidder is El Grande Industries at the base bid of \$222,854.40. Mr. Gongaware motioned to accept the base bid from El Grande Industries. Paving is anticipated to be done in October. Seconded by Ms. Lynn, and after some discussion, the motion carried unanimously.
- d. Approving training for Planning Commission Members. The training class sponsored by Pennsylvania Municipal Planning Education Institute is “Building A Strong Planning Commission” and “Managing the Subdivision Review Process” at a cost of \$25 per person per class. Ms. Lynn motioned to approve training for each Planning Commission member, and the Borough to reimburse the members. Seconded by Mr. Charrie, the motion carried unanimously.
- e. Security cameras for Police Station. Mr. Nemitz reported the quote he received has been updated due to a price change. After much discussion concerning maintenance and support post warranty, Ms. Lynn motioned to table the action until the September Council Meeting when more information can be obtained. Seconded by Mr. Nemitz, the motion carried unanimously.
- f. Police/Public Works Building repairs needed. PA Soil and Rock visited the site April 2021 to evaluate and give an estimate on drilling a geotechnical proposal and a test pit which was \$10,364. An estimate was obtained from Matthews Wall Anchor for \$14,000. Former Council never gave approval to proceed with

obtaining additional quotes. The Borough Engineer gave an overview of the situation and what needs to be done. Mr. Lapia noted the creek bed by the Public Works garage has significantly eroded over time. Mr. Charrie motioned for no action until the Borough Engineer can survey and provide a report to Council to determine if the building is still moving. Seconded by Mr. Nemitz, the motion carried unanimously.

- g. Approve and advertise 2021 Borough Audit. Mr. Gongaware motioned to approve and to advertise the 2021 Borough Audit. Seconded by Ms. Lynn, the motion carried unanimously.
- h. Oak Street and McKelvey Street Sanitary Sewer Project. This project was initially bid 2 years ago but was cancelled due to the uncertainties regarding COVID mitigation and coordination issues with MAWC and moving a water line. This project includes Oak Street from Race Street to 53 Oak Street and McKelvey Street. There is money available in the Sewer Fund to pay for the project. Mr. Gongaware motioned to have the Borough Engineer revise the estimate for the project. Seconded by Ms. Lynn, the motion carried unanimously.
- i. Providing Borough Email addresses to members of the Planning Commission and Zoning Hearing Board. Mr. Charrie feels the members of the Planning Commission and the Zoning Hearing Board should be able to be contacted by the public. Mr. Lapia reported it costs \$72 per email address per year. Mr. Charrie is concerned about a paper trail being maintained, and feels a personal email address is not appropriate. Solicitor Dice recommended a free email address from Gmail.com or Yahoo.com can be created, but needs to be used only for Borough business. Ms. Lynn motioned to table the action until the September meeting. Seconded by Mr. Nemitz, the motion carried unanimously.

**16. CORRESPONDENCE**

- a. None.

**17. APPROVAL TO PAY BILLS** – Mr. Gongaware motioned to pay the bills as of August 17, 2022. Seconded by Ms. Lynn, the motion carried unanimously.

**18. EXECUTIVE SESSION** – There was no Executive Session.

**19. CITIZEN COMMENTS/PUBLIC COMMENTS** (From Sign-Up Sheet)

**Pat Smith** of Fredrick Drive, Manor, is concerned with several properties on Observatory Street, and has pictures showing houses and properties in poor condition, as well as a list of properties she is concerned about. She is asking for the Borough to enforce current ordinances regarding property management. Mr. Gockel asked for a copy of her list and she is to forward the pictures to the Borough office. She is also concerned about a tree at 52 Observatory Street that overflows onto Fredrick Drive and obstructs the view when pulling out onto Observatory.

**Bonnie Dawson** of Rowe Road, Manor, noted in December 2021 Patricia Eathorne offered to donate a sound system for Council meetings and asked Council to pursue it. She then reminded Council Halloween will be here soon and wants Trick or Treat on the agenda for the next meeting. She requests the Borough have an Official Facebook page to communicate information other than the Borough website. Mr. Lapia noted the

Borough also sends out specific Nixle alerts when appropriate. Mr. Charrie wants to investigate purchasing a speaker system and has placed that research on the Buildings and Properties Committee. The Mayor supports an official Manor Borough Facebook page. Patti Eathorne interjected and reiterated the acoustics and distance of council from the public make it hard to hear what is being said.

**Jeri Lewis** of Harding Street, Manor, read and wanted to discuss a letter from the Mayor regarding complaints about the Police Chief. The Mayor would discuss the letter, but not at a public meeting. Solicitor Dice spoke up and advised Ms. Lewis of her options regarding her legal rights.

**20. MOTION TO ADJOURN** - There being no business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 9:30 P.M.

Joseph N. Lapia  
Borough Manager