

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – August 18, 2021**

The Manor Borough Council held its monthly business meeting on Wednesday, August 18, 2021 at 7:00 P.M., in the Manor Community Room.

Roll Call of Attendance:

(Present)	Bruce Hartman, President Jim Vacha Mike Matrisch - Mayor Ed Antonacci, Engineer	Dawn Lynn, Vice President Brian Woy John Campfield, Solicitor (late arrival) George Valmassoni, Chief of Police Mike Radakovich, Tax Collector
(Absent)	Dave Gongware Christine Marchand	Ralph Hensell Jason Krainbucher, Zoning Office

**Minutes** – A motion “to accept the minutes of the meeting held on July 21, 2021, as read” was made by Ms. Lynn, and seconded by Mr. Vacha. The motion carried unanimously.

**Public Comment on Agenda Items** – Chuck Charrie of First Street, Manor commented about building permit requirements for accessory structures. Mr. Charrie noted this was discussed at the Planning Commission meeting held earlier in the week to change the requirement from 1,000 sq ft to 500 sq ft. He feels that the third party inspection company is self-serving and a third party should not be bringing in legislation, especially that which is more restrictive. Mr. Hartman spoke to Mr. Charrie and told him accessory structure permit requirements would not be changed at this time. Mr. Hartman said Mr. Krainbucher, Mr. Antonacci and Mr. Campfield are subject matter experts and Council relies on them for their expert opinions and suggestions.

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

**Solicitor’s Report** (Mr. Campfield) – Act 50 and Act 65 passed June 30, 2021, and take effect on August 29, 2021. Act 65 deals with the agenda under the Sunshine Act, and Act 50 deals with the small wireless devices. Act 65 requires public posting of the meeting agenda at least 24 hours before a public meeting. Act 50 requires consideration to streets and sidewalks as it allows wireless companies to put their facilities on utility or other poles.

**Engineer’s Report** (Mr. Antonacci) – No start date has been received from Mele & Mele for paving.

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

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia was contacted by the Pennsylvania Department of Agriculture in regards to spraying parts of the Borough to kill and contain the invasive spotted lantern fly. The spraying would be by the railroad bridge and a small area in the park. The Borough needs to sign a consent form and return it to the Department of Agriculture. With no Council member objecting to the spraying, Mr. Hartman will sign the consent form to allow the Department of Agriculture, to spray a small area in Manor Park for spotted lantern fly.

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of July 2021, as prepared” was made by Ms. Lynn. The motion was seconded by Mr. Woy. The motion carried unanimously.

**Tax Collector’s Report** – A motion “to approve the Tax Collector’s Report for the month of July 2021, as prepared” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

**Committee Reports**

- **Building & Properties** – None.

- **Community Betterment** – Manor Recreation will host a Halloween Party in the Manor Community Room, Sunday October 24, 2021 at 2:00 P.M. Recommended CDC Guidelines will be in place.
- **Finance** – The committee will meet with the Manor VFD to discuss budget numbers and funding. Engine 13-1 is out of service due to needed repairs. Also, Mr. Lapia noted he will have a preliminary 2022 budget available for the October Council Meeting.
- **Personnel** – None.
- **Planning & Zoning** – There will be a Planning Commission meeting September 20, 2021.
- **Public Safety** – Civil Service Commission testing for full time police officer is August 25, 2021.

### Old Business

- a) Discussion on request to extinguish Borough easement on Bradley property. This was the easement where a walking bridge used to be to get to the park from Main Street, currently between the old funeral home and Jess B. Bakes. Questions arose over a storm line easement. Mr. Vacha motioned to table the decision pending a title search. Seconded by Ms. Lynn, the motion carried unanimously.
- b) Discussion on UCC building permit requirements for accessory structures. This is regarding changing from a 1,000 sq ft structure to a 500 sq ft structure. Mr. Woy noted he doesn't see this as an issue as it falls under Zoning Permits and structures will likely not be that close with the current setbacks. Mr. Vacha agreed with Mr. Woy. Ms. Lynn has an issue with firewalls and thinks the people in the old part of Manor who have smaller lots would benefit from a required firewall. Mr. Hartman feels it doesn't need to change as it's never been an issue. No action was taken.

### New Business

- a) Consideration "to schedule a public hearing for Zoning Ordinance." This is to re zone 4 properties on Race Street from the Central Business District to a neighboring Village Residential district. Ms. Lynn motioned to hold the hearing at 6:30 P.M., Wednesday, September 15, 2021, just prior to the Council Meeting. Seconded by Mr. Vacha, the motion carried unanimously.
- b) Consideration "to advertise Zoning Ordinance amendment." Ms. Lynn motioned to advertise the Zoning Ordinance Amendment. Seconded by Mr. Woy, the motion carried unanimously.

Ms. Lynn read a letter from the Planning Commission Meeting held on August 17, 2021 that recommends rezoning the lots on South Railroad Street from Rush Street to Myers Street from CBD to R-2. They tabled the rezoning of other parts of the CBD at this time. One consideration is 6 Main Street, a commercial building. Ms. Lynn motioned to rezone the 12 parcels on South Railroad Street from CBD to R2. Seconded by Mr. Woy, the motion carried unanimously.

- c) Discussion on security cameras for Borough facilities. The site survey was done in Manor Park for wireless cameras and resulted with a more defined estimate of needed materials and cost. The cost came down slightly due to less electronics needed. In addition, the network should allow the Borough to save over \$1,660.20 per year as Comcast Internet would not be needed at the Police Station. Total CoStars pricing for a complete wireless camera system to service the Police Station and the Administration Building is \$17,522.38, not including installation of a utility pole and NEMA class 3R or 4 cabinet for housing equipment.
- d) Consideration "to conditionally hire a Part Time Police Officer." Mr. Woy motioned to conditionally hire David Pine for part-time police officer. Seconded by Ms. Lynn, the motion carried unanimously.
- e) Discussion on trash on sidewalks. There was a resident complaint regarding the collection of trash on Observatory Street. One was a porch holding an accumulation of stuff, another was several overflowing trash cans placed at the curb too early, and the third was a rental unit with trash blocking the sidewalk but was later determined tenants had just moved out and the landlord was cleaning out the unit. Mr. Hartman questioned options including Code Enforcement, which the police are doing some. Ms. Lynn brought up adopting the International Property Maintenance Code to address property maintenance other than tall vegetation and junk cars. Mr. Woy admits

a solution needs to be found due to the constant complaints and the Borough needs to find a Code Enforcement Officer.

**Correspondence** – Borough Council received a Thank You from Vacation Bible School for the use of Manor Park and their “Meet Your Neighbor” night.

**Payment of Bills** – A motion “to approve payment of the bills as of July 21, 2021, as presented” was made by Ms. Lynn and seconded by Mr. Vacha. The motion unanimously.

Ms. Lynn motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Mr. Woy, the motion carried unanimously at 8:04 P.M. Ms. Lynn motioned to return to the council meeting. Seconded by Mr. Vacha, the motioned carried unanimously at 8:14 P.M.

**Citizen Comments** – Jerilyn Lewis of Harding Street, Manor, commented about home addresses and it being published in Manor Borough Council Meeting Minutes. She fills out the Request To Be Heard Form with her nickname and post office box as her address. Every time she speaks at a council meeting her name and street is in the meeting minutes. She wants to know where her full name and address is being taken from. Mr. Lapia explained through multiple Right To Know Requests the Borough Office knows her full name and address, mostly through memory. Council members also noted names and addresses are required so that Council knows they are addressing Borough residents.

Mr. Woy thanked the Manor Lions, especially Joy Clontz, for their “Kid Day” at Manor Park. A lot of children came out and he hopes they make it an annual event.

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 8:20 P.M.

Joseph N. Lapia  
Borough Manager