

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – August 19, 2015**

The Manor Borough Council held its monthly business meeting on Wednesday, August 19, 2015 at 7:00 P.M. 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 Christine Marchand Jeremy Dixon, Mayor Ed Antonacci, Engineer	Bruce Hartman Mike Matrisch John Campfield, Solicitor
(Absent)	Brian Woy, Vice President Edwin Howley, Planning & Zoning Office	Steve Ira Mike Radakovich, Tax Collector

**Minutes** – A motion “to accept the minutes of the meeting held on July 15, 2015, as read” was made by Mr. Matrisch, and seconded by Ms. Marchand. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Dixon) – Mr. Dixon gave Council members a copy of the monthly police log. There was 1 police vehicle damaged in an accident. The vehicle will have to be replaced and while the insurance company is processing the claim a new vehicle is being sought out. Mr. Matrisch motioned to allow the Public Safety Committee the authority to make the decision on ordering a replacement vehicle not to exceed \$6,000 above the insurance payment. Seconded by Mr. Hartman, the motion carried unanimously.

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

**Engineer’s Report** (Mr. Antonacci) – Mr. Antonacci reported the Brandywine Drive sinkhole project is almost complete. The Dirt Road Grant money for Rowe Road improvements is proceeding with an under drain being installed with the project expected to be complete by the end of August. Morgan Excavating is working on the change orders with the Borough. Most of the changes have been resolved. Ligonier Construction is closing out Contract 1 of the Sewer Separation pending DEP approval.

**Planning & Zoning Officer’s Report** (Mr. Howley) – Mr. Lapia noted the Zoning Heard Board recently heard 2 cases: Variance on a swimming pool and a resident wanting to keep ducks in a R1 zoned area.

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia received an email from Ed Mehall who resides on Brandywine Drive. Mr. Mehall has attended council meetings in the past to address the conditions on Brandywine Drive since many construction vehicles have been using it during the new housing development. Mr. Mehall reports the road “continues to deteriorate due to large construction vehicles. Repairs must continue to be made to make the road passable for those of us who live on the street and use the road on a daily basis.”

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of July 2015, as prepared by Mr. Lapia” was made by Mr. Hartman and seconded by Mr. Matrisch. Motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector’s report for the month of July 2015, as prepared by Mr. Radakovich” was made by Mr. Hartman and seconded by Ms. Marchand. Motion carried unanimously.

### Committee Reports

Administration (Vacant) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet Monday, August 31st at 7:00 PM in the Manor Community Room. Agenda items include Brandywine Recovery and the SALDO.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None.

### Unfinished Business

- Consideration “to adopt Ordinance 557-15-01 joining the Westmoreland County Land Bank.” Ms. Marchand motioned to not enter into an Inter-Government Agreement to join the Westmoreland County Land Bank. Mr. Hartman seconded. Mr. Campfield interjected and reminded Council they do not need to make a “negative” motion. Mr. Matrisch then motioned to table the consideration until the next meeting. Seconded by Mr. Hartman, the motion carried by majority. Ms. Marchand voted “No”.
- Consideration “to adopt Ordinance 558-15-02 updating Sewer Rules and Regulations.” Mr. Matrisch motioned to adopt Ordinance 558-15-02 updating Sewer Rules and Regulations. Mr. Hartman seconded the motion. The motion carried unanimously.
- Discussion on purchasing new biometric time clocks. Mr. Matrisch motioned to have the Personnel Committee meet to create a time clock policy. Mr. Hartman seconded. The motion carried unanimously.

### New Business

- Consideration “to appoint a Borough Resident to vacant Council seat of James Morgan.” Council was presented with Letters of Interest prior to the meeting. The residents vying for the vacant seat were:
  - Mr. David Gongaware - Present
    - Previously served on Council for 11 years, with 3 years as Council President. Worked with the Recreation Committee and the VFD. He was asked by residents to “throw his name into the hat.”
  - Mr. David Sturgess - Present
    - Previously served on Council for 4 years and 6 years as Mayor. He is retired, but is bored and looking to get involved with local government again. He ran in the primary for Council and is on the Democratic ticket for November.
  - Mr. Terence Nemitz - Present
    - A new resident of Manor, he is retired from Norfolk-Southern Railway after 38 years in a supervisory capacity. He was born in Hempfield Township but his job

required a lot of travel out of the area. He was active with Bellevue, PA Council (but did not serve on Council) and Captain of the VFD.

- Ms. Lisa Wagner - Absent

Mr. Matrisch motioned to appoint Mr. David Sturgess to Council. The motion failed for lack of a second. Ms. Marchand motioned to appoint Mr. Terence Nemitz to Council. Mr. Hartman seconded. The roll call vote:

Ms. Lynn	- Yes	Ms. Marchand	- Yes
Mr. Hartman	- Yes	Mr. Matrisch	- No

Mr. Nemitz was sworn in by Mayor Dixon at 7:49 PM and then took his seat on Council.

- Consideration “to advertise Ordinance setting forth Manor Borough Volunteer Fire Department duties.” Mr. Hartman motioned to advertise the Ordinance setting forth the Manor Borough Volunteer Fire Department duties. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V Sub-Phase B.” Per the recommendation of the Borough Engineer’s report, Mr. Matrisch moved to approve the release of \$326,013.45 for the Woods of Brandywine Phase V Sub-Phase B. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve payment to Kimberly Contracting for curb and sidewalk reconstruction.” The amount requested is \$75,608.10, paid with CDBG (Community Development Block Grant) funds. Mr. Matrisch motioned to pay the \$75,608.10 to Kimberly Contracting with CDBG funds. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to release retainage to Morgan Excavating for Sewer Separation Project.” There is \$110,340.74 in retainage. The Borough Engineer recommends we release 90%, or \$99,306.00, and hold 10%. Mr. Hartman motioned to release \$99,306.00 of retainage to Morgan Excavating for the Sewer Separation Project. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve Local Share Assessment Agreement with the Westmoreland County Transit Authority for July 1, 2015 – June 30, 2016.” Mr. Matrisch moved to approve the Local Share Assessment Agreement with the Westmoreland County Transit Authority for July 2015 through June 2016, costing the Borough \$1,310.00. Seconded by Ms. Marchand, 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 July 15, 2015, as presented” was made by Mr. Matrisch and seconded by Ms. Marchand. The motion carried unanimously.

A motion to go into executive session for matters of personnel and potential litigation was made by Mr. Matrisch and seconded by Ms. Marchand. The motion carried unanimously at 8:06 P.M.

A motion to return to council regular session was made by Mr. Hartman and seconded by Mr. Matrisch. The motion carried unanimously at 9:10 P.M.

**Public Comment** – None.

Mayor Dixon reported the 61<sup>st</sup> Annual Manor Community Picnic went well and everyone had a good time. The PSAB (Pennsylvania State Association of Boroughs) presented Mayor Dixon with a 125<sup>th</sup> Anniversary Commemorative Plaque.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matrisch and seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 9:12 P.M.

Joseph N. Lapia  
Borough Manager