

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – September 16, 2015**

The Manor Borough Council held its monthly business meeting on Wednesday, September 16, 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	Brian Woy, Vice President
	Bruce Hartman	Steve Ira
	Mike Matrisch	Terry Nemitz
	Jeremy Dixon, Mayor	John Campfield, Solicitor
	Ed Antonacci, Engineer	
(Absent)	Christine Marchand	
	Edwin Howley, Planning & Zoning Office	Mike Radakovich, Tax Collector

**Minutes** – A motion “to accept the minutes of the meeting held on August 19, 2015, as read” was made by Mr. Hartman, and seconded by Mr. Matrisch. 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. He reported the police will be qualifying this month in regards to firearms. He is in the process of setting up a Nixle Account. (Nixle offers free and paid notification services for local police departments, county emergency management offices, municipal governments and their agencies.)

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

**Engineer’s Report** (Mr. Antonacci) – None.

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

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia reported the Borough is in the process of starting the 2016 Budget and welcomes input. The Borough is still planning on crack sealing streets in early October.

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

**Committee Reports**

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The Committee met September 14<sup>th</sup>. The Halloween Party will be Sunday, October 18<sup>th</sup> at 2:00 PM in the Manor Community Room. Mr. Hartman motioned to set a budget of \$200 for the Halloween Party. Mr. Matrisch seconded the motion. The motion carried unanimously.

Personnel (Ms. Marchand) – The time clock policy is being reviewed with revisions being made.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet Monday, September 28<sup>th</sup> at 7:00 PM in the Manor Community Room. Agenda items include Brandywine Recovery and the SALDO.

Public Safety (Mr. Woy) – The new police interceptor vehicle has been ordered. It will be a couple of months before it arrives.

Public Works (Mr. Matrisch) – Rowe Road Sewer line proposal. Solicitor wrote draft proposal and some minor changes need to be made. Mr. Matrisch motioned to authorize the Public Works Committee to proceed with the proposal. Mr. Hartman seconded the motion. The motion carried unanimously.

### **Unfinished Business**

- Consideration “to adopt Ordinance 557-15-01 joining the Westmoreland County Land Bank.” Mr. Matrisch motioned to adopt Ordinance 557-15-01 that enters Manor Borough into an Inter-Government Agreement to join the Westmoreland County Land Bank, and pay \$5,000. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to adopt Ordinance 559-15-03 setting forth Manor Borough Volunteer Fire Dept. Duties.” Mr. Hartman motioned to adopt Ordinance 559-15-03 setting forth Manor Borough Volunteer Fire Dept. Duties. Seconded by Mr. Ira, the motion carried unanimously.

### **New Business**

- Consideration “to approve payment to Kimberly Contracting for curb, sidewalk & alley reconstruction.” Three invoices were presented: \$24,391.90 to be paid by CDBG (Community Development Block Grant), \$44,307.22 for curb and sidewalks, and \$42,096.73 for alley and patch paving, for a total of \$86,403.95 to be paid by the Borough. Mr. Matrisch motioned to approve payment of \$42,096.73 for the alley and patch paving. Seconded by Mr. Nemitz, the motion carried unanimously. Then, Mr. Matrisch motioned to approve payment for the curbs at \$24,391.90 to be paid by CDBG and \$44,307.22 for the curb and sidewalks to be paid by the Borough. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V Sub-Phase B.” The Borough Engineer recommends releasing \$22,495.00. Mr. Matrisch motioned to approve the release of \$22,495.00 for the Woods of Brandywine Phase V Sub-Phase B. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to release retainage to Morgan Excavating for Sewer Separation Project.” There remains \$11,034.74 in retainage. The Borough Engineer recommends Council release the balance of the retainage. Mr. Matrisch motioned to release \$11,034.74 retainage to Morgan Excavating for the Sewer Separation Project. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to approve MMO’s for Borough Pension Plans.” Mr. Hartman moved to accept the MMO Pension Plan for 2015. Seconded by Mr. Woy, the motion carried unanimously.
- Discussion on withdraw from PTARC. Ms. Linda Bires from PTARC was present to answer questions and to explain the benefits of PTARC. Mr. Randy Dreistadt, Chairman of PTARC spoke briefly on the benefits of remaining with PTARC and stated every participant in PTARC has a representative and has a voice at every meeting. Ms. Jody Gavin, Manor Resident, then spoke to have the Borough stay a

member of PTARC. As a grandmother she hopes to use PTARC activities with her grandchildren. Mr. Matrisch motioned to continue with PTARC and to have the Solicitor draft the necessary paperwork. Mr. Hartman seconded the motion. The motion carried unanimously.

- Consideration “to appoint Bill Ferraro as Borough’s Act 111 Arbitrator.” Mr. Matrisch motioned to appoint Bill Ferraro as Act 111 Arbitrator for the Borough during the Police Union contract should the necessity arise. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to set time for Halloween Trick or Treat.” Mr. Woy motioned to have Halloween in the Borough Saturday, October 31, 2015 from 6:00 PM to 8:00 PM. Seconded by Mr. Matrisch, the motion carried unanimously.
- Request from Manor VFD for use of the Community Room. The Manor VFD has requested use of the Community Room for December 9, 2015 for the Westmoreland County Mohawk Organization. Mr. Ira motioned the Manor VFD could use the Community Room for no cost December 9, 2015 for the Westmoreland County Mohawk Organization provided they sign a lease agreement and post a \$100 security deposit. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to approve filing of Civil Complaint against Carl C. Altman, Jr., Estate of Dale B. Pfeil, Charles P. Pfeil and authorizing Borough to sign complaint.” Mr. Hartman motioned to proceed with filing of Civil Complaint against Carl C. Altman, Jr., Estate of Dale B. Pfeil, Charles P. Pfeil. Seconded by Mr. Nemitz, 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 August 19, 2015, as presented” was made by Mr. Matrisch and seconded by Mr. Hartman. The motion carried unanimously.

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

A motion to return to council regular session was made by Mr. Matrisch and seconded by Mr. Ira. The motion carried unanimously at 8:30 P.M.

**Public Comment** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matrisch and seconded by Mr. Hartman. The motion carried unanimously. The meeting adjourned at 8:31P.M.

Joseph N. Lapia  
Borough Manager