

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – November 10, 2021

The Manor Borough Council held its monthly business meeting on Wednesday, November 10, 2021 at 7:00 P.M., in the Manor Community Room.

Prior to Rollcall, Ms. Jerilyn Lewis objected to there being no ADA verbiage on the posted meeting agenda, and claimed it was in violation of the Sunshine Act.

Roll Call of Attendance:

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

Minutes – A motion “to accept the minutes of the meeting held on October 27, 2021, as read” was made by Mr. Gongaware, and seconded by Mr. Hensell. The motion passed unanimously. Then a motion “to accept the minutes of the Public Hearing held on October 27, 2021, as read” was made by Ms. Marchand, and seconded by Mr. Hensell. The motion passed by majority. Mr. Vacha abstained.

Public Comment on Agenda Items – Susan Forney of Saddle Ridge Court (Manor) submitted comments regarding BIU Code Enforcement on behalf of Chuck Charrie. Mr. Charrie’s letter claims there is a conflict of interest if BIU is doing building inspections and code enforcement. He claims it is self-serving and the contract needs to go out for bid.

Mayor’s Report (Mr. Matrisch) – None.

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

Engineer’s Report (Mr. Antonacci) – Via Mr. Lapia, the Engineer noted the street paving project for this year has been completed. The inspector walked the project and is preparing a punch list to send to the contractor.

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

Borough Manager’s Report (Mr. Lapia) – None.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of October 2021, as prepared” was made by Mr. Hensell. The motion was seconded by Mr. Gongaware. The motion carried unanimously.

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

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – The Manor VFD has offered to buy the Borough’s Ford F-250 for the price the Borough would receive on trade in. The new truck is not here yet, and there is still no date known when it will arrive. Council members present voiced approval of this transaction. Mr.

Lapia researched being able to swap out the amber lights on the current truck's light bar with red lights as needed for the fire department.

- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – None.

15. Old Business

- a. Code Enforcement Proposal received from BIU. Ms. Marchand asked if the Solicitor looked at the agreement, and he did not. Mr. Hensell commented council should take into consideration Chuck Charrie's letter. Mr. Lapia further clarified that current building inspector Jason Krainbucher would not be doing the code enforcement, as BIU has a separate person to do that job. Also, BIU did not solicit the Borough for such services. A couple of council members ask that the Borough get a proposal from BIU. Ms. Marchand motioned to table the decision until later in the meeting. Seconded by Mr. Hensell, the motion carried unanimously.

16. New Business

- a. Preliminary Budget for 2022. Mr. Gongaware caught a typographical error. Mr. Matrisch brought up budgeting for a 5th full time police officer. He does not want to see taxes increased, but feels it may be a necessary evil. The Borough received few applications for police officers and of the 3 that tested, 1 passed the physical agility and went on to interview. The part-time officers are not effectively covering the shifts. He is foreseeing a .5 mil or a 1 mil tax increase to cover the expense of a 5th full time police officer. Mr. Lapia quickly calculated a ballpark figure for a 5th officer and the police budget would increase by \$47,759.00. Budgeting for a police officer with a family would cost even more due to insurance benefits. Mr. Vacha asked about the officers working overtime, and several of them do not want to work overtime. Ms. Lewis interjected and wanted proof taxes need to be raised. Mr. Vacha explained the likely shortfall, then Ms. Lewis wanted to know how they arrived at the amount of hiring an additional police officer. Ms. Lynn explained it was salary plus insurance benefits. Ms. Lewis accused council of playing a guess game with budget numbers and wants to see the actual paperwork. Ms. Forney questioned the need for 5 officers. Mr. Vacha and Mr. Matrisch explained that part time officers are hard to find, and if someone takes time off, there is no one to fill the shift. The alternative is to have the state police fill in. Ms. Lewis interjected and claimed the state police do not have jurisdiction in Manor Borough. Mr. Vacha and Mr. Lapia speculate 1 mil would bring in over \$37,000. After some calculations and discussion, Mr. Lapia will confirm the calculations for adding a 5th police officer and how it will affect the budget. Voting on the budget will be postponed until later in the meeting.
- b. After Ms. Marchand received a text message from Mr. Woy regarding tabling the decision on a proposal from BIU for Code Enforcement, Mr. Gongaware motioned to table the discussion until the next meeting. Seconded by Ms. Marchand, the motion carried unanimously.
- c. Resignation of Christine Guthrie from the Civil Service Commission. Mr. Gongaware motioned to accept the resignation of Christine Guthrie from the Civil Service Commission. Seconded by Mr. Vacha, the motion carried unanimously.
- d. Resignation of Heather Gockel from the Recreation Board. Mr. Gongaware motioned to accept the resignation of Heather Gockel from the Recreation Board. Seconded by Mr. Vacha the motion carried unanimously.
- e. Manor VFD Request for reimbursement for repairs to Engine 13-1 an Engine 13-2. The Manor VFD recently incurred some unexpected expenses for both Engines, with copies of the invoices submitted to Council in the amount of \$6,184.64. Ms. Marchand questioned if there would be a bias if Council agreed to pay the bill for the Manor VFD after the yearly funding of \$34,000, citing the Community Room rental rules so that everyone is charged fairly. Mr. Lapia researched the previous Resolution 2021-03 and 2014-04, regarding the Fire Department to see how reimbursement could be made. The Resolutions basically state the \$34,000 per annum allotment. Ms. Marchand motioned to not pay the bill. The motioned failed to get a second. Mr. Gongaware motioned to pay the bill. Vice President

Ms. Lynn questioned the Solicitor if it is a conflict of interest since Mr. Gongaware is a member of the Fire Department. The Solicitor stated it could be a conflict of interest. Mr. Gongaware states he is not a line officer or executive officer of the VFD and then therefore made the motion. The question came up where to expense the money in the budget. Mr. Vacha motioned to pay the bill, rescinded the motion and seconded the motion initiated by Mr. Gongaware. Mr. Hensell noted it would be a conflict of interest if the motion was made by a line officer, but since Mr. Gongaware is a regular member and not a line officer there is no conflict of interest despite Ms. Lynn's objection. The motion passed by majority with Mr. Gongaware, Mr. Hensell and Mr. Vacha voting "Yes" and Ms. Lynn and Ms. Marchand voting "No". The expense will be taken from the General Fund as a one-time Unusual Expense.

- f. Accepting the Resignation of Brian Woy effective November 30, 2021 from Council. Ms. Marchand motioned to accept the resignation of Brian Woy from Council effective November 30, 2021. Seconded by Mr. Hensell, the motion carried by majority. Mr. Gongaware was opposed.
- g. Back to the Preliminary Budget, Mr. Vacha informed Ms. Lynn if they use the carry over money in the budget from 2021, there is no need to raise taxes for a 5th full time police officer. Mr. Vacha motioned to add a 5th police officer to the 2022 budget. Seconded by Mr. Gongaware, the motion passed by majority. Ms. Marchand was opposed. Then, Mr. Vacha motioned to accept the preliminary budget for 2022 with the 5th police officer budgeted. Seconded by Ms. Marchand, the motion passed by majority. The roll call vote is as follows:

Ms. Lynn – Yes	Mr. Gongaware – No	Mr. Hensell – No
Ms. Marchand – Yes	Mr. Vacha - Yes	

Correspondence – None.

Payment of Bills – A motion "to approve payment of the bills as of November 10, 2021, as presented" was made by Mr. Gongaware and seconded by Mr. Vacha. The motion carried unanimously.

There was no Executive Session.

Ms. Lynn asked if anyone in attendance was interested in filling any of the vacant positions. However, since it was not on the agenda, it could not be discussed.

Citizen Comments – Jeri Lewis of Harding Street, Manor, withdrew her request to speak.

Patricia Eathorne of Observatory Street, Manor, questioned why there is controversy when anything comes up regarding the fire department. The Manor VFD is depended upon by the residents and they are volunteers. When something comes up, it has to be deliberated upon instead of automatically granting their request. She wants Council to help them out.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Gongaware and was seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 8:38 P.M.

Joseph N. Lapia
Borough Manager