

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – November 14, 2018

The Manor Borough Council held its monthly business meeting on Wednesday, November 14, 2018 at 7:00 P.M., in the Manor Borough Building.

Council President, Mr. Brian Woy called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Brian Woy, President	Bruce Hartman, Vice President
	Ralph Hensell (arrived at 7:20PM)	Dawn Lynn
	Christine Marchand	Jim Vacha
	John Campfield, Solicitor	Ed Antonacci, Engineer
	Mike Radakovich, Tax Collector	
(Absent)	Dave Gongaware	Jeremy Dixon, Mayor
	Edwin Howley, Planning & Zoning Office	George Valmassoni, Chief of Police

Minutes – A motion “to accept the minutes of the meeting held on October 17, 2018, as read” was made by Ms. Lynn, and seconded by Mr. Vacha. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – None.

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

Engineer’s Report (Mr. Antonacci) – The Borough received a final report on the Observatory Street sanitary sewer project in 2017. The results are positive. A pre-construction meeting will be held November 15 with the contractor KGD and subcontractor to pave the parking lot in the park. Mr. Antonacci also submitted a rate increase to Council effective January 2019.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia noted the Borough was denied funding from the PA Water and Sewer Grant to replace the sewer lines on Oak Street. After contacting the County, Mr. Lapia wants to do an income survey for several blocks on Oak Street and part of Observatory Street to see if the Borough can qualify for possible CDBG money to replace 1,300 feet of sewer line from Fourth Street down to Race Street. This work, should the Borough receive the grant, will not start until 2020. Mr. Lapia suggested sending out an income survey to those residents living in the identified area. An 80% response rate is required. Responses not returned will have to be canvased. Council agreed to the income survey. Mr. Lapia then reminded Council to start thinking about the 2019 Paving program and to get any recommendations to him. Brandywine Phase 5A is built. The Borough has money retained from the prior developer to turn the pond into a proper retention pond. Ms. Lynn motioned to have the Engineer prepare the Woods of Brandywine Pond Phase 5A bid specifications for the retention pond. Seconded by Mr. Vacha, the motion carried unanimously. Residents at 210 and 212 Cameron Drive have a storm line between the properties where it turns to an outfall. In the spring, we were made aware of the bad condition of the headwall which is deteriorating. The job is too big for Public Works and Mr. Lapia and the Engineer recommend this job be outsourced. Ms. Lynn motioned to have project specifications for 210 Cameron Drive prepared by the Engineer to go out for bid sometime in 2019. Seconded by Ms. Marchand, the motion carried unanimously.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of October 2018, as prepared” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Tax Collector's Report – A motion “to approve the Tax Collector's report for the month of October 2018, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Hartman. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – Ms. Marchand reported the Police Contract negotiations continues.
- **Planning & Zoning** – Ms. Lynn noted 389 Brandywine Drive is requesting an access drive modification. The Planning Commission failed to meet for the month of November. Ms. Lynn is acting on behalf of the Planning Commission based on past decisions to facilitate the resident's request. Ms. Lynn motioned to recommend to approve the access drive modification for 389 Brandywine Drive provided there is no disruption to easement for drainage integrity to easement. Seconded by Mr. Hartman, the motion carried unanimously.
- **Public Safety** – None.

Ms. Lynn motioned to go out of order into Executive Session for personnel matters and matters of potential litigation. Seconded by Mr. Hensell, the motion carried unanimously at 7:24 P.M.

Ms. Lynn motioned to return to the Council Meeting. Seconded by Mr. Vacha, the motion carried unanimously at 8:37 P.M.

Unfinished Business

- There was no unfinished business.

New Business

- Consideration “to adopt Preliminary Budget for 2019.” Mr. Lapia noted the updated Profit/Loss statement and how certain items are overbudget for 2018. Insurance numbers have yet to be determined. The budget for the Solicitor has been increased \$1,000 and since T-Ball has been cancelled for 2019 and the parking lot in the park has been improved to not allow for unit servicing, Mr. Lapia is recommending removal of the Port-A-John rental from the Parks & Recreation budget. Income is based on the 16.5 millage rate. However a 1 millage tax increase is recommended to cover the budget deficit, in addition to surplus. Mr. Vacha motioned to accept the new rates for 2019 for Antonacci Design & Associates, the Borough Engineer. Seconded by Mr. Hensell, the motion carried unanimously. Ms. Lynn motioned to adopt the preliminary budget and advertise it with the changes made. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve payment requests from Derry Construction.” Ms. Lynn motioned to pay Derry Construction \$233,104.39, minus retainage for the 2018 Paving Project. Seconded by Mr. Hensell the motion carried unanimously.
- Consideration “to approve Ordinance 579-18-03 changing Zoning Classification for properties along Rowe Rd.” Ms. Lynn motioned to table the Ordinance 579-18-03 changing Zoning Classification for properties along Rowe Road until December's meeting. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on updating Borough Sewer Rules and Regulations. An issue arose from a property that had water shut off in 2001 and failed to be billed for sewage despite having a valid sewage connection. Mr. Lapia noted the rules need to be updated for these instances. Mr. Vacha motioned to have the Solicitor and Borough Manager update the Borough's Sewer Rules and Regulations. Seconded by Ms. Lynn, the motion carried unanimously.
- Request from Pam & Dave Pisarek for relief from Zoning Hearing Variance Fee. The Pisarek's were discussing installing a swimming pool with Mr, Howley in July. In August, shortly after the fees were increased, the Pisareks were discussing with Mr. Howley again and about the swimming pool and realized

they needed a Variance. Mr. Howley and Mr. Lapia agreed to work with the Pisarek's on the Variance fee assuming they were going to apply for a Variance immediately. However, nearly 60 days elapsed until the Pisarek's applied for the Variance. It's the feeling of Mr. Lapia and Mr. Howley that they cannot be charged the old rate. The Borough and the Pisarek's have tentatively agreed that the Pisarek's will pay the Variance fee, but will be refunded money in excess of actual expenses. Mr. Hensell motioned to grant relief and charge a Variance fee equal to the cost associated with the Variance. Seconded by Ms. Lynn, the motion carried unanimously.

- Discussion on 2019 Solvency Fee. The amount to the Pennsylvania Department of Labor and Industry is \$933, should the Borough think an employee will be laid off. The Borough has no plans to lay anyone off in 2019. Traditionally, the Borough has not paid this fee in the past. Ms. Lynn motioned not to pay the Solvency Fee. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration "to approve Resolution 2018-13 appointing Frank Febbraro to the Civil Service Commission." Mr. Hensell motioned to approve Resolution 2018-13 appointing Frank Febbraro to the Civil Service Commission. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration "to approve Resolution 2018-14 appointing Michael Matrisch to the Civil Service Commission." Ms. Lynn motioned to approve Resolution 2018-14 appointing Michael Matrisch as Alternate Member to the Civil Service Commission. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration "to send notice to Woods of Brandywine Phase IV property owners to construct sidewalk." Mr. Vacha motioned to send notice to the Woods of Brandywine Phase IV Property owners to construct a sidewalk. Seconded by Mr. Hensell, the roll call vote follows:
Mr. Woy - YES Ms. Marchand - NO Ms. Lynn - NO
Mr. Hartman - NO Mr. Vacha - YES Mr. Hensell - YES
Motion fails to pass as there is no tie-breaker.
- Consideration "to approve Resolution 2018-15 amending Resolution 2018-12." Ms. Lynn motioned to approve Resolution 2015-15 amending Resolution 2018-12, which extends the deadline the Developer has to agree to conditions attached to the preliminary plan approval. Seconded by Mr. Hensell the motion carried unanimously.

Correspondence

- None.

Payment of Bills – A motion "to approve payment of the bills as of November 14, 2018, as presented" was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 9:37 P.M.

Joseph N. Lapia
Borough Manager