

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – December 15, 2021

The Manor Borough Council held its monthly business meeting on Wednesday, December 15, 2021 at 7:00 P.M., in the Manor Community Room.

Roll Call of Attendance:

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

Minutes – A motion “to accept the minutes of the meeting held on November 10, 2021, as read” was made by Mr. Gongaware, and seconded by Ms. Lynn. The motion passed unanimously.

Public Comment on Agenda Items – Mr. Chuck Charrie of First Street, Manor, commented on Code Enforcement Proposal and the Council Position Resignation Title 8, 901 and asked if the Code Enforcement position was advertised. Mr. Hartman and Mr. Lapia noted there has been a several year search with no interest or no one qualified. Mr. Charrie feels the position was not adequately advertised. Then Mr. Charrie went on to reference Title 8 1401b for contracts and purchases and asserted the bidding process has not been met to have BIU do Code Enforcement. He continues to feel it is a conflict of interest for one entity to look for problems in the Borough as they are paid to find problems and then paid again to inspect the problems. Regarding the vacant council position, Title 8 901, Mr. Woy’s resignation was effective 11/30/2021. Mr. Charrie reviewed the process to appoint a new council member citing the Chairman of the Vacancy Board role. Mr. Lapia noted that the Chairman of the Vacancy Board has never submitted a Statement of Financial Interest. Mr. Charrie reviewed past council vacancies. His intent is to ensure the rules are followed.

Ms. Jeri Lewis of Harding Street, Manor, brought up the budget and asked to remove the \$5,400 annual expense to Crespo Wildlife Solutions for goose management in the park. She feels that is an expense for only 2 geese. She wants to have that money split between the Library and repairing the bridge to the park which is in disrepair. Her argument is there have been no complaints regarding geese. She went on to inquire about Pensions and the money received for the American Rescue Plan. Ms. Lewis fails to understand the money received was ACH deposited into the Borough’s General Fund, and with the approval of the Finance Committee, the funds were transferred into the Borough’s Capital Expenditure fund for better tracking. At this time the money has not been spent. She also questioned money moved into a General Fund Reserve account in 2014, at the request of the Finance Committee, insinuating no one was told about it. Furthermore Ms. Lewis is upset Council did not discuss the application submission for the American Rescue Plan. She is also upset the Library budget was cut \$1,500 in 2019 and feels the Library needs more money for the children and less time spent fundraising. She then wanted to know the Borough Manager’s raise for 2022, which is 5.5%, the consumer price index, and felt that was too much. She feels the Borough is not transparent and accountable. Questioning Resolution 2021-12, the Borough waives the cost of the pension plan for the Police Department as enough money is received from State Aid to pay for their pension. Ms. Lewis ended her comments by handing a letter to every member of council stating it was her intent to sue Manor Borough and Council.

Mr. Hartman invited those who expressed an interest in filling out the remainder of Mr. Woy’s Council term to stand. They are:

Susan Forney, Resident since 2009; Engaged Sidewalk Issue and is also on the Recreation Board.

Frank Febrarro, Resident since 2013; Heavy Construction Work; Currently works for MAWC. He's concerned about community infrastructure.

Terry Nemitz, on Council 2015-2017; wants to be active on Council again as he wants to have a vested interest in the community; Retired railroad supervisor; Involved in Public Safety Service for several years.

Mayor's Report (Mr. Matrisch) – None.

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

Engineer's Report (Mr. Antonacci) –

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

Borough Manager's Report (Mr. Lapia) – A packet was sent out to Council members for the Solicitor's position.

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

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

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – Ms. Lynn reports the Planning Commission will tentatively meet Monday, December 20, 2021.
- **Public Safety** – None.

1. Old Business

- a. Code Enforcement Proposal received from BIU. Per the Solicitor there is no need to advertise for professional services. Mr. Gongaware motioned to table the discussion. Seconded by Ms. Lynn, the motion carried unanimously. Ms. Marchand reported she and Brian Woy met with Trafford Borough regarding sharing a Code Enforcement Officer. She feels that would be more reasonably priced than BIU's proposal. Trafford is waiting to hear from Manor to gauge interest. Ms. Marchand speculated Manor will have to adopt the International Property Maintenance Code. Mr. Gongaware and Mr. Vacha feel the Borough's property maintenance ordinance is sufficient. Mr. Lapia explained the 2 Ordinances limit the actions the Borough can take. Additionally, the current and former building inspectors have received complaints regarding rental properties, items that cannot be addressed as the Borough Ordinances do not reference those problems, but the International Property Maintenance Code does.

2. New Business

- a. Resolution 2021-08 appointing a registered elector to the vacant Council Position. As the Solicitor needed time to review some information, Ms. Lynn motioned to table the item until the end of the meeting. Seconded by Mr. Gongaware, the motion carried unanimously.

- b. Adopting the Budget for 2022. After lengthy discussion, Mr. Gongaware motioned to remove the Geese Management line item from the budget. Seconded by Ms. Marchand, the motion carried unanimously. In regards to CyberInsurance recommended by the Borough's insurance carrier, Ms. Lynn motioned to take out the \$500,000 policy in the amount of \$3,683. Seconded by Mr. Vacha, the motion carried unanimously. Finally, Ms. Lynn motioned to approve the 2022 Budget, with changes approved during the meeting. Seconded by Mr. Vacha, the motion passed by majority. Mr. Gongaware voted "No".
- c. Resolution 2021-09 setting real estate tax millage for 2022. Ms. Lynn motioned to keep the real estate millage tax for 2022 at 17.5. Seconded by Mr. Vacha, the motion carried unanimously.
- d. Resolution 2021-10 setting sewer rates for 2022. Ms. Lynn motioned to accept the Sewage Rates for 2022. Seconded by Ms. Marchand, the motion carried unanimously.
- e. Approving Calendar of Monthly meetings for 2022. Mr. Gongaware motioned to approve the Calendar of Monthly meetings for 2022. Seconded by Ms. Lynn, the motion carried unanimously.
- f. Naming Penn Trafford News as the Official Borough Newspaper. Ms. Lynn motioned to approve Penn Trafford News as the Official Borough Newspaper. Seconded by Ms. Marchand, the motion carried unanimously.
- g. Renewing the Geese Management contract with Crespo Wildlife Services. Ms. Marchand motioned to cancel the contract as discussed earlier in the meetings. Seconded by Mr. Gongaware, the motion carried unanimously.
- h. Accepting the resignation of Frank Febbraro from Civil Service Commission. Ms. Lynn motioned to accept the resignation of Frank Febbraro. Seconded by Mr. Vacha, the motion carried unanimously.
- i. Accepting the resignation of Brian Woy from Civil Service Commission. Mr. Gongaware motioned to accept the resignation of Brian Woy. Seconded by Ms. Lynn, the motion carried unanimously.
- j. Resolution 2021-11 rescinding Sewer Planning Module for Manor Trails Development. The development plans were cancelled. Ms. Lynn motioned to accept the Resolution and to rescind the Sewer Planning Module. Seconded by Ms. Marchand, the motion carried unanimously.
- k. Hiring a Full Time Police Officer. The Civil Service Commission has approved Ryan Krause as full time police officer. Ms. Lynn motioned to hire Mr. Ryan Krause pending all required paperwork. Seconded by Mr. Gongaware, the motion carried unanimously.
- l. Resolution 2021-12 waiving Employee contribution to the Police Pension Plan. Mr. Vacha motioned to accept Resolution 2021-12 and to waive the employee contribution to the pension plan. Seconded by Ms. Lynn, the motion carried unanimously.
- m. Zoning Classification and Permitted Uses of Property Located at 507 Rowe Road. This property is the former Stone Brook Manor. It was closed in 2020 and owner Harry Wright is trying to sell it. It is currently a Commercial Zoned property and the proposed purchaser is Family Links. Stacey Vaccaro, CEO of Family Links plans to house up to 20 youths from age 9 to 20 as a safe haven from abuse and sex trafficking. The property location is ideal for the low volume traffic and the confidentiality. Their use of the property is not much different from the former personal care home. The facility will require a license to operate and an occupancy permit. Ms. Lynn motioned to table the discussion until after Executive Session. Seconded by Ms. Marchand, the motion carried unanimously.
- n. Approval to pay Invoice from Mele & Mele. Mele and Mele submitted an invoice in the amount of \$104,061.99 for the 2021 street paving. There is a 10% Retainage amount being held back in the amount of \$11,562.44. Mr. Gongaware motioned to pay the invoice. Seconded by Ms. Lynn, the motion carried unanimously.

Correspondence – None.

Payment of Bills – A motion "to approve payment of the bills as of December 15, 2021, as presented" was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Ms. Lynn motioned to go into Executive Session for Personnel matters and a matters of potential litigation. Seconded by Mr. Vacha, the motion passed unanimously at 8:14 P.M.

Mr. Gongaware motioned to return to the meeting from Executive Session. Seconded by Ms. Lynn, the motion carried unanimously at 9:01 P.M.

President Bruce Hartman announced the Executive Session was to discuss potential litigation pertaining to the curative amendment in regards to the 507 Rowe Road Property. Ms. Lynn motioned to have the Planning Commission review, take action and/or deliberation. Council requested the property buyer to submit a plan to the Planning Commission outlining and defining their intended use. After considerable discussion, the discussion was again tabled so information could be gathered.

Resolution 2021-08 appointing a registered elector to the vacant Council Position. Ms. Lynn nominated Mr. Terry Nemitz to fill the vacant seat. Seconded by Mr. Vacha, the roll call vote is as follows:

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

The nomination carries for Mr. Terry Nemitz.

Ms. Patti Eathorne of Observatory Street, Manor offered up to \$2,000 to the Borough to purchase a microphone and sound system for those who are hearing impaired.

Ms. Vaccaro returned with a copy of the license stating the type of business Family Links is registered as is a “Residential service, community based, dependent and delinquent child residential personal care home.” Mr. Gongaware motioned to approve the Solicitor draft an amendment to the zoning ordinance. The Zoning Ordinance Amendment will add as Permitted Uses in the C-1 Zoning District, Personal Care Homes and Residential Services – Community Based, Dependent & Delinquent, Child Residential. Seconded by Ms. Lynn, the motion carried unanimously. Then Mr. Gongaware motioned to hold a Public Hearing at 6:30 P.M. on January 19, 2022 for the Zoning Ordinance Amendment. Seconded by Ms. Lynn, the motion carried unanimously.

Citizen Comments – Jeri Lewis of Harding Street, Manor, stated she emailed Mr. Lapia regarding being on the Planning Commission and claims she never got a response. She informed Council she is available and wants to be appointed to the Planning Commission. Mr. Hartman responded that her email of interest listed numerous positions, and she did not specifically state which position she wanted. She accused Council of picking and choosing.

Before adjourning, Bruce thanked everyone at the Borough for their help and assistance over the years.

Mr. Lapia publicly thanked Mr. John Campfield for his service to the Borough over the years. Mr. Campfield is retiring as Manor Borough Solicitor effective 12/31/2021.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Vacha. The motion carried unanimously. The meeting adjourned at 10:25 P.M.

Joseph N. Lapia
Borough Manager