

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

The Manor Borough Council held its monthly business meeting on Wednesday, November 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
	Christine Marchand	Mike Matrisch
	Terry Nemitz	Jeremy Dixon, Mayor
	Ed Antonacci, Engineer	John Campfield, Solicitor
(Absent)	Edwin Howley, Planning & Zoning Office	Mike Radakovich, Tax Collector

**Minutes** – A motion “to accept the minutes of the meeting held on November 18, 2015, as read” was made by Mr. Hartman, and seconded by Mr. Nemitz. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Dixon) – Mr. Dixon noted “Shop With A Cop” will be December 23, 2015.

**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 noted the Time Clock Policy and Purchasing Policy still need to be finalized.

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

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

**Committee Reports**

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – Mr. Hartman noted the meeting dates and event dates have been submitted.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – Ms. Lynn noted there will be no meeting in December. The Planning Commission meetings will be held the 4<sup>th</sup> Monday of the month in 2016.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None.

### **Unfinished Business**

- Consideration “to renovate the Community Room”. The Community Room is showing wear and needs renovated. Specifically, the flooring in the Community Room and the restrooms. Mr. Lapia contacted Larry Lint Flooring, Empire Today and Molyneaux for quotes. Quotes received were Larry Lint Flooring \$14,796.00, Empire Today \$20,903.51 and Molyneaux declined to give a quote. Demolition will be handled by the Manor Public Works employees. There is sufficient funds in the Community Room fund for such renovations. Mr. Matrisch motioned to have Larry Lint Flooring install the flooring in the Community Room for the quoted price of \$14,796.00. Ms. Marchand seconded the motion. The motion carried unanimously.

Then, the matter of the cooler and chest freezer in the Community Room kitchen needs replaced. These units are old and energy inefficient and not utilized enough to justify the large size. Mr. Hartman motioned to declare the cooler and the chest freezer as surplus property with a value less than \$1,000.00 and to sell them. Mr. Matrisch seconded the motion. The motion carried unanimously. Mr. Lapia will solicit bids for sale and sell the cooler and chest freezer. The funds received will go towards purchasing a new refrigeration unit.

### **New Business**

- Consideration “to approve release of funds for Woods of Brandywine Phase V Sub-Phase B.” The amount of funds requested to release is \$257,169.00. Mr. Antonacci recommended releasing \$183,580.91 at this time. Mr. Hartman motioned to approve the release of \$183,580.91 in funds for The Woods of Brandywine V Sub-Phase B based on the advice of the Borough Engineer. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2015-09 Changing Sewer Rates effective Fourth Quarter Billing of 2015. Sewer rates are to increase due to the increase in the Borough’s cost for treatment services. Mr. Matrisch motioned to approve the new rates. Seconded by Mr. Woy, the motioned carried unanimously.
- Consideration “to approve Resolution 2015-10 Waiving Employee Contribution to the Pension Plan. As in previous years, the fund is sufficiently funded and not needing additional contributions from the employees. Mr. Hartman motioned to approve waiving the employee contribution to the Pension Plan for 2016. Seconded by Mr. Woy the motion carried unanimously.
- Consideration “to authorize the Solicitor to file objection to sale of property of 37B Harding Street by the Tax Claim Bureau of Westmoreland County.” The Borough has liens on this property. Mr. Woy motioned to authorize the Borough Solicitor to file an objection to the sale of property at 37B Harding Street by the Tax Claim Bureau of Westmoreland County. Seconded by Mr. Nemitz, the motion carried unanimously.
- Discussion on appointing a Borough Fire Marshall. There are 3 applicants for the position:
  - Paul M. Dumnich – over 24 years as a volunteer firefighter, currently with Westmoreland City VFD, and an Army Veteran. (Not present.)
  - George Karnbauer – an Associate with the Manor VFD. Mr. Karnbauer stated he is an Associate Member with the Manor VFD and saw the opening and wanted to get more involved in the Community.
  - Terry Nemitz – Manor Councilman, 20 years experience with firefighting and hazmat.With so many questions regarding the Fire Marshall position and it not being a defined position, Mr. Woy motioned to table the Fire Marshal appointment until January. Seconded by Mr. Hartman, the motioned carried unanimously.

- Discussion on letter received from PTSA regarding the Rowe Road Sewer Line. Richard Schmizzi, Solicitor for PTSA was present, along with Stan Caroline, Manager of PTSA to answer any questions. Mr. Hartman stated he was not comfortable giving up an asset (Borough Property). Mr. Matrisch stated he did not want to condemn the property. A limited EDU study was made a while ago, but it does not provide the information needed to make a decision. Mr. Woy motioned to allow PTSA to do an EDU study on Rowe Road line at their cost. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to advertise meeting dates for 2016.” Ms. Marchand motioned to advertise the Manor Borough Council meeting dates for 2016. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to name the Penn Trafford News as the Borough’s Official newspaper for 2016.” Mr. Woy motioned to name the Penn Trafford News as the Borough’s Official newspaper for 2016. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on Borough property at the bottom of Sandy Hill Road. This property is used by the Lions, the Manor VFD, various other organizations, and for overflow parking at the Manor Grille. The Borough has also gotten requests to “lease” the space to park large trucks for a short term. There is a question of liability issues, should the property be posted, or should it be “leased” to groups and organizations. Mr. Nemitz motioned for the Borough to post “No Parking” and “No Trespassing” signs in the lot. The motion did not get a second. Mr. Campfield suggested the Borough do what is necessary to maintain the insurance coverage on the property. Mr. Lapia was instructed by Council to try an obtain a clarification from the Borough’s Insurance Carrier as to what if any exclusions exist as far as uses of the property in the Borough insurance policy.

#### **Correspondence**

- Animal Control Report, Ferree Kennels.

**Payment of Bills** – A motion “to approve payment of the bills as of November 19, 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. Woy and seconded by Mr. Matrisch. The motion carried unanimously at 8:23 P.M.

A motion to return to council regular session was made by Ms. Marchand and seconded by Mr. Nemitz. The motion carried unanimously at 9:03 P.M.

A motion to authorize the Solicitor to draft an ordinance for consideration to take over the sewer lines at Crimson Pointe Phase II minus the Bruno Property was made by Mr. Matrisch. Seconded by Mr. Nemitz, the motion carried unanimously.

Mr. Matrisch motioned to advertise the Ordinance to take over the sewer lines for Crimson II for the January 20 meeting. Seconded by Ms. Marchand, the motion carried unanimously.

Mr. Matrisch then motioned to extend the time for the Bortz Family to submit all documents until the April 20 meeting. Seconded by Mr. Hartman, the motion carried unanimously.

Mr. Campfield noted there is no incompatibility with a council member holding the Fire Marshal position.

**Public Comment** – None.

Ms. Lynn, on behalf of Manor Borough Council, wished everyone a Merry Christmas and a Happy New Year.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Hartman and seconded by Mr. Matrisch. The motion carried unanimously. The meeting adjourned at 9:07 P.M.

Joseph N. Lapia  
Borough Manager