

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – December 19, 2018

The Manor Borough Council held its monthly business meeting on Wednesday, December 19, 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	
	Dave Gongaware	Dawn Lynn
	Christine Marchand	Jim Vacha
	Jeremy Dixon, Mayor	
	John Campfield, Solicitor	Ed Antonacci, Engineer
	Mike Radakovich, Tax Collector	George Valmassoni, Chief of Police
	Bruce Hartman, Vice President	Ralph Hensell
(Absent)	Edwin Howley, Planning & Zoning Office	

Minutes – A motion “to accept the minutes of the meeting held on November 14, 2018, as read” was made by Ms. Lynn, and seconded by Mr. Vacha. The motion carried unanimously. Mr. Gongaware abstained.

A motion “to accept the minutes of the Public Hearing held on November 14, 2018, as read” was made by Ms. Lynn, and seconded by Ms. Marchand. The motion carried unanimously. Mr. Gongaware abstained.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – None.

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

Engineer’s Report (Mr. Antonacci) – The Dirt and Low Volume Road Grant project in Manor Park is complete. A request was made to the Conservation District for a 20% increase in grant money, or \$10,000. The request was granted.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia and Robert Stevens from the Public Works department reviewed the streets for possible paving in 2019. The recommendation is Crimson Drive, Gregory Drive and Hill Street. Oak Street is in bad shape, however, since the Borough is trying to obtain grant money for a sewage project, it would not make sense to pave it and then rip it up. Income survey letters for a CDBG Grant will be going out to residents of Oak and Observatory streets at the first of the year. The data collected may help qualify the Borough to obtain a grant to do a small sewer project in late 2019 or early 2020. Mr. Woy wanted to know if it is possible to spot pave a street. Mr. Lapia noted spot paving is more expensive due to the mobilization expense. He also commented the Borough is almost caught up with street paving so all that will be needed is a milling and overlay in the future for road paving, which is cheaper. Ms. Marchand asked if the Borough parking lot needs to be considered. Mr. Lapia responded the lot needs more than just paved, there is a lot to consider and a lot needs to be done to make it more than just a parking lot. He suggested Council consider a 5-year Capital Plan to address the capital needs. Mayor Dixon suggested the possibility of a green solution to get grants from the Conservation District. Mr. Lapia sent council a draft regarding the new burning ordinance. Mr. Lapia asked for clarification on what Council wanted to include in the new burning ordinance. Council indicated they only wanted to allow small recreational burning, outdoor cooking and VFD controlled burning for training. There are 3 vacancies: one on Recreation Board,

one on Planning Commission, and one on Zoning Heard Board. Mr. Lapia noted the Recreation member wishes to be reappointed and if anyone is interested in being on the Planning Commission or the Zoning Hearing board to let him know as soon as possible. The 2019 Charger for the Police Department should be here the second week of January, and it is expected to take 6-8 weeks for upfitting.

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

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – Mr. Woy reported the Civil Service Commission had a written test December 12th. There were 10 applications and 9 showed to take the test. Mr. Vacha motioned to have the Civil Service Commission provide 3 names for the January Council Meeting for full-time police officer. Seconded by Mr. Gongaware, the motion carried unanimously.

Ms. Lynn motioned to go out of order into Executive Session for personnel matters and matters of potential litigation. Seconded by Ms. Marchand, the motion carried unanimously at 7:20 P.M.

Ms. Lynn motioned to return to the Council Meeting. Seconded by Ms. Marchand, the motion carried unanimously at 8:03 P.M.

Unfinished Business

- Consideration “to adopt Ordinance 579-18-03 changing Zoning Classification for properties along Rowe Rd.” Ed Moore from Sheffler & Company was in attendance to answer any questions Council may have. Mr. Vacha wanted to know if there could be another entrance/exit into the Manor Trails plan. Mr. Moore answered “No, it is not in the plan”. Mr. Woy asked about Option #2, regarding widening of Rowe Road. Mr. Moore replied it would be widened with aggregate per Borough specifications. More discussion is needed with the Developer regarding the road widening, drainage, specifications, and stormwater management. Patricia Eathorne from the Planning Commission was in attendance and asked about the existing gas wells and how it will affect the new subdivision. Mr. Moore responded that they have not yet decided how that will be handled or transferred from the Gilmores. Mr. Campfield clarified the Developer will commit \$200,000 to the improvement of Rowe Road. Mr. Vacha motioned to approve Ordinance 579-18-03, rezoning that portion of Rowe Road, including amending Resolution 2018-12 to include the \$200,000 dollar amount the Developer contributes to Rowe Road improvement. Seconded by Ms. Lynn, the motion carried unanimously.
- Discussion on updating Sewer Rules and Regulations. Mr. Lapia polled neighboring communities and the consensus is, once the sewer lateral is disconnected from the from the sewer main and capped, billing should cease. Council agreed to this consensus so work can begin on revising the Borough’s Sewer Rules and Regulations.

New Business

- Consideration “to adopt Borough Budget for 2019.” Ms. Lynn motioned to adopt the Borough Budget for 2019. Seconded by Mr. Vacha, the motion carried unanimously. Mr. Gongaware voted “No”.
- Consideration “to adopt Ordinance 580-18-04 setting tax millage for 2019.” Mr. Vacha motioned to adopt Ordinance 580-18-04 setting the tax millage rate at 17.5 mills for 2019. Seconded by Ms. Marchand, the motion carried unanimously. Mr. Gongaware voted “No”.
- Consideration “to approve payment request for BJC Enterprises.” Ms. Lynn motioned to approve payment to BJC Enterprises in the amount of \$29,270.33 from the work done on the Observatory Street Sewer project. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to approve payment request for KGD Contracting.” Mr. Gongaware motioned to approve payment to KGD Contracting in the amount of \$68,811.11 for paving the driveway in Manor Park. 10% in retainage is being held until paperwork is final. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to set meeting dates for 2019.” Ms. Lynn motioned to accept the set meeting dates for Council Meetings and Planning Commission for 2019. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to name Penn Trafford News as the Official Borough newspaper.” Ms. Lynn motioned to name the Penn-Trafford news as the Official Borough newspaper for 2019. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to adopt Resolution 2018-16 setting sewer rates for 2019.” Ms. Lynn motioned to adopt Resolution 2018-16 setting the sewer rates for 2019. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to declare two Panasonic Toughbooks as surplus property.” Ms. Lynn motioned to declare the Police Department’s two Panasonic Toughbook Laptops as surplus property. Seconded by Mr. Vacha, the motion carried unanimously.
- Request from Manor VFD for use of the Community Room. Mr. Gongaware motioned to allow the Manor VFD to use the Community Room on the following dates in 2019: February 2; March 6, 8, 15, 22, 29; April 5, 12, 19 waiving the room rental fee, but charging \$75 per use cleaning fee. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to adopt Resolution 2018-17 establishing procedures for disposal of surplus property.” The change alters the dollar amount from \$1,000 to \$2,000 to reflect the change in the Borough Code. Ms. Lynn motioned to adopt Resolution 2018-17 establishing procedures for disposal of two Panasonic Toughbook Laptops as surplus property. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve collective bargaining agreement with Teamsters Local 205 for Police.” Mr. Gongaware motioned to approve the Police collective bargaining agreement with Teamster Local 205 that is effective January 1, 2019 through December 31, 2022. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Woy thanked the Ms. Marchand and Mr. Lapia for their work on getting the contract negotiated and accepted.

Correspondence

- None.

Payment of Bills – A motion “to approve payment of the bills as of December 19, 2018, as presented” was made by Ms. Lynn and seconded by Mr. Vacha. 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 Ms. Marchand. The motion carried unanimously. The meeting adjourned at 8:44 P.M.

Joseph N. Lapia
Borough Manager