

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – December 21, 2016**

The Manor Borough Council held its monthly business meeting on Wednesday, December 21, 2016 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	Steve Ira
	Dawn Lynn	Christine Marchand
	Terry Nemitz	Jeremy Dixon, Mayor
	Ed Antonacci, Engineer	John Campfield, Solicitor
(Absent)	Mike Matrisch, Vice President	George Valmassoni, Chief of Police
	Edwin Howley, Planning & Zoning Office	Mike Radakovich, Tax Collector

Prior to the Council Meeting, Council held Executive Session to discuss the Sandywood Place ponds.

**Minutes** – A motion “to accept the minutes of the meeting held on November 16, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Hartman. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Dixon) – Nighttime police qualifications went well despite inclement weather. Norfolk Southern donated \$1,000 to the Manor Police Department.

**Solicitor’s Report** (Mr. Campfield) – The Sandy Hill Road Lot needs a sign posted to note the use restrictions. The Borough needs to amend the Ordinance to add property to park Ordinance (e.g. hours of parking and the ability to tow vehicles.) Mr. Hartman motioned to amend the ordinances for Motor Vehicle and Property. Seconded by Ms. Lynn, the motion carried unanimously.

**Engineer’s Report** (Mr. Antonacci) – None.

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

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

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of November 2016, as prepared” was made by Ms. Lynn and seconded by Mr. Hartman. Motion carried unanimously.

**Tax Collector’s Report** – A motion “to approve the Tax Collector’s report for the month of November 2016, as prepared by Mr. Radakovich” was made by Ms. Lynn 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 there was a good turnout for the Borough’s Christmas Party held December 16 in the Community Room. Mr. Hartman also complimented the Manor Public Library for doing an outstanding job at the Christmas Party.

Personnel (Ms. Marchand) – Ms. Marchand commented on the Community Room Rental Policy. At the prior meeting, Council granted the Manor VFD free use of the Community Room and no cleaning fee. This goes against the Policy approved 1/20/2016. Ms. Marchand did not want to create a bias by this action of waiving the cleaning fee against policy. Mr. Woy commented Council thought they could waive the cleaning fee, and a letter will be sent to the Manor VFD advising them a cleaning fee will be charged in the future.

Planning & Zoning (Ms. Lynn) – The Planning Commission will not meet December 26, 2016. The dates for 2017 Planning Commission meetings have been set. The November meeting will be a week early, November 13, and the December meeting will be a week early, December 18, due to the respective holidays.

Public Safety (Mr. Woy) – The Manor VFD officer report for 2017 was received, along with 16 months of fire reports.

Public Works (Mr. Matrisch) – None.

### **Unfinished Business**

- Consideration “to adopt Ordinance 567-16-06 amending Zoning Ordinance 315.” Ms. Lynn motioned to adopt Ordinance 567-16-06 amending Zoning Ordinance 315. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to adopt Ordinance 568-16-07 amending PTARC Intergovernmental Cooperation Agreement.” Ms. Lynn motioned to adopt Ordinance 567-16-07 amending PTARC Intergovernmental Cooperation Agreement. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on Community Room storage area for tables and chairs. Mr. Lapia estimates the cost to construct 2 storage areas is \$2,000, with the money coming out of the Community Room Fund, and the labor done by Manor Public Works. In addition, storage shelves will be created for the Recreation Committee. Mr. Hartman motioned to spend no more than \$2,000 to construct storage areas in the Community Room. Seconded by Mr. Ira, the motion carried unanimously.

### **New Business**

- Consideration “to renew contract with Crespo Wildlife Services.” Crespo provided harassment in the fall to discourage geese and ducks in Manor Park. This year they will provide a full year of control including no feeding signs, harassment, and will treat the eggs in the spring so they will not hatch. Ms. Lynn motioned to renew the contract with Crespo Wildlife Services for 2017 at a cost of \$5,400. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to adopt Borough Budget for 2017.” Mr. Lapia had to alter the budget slightly due to insurance figures arriving late, which resulted in a net decrease to the budget expenses. It was clarified the Crespo Wildlife expenses would come out of the Parks & Recreation budget under a separate line item. Other line item budget matters were discussed. Ms. Lynn motioned to reduce the Manor VFD funding by \$600, from \$34,000 to \$33,400, to offset the cleaning fees inappropriately waived for the fish fries. Seconded by Ms. Marchand, the motion carried by majority. Mr. Woy voted No. Mr. Hartman motioned to adopt the budget for 2017 as amended. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to adopt Ordinance 569-16-08 setting Tax Millage for 2017. Ms. Lynn motioned to adopt Ordinance 569-16-08 setting the Tax Millage for 2017 at 16.5. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to approve Resolution 2016-14 waiving Employee contribution to Police Pension Plan.” The fund continues to have a surplus. Ms. Lynn motioned to approve Resolution 2016-14 waiving the Employee contribution to the Police Pension Plan. Seconded by Mr. Nemitz, the motion carried unanimously.

- Consideration “to approve Resolution 2016-15 changing Sewer Rates effective 4<sup>th</sup> Quarter Billing 2016.” Ms. Lynn motioned to approve Resolution 2016-15 changing Sewer Rates effective with the 4<sup>th</sup> Quarter Billing 2016. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to approve Public Works Contract with Teamsters Local 205.” The contract is for 4 years and includes a 4% wage increase the first year and 3% wage increase for subsequent years; longevity pay after 5 years of service; employee will pay all medical copays; employee will pay 4%, 5%, 6% respectively for monthly healthcare premiums years 2 - 4; and the work schedule June-August is Monday–Thursday at 10 hours per day. Ms. Lynn motioned to approve the Public Works Contract with Teamsters Local 205. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve Resolution 2016-16 amending Joinder Agreement for Non-Uniform Pension Plan.” Ms. Lynn motioned to approve Resolution 2016-16 amending the Joinder Agreement for Non-Uniform Pension Plan. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to advertise meeting dates for 2017.” Ms. Lynn motioned to advertise the Council Meeting dates for 2017. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to name Penn-Trafford News as Official Borough Newspaper for 2017.” Mr. Hartman motioned to name Penn-Trafford News as the Official Borough Newspaper for 2017. Seconded by Mr. Nemitz, the motion carried unanimously.
- Discussion on Right of Way Agreement from WWMA for Phase II Brush Creek Interceptor Project. This is regarding the sewer line to run behind the properties on Sandy Hill Road. Mr. Lapia asked Council if they would authorize him to deal with WWMA and Mr. Fisher directly to facilitate the Agreement. He specifically wants to ensure WWMA will abandon the old Right of Way and such Rights of Way reverts back to the Borough. Regarding the new Rights of Way, Mr. Lapia wants to ensure WWMA creates a tap-in for that property. If these terms are added, then the Borough will acquire the property for \$1. Mr. Lapia does not foresee an issue with these requests. Mr. Hartman motioned to allow the Borough Manager to discuss and negotiate the Right of Way Agreement as discussed with WWMA for the Phase II Brush Creek Interceptor Project, and Council President to sign Agreement. Seconded by Ms. Lynn, the motion carried unanimously.
- Request from Manor Presbyterian Church for reduced Community Room Rental. Ms. Lynn motioned to waive the Community Room Rental Fee for the Manor Presbyterian Church pancake breakfast, requiring the \$75 cleaning fee. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve payment request from Derry Construction.” Ms. Lynn motioned to approve payment to Derry Construction in the amount of \$69,040.98, while retaining 10% of the total as 1 punch list item has yet to be completed. Seconded by Mr. Nemitz, the motion carried unanimously.

**Payment of Bills** – A motion “to approve payment of the bills as of December 21, 2016, as presented” was made by Ms. Lynn and seconded by Mr. Hartman. The motion carried unanimously.

Public Comment – Marianne McIlvane, representing the Manor Presbyterian Church, thanked Council for waiving the rental fee for the church’s pancake breakfast.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 8:05 P.M.

Joseph N. Lapia  
Borough Manager