

**MANOR BOROUGH COUNCIL  
MONTHLY BUSINESS MEETING – March 15, 2023**

1. **CALL TO ORDER** – Council President Mr. Tony Gockel called the Council Meeting to Order at 7:00 P.M. on March 15, 2023, in the Manor Community Room and led the
2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL** of Attendance

(Present)	Tony Gockel, President	Dawn Lynn, Vice-President
	Chuck Charrie	Dave Gongaware
	Terry Nemitz	Jim Vacha
	Ed Malinoski, Mayor	Chelsea Dice, Solicitor
	Ed Antonacci, Engineer	Mike Radakovich, Tax Collector
(Absent)	Christine Marchand	Chief of Police
	Jason Krainbucher, Zoning Office	

4. **APPROVAL OF THE MINUTES** for the meeting on February 15, 2023 – Ms. Lynn motioned to accept the meeting minutes held February 15, 2023. Ms. Jeri Lewis objected to the February minutes citing Mr. Tyler Gnesda did not fill out a comment sheet to speak. Mr. Charrie clarified 4 Paws is not required to add additional handicap parking at this time but has pledged to do so if needed. The motion was amended to include the clarification. Seconded by Mr. Vacha. The motion carried unanimously

5. **PUBLIC COMMENT – AGENDA ITEMS ONLY**

**Jeri Lewis of Manor**, filled out a request to speak about the Manor Playground but then declined to speak.

**Denise Duball of Third Street, Manor**, requested to speak about paving. Her question was about street signs, specifically No Parking and No Outlet signs and stated there is no parking on Cleveland. She also noted a tree at the corner of Cleveland and Third heaving up the sidewalk. Mr. Charrie commented there could be a liability to remove the tree if it is a safety issue. The Solicitor commented the Borough is not responsible.

6. **MAYOR’S REPORT** – Mayor Malinoski reported the Cornhole Tournament in February generated \$308. There is a Spring Craft Show March 25, and \$510 was raised through the sale of vendor table space. The Westmoreland Polish Club donated \$1,000 to the Community Fair. To date, \$5,383.00 has been raised for the Community Fair and estimated expenditures are \$12,440. More donations are expected. The Mayor conducted a retirement ceremony for retiring Chief George Valmassoni February 24. Public Works replaced the smoke detectors in the police station. He submitted the monthly police report, code enforcement report, and magistrate report to Council.
7. **SOLICITOR’S REPORT** - None.
8. **ENGINEER’S REPORT** – None.
9. **ZONING OFFICER’S REPORT** – None.
10. **BOROUGH MANAGER’S REPORT** – Mr. Lapia reported the Borough received its annual Liquid Fuels payment of \$105,955, which is a \$3,186 increase over last year. He

sent Council a revised 2022 Borough Audit including the GASB information needed to complete the Audit, which will be filed by April 1, 2023.

**11. TREASURER'S REPORT** – Ms. Lynn motioned to approve the Treasurer's Report for the Month of February 2023. Seconded by Mr. Vacha. Mr. Gongaware questioned the \$3,000 in donation deposits. Mr. Lapia responded those are from donation letters mailed out to area businesses asking for monetary support for the DCNR park grant. The motion carried unanimously.

**12. TAX COLLECTOR'S REPORT** – Mr. Gongaware motioned to approve the Tax Collector's Report for the month of February 2023. Seconded by Ms. Lynn the motion carried unanimously.

**13. COMMITTEE REPORTS**

- a. Building & Properties (Ms. Lynn) – None.
- b. Community Betterment & Environment (Mr. Gongaware) – None.
- c. Finance (Mr. Vacha) – None.
- d. Personnel & Administration (Mr. Vacha) – The Personnel Committee met to review the submitted resumes for the Police Chief position. Interviews will be held March 20, 2023.
- e. Planning & Zoning (Mr. Charrie) – The Planning Commission met March 13 and discussed Fence Permitting, specifically fence placement without error. Proposed is a liability clause to take the liability off the Borough to be included with the fence application and fence permit and placing the responsibility on the property owner. The Zoning map layout is questioned and the Planning Commission is looking for the best way to fix the Zoning lines. An update needs to be made to the Zoning Ordinance, the Zoning map and the SALDO. A beautification project is also being worked on. Consideration is being made to increase the Planning Commission from 5 members to 7 citing the availability of members to have a quorum. Regarding the Recreation Board, an Easter Egg Hunt is planned for April 1. Plans are made to have the water turned on in the park so the restroom can be used if needed. Mr. Charrie went on to a possible restroom renovation and noted the existing restroom occupies  $\frac{1}{4}$  of the building with the remaining  $\frac{3}{4}$  of the building is empty space. He wants to have the existing restroom enlarged to accommodate ADA facilities and feels there is room for a seconded restroom instead of 1 unisex facility. Other improvements include heat and better insulation for plumbing for an all-season restroom facility. Mr. Vacha asked about the timed locks purchased in 2022. They are not on the restroom doors as yet, nor are cameras installed.
- f. Public Safety & Maintenance (Mr. Gongaware) – Mr. Gongaware commented 2 meetings ago he brought up Act 172, Tax Credit for Volunteer Fire Fighters, and asked for that to be place on the April Council agenda. The Solicitor clarified this Tax Credit would apply to those fire fighters that are fully trained and active with the fire department. Mr. Gongaware is concerned about an EMA plan in light of the recent trail derailment disaster in East Palestine OH. The Mayor interjected and explained that both he and Mr. Nemitz are struggling with limited staff and limited resources being a small Borough. In the event of a major derailment or emergency, they are not sure how to build a plan since there is insufficient personnel. Mr. Nemitz is considering an inter-municipal agreement with a neighboring community. Mr. Nemitz is also working on a Community Day plan. Currently the Borough has adopted the County EMA plan.

#### **14. OLD BUSINESS**

- a. Updating the Borough message sign. Research has been done to determine ownership of the property the current message sign is on. The property does not seem to have ownership other than the Rights of Way for PennDOT and the Railroad. In addition, the Borough has used the property for over 21 years, has done some maintenance, and could claim the property under Adverse Possession. The Solicitor has suggested the Borough get a Quit Claim Deed for the property. Tyler Gnesda has emailed some proposals and bid estimates for a new sign. Mr. Vacha motioned to have the Solicitor file a Quit Claim Deed and have the Borough Engineer draw up a narrative of the meets and boundaries, and then acquiring a parcel ID through the County. Seconded by Ms. Lynn, the motion carried unanimously.
- b. Terminating building inspection services agreement with CWCOG. Mr. Lapia stated B.I.U. is terminating their CWCOG relationship, and in the interim, CWCOG is not answering telephone calls or responding to emails. Mr. Charrie reviewed the Agreement the Borough has with CWCOG and the history of fees. He feels another process must be in place before the Borough discontinues with CWCOG and issues CWCOG a 90-day notice of termination. Mr. Vacha motioned to table the decision until the April meeting. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Gongaware commented that he is the Borough representative to CWCOG and was not made aware of any current issues. Mr. Gongaware and Mr. Charrie volunteered to look at the existing agreement with CWCOG and will report back to Council.

#### **15. NEW BUSINESS**

- a. Authorizing the Borough Engineer to solicit bids for the 2023 Street Paving Project. The base bid includes the following streets: Fairview Drive from Sandy Hill Road to Longview Drive, Longview Drive from Fairview Drive to the cul-de-sac, and Orchard Drive from Longview Drive to the cul-de-sac with an estimated cost of \$220,735.44. An alternate bid to include paving Chestnut Street and lower Orchard Street from Chestnut to Manor Harrison City Road is estimated at \$77,661.30, with a total paving estimate of \$298,396.74. The Borough has budgeted \$225,000 and the Engineer does not recommend Council solicit bids for the alternate bid. Mr. Vacha motioned to have the Borough Engineer solicit base bids for the 2023 Street Paving Project. The Bid advertisement will be published March 27 and April 3, 2023 with the bids due April 17, 2023 at 1:00 P.M., and opening at 1:15 P.M. The bid will be awarded April 19, 2023, with work to begin June 2023. Seconded by Mr. Gongaware, the motion carried unanimously.
- b. Dirt, Gravel and Low Volume Road Grant agreement and prevailing wage form. Mr. Lapia and the Engineer met with the Conservation District on March 13, on site at Rowe Road to decide on what to do with water run-off, which has since been approved by the grant and Conservation District. The change in design is to include a grade break to help with the stormwater. Mr. Vacha motioned to approve the Grant agreement and the prevailing wage form. Seconded by Ms. Lynn, the motion carried unanimously.
- c. Manor Park DCNR Grant Project. Mr. Vacha commented this was approved at a prior meeting. Mr. Charrie does not agree with the design of the park, feels it is too aggressive, and wants a soccer field as he feels it is cheaper to install and to maintain. He is not in favor of a multi-purpose sports court due to the expense but feels the money is better spent on ADA restrooms. He also wants to keep the existing pavilion. Ms. Lynn commented she's frequently asked when the

basketball hoop will be replaced. Mr. Charrie motioned to modify the plan to remove the new pavilion, seconded by Mr. Gongaware. Mr. Lapia relayed a conversation from DCNR stating if the pavilion is removed, then the sport court should stay as it is considered recreation, and cautioned the grant money could be reduced. The motion passed by majority, with the Mayor voting to break the tie vote. The roll call vote is as follows:

Mr. Gockel	- No	Ms. Marchand	- Absent
Ms. Lynn	- No	Mr. Nemitz	- Yes
Mr. Charrie	- Yes	Mr. Vacha	- No
Mr. Gongaware	- Yes	Mr. Malinoski	- Yes

- d. Annual street sweeping. This is typically done every year in May by Golden Equipment. The rate this year is \$135/hr. Ms. Lynn motioned to have Golden Equipment do the street sweeping in 2023. Seconded by Mr. Nemitz, the motion carried unanimously.
- e. Administrative Assistant Healthcare Insurance. Mr. Vacha motioned to table the item until after executive session. Seconded by Ms. Lynn, the motion carried unanimously.
- f. Oak Street and McKelvey Street Sanitary/Storm Sewer Project. Revised preliminary costs were given to Council. In the interim, the County has \$10 million in ARPA Funds slated for storm/sewer projects, and the Borough would like to see if grant money can be obtained to defray up to half of the cost. The amount to be awarded will depend upon the amount of money available. Ms. Lynn motioned to submit the Oak Street Sanitary and Storm Sewer Project to the County for grant money. Seconded by Mr. Vacha, the motion carried unanimously.

**16. CORRESPONDENCE**

- a. None.

**17. APPROVAL TO PAY BILLS** – Ms. Lynn motioned to pay the bills as of March 15, 2023. Seconded by Mr. Gongaware, the motion carried unanimously.

**18. EXECUTIVE SESSION** – Ms. Lynn motioned to go into Executive Session. Seconded by Mr. Nemitz, the motion carried unanimously at 9:05 P.M. Ms. Lynn motioned to return to the Council Meeting. Seconded by Mr. Nemitz, the motion carried unanimously at 9:43 P.M. Personnel business was discussed.

**15 e.** Mr. Nemitz motioned to approve healthcare insurance for the Administrative Assistant. Seconded by Mr. Vacha, the motion carried unanimously.

**19. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet)**

None.

**20. MOTION TO ADJOURN** - There being no business to discuss, a motion "to adjourn the meeting" was made by Mr. Nemitz and was seconded by Mr. Vacha. The motion carried unanimously. The meeting adjourned at 9:45 P.M.

Joseph N. Lapia  
Borough Manager