

**MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – April 19, 2023**

1. **CALL TO ORDER** – Council President Mr. Tony Gockel called the Council Meeting to Order at 7:00 P.M. on April 19, 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 March 15, 2023 – Mr. Gongaware motioned to accept the meeting minutes held March 15, 2023. Seconded by Ms. Lynn. Mr. Charrie wanted the March meeting minutes to reflect Mr. Gongaware is the CWCOG Representative. Mr. Gongaware and Mr. Charrie are working on looking at the agreement for building inspection services with CWCOG. Mr. Gongaware amended his motion and Ms. Lynn amended her second. The motion carried unanimously

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

Anthony Barravecchio of Manor, spoke regarding the Police Chief hiring process. He stated he submitted a resume in November 2022. He is a retired Police Officer in good standing. He was recently made aware he was not considered for the position, and feels he was a prime candidate. He asserts false information was submitted to Council to not consider him for an interview and continued to say he knows the background of the individual who compiled the information. He further stated he has watched many drug deals going on in the Borough, part of his expertise in law enforcement, and wants Council to do the right thing for the community and for the businesses in the Borough.

Jeri Lewis of Manor, questioned when a PA system will be installed in the Community Room. Mr. Gockel replied the Borough is still investigating, but it's taking some time. She also questioned the need for EMA radios when the Borough does not have an emergency management plan. Mr. Nemitz replied it's for communicating with the County. Ms. Lewis restated the need for an emergency management plan for the residents.

6. **MAYOR'S REPORT** – Mayor Malinoski updated on Community Day with \$7,453 raised to date, which includes \$3,000 of sponsorship money. A \$20,000 grant was secured from Senator Ward's office. The Insurance quote for the day is \$480.50. The Mayor requested a storage loft installation in the table closet in the Community Room for the Recreation Board. Which is possible as it would be eventually be used for a sound system. The Mayor also requested a baby changing station in the Community Room restrooms. Mr. Lapia had the building inspector investigate and there is no room in the women's restrooms to accommodate a changing station. The Mayor was asked why the Mt. Manor upper park restroom is locked. Mr. Charrie responded he still has the time locks at this house and is not going to install them until the water is turned on. The

water has been on at the lower park since the week of the Easter Egg Hunt. The water is not on at the upper park. The water valve inside the building needs replaced, and MAWC still needs to turn the water on at the curb.

7. SOLICITOR'S REPORT - None.

8. ENGINEER'S REPORT – Mr. Antonacci reported that after monitoring the police station with 24 measurements taken at 6 intervals of the rear wall, the results indicate a movement of no more than 1/8” which might be due to the freeze/thaw of the soil and wind. He recommends monitoring the wall until a solution is decided upon, and also recommends a soils assessment. Mr. Charrie motioned to have the Engineer continue to monitor the wall for any movement. Seconded by Mr. Gongaware, the motion carried unanimously.

9. ZONING OFFICER'S REPORT – None.

10. BOROUGH MANAGER'S REPORT – None.

11. TREASURER'S REPORT – Ms. Lynn motioned to approve the Treasurer's Report for the Month of March 2023. Seconded by Mr. Vacha. The motion carried unanimously.

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

13. COMMITTEE REPORTS

- a. Building & Properties (Ms. Lynn) – None.
- b. Community Betterment & Environment (Mr. Gongaware) – None.
- c. Finance (Mr. Vacha) – Mr. Lapia noted he placed a year-to-date summary for the General Fund and Sewer Fund in every Councilperson's mailbox.
- d. Personnel & Administration (Mr. Vacha) – None.
- e. Planning & Zoning (Mr. Charrie) – There is a simple subdivision being done to the Sandrick property that needs to be reviewed. Mr. Charrie is concerned the Planning Commission has been cancelled twice due to a lack of a quorum, and considers it a problem. Mr. Charrie motioned to have the Solicitor draft and advertise an ordinance to expand the Planning Commission from 5 to 7 members so it can be voted on at the next council meeting. Seconded by Mr. Gongaware. Mr. Vacha questioned the need to expand the Planning Commission and the long-term need for so many people citing the hard time to get people to volunteer. The motion passed by majority. The roll call vote is as follows:

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

Mr. Charrie stated he is receiving emails from a resident regarding pot holes in front of her house on Rowe Road. Mr. Lapia commented the pot holes along that section of Rowe Road have been patched and looked at by the Engineer. There appears to be a larger issue with the storm water runoff from the neighbor's property which is getting underneath the curb to the road causing the pot holes.

Mr. Lapia is looking into other remedies until the problem can be resolved. Mr. Charrie then went on to the American Rescue Plan and asked if it will be addressed again at a public meeting. Mr. Gockel confirmed that it would. Then Mr. Charrie inquired about People's Gas and the work they did on First Street, Harding Street and Penn Street. Base repair was done to the street and some restoration to grassy area. Lindy Paving is not scheduled to pave for at least 4 weeks.

- f. Public Safety & Maintenance (Mr. Gongaware) – None.

14. OLD BUSINESS

- a. Terminating building inspection services agreement with CWCOG. Mr. Gongaware motioned to give 90-day notice to CWCOG to terminate the agreement. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Gongaware then motioned for a Request For Proposal from Third Party Building Inspection Services to be advertised and placed in the Dodge Report. Deadline for RFPs is May 12, 2023 at 3:00 P.M. Seconded by Mr. Charrie, the motion carried unanimously.

15. NEW BUSINESS

- a. Manor Park DCNR Grant Project. Mr. Vacha talked to some people after last month's meeting and they stated they were confused over the vote last meeting as to what they were voting on, and how the grant process worked. Mr. Charrie wants to keep the old Pavilion to save on demolition costs so the money can be used for a second ADA parking space next to the pavilion. Mr. Vacha feels the Borough has sufficient funds it can pull elsewhere to rehab the restroom and make it ADA compliant. The Mayor expressed his concern over park maintenance, especially the upper park, and the need for regular clean up and maintenance. Mr. Vacha motioned to go back to the original DCNR plan for the park. Seconded by Ms. Lynn, the motion passed by majority. The roll call vote is as follows:

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

Mr. Vacha also motioned to look at the lower Manor Park restroom and investigate the cost to convert it to an ADA compliant restroom, including engineered drawings. Seconded by Ms. Lynn, the motion carried unanimously. The roll call vote is as follows:

Mr. Gockel	- Yes	Ms. Marchand	- Absent
Ms. Lynn	- Yes	Mr. Nemitz	- Yes
Mr. Charrie	- Yes	Mr. Vacha	- Yes
Mr. Gongaware	- Yes		

- b. PA Act 172 of 2016 Firefighter Tax Exemption. The Solicitor explained this concerns Fire Fighters and EMS personnel giving them a break on Real Estate Tax at 20% and Employment Income Tax set by the Borough as this is for Manor Borough taxes only. She further explained certain criteria must be met regarding what qualifies as an active firefighter and EMS worker. Mr. Gockel wants the Public Safety Committee to look at it. Mr. Lapia, stated he was asked by a resident to consider a reciprocal agreement for firefighters who do live in

the Borough, but are members of other VFD's. Mr. Nemitz motioned to table the subject until the Public Safety Committee can meet with the Manor VFD. Seconded by Ms. Lynn, the motion carried unanimously.

- c. Approving and advertising the 2022 Borough Audit. Mr. Gongaware motioned to approve and to advertise the 2022 Borough Audit. Seconded by Ms. Lynn, the motion carried unanimously.
- d. Adopting the International Property Maintenance Code. Mr. Nemitz motioned to adopt the International Property Maintenance Code, but adding 6-inches to grass height. Seconded by Ms. Lynn. Mr. Charrie wanted to know how this got on the agenda and stated he was not consulted on this and he was part of the committee looking at it. Mr. Nemitz motioned to withdraw the motion and Ms. Lynn rescinded her second. The motion carried unanimously. Then, Mr. Nemitz motioned to table the subject until the June meeting, after review from the subcommittee. Seconded by Ms. Lynn, the motion carried unanimously.
- e. Police Civil Service Testing. The Borough needs to refresh its list of candidates. Mr. Vacha motioned to have the Civil Service Commission conduct a test. Seconded by Ms. Lynn, the motion carried unanimously.
- f. Fairview Drive storm sewer outfall, Cameron Drive storm sewer catch basin and Crimson Drive sink hole. Regarding the storm sewer outfall on Fairview Drive, Ms. Lynn motioned to have the Engineer to solicit quotes for repair. Seconded by Mr. Vacha, the motion carried unanimously. For the Cameron Drive storm sewer catch basin Mr. Gongaware motioned to have the Engineer prepare bid specifications and put the project out for bid. Seconded by Mr. Vacha, the motion carried unanimously. The sink hole on Crimson Drive was repaired in 2021 and 2022. The estimate to repair is under \$12,200, so this can be contracted out. Ms. Lynn motioned to proceed with fixing the sink hole on Crimson Drive. Seconded by Mr. Nemitz, the motion carried unanimously.
- g. Purchasing radios for Emergency Management. Mr. Nemitz has reported the Emergency management portable radio is not working. A new radio will cost \$2,563.90. Ms. Lynn motioned to purchase a new portable radio. Seconded by Mr. Nemitz, the motion did not carry after a tie vote with the Mayor breaking the tie. The roll call vote is as follows:

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

- h. Hiring a Chief of Police. Mr. Vacha motioned to table the subject until after Executive Session. Seconded by Ms. Lynn, the motion carried unanimously.
- i. Awarding the 2023 Street Paving Contract. Mr. Gongaware motioned to award the lowest bid of \$208,595.24 to Independent Enterprises. Seconded by Ms. Lynn, the motion carried unanimously.
- j. Increasing the base pay of Sgt. John Johnson while serving as Police Department Officer In Charge. Mr. Vacha motioned to table the subject until after Executive Session. Seconded by Ms. Lynn, the motion carried unanimously.
- k. Resolution 2023-04 appointing Tyler Gnesda to the Planning Commission. Mr. Gongaware motioned to appoint Tyler Gnesda to the Planning Commission. Seconded by Ms. Lynn. Mr. Charrie asked who put this on the agenda and felt he should have been advised before this was placed on the agenda. The motion carried unanimously. The roll call vote is as follows:

Mr. Gockel	- Yes	Ms. Marchand	- Absent
Ms. Lynn	- Yes	Mr. Nemitz	- Yes
Mr. Charrie	- Yes	Mr. Vacha	- Yes
Mr. Gongaware	- Yes		

- I. Resolution 2023-05 appointing Lewis A. Brant to the Zoning Hearing Board. Mr. Charrie motioned to table the vote until the next meeting so other applicants can be considered. Seconded by Mr. Gongaware, the motion failed after a tiebreaking vote from the Mayor. 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	- No

Then, Mr. Vacha motioned to appoint Lewis A. Brant to the Zoning Hearing Board. Seconded by Ms. Lynn, the motion passed by majority. The roll call vote is as follows:

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

16. CORRESPONDENCE

- a. None.

- 17. APPROVAL TO PAY BILLS** – Mr. Gongaware motioned to pay the bills as of April 19, 2023. Seconded by Ms. Lynn, the motion carried unanimously.

- 18. EXECUTIVE SESSION** – Mr. Nemitz motioned to go into Executive Session. Seconded by Ms. Lynn, the motion carried unanimously at 10:30 P.M. Ms. Lynn motioned to return to the Council Meeting. Seconded by Mr. Nemitz, the motion carried unanimously at 11:04 P.M. Personnel business was discussed.

15.b. Mr. Vacha motioned to conditionally hire Richard Grande as Manor Chief of Police pending the passing of all required tests. Seconded by Mr. Gongaware, the motion carried unanimously. The roll call vote is as follows:

Mr. Gockel	- Yes	Ms. Marchand	- Absent
Ms. Lynn	- Yes	Mr. Nemitz	- Yes
Mr. Charrie	- Yes	Mr. Vacha	- Yes
Mr. Gongaware	- Yes		

15.j. Mr. Vacha motioned to pay Sgt. John Johnson and additional \$100 per week for serving as the Police Department Officer In Charge. Seconded by Ms. Lynn, the motion carried by majority. The roll call vote is as follows:

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

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

Jeri Lewis of Manor, thanked Council for their effort to install an ADA restroom in the park. She feels the Borough needs help with ADA compliance. She also wants people to stop calling it a walking track as it will allow people in wheelchairs to use it. She also recommends an additional ADA parking space. Ms. Lewis expressed her concern about the Borough not having an Emergency Management Plan. She is taking Red Cross classes to become a trainer and asking for Council to allow her to use the Community Room for training classes.

Tyler Gnesda of Manor, discussed a new Borough sign. He has selected a sign and would like to move forward and present the information to Council. Mr. Lapia advised Mr. Gnesda the Engineer is still working on the meets and bounds of the property where the sign will be located. A parcel ID will have to be created and then it has to be recorded with the County for a Quit Claim deed. Mr. Gnesda is proposing a double sided 3-foot by 6-foot sign at a cost of \$42,000. More research is needed on pricing and if a formal bidding process is required. Mr. Vacha asked if a single sided sign quote could be obtained too.

20. MOTION TO ADJOURN - There being no business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 11:16 P.M.

Joseph N. Lapia
Borough Manager