

**MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – May 17, 2023**

1. **CALL TO ORDER** – Council President Mr. Tony Gockel called the Council Meeting to Order at 7:00 P.M. on May 17, 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	Ed Malinoski, Mayor
	Chelsea Dice, Solicitor	Mike Radakovich, Tax Collector
(Absent)	Christine Marchand	Jim Vacha
	Chief of Police	Ed Antonacci, Engineer
	Jason Krainbucher, Zoning Office	

4. **APPROVAL OF THE MINUTES** for the meeting on April 19, 2023 – Ms. Lynn motioned to accept the meeting minutes held April 19, 2023. Seconded by Mr. Charrie. The motion carried unanimously

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

Jeri Lewis of Manor, questioned items 15A, 15B and 15D on the agenda. She had an issue with the wording on the agenda citing the description of 15A Resolution 2023-06 was missing and asserted the agenda was wrong. Ms. Lewis asked why there was no Public Hearing for 15B Ordinance 595-23-01. The Solicitor explained one was not needed and the Ordinance had been properly advertised. When asked why there was no Resolution for 15D, Hiring a Chief of Police, and feels this should be done via Resolution. Mr. Lapia read an excerpt regarding the posting of Agendas according to the Sunshine Act. The Solicitor explained the Hiring of a Police Chief does not require a Resolution at this time.

6. **MAYOR’S REPORT** – Mayor Malinoski reported \$7,693 has been raised for Manor Community Day and a grant from Senator Kim Ward’s office has been applied for. The next Community Day meeting is May 23.
7. **SOLICITOR’S REPORT** - None.
8. **ENGINEER’S REPORT** – None.
9. **ZONING OFFICER’S REPORT** – None.
10. **BOROUGH MANAGER’S REPORT** – The next cycle for CDBG money is 2024-2026 should the Borough want to apply for any funding. The Civil Service Committee met on May 11 and decided to hold a Civil Service written test on June 2, 2023 at 9:00 A.M. The playground in the lower park was cleaned by Perfect Industrial. Mr. Lapia publicly thanked Perfect Industrial for cleaning the Veteran’s Memorial at no charge.

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

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

13. COMMITTEE REPORTS

- a. Building & Properties (Ms. Lynn) – None.
- b. Community Betterment & Environment (Mr. Gongaware) – Mr. Charrie stated he received communication from Daniel Bracken, present, for an Eagle Scout Project to create a new sign at Manor Park at a cost of \$700 to remove the old wooden sign and to put up a new modern sign which he will design and install. Mr. Bracken is seeking funding from the Borough without outside funding.
- c. Finance (Mr. Vacha) – None.
- d. Personnel & Administration (Mr. Vacha) – None.
- e. Planning & Zoning (Mr. Charrie) – The contract with CWCOG has been terminated. RFPs have been received and the committee expects to have more information for the June meeting and may solicit more RFPs. They are also working on an update for the International Property Maintenance Code.
- f. Public Safety & Maintenance (Mr. Gongaware) – Mr. Charrie reported regarding the accident that occurred 3 weeks ago at 1:30 A.M. when a truck was upside down on the railroad tracks, the Manor VFD responded. Both occupants of the vehicle are recovering. Mr. Charrie recognized responding members of the VFD who were present at the meeting. Following, a Letter of Recognition to be presented to the Manor VFD at the next meeting. Mr. Gongaware brought up Act 172 progress. The Solicitor advised a Public Hearing is required. The Planning Commission requires a Public Hearing for another matter for Amending the Zoning Ordinance and suggests combining both into one Public Hearing in July to save time and money.

14. OLD BUSINESS

- a. There was no old business to discuss.

Mr. Gongaware motioned to add 15A to the agenda as Resolution 2023-06 receiving seized funds from the Westmoreland County District Attorney’s Office in the amount of \$1,383.75 and amending the agenda to reflect this change. The amended agenda will be posted in the Borough office and the Borough’s web page. Seconded by Ms. Lynn, the motion carried unanimously.

15. NEW BUSINESS

- a. Resolution 2023-06 Receiving grant money from the Westmoreland County District Attorney’s Office. Ms. Lynn motioned to accept Resolution 2023-06, accepting a \$1,383.75 grant from the Westmoreland District Attorney’s Office for police department computer hardware. Seconded by Mr. Nemitz, the motion passed unanimously. The roll call vote:

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

- b. Ordinance 595-23-01 increasing membership of the Planning Commission from 5 to 7 members. Mr. Charrie motioned to accept Ordinance 595-23-01 to increase the size of the Planning Commission. Seconded by Mr. Gongaware, the motion passed by majority. The roll call vote:

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

The Planning Commission will solicit invitations for 2 new members which will be reviewed by the Planning Commission at the June meeting, so the new members can be appointed by resolution at the June Council meeting. Letters of interest are due by June 12, 2023. Ms. Patty Eathorne commented that moving to a 7-member Commission may not be the best solution.

- c. Accepting the resignation of Patrolman Ryan Krause. Ms. Lynn motioned to accept the resignation of Patrolman Ryan Krause. Seconded by Mr. Nemitz, the motion carried unanimously.

Mr. Charrie motioned to go out of order and move to Executive Session for Personnel Matters. Seconded by Mr. Nemitz, the motion carried unanimously at 7:59 P.M.

Mr. Charrie motioned to return to the regular meeting, seconded by Mr. Gongaware, the motion carried unanimously at 8:16 P.M. Personnel Matters were discussed.

- d. Hiring a Chief of Police. Ms. Lynn motioned to conditionally hire Walter Carlson as Chief of Police, pending the passing all required testing. Seconded by Mr. Nemitz, the motion carried unanimously. The roll call vote:

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

- e. Hiring a Part Time Police Officer. Ms. Lynn motioned to conditionally hire David Maier as Part Time Police Officer, pending the passing all required testing. Seconded by Mr. Nemitz, the motion carried unanimously. The roll call vote:

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

- f. Accepting a quote for Fairview Drive storm sewer repairs. Mr. Nemitz motioned to accept the lowest quote of \$21,747 from BJC Enterprises. Seconded by Ms. Lynn, the motion carried unanimously.

- g. Approving Right of Way and Release Agreements with MAWC for State Route 4012 Bridge Project. Additional Right of Way is needed to relocate a MAWC sewer line. Ms. Lynn motioned to accept the Release Agreements with MAWC

for State Route 4012 Bridge Project. Seconded by Mr. Charrie the motion carried unanimously.

- h. Purchasing cameras for the Police/Public Works Building. Mr. Nemitz is trying to get cameras for the Police and Public Works Building. The updated Exelos quote is \$9,115.89. Mr. Nemitz contacted Senator Ward's office and secured a promissory grant to cover the cost of the cameras at the police station, the administration building and 2 radios for Emergency Management for \$22,000. Mr. Charrie motioned to approve the received quotes for cameras with purchase and installation work not to start until the grant money is received. Seconded by Ms. Lynn, the motion carried unanimously.
- i. Borough's Child Safety Policy. The current Borough policy is for volunteers to have clearances every 2 years. The state policy is every 5 years. Mr. Charrie questioned the reasoning and need for the change, and what happens if there is an incident within 5 years, and how is it known if a clearance has been revoked. Mr. Charrie commented that he didn't know how to find a comfort level to change this just because a vendor doesn't want to spend 15 minutes to update their clearances when they are coming into the Borough to make a profit. The Mayor cites upcoming events in the Borough and many vendors already have state clearances, and he feels a stricter Clearance Policy will deter vendors and entertainers from future Borough events. Mr. Nemitz stated he couldn't update his Child Abuse Clearance after two years because it was valid for five years when issued. Mr. Nemitz motioned to expand the need for Clearances in the Borough's Child Safety Policy from every 2 years to every 5 years. Seconded by Mr. Gongaware, the motion carried by major. The roll call vote:

Mr. Gockel	- Yes	Ms. Marchand	- Absent
Ms. Lynn	- No	Mr. Nemitz	- Yes
Mr. Charrie	- Abstain	Mr. Vacha	- Absent
Mr. Gongaware	- Yes		
- j. Sandrick Subdivision. Mr. Charrie explained the subdivision is 40 acres on Leger Street and includes an easement and Right to Use Easement. Mr. Gongaware motioned to approve the Sandrick Subdivision as presented to Council with conditions recommended by the Planning Commission, including easement language for a neighbor. Seconded by Mr. Nemitz, the motion carried unanimously.

16. CORRESPONDENCE

- a. None.

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

18. EXECUTIVE SESSION – Held earlier.

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

Jeri Lewis of Manor, questioned Mr. Nemitz Emergency Management Coordinator, asking when is the Borough going to have an Emergency Management Plan. Mr. Nemitz responded that he has started on the plan and is working on it.

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20. MOTION TO ADJOURN - There being no business to discuss, a motion "to adjourn the meeting" was made by Mr. Charrie and was seconded by Ms. Lynn. The motion carried unanimously. The meeting was adjourned at 9:11 P.M.

Joseph N. Lapia
Borough Manager