

**MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – June 21, 2023**

1. **CALL TO ORDER** – Council Vice-President Ms. Dawn Lynn called the Council Meeting to Order at 7:00 P.M. on June 21, 2023, in the Manor Community Room and led the
2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL** of Attendance:

(Present) Dawn Lynn, Vice-President
Chuck Charrie
Terry Nemitz
Ed Malinoski, Mayor
Ed Antonacci, Engineer
Mike Radakovich, Tax Collector

Dave Gongaware
Jim Vacha
Bob Zunich, Solicitor
Randy Carlson, Chief of Police

(Absent) Tony Gockel, President
Jason Krainbucher, Zoning Office
Christine Marchand

4. **APPROVAL OF THE MINUTES** for the meeting on May 17, 2023 – Ms. Jeri Lewis was out of order and objected to the Council Meeting Minutes. Since this item is on the Agenda, Mr. Zunich, Solicitor advised Ms. Lewis that this item is on the agenda and is an ordinary course of business. Mr. Zunich advised Ms. Lewis that this was not the appropriate time for her to speak. Mr. Charrie motioned to accept the meeting minutes held May 17, 2023. Seconded by Mr. Gongaware. The motion carried by majority. Mr. Vaca abstained.

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

Jeri Lewis of Manor, objected to Agenda item 15d: Purchasing two portable radios for Emergency Management and purchasing and installing cameras for the Administration Building, citing the matter has to be separated and feels it violates the Sunshine Act. Mr. Zunich advised the purchase is being considered for Emergency Management and therefore supports Mr. Charrie's suggestion of both items can be considered under one agenda item. Mr. Lapia reminded Council they approved purchasing cameras for the Police Station at the May meeting and the radios and cameras were part of a grant being applied for through Senator Ward's office.

6. **MAYOR'S REPORT** – Mayor Malinoski reported \$8,858 has been raised for Manor Community Day with \$3,655 being sponsorship money. The next Community Day meeting is June 27. He completed a draft Emergency Action Plan and submitted it to Council for review. The Emergency Action Plan is also planned to be shared with the Fire Department and Penn Township Ambulance for input. Officer Dave Maier was sworn in May 25 and Chief Randy Carlson was sworn in June 2, with Chief Carlson assuming command on June 12.
7. **SOLICITOR'S REPORT** - None.
8. **ENGINEER'S REPORT** – The People's Gas project in the South Wales section of Manor of restoring the streets is done. The street paving is underway in the Borough, and is expect to be completed next week. Another reading was taken at the police station.
9. **ZONING OFFICER'S REPORT** – None.

10. BOROUGH MANAGER’S REPORT – None.

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

12. TAX COLLECTOR’S REPORT – Mr. Gongaware motioned to approve the Tax Collector’s Report for the month of May 2023. Seconded by Mr. Nemitz 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) – None.
- e. Planning & Zoning (Mr. Charrie) – The Recreation Board met and discussed events for residents only. A back to school party is being planned for August 12th in the upper park. A member of the Recreation Board in attendance noted at past events some attendees, who are not Manor residents, walked out with an abundance of food and drink. They enacted a policy whereby the events are free to Manor Residents but non-residents must pay a nominal fee. A Back To School Party is planned for August 12. The Christmas Party is in the planning stages. They are also looking into getting new trash cans in the parks. The locks in the park are waiting on a locksmith to install them. Time locks are to be installed at the police station, lower park restroom, and the upper park restroom. All will have separate codes. The water has been turned on at the upper park, but repairs have to be made to the leaky water line. The UCC Committee met with a few people and have secondary meetings planned. The Planning Commission has completed the draft for the Zoning Map and the Zoning Ordinance. Gary Falatovich will rewrite the Zoning Ordinance by the end of June. Code Enforcement is not proceeding quickly. The International Property Maintenance Code is being incorporated into existing Borough Maintenance Code, however he doesn’t want the code to be intrusive on the property owner. Ms. Lynn asked how the Planning Commission is involved with Code Enforcement. Mr. Charrie responded the Planning Commission should be doing the homework and comprehensive planning. Everything can be touching another Ordinance. Ms. Lynn countered with the Police Department has been tasked with enforcing the Zoning Ordinances, as is the Zoning Officer and feels this does not fall under the Planning Commission.
- f. Public Safety & Maintenance (Mr. Gongaware) – Mr. Nemitz thanked the Manor VFD for helping out with a deer incident on Fairview Dr.

14. OLD BUSINESS

- a. Resolution 2023-09 Updating the Borough’s Child Safety Policy. Mr. Vacha motioned to approve Resolution 2023-09 Updating the Borough’s Child Safety Policy to require clearances every 5 years. Seconded by Mr. Nemitz, the motion carried by majority. The roll call vote is as follows:

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

15. NEW BUSINESS

a. Eagle Scout Proposal to replace Manor Park sign. Eagle Scout Daniel Bracken has a budget of \$850, and also wants a flower box at the bottom of the sign. Images of the proposed sign were distributed to Council. Ms. Lynn inquired about the Scout's fundraising. Mr. Lapia noted in the past, most of the Scouts have raised their own funds. He also suggested contacting the Westmoreland Landbank to help fund a sign on a vacant lot the Borough owns. Mr. Bracken is to forward additional sign specifications to the Borough Office. Mr. Vacha motioned to approve moving forward with the design concept. Seconded by Mr. Nemitz, the motion carried unanimously.

b. Resolution 2023-07 appointing a member to the Manor Planning Commission, with a term ending December 31, 2024. Mr. Vacha motioned to appoint Charles Charrie. Seconded by Mr. Nemitz, the motion carried unanimously. The roll call vote:

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

c. Resolution 2023-08 appointing a member to the Manor Planning Commission, with a term ending December 31, 2026. Mr. Charrie motioned to appoint Don May. Seconded by Mr. Gongaware, the motion carried unanimously. The roll call vote:

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

d. Purchasing two portable radios for Emergency Management and purchasing and installing cameras for the Administration Building. Mr. Charrie motioned to proceed with purchasing the Emergency Management radios and cameras for the Administration building providing the Borough receives a grant from Senator Ward's office in the amount of \$21,620.60. Seconded by Mr. Vacha, the motion carried unanimously.

e. Placing the 2019 Dodge Charger for sale on Municibid. Mr. Vacha motioned to sell the 2019 Dodge Charger on Municibid. Seconded by Mr. Nemitz, the motion carried unanimously.

f. Authorizing the Borough Engineer to solicit bids for the Manor Park CDBG and DCNR Grants project. Mr. Vacha motioned to authorize the Borough Engineer to solicit the bids. The bids will be due August 14, 2023 and will be opened at 1:15 P.M. The contract will be awarded at the August Council Meeting, pending approval by the DCNR. Seconded by Mr. Gongaware, the motion carried unanimously.

g. Police car graphic design and color. Council received a proof of 2 designs from Creekside Graphics for the 2023 Charger. Mr. Eisaman of Creekside Graphics

has generously discounted the cost of the decal. Chief Carlson stated he preferred the bottom design as it offered more visibility. Mr. Gongaware motioned to accept the bottom design. Later, the Durango will receive identical graphics to match the Charger. Seconded by Mr. Nemitz, the motion carried unanimously.

16. CORRESPONDENCE

a. None.

17. APPROVAL TO PAY BILLS – Mr. Vacha motioned to pay the bills as of June 21, 2023. Seconded by Mr. Nemitz, the motion carried unanimously.

18. EXECUTIVE SESSION – Mr. Vacha motioned move to Executive Session for Potential Litigation matters. Seconded by Mr. Nemitz, the motion carried unanimously at 8:24 P.M. Mr. Nemitz motioned to return to the regular meeting, seconded by Mr. Vacha, the motion carried unanimously at 8:32 P.M. Potential Litigation of the Borough was discussed.

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

Jeri Lewis of Manor, filled out a request to comment but was not present when called upon.

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. Gongaware. The motion carried unanimously. The meeting was adjourned at 8:34 P.M.

Joseph N. Lapia
Borough Manager