

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

1. **CALL TO ORDER** – Council Vice-President Ms. Dawn Lynn called the Council Meeting to Order at 7:00 P.M. on July 19, 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
Chelsea Dice, 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 June 21. Mr. Vacha motioned to accept the meeting minutes held June 21, 2023. Seconded by Mr. Gongaware. The motion carried unanimously.

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

Tiffany Kolbosky of Manor, had questions about PA Act 172 and the pending Ordinance. As President of the Manor VFD, she wanted to know if the state changes any part of the Act 172, can the Ordinance be amended. Solicitor Dice explained any changes the state makes will also have to be approved by Council and therefore the Ordinance can be amended. Ms. Kolbosky also asked about VFD members who do not live in the Borough. Solicitor Dice explained this Ordinance applies to residents. Mr. Lapia noted North Huntingdon provides a stipend for non-resident VFD members, but is not sure of the details. Ms. Kolbosky's next concern was the budget and the passing of the Act 172 may adversely affect their yearly allotment from the Borough. Solicitor Dice said that is Council's decision and payments made might adversely affect the budget as an expense. Mr. Charrie asked how many VFD members live in the Borough.

6. **MAYOR'S REPORT** – Mayor Malinoski reported \$10,098 has been raised for Community Day and the planning is moving along. The decal was installed onto the 2023 Charger. The Police Department would like a toilet and sink in the holding cell for safety issues. The work can be done by Public Works employees. They also want a key fob access to the side door for officer safety. The Mayor summarized the Activity for the month and is having the park patrol the park twice per shift.

7. **SOLICITOR'S REPORT** - None.

8. **ENGINEER'S REPORT** – Mr. Charrie asked about People's Gas repairing the landscaping from their gas line replacement. Mr. Antonacci noted it is the Contractor's responsibility and not People's Gas. Mr. Charrie then asked about how the right of way is measured. Mr. Lapia has been in touch with the contractor who is delaying the grass planting until weather conditions are better and more likely for the grass to take hold. Mr. Charrie cites a liability issue and will forward a list of addresses that are of concern to the Borough to be relayed to People's Gas.

9. ZONING OFFICER'S REPORT – None.

10. BOROUGH MANAGER'S REPORT – The Act-13 money was received in the amount of \$7,717.89. The amount received in 2022 was \$5,299. The Civil Service Agility test was completed 2 of the 3 applicants took the test and passed. They move on to oral interviews.

11. TREASURER'S REPORT – Mr. Charrie motioned to approve the Treasurer's Report for the Month of June 2023. Seconded by Mr. Nemitz. The motion carried unanimously.

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

13. COMMITTEE REPORTS

- a. Building & Properties (Ms. Lynn) – None.
- b. Community Betterment & Environment (Mr. Nemitz) – None.
- c. Finance (Mr. Vacha) – None.
- d. Personnel & Administration (Mr. Vacha) – None.
- e. Planning & Zoning (Mr. Charrie) – The time lock is in place at the restroom in Manor Park. A new lock is on the Police Station door. Planning Commission is working on finalizing a zoning map. Solicitor Dice is preparing the Ordinance. Solicitor Falatovich is drafting the Zoning Ordinances which Solicitor Dice will review. Mr. Charrie noted the past 2 Zoning Hearing Board meetings have been cancelled due to a lack of a quorum. He feels the Zoning Hearing Board is broken and the Borough can do a better job marketing the vacancies to get people to volunteer. Mr. Charrie brought up the Borough parking lot and feels most of it is unusable due to apartment residents parking there taking up space. There was lengthy discussion about parking which the Building and Properties Committee is to look at.
- f. Public Safety & Maintenance (Mr. Nemitz) – The Manor VFD quarter audit was found to be ok, with no issues. Mr. Vacha asked for an update regarding the grants from State Senator Kim Ward's office. Mr. Lapia noted all of the paperwork has been completed and waiting for the money to be transferred.

14. OLD BUSINESS

- a. Eagle Scout Proposal to replace Manor Park sign. Mr. Lapia met with Mr. Bracken, Eagle Scout, and Public Works to plan where a sign could be located on a vacant lot between Main Street and South Railroad Street, previously acquired by the Landbank. Sign proofs are coming from Creekside Graphics. Mr. Lapia got a quote on landscape block to be used for a planter. Should the Landbank not pay for the sign, Mr. Lapia feels he may be able to have the landscape block donated.

15. NEW BUSINESS

- a. Appointing a Third-Party Code Inspection and permitting services entity for both residential and non-residential activities regulated by the UCC. Mr. Charrie motioned to table the subject under after Executive Session. Seconded by Mr. Vacha, the motion carried unanimously.
- b. Authorizing new graphics for the Police Department Dodge Durango. Mr. Lapia noted Creekside Graphics is also discounting the cost of the graphics for the Borough. Mr. Vacha motioned to approve new graphics for the Police

Department's Dodge Durango to match the new Police Department's Dodge Charger. Seconded by Mr. Charrie, the motion carried unanimously.

- c. Request for handicap parking space at 64A Race Street. Mr. Nemitz motioned to approve a handicap parking space at 64A Race Street, which already has a ramp out front. Seconded by Mr. Gongaware, after Mr. Charrie's question, Mr. Nemitz amended his motion to include completing the paperwork as required within 30 days, which Mr. Gongaware seconded the amendment. The motion carried unanimously.
- d. PA Act 172 of 2016 Firefighter Tax Exemption. Solicitor Dice advised a Public Hearing is needed prior to the September 20, 2023, Council, meeting so Council can act on PA Act 172. Mr. Charrie motioned to proceed with scheduling and advertising the Public Hearing at 6:30 P.M. Seconded by Mr. Nemitz, the motion carried unanimously.
- e. Payment request from Independent Contracting for 2023 street paving. The payment request is for \$195,705.05, of which \$75,000 is paid from Liquid Fuels with the balance of \$120,705.05 paid from the General Fund. There is a 5% retainage. Mr. Vacha motioned to pay Independent Contracting \$195,705.05. Seconded by Mr. Gongaware, the motion carried unanimously.

16. CORRESPONDENCE

- a. None.

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

18. EXECUTIVE SESSION – Mr. Nemitz motioned to move to Executive Session for Potential Litigation and Personnel matters. Seconded by Mr. Vacha, the motion carried unanimously at 8:14 P.M. Mr. Nemitz motioned to return to the regular meeting, seconded by Mr. Vacha, the motion carried unanimously at 8:56 P.M. Potential Litigation and Personnel matters of the Borough were discussed.

15A Appointing a Third-Party Code Inspection and permitting services entity for both residential and non-residential activities regulated by the UCC. Mr. Vacha motioned to keep BIU as a third party Code Inspection on a month-to-month basis, using the current fee schedule, with a 30-day notice to terminate the services. Seconded by Mr. Nemitz, the motion carried unanimously. Mr. Vacha then amended his motion stating the Solicitor is to provide legal documentation if terminating the services and communicating it to BIU. Seconded by Mr. Nemitz, the motion carried unanimously.

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

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 was adjourned at 9:05 P.M.

Joseph N. Lapia
Borough Manager