

**MANOR BOROUGH COUNCIL  
MONTHLY BUSINESS MEETING – AUGUST 16, 2023**

1. **CALL TO ORDER** – Council Vice-President Ms. Dawn Lynn called the Council Meeting to Order at 7:00 P.M. on August 16, 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	Dave Gongaware
	Terry Nemitz	Jim Vacha
	Ed Malinoski, Mayor	Chelsea Dice, Solicitor
	Ed Antonacci, Engineer	Mike Radakovich, Tax Collector
(Absent)	Tony Gockel, President	Christine Marchand
	Jason Krainbucher, Zoning Office	Randy Carlson, Chief of Police

4. **APPROVAL OF THE MINUTES** for the meeting on July 19. Mr. Gongaware motioned to accept the meeting minutes held July 19, 2023. Seconded by Mr. Nemitz. The motion carried unanimously.
5. **PUBLIC COMMENT – AGENDA ITEMS ONLY**  
None.
6. **MAYOR’S REPORT** – Mayor Malinoski reported \$11,773 was raised for Community Day and he met with the EMA to discuss the Community Day logistics. EMS Chief Ed Grant issued an Emergency Operating Plan for the day. The Mayor met with the Personnel Committee to discuss hiring a police officer. He then gave the police activity report for the month of July.
7. **SOLICITOR’S REPORT** - None.
8. **ENGINEER’S REPORT** – DCNR and CDBG gave approval to proceed with the Manor Park Project. Bid advertisements will appear in the newspaper August 21 and August 28, with the bids due September 18 at 1:00 P.M. and bid opening at 1:15 P.M. The project will be tentatively awarded September 20, 2023.
9. **ZONING OFFICER’S REPORT** – None.
10. **BOROUGH MANAGER’S REPORT** – The Borough received correspondence from the Lion’s Club who will be celebrating their 75<sup>th</sup> Anniversary on September 23 at the Harrison City VFD Pavilion. The Borough also received the annual dividend check from EMC Insurance in the amount of \$2,244.58. Mr. Lapia advised Council that he and the Finance Committee will start a preliminary draft budget for 2024 in September. Budget request from Council Committees was solicited.
11. **TREASURER’S REPORT** – Mr. Vacha motioned to approve the Treasurer’s Report for the Month of July 2023. Seconded by Mr. Nemitz. The motion carried unanimously.
12. **TAX COLLECTOR’S REPORT** – Mr. Nemitz motioned to approve the Tax Collector’s Report for the month of July 2023. Seconded by Mr. Gongaware the motion carried unanimously.

### **13. COMMITTEE REPORTS**

- a. Building & Properties (Ms. Lynn) – None.
- b. Community Betterment & Environment (Mr. Nemitz) – Mr. Nemitz is looking into replacing the Borough Welcome Signs and asked to have that on the September agenda.
- c. Finance (Mr. Vacha) – Mr. Vacha noted the Planning and Zoning department will soon be over budget for Ordinance Amendments, and after invoices are received and paid, will have \$500 remaining for Legal expenses. Mr. Charrie felt there was still adequate money in the department budget and expressed not knowing what has been expensed. Mr. Lapia reminded Mr. Charrie there is a monthly check list and he sends budget report updates quarterly to Council. He also stated some invoices for Planning and Zoning are yet to be received and the overall available money may be drastically reduced pending the Codification invoice and Building and Zoning expenses from the building inspector.
- d. Personnel & Administration (Mr. Vacha) – None.
- e. Planning & Zoning (Mr. Charrie) – None.
- f. Public Safety & Maintenance (Mr. Nemitz) – The handicap parking spot requested on Race Street at last meeting was approved and signs have been placed. Mr. Vacha inquired about the radio grant status. Mr. Lapia reported the paperwork has been completed. The Borough is in the process of opening a separate bank account to receive the fund. Mr. Lapia also reported he is getting a Dodge Durango for the police department to demo for 2 weeks. As it will be here for Community Day, it'll allow the police department the use of a 3<sup>rd</sup> vehicle.

### **14. OLD BUSINESS**

- a. Eagle Scout Proposal to replace Manor Park sign. Mr. Lapia reached out to the Westmoreland County Landbank for financing and Creekside Graphics for draft designs. He suggested the sign design might be applicable to Mr. Nemitz's project, but on a smaller scale, to make it uniform throughout the Borough. Mr. Charrie expressed concern about it still being an Eagle Scout project. Mr. Lapia explained when the Borough acquired the property from the Landbank, the Landbank had offered money to place a sign on the property. His intent was to assist the Eagle Scout with project financing and place a nice sign to benefit the Borough. The Landbank will respond to the Borough within a few weeks. Ms. Lynn was concerned the project may not be completed by the Eagle Scout by the deadline.

### **15. NEW BUSINESS**

- a. Zoning Hearing Board membership. The Planning and Zoning Committee met to discuss the lack of ZHB members and the 2 vacancies. The ZHB failed to have a quorum earlier this year which resulted in a deemed decision. Mr. Charrie wants the 2 vacant seats filled within 30 days and knows of 1 person interested. If the second vacancy is not filled, then he suggests that the time to fill the seats could be extended or the ZHB could be reduced to a 3 member board. Another option would be to appoint a hearing officer. The appointment of two alternate members was also discussed.
- b. Hiring a part time police officer. Mr. Vacha reported the Personnel Committee met with the Mayor, Chief of Police, and Borough Manager and discussed hiring a part time officer. The Mayor stated the Chief is working 6 days a week and the part time officer recently hired is working too many hours to cover scheduled vacation days. Mr. Vacha motioned to hire Hailey M. Warrick as part time police officer pending the passing of a drug test, psychological test, background

investigation, and MPOETC requirements. Mr. Vacha added that since she took part in the Civil Service testing, she could be considered for full time employment if required. Seconded by Mr. Gongaware, the motion carried unanimously.

- c. Purchasing a public works truck. Mr. Lapia noted a Public Works truck was considered last year, but there was not enough money saved. Since then, the 2008 GMC has needed a lot of repairs and the parts are hard to find. If the truck is ordered now, it will not arrive for 6 months, at which time, there should be enough money saved. Pricing for the 2024 Ford F550 Diesel is approximate due to build pricing being variable, but approximately \$66,000 for cab and chassis, and \$45,000 to \$50,00 for the dump body upfit and \$10,000 for a new plow. Mr. Nemitz motioned to proceed purchasing a 2024 Ford F500 not to exceed \$130,000. Seconded by Mr. Vacha, the motion carried unanimously.
- d. Planning Commission recommendation to change the Central Business District (CBD) Zoning Classification to General Commercial District (C-1) Zoning Classification, and required revisions to the Zoning Map. The Solicitor stated this item is for advertising for the Public Hearing, which would occur before the October Council Meeting. Mr. Charrie stated this change is to clean up the amendments to Zoning that have occurred over the past few years. The Solicitor went on to explain the Public Hearing will be advertised, and the properties will be posted and the 59 residents will receive letters, notifying them of the pending Zoning change and Public Hearing. After the Public Hearing, Council can then decide to adopt the changes. The Planning Commission wants to move forward on the Zoning Ordinance updates, and feels establishing the zones will help facilitate the process. Mr. Charrie motioned to advertise and post notices necessary for the proposed Zoning Map and the Zoning Ordinance changes, with the Solicitor drafting a letter for the Borough to mail out to affected residents. Seconded by Mr. Gongaware. Ms. Lynn noted the costs involved of splitting up the process will incur more expense than doing everything at once. Mr. Charrie amended the motion to include a Public Hearing date of October 18, 2023 at 6:00 P.M. before the October Council Meeting, and the amended motion was seconded by Mr. Gongaware. The motion passed by majority. Ms. Lynn voted No.

## **16. CORRESPONDENCE**

- a. None.

**17. APPROVAL TO PAY BILLS** – Mr. Vacha motioned to pay the bills as of June 21, 2023. Seconded by Mr. Gongaware, 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 8:36 P.M. Mr. Nemitz motioned to return to the regular meeting, seconded by Mr. Charrie, the motion carried unanimously at 9:38 P.M. Actual Litigation and Personnel matters of the Borough were discussed.

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

On behalf of Ted Dornin who had to leave, Ms. Lynn noted the Norwin Elks is having a Car Cruise Sunday, August 27, 2023 to benefit Autism. Also on Sunday September 3, 2023 the Norwin Elks is having Elk Stock Music Festival.

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**20. MOTION TO ADJOURN** - There being no business to discuss, a motion "to adjourn the meeting" was made by Mr. Vacha and was seconded by Mr. Gongaware. The motion carried unanimously. The meeting was adjourned at 9:41 P.M.

Joseph N. Lapia  
Borough Manager