

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – September 20, 2023

1. **CALL TO ORDER** – Council President Mr. Tony Gockel called the Council Meeting to Order at 7:00 P.M. on September 20, 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	Randy Carlson, Chief of Police
	Mike Radakovich, Tax Collector	
(Absent)	Christine Marchand	Jason Krainbucher, Zoning Office

Solicitor Dice notified all that Ms. Lynn is having a problem speaking and she will vote by raising her hand. Any questions and comments she has will be read by the Solicitor, or the Council President.

4. **APPROVAL OF THE MINUTES** for the meeting on August 16. Mr. Vacha motioned to accept the meeting minutes held August 16, 2023. Seconded by Mr. Gongaware. The motion carried by majority. Mr. Gockel abstained.
5. **PUBLIC COMMENT – AGENDA ITEMS ONLY**
Jeri Lewis of Manor inquired about the awarding of the contract for the park CDBG & DCNR Grants. The Engineer confirmed the bids were received on Monday. She asked if Mr. Gongaware had reviewed the grant documents, which he said he had, but did not read the entire contractor's agreement. She asked if Mr. Gongaware felt the pavilion needed removed, which he said he did not. She then asked about him receiving financial estimates on the park. Her questioning then went to Mr. Nemitz. The Solicitor advised Ms. Lewis it is a time for comments and not a time for questions and answers. Ms. Lewis then stated she wanted to know if everyone read the award contract for the playground. She asserts the contract is only for the walking track and people with disabilities has not been given an opportunity to comment on the project.
6. **MAYOR'S REPORT** – Mayor Malinoski reported Community Day was a success. He thanked the Borough Manager for assistance throughout the event and the Administrative Assistant for behind the scenes work; Mr. Nemitz for EMA coordination; the Manor VFD and the Manor Library for their activities and services; and his team of volunteers for making the day a success. He learned a lot through the successes and shortcomings. The committee raised \$16,462.60, spent \$8,493.04 and left a balance of \$7,969.56 towards next year. The Mayor stated he did not use any of the \$10,000 the Borough had budgeted for the event and is returning it to the Borough. The \$20,000 in grant money was received on Tuesday which can be used for the 2024 Community Day event. The Mayor then gave the Police Activity Report for August.
7. **SOLICITOR'S REPORT** - None.
8. **ENGINEER'S REPORT** – None.
9. **ZONING OFFICER'S REPORT** – None.

10. BOROUGH MANAGER’S REPORT – The Borough received notice of the Liquid Fuels payment for 2024 in the amount of \$104,201.

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

12. TAX COLLECTOR’S REPORT – Mr. Nemitz motioned to approve the Tax Collector’s Report for the month of August 2023. Seconded by Ms. Lynn 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) – Mr. Charrie and the Solicitor both noted the Public Hearing before the October Council meeting at 6:00 P.M. for the revision to the Zoning Ordinance regarding the CBD Zone. It will be advertised with affected properties notified. The Recreation Board met and discussed a Halloween Dance Party October 27 and a Christmas Event December 16. Mr. Lapia noted in 2022 Council decided permanently that Trick or Treat will always be on Halloween from 6:00 P.M. until 8:00 P.M. Mr. Charrie reports he has received complaints about the parking in the Borough parking lot. He met with a gentlemen that uses 2 spaces and is willing to move from where he parks now to the other end of the parking lot. Mr. Charrie feels these vehicles are detracting available spaces close to the door for those who have a disability, and landlords should be providing adequate parking for their tenants. Mr. Lapia suggested Council may want to update the Ordinance for Borough parking lots. People’s Gas yard restoration is still not done for 4 properties on First Street. Mr. Lapia asked Mr. Charrie to get those addresses to him and he would contact Peoples Gas.
- f. Public Safety & Maintenance (Mr. Nemitz) – None.

14. OLD BUSINESS

- a. Eagle Scout Proposal to replace Manor Park sign. Mr. Lapia reported funding for the sign has been approved and will be provided by the Westmoreland County Landbank. He will coordinate with Eagle Scout Bracken getting materials ordered and help from Public Works.

15. NEW BUSINESS

- a. Adopting Ordinance 596-23-02 establishing a Volunteer Service Credit Program. Mr. Charrie motioned to adopt Ordinance 596-23-02 establishing a Volunteer Service Credit Program (Act 172). Seconded by Mr. Nemitz, the motion carried by majority. The roll call vote is as follows:

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

- b. Resolution 2023-10 establishing program criteria for the Volunteer Service Credit program. Mr. Charrie motioned to adopt Resolution 2023-10 establishing criteria for the Volunteer Service Credit program (Act 172). Seconded by Mr. Nemitz, Ms. Lynn asked if the money would be coming from the Borough or the Manor Volunteer Fire Department budget. Ms. Dice explained this is not money taken from something but money that will not be collected. Mr. Charrie feels this is not an issue due to real estate valuations appreciating and it should have minimal impact on Borough revenue. The motion carried by majority. The roll call vote is as follows:

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

- c. Awarding contract for Manor Park CDBG and DCNR grants project. Mr. Vacha motioned to award the contract for the Manor Park CDBG and DCNR grants project to Dun Rite Construction, the lowest bid. Mr. Antonacci commented these bids were to make improvements to the walking track, provide ADA parking, installation of a sports court, handicap walkways to the sports court, and proposed pavilion. Two bids were received. Mr. Antonacci had a budget amount of \$479,114.89 and the lowest bid was \$474,878.74. Mr. Charrie expressed concern over receiving only 2 bids and one bid significantly higher. Based on Engineer knowledge, Mr. Antonacci assured the bid was competitive and acceptable and neighboring Boroughs have used this contractor with no complaint. The third anticipated bid was not made due to a tragic contractor accident. Mr. Vacha motioned to accept the low bid from Dun Rite Construction for \$265,799.55. Seconded by Mr. Gongaware, followed by discussion of ADA, the motion carried 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	- Yes
Mr. Gongaware	- Yes		

- d. Replacing Welcome to Borough signs. Mr. Nemitz motioned to get costs on replacing the Welcome to Manor Borough signs with new 2 foot high by 3 foot wide signs. Seconded by Mr. Gongaware, the motion carried unanimously.
- e. Approving 2024 MMO for pension plans. Mr. Gongaware motioned to approve the 2024 MMO for pension plans as presented. Seconded by Ms. Lynn, the motion carried unanimously.
- f. Letter of Recognition for the Manor Volunteer Fire Department. A Letter of Recognition for the Manor Volunteer Fire Department regarding their exemplary handling of a vehicle accident in April of 2023 was authored by President Tony Gockel and read by Solicitor Dice.
- g. Authorizing the Solicitor to draft an Ordinance and Restricted License Agreement for Parcel ID 19-01-12-0-023 to erect a fence within the Borough's Right of Way. Mr. Vacha motioned to authorize the Solicitor to draft an Ordinance and a Restricted License Agreement for Parcel ID 19-01-12-0-023 to erect a fence in a Right Of Way. Seconded by Mr. Gongaware, the motion carried unanimously.

- h. Accepting the retirement of Sgt. John Johnson. Mr. Nemitz motioned to accept the retirement of Sgt. John Johnson. Seconded by Ms. Lynn, the motion carried unanimously.

Mr. Nemitz motioned to go out of order and move to Executive Session for Personnel Matters and Potential Litigation. Seconded by Mr. Gongaware, the motion carried unanimously at 8:25 P.M. Mr. Nemitz motioned to return to the Council Meeting. Seconded by Ms. Lynn, the motion carried unanimously at 9:06 P.M. Personnel Matters and Potential Litigation were discussed.

- i. Hiring a full-time Police Officer. Mr. Gongaware motioned to hire Hailey Warrick as a full-time Police Officer. Seconded by Mr. Nemitz, the motion carried unanimously. Mayor Malinoski formally introduced Officer Hailey Warrick to Council.
- j. Hiring a part-time Police Officer. Ms. Lynn motioned to look into hiring a part-time police officer. Seconded by Mr. Nemitz, the motion carried unanimously.

16. CORRESPONDENCE

- a. None.

17. APPROVAL TO PAY BILLS – Mr. Nemitz motioned to pay the bills as of September 20, 2023. Seconded by Ms. Lynn, the motion carried unanimously.

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

Patti Eathorne of Manor, commended the Mayor for putting together the Manor Community Day.

Jeri Lewis of Manor, inquired about the status of the ADA restroom in the park. President Gockel responded that it is still being looked at and evaluated.

Bonnie Dawson of Manor, questioned the purchase of a new truck for Public works and asked for an update. Mr. Lapia stated at the August Council meeting Council voted to purchase a new truck not to exceed \$130,000, including upfitting, and that the truck has been ordered. Mr. Lapia stated he received 3 quotes on a new truck at COSTARS pricing. Ms. Dawson received a quote for truck for \$120,000 and inquired about several options. She stated her quote would save the Borough up to \$6,000. More investigation is needed.

19. 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 9:34 P.M.

Joseph N. Lapia
Borough Manager