

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING ON April 9, 2025

1. CALL TO ORDER – Council President Mr. Tony Gockel called the Council Meeting to Order at 6:34 P.M. on April 9, 2025, in the Manor Community Room and led the

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

(Present)	Tony Gockel, President	Dawn Lynn, Vice-President
	Ted Dornin	Chuck Charrie
	Dave Gongaware	Jim Vacha
	Sonny Brant, Mayor	Chelsea Dice, Solicitor
	Ed Antonacci, Engineer	Mike Radakovich, Tax Collector
(Absent)	Terry Nemitz	Randy Carlson, Chief of Police
	Jason Krainbucher, Zoning Office	

4. APPROVAL OF THE MINUTES for meeting on 03/12/2025 – Ms. Lynn motioned to accept the meeting minutes for the meeting held on March 12, 2025. Seconded by Mr. Dornin, and the motion carried unanimously. In regards to the February meeting minutes, Ms. Lewis stated that she did not say that her neighbor committed suicide, but that he was unalived by a train.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY – Ms. Lewis wanted to comment on the new zoning ordinance. She wanted to know why dilapidated structures are in the comprehensive plan when zoning is not involved in this. She stated that under chapter five, the police is code enforcement. Ms. Lewis asked who in the police is code enforcement, and Mr. Brant answered the Chief. Ms. Lewis discussed who is code enforcement. Mr. Charrie stated that code enforcement for maintenance is done by the police, and code enforcement for buildings is done by the zoning officer. Ms. Lewis stated that dilapidated buildings are covered under chapter 5, but that they are adding chapter 5 to chapter 27. She also stated that when comparing the old chapter 27 to the new chapter 27, they have left some items out. Mr. Charrie stated that this is not a comprehensive plan, but that it is a zoning ordinance. He further discussed the differences between a comprehensive plan and a zoning ordinance. Ms. Lewis states a comprehensive plan is part of the zoning ordinance. Mr. Charrie stated that the current ordinance was written in the 1970s and 1990s with those standards, and that the new ordinance is written with today's standards. He stated it is written to be consistent with state, and the changes made had more to do with the use table. Ms. Lewis had further issues she wanted to discuss. Mr. Gockel suggested that she attend the Planning Commission meeting to discuss these issues. Mr. Charrie stated that Ms. Lewis should write down her objections and that they can discuss them at the Planning Commission. He stated that it can be amended. Ms. Lewis stated that this has been said previously, but now they want it in writing and as an amendment. Mr. Charrie stated he wants it in writing so the Planning Commission has time to read and understand what she is asking for, and that he is trying to ease the process. Ms. Lewis and Mr. Charrie further discussed this. Mr. Gockel recommended that Ms. Lewis go to the Planning Commission meeting. Ms. Lewis stated that Council is voting on this and that there are changes, and asked what are the changes. Solicitor Dice stated she will go over the changes when that agenda item is discussed.

6. MAYOR'S REPORT – None.
7. SOLICITOR'S REPORT – None.
8. ENGINEER'S REPORT – The Engineer reported MAWC has mobilized to Oak Street to relocate the waterline, and that it will take two weeks. He reported that he has placed a stake for the new sign at the intersection.
9. ZONING OFFICER'S REPORT – None.
10. BOROUGH MANAGER'S REPORT – The Borough Manager stated that the digital sign for the Main Street location is scheduled to be installed on April 21st.
11. TREASURER'S REPORT – Ms. Lynn motioned to approve the treasurer's report for the month of March 2025. Seconded by Mr. Vacha, and the motion carried unanimously.
12. TAX COLLECTOR'S REPORT – Ms. Lynn motioned to approve the tax collector's report as presented. Seconded by Mr. Dornin, and the motion carried unanimously.
13. COMMITTEE REPORTS
 - a. Building & Properties – Mr. Charrie stated that the baseball field is not used, and that they should get soccer nets.
 - b. Community Betterment, Parks & Recreation – None.
 - c. Personnel & Finance – None.
 - d. Community Outreach & Communication – None.
 - e. Planning & Zoning – Mr. Charrie stated the Planning Commission would like to bring someone in to do their meeting minutes, and he suggested the administrative assistant. He stated that he would like to look at their 2024 and 2025 budgets to see if this is feasible.
 - f. Public Safety & Public Works – Mr. Gongaware reported that the Fire Department is having their fish fry. The Borough Manager reported that the Durango did not meet the reserve on Municibid, and McKeesport Police is interested in purchasing it for \$22,500.

At this time a motion was made to go into Executive session. See Agenda item #18 below.

14. OLD BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on the "Manor Borough Zoning Ordinance" and replacing Chapter 27 of the Manor Borough Code of Ordinances in its entirety. – Mr. Charrie motioned to pass the "Manor Borough Zoning Ordinance" as written and Mr. Gongaware seconded. Solicitor Dice stated at the previous meeting driveways were discussed. She recommends removing section 501H, and replacing it with a reference to the current drive way ordinance 586-20-01. She also requested fixing typographical errors found by Bonnie Dawson. Solicitor Dice read the letter from the county that stated the ordinance is consistent with the MPC and Westmoreland County Planning, and suggested allowing group homes in residential districts, considering decreasing the maximum size of garages, and lowering the height requirement for fences for group homes. Mr. Charrie stated that amendments can happen and Mr. Vacha stated that he would like this to get resolved without amendments. Mr. Gockel asked how much can be change without

needing a public hearing, and Solicitor Dice stated it is only needed for substantial changes. She recommends moving forward with either adopting or denying, and Council can amend or adopt a subject specific ordinance. Mr. Vacha asked if they should remove the driveway section since there is a driveway ordinance. Solicitor Dice stated that they should do a reference to the driveway ordinance if they remove the section. Mr. Charrie asked how does that affect parking in the front yard. The Borough Manager stated the only difference between this and the driveway ordinance is that the zoning ordinance allows for a larger opening. Solicitor Dice and the Borough Manager further discuss the zoning ordinance and the driveway ordinance. Solicitor Dice stated that if they put in a reference to the driveway ordinance it would not allow for parking in the yard which would match the Planning Commission's recommendation. The Borough Manager discussed why the driveway ordinance was originally passed, and believes it would be better to reference it instead of replacing it. Mr. Charrie and the Borough Manager discuss how the zoning ordinance would replace the driveway ordinance. Solicitor Dice stated that by referencing the driveway ordinance, it would not be replaced. Ms. Lynn stated that the County recommended decreasing the maximum size of garages, and that she believes 800 square feet would be sufficient. Mr. Charrie stated that Planning Commission calculated 1,200 square feet based on the size of three cars. He stated that new construction allows for three car garages, and this would allow existing houses to have a three-car garage. Mr. Gockel stated that he believes home based businesses should be allowed to operate on Sundays. Solicitor Dice stated that ordinance allows for operation Monday through Saturday from 8AM until 8PM. The Borough Manager suggested having reduced hours on Sunday. Mr. Charrie is concerned about traffic if someone has multiple customers at the same time, and suggested basing Sunday hours on the type of business. Solicitor Dice stated that they should keep it simple and the same for all businesses. The Borough Manager suggested a provision that states there has to be enough parking for those who live in the residence and for patrons. Solicitor Dice stated that it states that already in section 701, number 25. Mr. Charrie discussed how if someone is working on Sunday, it would be difficult to know. Mr. Gockel stated if there is a neighborhood dispute, then that neighbor could file a complaint. Mr. Vacha suggested changing it to allow for Sunday hours from 10AM to 5PM, and Council agreed. Solicitor Dice asked if anyone wanted to change the height of fences and allowed locations for group homes. Mr. Gockel, Mr. Charrie and Solicitor Dice discussed if it had to be changed, and it does not. Mr. Charrie amended his motion to include the changes of punctuation and typos as noted, that 501H be modified in the inclusion of 586-201-01 be referenced and the remainder be redacted, and Sunday hours for home-based business be written as 10 to 5. The roll call vote is as follows:

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

The motion carried by majority.

15. NEW BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on hiring an Administrative Assistant. – Mr. Vacha motioned to hire Wendy Woods with a

start date of May 5, 2025. Mr. Gongaware seconded and the motion carried unanimously.

- b. Discussion and/or Deliberation and/or Official Action on accepting the resignation of Charles Charrie from the Recreation Board. – Mr. Gongaware motioned to accept the resignation of Charles Charrie from the Recreation Board. Ms. Lynn seconded and the motion carried unanimously. Mr. Charrie and Mr. Gockel discussed the need to appoint another council member to the Recreation Board.
- c. Discussion and/or Deliberation and/or Official Action on authorizing the Borough Engineer to advertise bids for the 2025 street paving project. – Mr. Dornin motioned to authorize the Borough Engineer to advertise bids for the 2025 street paving project, and Mr. Gongaware seconded. The Engineer estimated \$185,000 to pave Observatory Street from Race Street to Gregory Street. He stated that it should take a week to pave, and that paving should start after the Oak Street project is finished. The Borough Manager stated that cost might be increased due to needing base repair. Mr. Charrie asked if there is more streets being paved and Mr. Gockel stated that Oak Street will be paved from the sewer fund. Ms. Lynn asked if this includes the intersection of Second Street and the alley. The Borough Manager answered no and the Engineer stated that they will look at it. The motion carried unanimously.
- d. Discussion and/or Deliberation and/or Official Action on applying for a Growing Greener Grant through the Westmoreland County Conservation District for stream bank stabilization in Manor Park. – Ms. Lynn motioned to apply for a Growing Greener Grant, and Mr. Vacha seconded. The Borough Manager stated he met with the Conservation District to discuss stream bank erosion issues in the park from the heavy rain, and they suggested applying for this grant. He stated that there would be 15% or less match, and the project would start in 2026. Mr. Charrie asked which area, and the Borough Manager stated it would be on the park side from the bridge to the restroom. Mr. Charrie and the Borough Manager discussed the stream, erosion, and stabilization. The motion carried unanimously.
- e. Discussion and/or Deliberation and/or Official Action on advertising for a Public Hearing for a zoning amendment to change the zoning classification for Tax Parcel ID's 19-01-06-0-002 and 19-01-06-0-003. – Mr. Charrie stated that this was discussed at the Planning Commission meeting, and that these lots were originally zoned as open space. He stated that on the back of these two lots is a retention pond and a right of way to access it. Mr. Charrie further discussed the right of way, and the pavement there. The Borough Manager asked if they will subdivide the retention pond from the parcels. Mr. Charrie stated that the developers had discussed this previously with the Planning Commission. The Borough Manager asked if they will subdivide before rezoning. Solicitor Dice stated that the applicant is apply for rezoning, and that the Borough has just the easement for the retention pond. She stated that Council can require they subdivide before rezoning. The Borough Manager stated the Borough should own the retention pond due to MS4 requirements. Mr. Charrie discussed the history of these lots and the retention pond, and stated that he believes that Council cannot require them to deed over that land. Solicitor Dice stated that she can reach out to the developer's attorney to discuss subdividing the pond before the public hearing. The Borough Manager and Solicitor Dice discussed subdivision fees, and Mr. Charrie and Solicitor Dice discussed the need for as built surveys. Solicitor Dice stated that the public hearing needs to be advertised twice and recommended having the

public hearing on May 14 at 6PM. Mr. Charrie motioned to advertise the public hearing for May 14 at 6PM. Mr. Gongaware seconded, and the motion carried unanimously.

16. CORRESPONDENCE – None.

17. APPROVAL TO PAY BILLS - Ms. Lynn motioned to pay the bills as of March 12, 2025. Seconded by Mr. Vacha, and the motion carried unanimously.

18. EXECUTIVE SESSION for personnel matters and matters of potential litigation. – Mr. Vacha motioned to go into executive session. Seconded by Mr. Gongaware, and the motion passed unanimously at 7:00 PM. Mr. Dornin motioned to return to regular session. Seconded by Ms. Lynn, the motion passed unanimously at 7:32 PM. Discussed were matters of personnel regarding a potential new hire and potential litigation.

19. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet) – Ms. Lewis discussed a stormwater pipe that comes down Brush Creek Road and drains into the creek and wanted to know why. Mr. Gockel stated that it is coming from Hempfield. Ms. Lewis stated that the speakers for the PA system are too close and asked about the audience's adapters. Mr. Charrie stated that he is waiting for a longer cord for the speakers, and that the adapters are in the process to get running.

20. Motion To Adjourn – There being no business to discuss, a motion "to adjourn the meeting" was made by Mr. Gongaware and was seconded by Mr. Dornin. The motion carried unanimously. The meeting was adjourned at 8:52 PM.

Joseph N. Lapia
Borough Manager