

MANOR BOROUGH COUNCIL
AGENDA FOR MEETING ON August 21, 2024

1. CALL TO ORDER – Acting Council President Ms. Dawn Lynn called the Council Meeting to Order at 6:30 P.M. on August 21, 2024, in the Manor Community Room and led the
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

(Present)	Dawn Lynn, Acting President	Ted Dornin
	Dave Gongaware	Terry Nemitz
	Jim Vacha	Chuck Charrie
	Tony Gockel, Acting Mayor	Chelsea Dice, Solicitor
	Ed Antonacci, Engineer	Randy Carlson, Chief of Police
	Mike Radakovich, Tax Collector	
	(Arrived at 7:10 P.M.)	

(Absent) Jason Krainbucher, Zoning Officer

4. APPROVAL OF THE MINUTES for meeting on 07/17/2024 – Mr. Gongaware motioned to accept the meeting minutes for the meeting held on July 17, 2024. Seconded by Mr. Dornin, and the motion carried unanimously.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY –

Ms. Kolbosky asked council to approve apply for the Local Share Account grant for new radios for the fire department. She stated the fire department has applied for grants in the past with other fire departments, and they were denied. She stated that their current radios are old and in need of constant repair. She stated new radios are needed for communication during emergencies. Finally, she stated that the fire department will do all the work and pay the application fee for the grant. Ms. Lynn asked what the fee is, and Ms. Kolbosky answered that it is \$100. Mr. Charrie asked when is the due date, and would the borough have any liability. Ms. Kolbosky stated the due date is at the end of September, and the borough would have no liability. The solicitor stated that the grant has to be maintained by a municipality or a nonprofit, and the borough manager stated that only the borough has the login credentials for the grant portal.

Ms. Dawson asked why the sound system was listed under new business, and how and when the ARPA funds were designated. Mr. Charrie stated that it is on the agenda and will be discussed. Ms. Dawson asked if there could be discussion now, and Ms. Lynn stated there cannot. Ms. Dawson stated that she would like more transparency and citizen input.

6. MAYOR'S REPORT – Mr. Gockel turned the report over to chief Carlson. Chief Carlson reported that there were 101 calls for the month of July. There were two criminal cases: one traffic and one non traffic. There were six warnings given, and 10 code enforcement complaints. On Community Day, there were three minor incidents, one police incident, and two minor injuries.

7. SOLICITOR'S REPORT – None.
8. ENGINEER'S REPORT – The engineer reported that he received closeout documents for the 2024 Street Reconstruction and Cameron Drive projects.
9. ZONING OFFICER'S REPORT – None.
10. BOROUGH MANAGER'S REPORT – The manager reported that construction is complete, and there is a closeout meeting scheduled September 13th for the park grant. He reported there is an issue with storm sewer on Brandywine Drive, and that 250 feet of pipe will need replaced. The manager also reported that he will begin the 2025 budget, and will be reaching out to the boards and commissions for their expenditures. Mr. Charrie asked when the draft will be available, and the draft will be available early October.
11. TREASURER'S REPORT – Mr. Gongaware motioned to approve the treasurer's report for the month of July 2024. Seconded by Mr. Vacha, and the motion carried unanimously.
12. TAX COLLECTOR'S REPORT – Mr. Nemitz motioned to approve the tax collector's report as presented. Seconded by Mr. Gongaware, and the motion carried unanimously.
13. COMMITTEE REPORTS
 - a. Building & Properties – None.
 - b. Community Betterment, Parks & Recreation – Mr. Dornin reported that a meeting needs to be set with the newest members of the recreation board.
 - c. Personnel & Finance – Mr. Vacha reported that the contract with the Teamsters has been finalized.
 - d. Community Outreach & Communication – None.
 - e. Planning & Zoning – Mr. Charrie had questions regard the zoning hearing board meeting for PT Commercial Court. He asked when was the date of the meeting selected and how was it advertised. The borough manager stated the meeting date was scheduled after the July meeting, and that Mr. Charrie would have to ask the zoning officer. Mr. Charrie asked if the applicant presented during the meeting, and was informed that they did not. Mr. Charrie also had comments about the monthly budget report for the planning commission. He stated the report is yearly, and that line items are reduced to an amount. He would prefer a monthly report that lists expenses. Mr. Charrie also requested a code enforcement report, and Mr. Gockel stated that he is working on it.
 - f. Public Safety & Public Works – Mr. Nemitz reported that there are sheets available with information about texting 911 during an emergency. He also reported that school is starting tomorrow, and to use caution when driving because of children at bus stops.
14. OLD BUSINESS
 - a. Discussion and/or Deliberation and/or Official Action on updating sewer rules and regulations. – The engineer stated that he spoke with a local plumber about perma-lining. He said this method of pipe lining adds structure, is less disruptive to the homeowner, and can be used for spot repair. The line would need televised and cleaned prior to using this method. The engineer stated he

- would give the specifications to the solicitor. Ms. Lynn asked if other plumbers do perma-lining, and the engineer said yes. Mr. Charrie asked if this is an ordinance amendment, and the borough manager answered no. Mr. Charrie would like more time to review this, and motion to table until the September business meeting. Mr. Vacha seconded, and the motion carried unanimously.
- b. Discussion and/or Deliberation and/or Official Action on Manor Park restroom.
– The engineer reported that he met with the borough manager and public works to discuss utilities for the proposed site of a new restroom. For sewage, the line would have to cross the new walking track to tie into the manhole, but it can be bored under. For water, there is a waterline in Brush Creek Road that can be tied into. For electric, it is up to the power company. The engineer reported all utilities are available to install the prefabricated restroom that was discussed previously. Mr. Charrie asked about tying the sewage to the line in Brush Creek Road, and the manager stated a grinder pump would be required for that. Mr. Charie stated that he will not be forward on the renovation of the current restroom due to cost. Mr. Dornin motioned for the Engineer to get prices for the sewer and water lines. Mr. Gongaware seconded, and the motion carried unanimously.

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

15. NEW BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on approving Collective Bargaining Agreement with Teamsters Local 205 for Public Works Employees.
– Mr. Vacha stated that this contract includes a 16% raise over four years, and that the rest of asks were negotiated. He also stated that a bill has to be submitted for the healthcare deductible reimbursement. Mr. Gongaware motioned to approve the collective bargaining agreement. Mr. Nemitz seconded, and the motion carried unanimously.
- b. Discussion and/or Deliberation and/or Official Action on purchasing picnic tables and benches for Manor Park. – The borough manager stated that Friends of PTARC pledged up to \$1,500 for the purchase of benches. Mr. Charrie asked about the old benches, and the borough manager stated that they were damaged. Mr. Charrie stated the he believes only four tables are needed, and not the six that were proposed. Mr. Gongaware asked if grant money would be used to purchase the tables, and grant money will not be used. Mr. Vacha motioned to purchase two benches, two regular picnic tables, and two ADA picnic tables. Mr. Gongaware seconded, and the motion carried unanimously.
- c. Discussion and/or Deliberation and/or Official Action on purchasing outdoor basketball systems for Manor Park. – Mr. Vacha stated that this issue was spoken about previously, and that it was agreed that this is needed. He asked if this could be order together with tables and benches. They cannot because they are from different suppliers. Mr. Dornin asked about pickleball nets, and the borough manager stated he spoke with PTARC and they said it would not be used because there is no fence. Mr. Charrie is concerned about limiting future use with the lines for a basketball court being painted on, and believes public works can install. Mr. Dornin motioned to purchase option two with public works installation. Mr. Vacha seconded, and the motion carried by majority with Mr. Charrie as the lone no vote.
- f. Discussion and/or Deliberation and/or Official Action on Ordinance 601-24-03 approving a Restrictive License Agreement to erect a fence within an easement for Tax Parcel ID 19-03-03-0-093. _The borough manager said this

was discussed previously, and is like other restrictive license agreements done in the past. Mr. Vacha motioned to approve Ordinance 601-24-03. Mr. Gongaware seconded, and the motion carried unanimously. The roll call vote is as follows:

Ms. Lynn	- Yes	Mr. Gongaware	- Yes
Mr. Charrie	- Yes	Mr. Nemitz	- Yes
Mr. Dornin	- Yes	Mr. Vacha	- Yes

- d. Discussion and/or Deliberation and/or Official Action on awarding contract for Oak Street and McKelvey Street sanitary sewer project. – Mr. Dornin motioned to award the contract for Oak Street and McKelvey Street sanitary sewer project to S&E Utility for \$733,436.75. Mr. Gongaware seconded, and the motion carried unanimously.
- e. Discussion and/or Deliberation and/or Official Action on hiring a part time Police Officer. – Mr. Vacha motioned to table this until the September business meeting. Mr. Nemitz seconded, and the motion carried unanimously.
- f. Discussion and/or Deliberation and/or Official Action on paving a portion of the Public Works/Police Station parking lot. – The borough manager asked for this to be done as part of the Brush Creek Bridge project. Through this project part of the lot will be paved, and this would pave the rest of the lot. It would cost \$23,200 and would be completed by El Grande. The engineer got two other bids that were much higher. This project would be paved out of specific street paving and contracted services. Mr. Gongaware motioned to approve the paving of a portion of the public works/ police station parking lot. Mr. Dornin seconded, and the motion carried unanimously.
- g. Discussion and/or Deliberation and/or Official Action on approving 2025 MMO for the pension plans. – The borough manager stated this is the same as past year for both the uniform and nonuniform pensions. He stated that a resolution would need to be passed to waive the 5% contribution requirement for the uniformed pension. Mr. Dornin motion to approve the 2025 MMO for the pension plans. Mr. Vacha seconded, and the motion carried unanimously.
- h. Discussion and/or Deliberation and/or Official Action on Local Share Account Category 4 Facilities Program Grant. – Mr. Nemitz motioned to apply for the grant for radios for the fire department. Mr. Vacha seconded, and the motion carried unanimously. Mr. Gongaware abstained.
- i. Discussion and/or Deliberation and/or Official Action on Zoning Ordinance. – Mr. Charrie stated that at Monday’s Planning commission meeting, they recommended approval. Solicitor Dice stated that the borough manager submitted it to the County for review. Mr. Charrie stated that County has 45 days to review, and then Council will have at least 30 days to review it. Solicitor Dice also stated there needs to be a hearing for public comment that needs advertised, and recommends a separate meeting. Mr. Charrie motioned to table until the September 4th workshop meeting. Mr. Dornin seconded, and the motion carried unanimously.
- j. Discussion and/or Deliberation and/or Official Action on Community Room Sound System. – Mr. Charrie stated he found an audio system that includes eight microphones, cables, speakers, and assisted listening devices for up to 20 people. He stated that he spoke to a local cabinet maker about building permanent tables for meeting and to hold this audio system. He also researched insulation for the fire door to dampen outside noise. For all three of these items, it would cost about \$26,500. Solicitor Dice stated that the project would have to be or less than \$23,200, or else it would need two additional

bids. Mr. Vacha asked if the tables would be on wheels so it could be moved, and Mr. Charie stated that it would be permanent. The borough manager asked if the device would be compatible with Bluetooth enabled hearing aids, and that was unknown. Mr. Vacha motioned to table this until the September 4th workshop meeting. Mr. Nemitz seconded, and the motion carried unanimously.

- k. Discussion and/or Deliberation and/or Official Action on American Rescue Plan. – Mr. Charie stated that this was discussed at the last meeting, and asked about deadlines for allocation and spending. The money needs to be allocated by December 31st, 2024, and spent by December 31st, 2026. The borough manager stated that the money was originally allocated to supplement lost revenue for reporting purposes, and that this is allowed because the allocation was less than \$10 million. He also stated it can be used to fund government service with a few exceptions. Mr. Nemitz motioned to table this until the September 4th workshop meeting. Mr. Charie seconded, and the motion carried unanimously.

16. CORRESPONDENCE – None.

17. APPROVAL TO PAY BILLS – Mr. Vacha motioned to pay the bills as of August 22, 2024. Seconded by Mr. Nemitz, and the motion carried unanimously.

18. EXECUTIVE SESSION for personnel matters and matters of potential litigation. – Mr. Vacha motioned to go out of order and into executive session. Seconded by Mr. Dornin, the motion passed unanimously at 7:33 PM. Mr. Dornin motioned to return to regular session. Seconded by Mr. Gongaware, the motion passed unanimously at 8:04 PM. Discussed were matters of personnel and potential litigation.

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

Ms. Lewis asked about a timeline for the audio system for the community room. She also stated she wanted council to make a decision about the American Rescue Plan funds. She commented on the prefabricated restroom for the park. She asked how the price for this restroom has gone down, and Mr. Vacha answered that he negotiated a lower price. She stated that the proposed location for the new restroom is too far from the pavilion and sports court. She also stated that this new restroom would not be ADA compliant. Mr. Vacha stated that council has been working on getting a new ADA compliant restroom, and that it was previously stated that it was too expensive to renovate the current restroom.

Ms. Dawson thanked the members of council that attended Community Day. She stated that a woman on Facebook claimed to have issues with borough staff while selling her mother's home. Ms. Dawson asked why the mayor's resignation was not discussed, and that people were upset by his resignation. She also asked about how a new mayor is appointed. Mr. Gockel stated that he received the mayor's resignation too late to add to the agenda, and that it will be discussed at the September business meeting. Solicitor Dice stated that items cannot be added to agenda less than 24 hours before the meeting start time because it violates the Sunshine Act. Solicitor Dices stated that council has 30 days to appoint a new mayor, if council cannot, then it goes to the vacancy board for 15 days, and then to the Court of Common Pleas. She also stated council president will act as interim mayor, and council vice-president will act as interim council president.

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 9:41 PM.

Joseph N. Lapia
Borough Manager