

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING ON December 18, 2024

1. CALL TO ORDER – Council President Mr. Tony Gockel called the Council Meeting to Order at 6:30 P.M. on December 18, 2024, in the Manor Community Room and led the

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. APPROVAL OF THE MINUTES for meeting on 11/13/2024 – Ms. Lynn motioned to accept the meeting minutes for the meeting held on November 13, 2024. Seconded by Mr. Nemitz, Mr. Gongaware abstained and the motion carried unanimously.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY – Ms. Dawson asked questions about the 2025 budget. She asked why the interest and rent revenue accounts in the general fund were increased, and Mr. Vacha stated it was based on history. Ms. Dawson asked why there was an increase in the health insurance expense in the police budget, and the Borough Manager stated that there are projected to be three officers on the insurance plan compared to one this year. MS. Dawson asked why engineering fees were doubled in the sewer fund budget, and the Borough Manager stated it was due to the ongoing sewer project and engineer estimates. Ms. Dawson asked if it would be anticipated to be the same in 2006, and the Borough Manager stated that he cannot say for sure at this time. Mr. Vacha stated that more engineer time is needed on this project due to the contractor. Ms. Dawson asked why did they choose this contractor. Solicitor Dice stated that they have to go with the lowest responsible bidder, and after an investigation, the contractor was the lowest responsible bidder.

Ms. Duball asked how much sewer rates will be raised, and Mr. Gockel stated they would raise \$1.10 per 1,000 gallons. Ms. Duball asked why does the administration get paid out of the sewer fund every month. Mr. Gockel stated it is for administrative work. Ms. Duball asked why are they raising sewer rates when there is \$2 million in the sewer fund. Ms. Duball asked why Council is raising taxes. Mr. Vacha stated that they are not and that the agenda item is to set the rates for 2025.

6. MAYOR'S REPORT – Mr. Brant reported that Council was sent the police log and code enforcement report for November, and that Officer Grande was sworn in.

7. SOLICITOR'S REPORT – Solicitor Dice stated that she will not be able to attend meetings on the third Wednesday of the month, and requests that meetings be moved to the second Wednesday of the month.
8. ENGINEER'S REPORT – None.
9. ZONING OFFICER'S REPORT – None.
10. BOROUGH MANAGER'S REPORT – None.
11. TREASURER'S REPORT – Ms. Lynn motioned to approve the treasurer's report for the month of November 2024. 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. Gongaware, and the motion carried unanimously.
13. COMMITTEE REPORTS
 - a. Building & Properties – Mr. Charrie stated that agenda item 15g should be under the buildings and properties committee and that they were unaware of it. Mr. Vacha stated that Council has spoken about it, and he had gotten a quote from a local company to replace it.
 - b. Community Betterment, Parks & Recreation – Ms. Lynn thanked the Recreation Board, volunteers, and community for the successful Light Up Night
 - c. Personnel & Finance – None.
 - d. Community Outreach & Communication – Ms. Lynn stated that they are on hold until after the holidays. Mr. Gockel asked to meet to discuss the junior council program.
 - e. Planning & Zoning – Mr. Charrie reported that the Planning Commission met on Monday. They requested that their meetings be scheduled the Monday before Council Meetings. He stated that they discussed the new zoning ordinance, and asked to schedule and advertise a public hearing. Solicitor Dice stated Council voted on a public meeting not hearing, and that all 2025 meetings will be advertised.
 - f. Public Safety & Public Works – Mr. Gongaware stated the Fire Department asks for the solicitor to draft a resolution to allow them to apply for another LSA grant. Ms. Lynn thanked the Fire Department for providing Santa for Light Up Night.

14. OLD BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on American Rescue Plan Funds. – The Borough Manager stated that Council was given a memo that has the updated costs for the sign, restroom, cameras and other items that were discussed. He stated that memo includes the cost to replace the public works garage roof, and that the roof was last replaced 35 years ago. Mr. Vacha stated that he spoke to Mr. Charrie about the sign near the underpass. He stated that he thinks the double-sided sign will block the view at the intersection, and that a single sided sign would be better. Mr. Charrie stated that the sign should be placed at the edge of the sight triangle. He stated the sign needs to be seen and more people would see it at the intersection when

coming into town. Mr. Charrie stated that he is worried about the sign on the Sandy Hill Lot being blocked due to construction vehicles being parked in the lot. The Borough Manager stated that construction vehicles park in the gravel and that the sign will be in the grass. Mr. Charie stated that Council needs to discuss a sign policy, and Mr. Gockel stated they can do that at a later date and asked for other ideas for the funds. The Borough Manager stated he encourages Council to consider the public works roof. Mr. Charrie asked if it is the roof over the garage, and Mr. Vacha answered yes. Mr. Vacha motioned to replace the public works garage roof for \$17,900. Ms. Lynn seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

Mr. Charrie asked if there were any opinions on police vehicles. Mr. Brant stated that they prefer the Ford Explorer. The Borough Manager stated that there is money saved for a new vehicle in the capital expenditure fund. He stated that he spoke to the builder and it is more difficult to replace the battery in the Durango. Mr. Vacha stated that public works would like a new mower and Ventrac attachment that would cost about \$48,000, and that the roughly \$30,000 remaining could be used towards a police car. Ms. Lynn asked what the replacement cycle for police cars is, and the Borough Manager stated every four years. Mr. Vacha motioned to purchase the Ferris Zero Turn Mower for \$12,935. Mr. Charrie seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

Ms. Lynn motioned to purchase the Ventrac Boom Attachment for \$17,917. Mr. Nemitz seconded, and the roll call vote is as follows:

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

The motioned carried unanimously.

Mr. Charrie motioned to purchase the Ford Explorer with the remaining American Resue Fund balance and the rest from the capital expenditure fund. Ms. Lynn seconded and the roll call vote is as follows:

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

The motion carried unanimously.

- b. Discussion and/or Deliberation and/or Official Action on authorizing the Borough Engineer to prepare bid specifications for site work for the new Manor Park restroom. – Mr. Vacha motioned to authorize the Borough Engineer to prepare bid specifications for site work for the new Manor Park restroom. Mr. Gongaware seconded, and the motion carried unanimously.
- c. Discussion and/or Deliberation and/or Official Action on 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 extend the current month to month contract with B.I.U. Mr. Gongaware seconded and the roll call vote is as follows:

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

The motion failed. 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 adopting a 2025 Budget. – The Borough Manager stated that the current draft budget includes the liability insurance premium, increased expenses for public works and police health insurance, and increased telecommunications costs. He stated that he added an estimate for the fire department tax credit, and will not have exact numbers until February. Mr. Vacha stated that they are overbudget by \$35,564, and that there is a \$26,000 carryover. He stated that the remaining \$8,664 can be taken from capital reserves or by increasing wage tax to balance the budget. Mr. Vacha motioned to increase the wage tax revenue line item by \$9,000. Mr. Charrie seconded and the motion carried unanimously. Mr. Gongaware asked about the Borough helping the fire department buy a new engine, and Mr. Vacha stated that it was not a part of the budget. Ms. Lynn motioned to adopt the 2025 budget. Mr. Charrie seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

- b. Discussion and/or Deliberation and/or Official Action on Resolution 2024-13 setting real estate tax millage for 2025. – Mr. Gongaware motioned to adopt Resolution 2024-13. Mr. Vacha seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

c. Discussion and/or Deliberation and/or Official Action on Resolution 2024-14 setting monthly sewer rates for 2025. – Mr. Gockel stated that this resolution would increase the sewer rates by \$1.10 per 1,000 gallons of water usage. Mr. Brant asked why the rates were increasing, and the Borough Manager stated it was due to increased engineering fees and decreased usage which decreased revenue. Mr. Brant asked if they know the total cost for the sewer project, and the Borough Manager stated they do not because there will be change orders. The Borough Manager stated that rates are raised every year based on usage and increased expenses. Mr. Charrie stated that it does not make sense to raise the rates because it is customary to do, and that he is against raising the rates. Mr. Nemitz asked if there would be shortfall someplace if there were no increase. Mr. Brant asked how much the sewer project would cost using the money that is currently in the account. The Borough Manager stated he does not have those numbers presently. Mr. Brant asked if there are other projects planned, and the Borough Manager answered no. Mr. Charrie stated that they can raise rates later if needed.

d. Discussion and/or Deliberation and/or Official Action on Resolution 2024-15 waiving the Employee contributions to the Police Pension Plan and approving the pension plan amendment. – Ms. Lynn motioned to adopt Resolution 2024-15. Mr. Vacha seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

e. Discussion and/or Deliberation and/or Official Action on approving Calendar of monthly meetings for 2025. – The Borough Manager stated that the Council meetings are scheduled for the second Wednesday, and the Planning Commission meetings are scheduled for the Monday before Council. He stated that the November meeting is scheduled a week earlier for the budget, and there are no work sessions currently scheduled. Mr. Gockel stated that they need to set dates for work sessions. The Borough Manager stated that they can schedule them as needed. Ms. Lynn motioned to approve that calendar of meetings for 2025. Mr. Charrie seconded, and the motion carried unanimously.

f. Discussion and/or Deliberation and/or Official Action on naming the Penn Trafford News as the Official Borough Newspaper for 2025. – Ms. Lynn motioned to name the Penn Trafford News as the official Borough newspaper for 2025. Mr. Gongaware seconded, and the motion carried unanimously,

g. Discussion and/or Deliberation and/or Official Action on accepting quote to repair concrete outside the concession building in the park. – Mr. Vacha stated he asked Stella Concrete for a quote to remove and replace the concrete, and it would cost \$3,460. Mr. Brant asked what size would it be, and Mr. Vacha stated it would be the same. Ms. Lynn asked when would it be replaced, and the Borough Manager stated it would be replaced in the Spring. Mr. Charrie asked if they will place rebar into the building, and stated that it would add extra support. He also asked if he would be able to slope it away from the building. Mr. Vacha stated he can talk to the contractor about adding the tie in to the quote. Mr. Charrie stated that there are design standards that need to be followed for tying into the existing building and sloping away from the

building. The Borough Manager stated that we need to find out how thick the concrete is first. The Engineer stated he is unsure how thick it is, and that the contractor might have to epoxy the rebar. Mr. Vacha motioned to spend up to \$4,000, and to rewrite the quote to include the rebar tie in. Ms. Lynn seconded. Mr. Charrie asked Mr. Vacha to amend his motion to include tearing the concrete out, and then waiting to pour until the Borough can see what is under the existing concrete. Mr. Vacha amended his motion, and Ms. Lynn amended her second. The motion carried unanimously.

- h. Discussion and/or Deliberation and/or Official Action on request for a Restrictive License Agreement to place a fence within an easement for Tax Parcel ID 19-01-12-0-067. – The Borough Manager stated that this is similar to prior restrictive license agreements, and that they would like to place a fence in the easement for their pool. He stated they have already been approved by the zoning hearing board for the pool due to the easement and setback requirements. Mr. Gockel asked if they know that they are responsible for the removal if the Borough needed access, and the Borough Manager answered yes. Mr. Charrie asked if the pool has been installed, and the Borough Manager answered no. Mr. Charrie asked what distance would it be on Borough property, and the Borough Manager stated that based on the drawing it looks like a couple of feet. The Borough Manager stated that Council just needs to authorize the Solicitor to draft an ordinance and agreement for the next meeting. Mr. Vacha motioned to authorize the Solicitor to draft and advertise the ordinance and agreement. Mr. Nemitz seconded and the motion carried unanimously.
- i. Discussion and/or Deliberation and/or Official Action on Resolution 2024-16 appointing Michael Lapiana to the Zoning Hearing Board. – Ms. Lynn motioned to adopt Resolution 2024-16 with correction of the date of 2024 to 2029. Mr. Nemitz seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

- j. Discussion and/or Deliberation and/or Official Action on Resolution 2024-17 appointing Bonnie Dawson to the Planning Commission. – Ms. Lynn motioned to adopt Resolution 2024-17. Mr. Vacha seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

- k. Discussion and/or Deliberation and/or Official Action on Resolution 2024-18 appointing Charles Charrie to the Planning Commission. – Mr. Vacha motioned to adopt Resolution 2024-18. Mr. Gongaware seconded, and the roll call vote is as follows:

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

The motion carried unanimously.

- i. Discussion and/or Deliberation and/or Official Action on 2025 Street Paving Project. – The Borough Manager stated Oak and McKelvey will be paved through the sewer fund as part of the project, and that he spoke to the Engineer about Observatory. Mr. Gockel stated that they need to make a decision soon. Ms. Lynn asked Council to consider Second Street, and Mr. Gockel stated that it will stay on the Agenda for the January meeting.
- m. Discussion and/or Deliberation and/or Official Action on payment request from S&E Utility Contracting Inc. – Mr. Gongaware motioned to approve the payment request from S&E Utility Contracting Inc. Mr. Vacha seconded, and the motion carried unanimously.

16. CORRESPONDENCE – None.

17. APPROVAL TO PAY BILLS – Ms. Lynn motioned to pay the bills as of December 18, 2024. Seconded by Mr. Nemitz, the motion carried unanimously.

18. EXECUTIVE SESSION for personnel matters and matters of potential litigation. – Ms. Lynn motioned to go out of order and into executive session. Seconded by Mr. Vacha, the motion passed unanimously at 7:29 PM. Mr. Nemitz motioned to return to regular session. Seconded by Ms. Lynn, the motion passed unanimously at 7:53 PM. Discussed were matters of personnel and potential investigation.

19. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet) – None.

20. Motion To Adjourn – There being no business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Gongaware. The motion carried unanimously. The meeting was adjourned at 8:57 PM.

Joseph N. Lapia
Borough Manager