

**MANOR BOROUGH COUNCIL  
MONTHLY BUSINESS MEETING – January 17, 2024**

1. **CALL TO ORDER** – Council President Mr. Tony Gockel called the Council Meeting to Order at 6:30 P.M. on January 17, 2024, in the Manor Community Room and led the
2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL** of Attendance:

(Present) Tony Gockel, President  
Chuck Charrie  
Dave Gongaware  
(arrived 6:45 P.M.)  
Jim Vacha  
Chelsea Dice, Solicitor  
Mike Radakovich, Tax Collector

Dawn Lynn, Vice-President  
(arrived 6:34 P.M.)  
Ted Dornin  
Terry Nemitz  
Ed Malinoski, Mayor  
Randy Carlson, Chief of Police

(Absent) Ed Antonacci, Engineer

Jason Krainbucher, Zoning Office

4. **APPROVAL OF THE MINUTES** for the meeting on January 2, 2024. Mr. Nemitz motioned to accept the meeting minutes for the meeting held January 2, 2024. Seconded by Mr. Dornin, the motion carried unanimously.

5. **PUBLIC COMMENT – AGENDA ITEMS ONLY**

Jeri Lewis of Manor stated she did not like the wording in the December 20, 2023 meeting minutes regarding her statements. She states an objection can be raised at any time. Requests to stop cherry picking rights when it comes to public comments in meeting minutes. Ms. Lewis stated the Resolution needs to be changed to include Council work sessions and states the Borough is in violation of the Resolution. She also stated the Borough is in violation of an Ordinance from 1984 where meetings begin at 7:00 P.M. and questions the legality of changing the meeting time to 6:30 P.M.

6. **MAYOR'S REPORT** – Mayor Malinoski submitted the Police Activity and Docketed Summary for December to Council.

7. **SOLICITOR'S REPORT** – None.

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 December 2023. Seconded by Mr. Nemitz. The motion carried unanimously.

12. **TAX COLLECTOR'S REPORT** – Ms. Lynn motioned to approve the Tax Collector's Report for the month of December 2023. Seconded by Mr. Nemitz the motion carried unanimously.

13. **COMMITTEE REPORTS**

- a. **Buildings & Properties** (Mr. Gongaware) – None.
- b. **Community Betterment & Recreation** (Mr. Dornin) – None.
- c. **Personnel & Finance** (Mr. Vacha) – None.
- d. **Community Outreach & Communication** (Ms. Lynn) – The Committee has been contacted regarding a Borough Junior Council Program. The Solicitor suggested the program include a student from the Penn Trafford School District and the Hempfield Area School District.
- e. **Planning & Zoning** (Mr. Charrie) – The Zoning Ordinance has been updated. The Planning Commission plans to finalize it in February, and prepare a draft of changes shortly after. The advertisement for the Planning Commission meetings changing starting time to 6:30 P.M. has been submitted to the newspaper for publication.
- f. **Public Safety & Public Works** (Mr. Nemitz) – None.

#### 14. OLD BUSINESS

- a. Report from Borough Engineer on the Police/Public Works building settlement and step cracking. The Engineer was not available to answer questions. Mr. Charrie commented soft costs can make a project exceed budget and questions if the monitoring should continue. His opinion was 1/8 inch was not significant enough to warrant caisson stabilization. Mr. Nemitz motioned to table the subject until the February Council Meeting. Seconded by Ms. Lynn, the motion carried unanimously.
- b. Report from Borough Engineer on feasibility of upgrades to the existing Manor Park restroom. Since the Borough Engineer was not in attendance, Mr. Charrie motioned to table the subject until the February Council Meeting. Seconded by Ms. Lynn, the motion carried unanimously.

#### 15. NEW BUSINESS

- a. Accepting the letter of retirement from the Administrative Assistant. Ms. Lynn motioned to accept the retirement letter from the Administrative Assistant. Seconded by Mr. Vacha. Mr. Charrie questioned the content of the document and requests an executive session. The Personnel Committee already discussed the matter. The concern is over paid time off and wants the documentation for the past 7 years. Ms. Lynn amended her motion to accept the retirement date and to exclude hours mentioned in the letter. Seconded by Mr. Vacha, the motion carried unanimously. 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	- Yes		

- b. Advertising and accepting resumes for the Administrative Assistant position. Ms. Lynn motioned to advertise and to accept resumes for the Administrative Assistant position. Seconded by Mr. Vacha. Mr. Charrie asked about pay rate, and benefits. Mr. Lapia noted pay rate and benefits were to be determined later. The motion carried unanimously.
- c. Soliciting bids for Municipal waste services. Mr. Vacha motioned to solicit bids for Municipal Waste Services. Seconded by Mr. Gongaware, the motion carried unanimously.

- d. Resolution 2024-01 In support of Pennsylvania Underground Protection Law Proclaiming April 2024 as Pennsylvania Safe Digging month. Mr. Gongaware motioned to accept Resolution 2024-01 supporting Pennsylvania Underground Protection Law Proclaiming April 2024 as Pennsylvania Safe Digging month. Seconded by Mr. Dornin, the motion carried unanimously. 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	- Yes		

- e. Employment status of Police Officer Badge #42. Mr. Vacha motioned to table until after Executive Session. Seconded by Mr. Nemitz, the motion carried unanimously.

**16. CORRESPONDENCE**

- a. None.

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

- 18. EXECUTIVE SESSION** – Mr. Nemitz motioned to go into Executive Session for matters of Personnel. Seconded by Mr. Vacha, the motion passed at 7:01 P.M. Mr. Nemitz motioned to return to regular session. Seconded by Mr. Dornin, the motion passed at 8:09 P.M. Discussed were matters of Personnel Discipline and Litigation.

Returning to item 15. E. Employment status of Police Officer Badge #42. Mr. Charrie motioned to table the item. Seconded by Mr. Nemitz, the motion carried unanimously.

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

Jeri Lewis of Manor withdrew her request to comment.

- 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 8:11 P.M.

Joseph N. Lapia  
Borough Manager