

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING ON January 8, 2025

1. CALL TO ORDER – Council President Mr. Tony Gockel called the Council Meeting to Order at 6:30 P.M. on January 8, 2025, 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
	Randy Carlson, Chief of Police	

(Absent)	Ted Dornin	Jason Krainbucher, Zoning Office
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4. APPROVAL OF THE MINUTES for meeting on 12/18/2024 – Mr. Gongaware motioned to accept the meeting minutes for the meeting held on December 18, 2024. Seconded by Ms. Lynn, and the motion carried unanimously.
5. PUBLIC COMMENT – AGENDA ITEMS ONLY – Mr. Hensell from the Manor VFD stated he spoke with Mr. Nemitz and Mr. Gongaware about applying for an LSA grant to purchase a new fire truck. He stated that one of the current trucks is 33 years old, and needs repairs. He asked for Council’s support for an LSA grant. Mr. Vacha asked about getting a low interest loan, and Mr. Stutz stated that they have applied for them in the past. Mr. Stutz stated that it is currently 2% interest on a \$500,000 loan. Mr. Charrie asked what amount would they apply for from a grant. Mr. Hensell stated that they would apply for the full amount of the truck, but that they might only receive half the full amount. Mr. Charrie asked if they would be able to pay for the other half. Ms. Kolbosky stated that they do have a truck fund, and Mr. Stutz stated that they could apply for a loan. Mr. Charrie asked if the Borough would have any financially obligation if they apply for the grant, and Solicitor Dice stated she would have to look into that and report back. Mr. Charrie discussed with Mr. Stutz the need for a plan for the application of this grant and if additional funding is needed. The Borough Manager asked if they have received feedback on why they are denied the federal grant, and Mr. Stutz answered no. He stated that they are looking into the LSA grant because a different fire department applied for it to get a new truck, and thought it would be a different avenue than the federal grant. Mr. Vacha asked about buying a smaller truck. Mr. Stutz stated that they only looked at one truck so far, but that there are other manufacturers. Mr. Charrie discussed the importance of a plan for the purchase of the truck and applying for the grant. The Borough Manager asked how long the quote for the truck is valid. Mr. Stutz stated he got an updated price for the same truck they looked into purchasing years ago, and that he has not gone through all of the specifications for this quote. Ms. Lynn asked about the used truck that was purchased several years ago, and Mr. Stutz stated that it is used as a service truck.
6. MAYOR’S REPORT – Mr. Brant reported that Council was sent the police log and code enforcement report for December.

7. SOLICITOR'S REPORT – None.
8. ENGINEER'S REPORT – None.
9. ZONING OFFICER'S REPORT – None.
10. BOROUGH MANAGER'S REPORT – The Borough Manager stated that Public Works has started to install the new "Welcome to Manor" signs, and they had to stop because of the snow.
11. TREASURER'S REPORT – Mr. Gongaware motioned to approve the treasurer's report for the month of December 2024. Seconded by Ms. Lynn, and the motion carried unanimously.
12. TAX COLLECTOR'S REPORT – Mr. Gongaware motioned to approve the tax collector's report as presented. Seconded by Ms. Lynn, and the motion carried unanimously.
13. COMMITTEE REPORTS
 - a. Building & Properties – Mr. Charrie asked if the lower park is open in the winter. The Borough Manager stated that the park is open year-round, but the restrooms are locked in the winter. He stated that Public Works has cleared snow off the track. Mr. Charrie stated that he will have a proposal for a heater for the restroom.
 - b. Community Betterment, Parks & Recreation – None.
 - c. Personnel & Finance – None.
 - d. Community Outreach & Communication – None.
 - e. Planning & Zoning – Mr. Charrie stated that the Planning Commission meeting on Monday was cancelled. Mr. Charrie described the Community Room sound system and how it functions to Council. Mr. Charrie stated that shelves are needed for the speakers and hooks for the cables. Mr. Gockel asked if it would cost more for those to be installed, and Mr. Charrie stated he does not believe it will. Solicitor Dice stated that if it does cost more, it has to stay under the bid threshold.
 - f. Public Safety & Public Works – None.
14. OLD BUSINESS
 - a. 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 discussed the need for the Solicitor to draft a contract. The Solicitor stated that if Council approves someone, they would have to follow the requirements that are in the RFP. Mr. Charrie stated that there was confusion on the current fee schedule when comparing what they were paying versus what they pay now. Solicitor Dice stated that the fee schedule has not changed, and that the difference is in how the fee is divided because COG is no longer involved. Mr. Charrie asked if fees were increased since leaving COG, and is B.I.U. receiving more money. Mr. Vacha stated that B.I.U. is receiving the same amount as four years ago, and that the fees have not increased. He stated that the only difference is that COG no longer gets their fee. Mr. Charrie stated that the fees in the proposals increased, and that the fee schedule needs to be changed.

Solicitor Dice stated that Council can adopt a vendor and then amend the fee schedule. Mr. Charrie discussed other issues with the contract, and he stated that they cannot put the Borough in a vulnerable position for liability. Mr. Charrie stated that it needs to be written what the inspector can and cannot do. Mr. Vacha stated that he was in the interviews with both companies, and recommends B.I.U. because their fees were cheaper, they are our current inspector, and they are willing to negotiate. He stated that the other company was more expensive and were unwilling to negotiate on their fees. Mr. Vacha motioned to appoint B.I.U., and Ms. Lynn seconded. Mr. Charrie stated that costs can be worked out, but that there is the other issue. Mr. Gockel stated it was discussed in executive session, and was discussed with B.I.U. Mr. Charrie stated that it needs to be in writing, and that he has not seen a report about anything that was discussed in executive session. Mr. Charrie further discussed the need for things to be in writing to protect the Borough from liability. Mr. Gockel asked Mr. Vacha to amended his motion to include signing a contract written by the Solicitor. Mr. Vacha amended his motion, and Ms. Lynn amended her second. Mr. Gockel asked what would make Mr. Charrie comfortable. Mr. Charrie stated that everything needs to be in writing, and that they need to approve the contract first. Mr. Gockel stated that they can appoint someone tonight, give them a contract, and they can choose to sign or not sign the contract. Mr. Charrie stated that they are already on a month-to-month contract, and that they do not need to change anything. Mr. Gockel stated that the company may not want to stay month-to-month and that this has been an ongoing issue for a year and a half. Mr. Charrie discussed how he and Mr. Gongaware set a plan a year and a half ago, and the issues they faced in the past year and a half. Mr. Charrie further discussed the need to have a contract that limits liability for the Borough. Mr. Gockel asked why the committee has not written a contract yet, and Mr. Charrie stated it was the last thing they had to do. Mr. Charrie discussed the attendance and reports from the zoning officer at Council meetings. Mr. Gockel stated his attendance is not usually necessary, and when asked to come, he has attended. Mr. Nemitz stated that the zoning officer should submit a report that is read during the meetings, and Mr. Gockel agreed. Mr. Charrie stated that he has other issues that were not discussed tonight, and Mr. Gockel stated that he was unaware of any other issues. Mr. Nemitz asked about the contract B.I.U. included with their proposal, and if by appointing them, the Borough is agreeing to that contract. Solicitor Dice stated that you appoint them in accordance with the RFP, and that the Borough can add a contingency that they have to sign the contract written by the Borough. Mr. Gockel called for a roll call vote. The roll call vote is as follows:

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

The motion carried by majority.

- b. Discussion and/or Deliberation and/or Official Action on 2025 Street Paving Project. – The Borough Manager stated that since Oak Street, Mill Street, McKelvey Street, and part of Race Street will be paved out of the sewer project, and that he discussed with the Engineer paving Observatory Street. He stated that there would have to be two separate bids because they are being paid from separate funds, He stated that Observatory has gotten beat

up due to water breaks, Mr. Gockel asked if they could ease the dip at Cleveland Avenue, and the Borough Manager does not think they could. Mr. Charrie discussed paving Harding Street, and Ms. Lynn asked about paving Second Street. The Borough Manager stated that they can look into these streets, but if they decide to pave Observatory, there may not be enough money in the paving budget to do other streets. Mr. Charrie asked about putting all the roads mentioned into one bid, and the Borough Manager stated that if you did that then you would have to reject the entire bid. He stated that you would have to decide which road to be bid out, and then could have alternates. The Borough Manager stated that if they were to do the sections of the roads mentioned, mobilizations costs would be high. He suggested patching Harding Street in 2025, and look into paving it in 2026. The Engineer stated he will start preliminary work. Mr. Gongaware asked about the project on Oak Street. The Borough Manager stated that there was a utility issue, and that they are moving to McKelvey. Ms. Lynn asked if residents can park on Oak and Second, and the Borough Manager answered yes.

15. NEW BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on request from the Manor VFD for the Solicitor to draft a resolution to allow the Manor VFD to apply for another LSA Grant. – Mr. Vacha stated they have already discussed this. Solicitor Dice stated that she will report next meeting what the Borough's liability could be. Mr. Nemitz motioned to table this until next month. Ms. Lynn Seconded and the motion carried unanimously.
- b. Discussion and/or Deliberation and/or Official Action on the Borough helping the Manor VFD with the purchase of a new Fire Truck. – Mr. Charrie motioned to table until the February meeting. Ms. Lynn seconded. Mr. Vacha discussed his idea to give a percentage of excess interest revenue to the fire department. He stated that the fire department would have to order the fire truck, and the public safety committee should be involved in that process. Mr. Vacha stated that this would not affect the budget. Mr. Charrie stated it would affect the budget by decreasing top end revenues which could lead to a tax increase. Mr. Charrie stated that he is not against helping the fire department, but he wants to avoid increasing taxes. Mr. Vacha stated it would be percentage of the excess budget interest, and they could do it over a five- or ten-year period. Solicitor Dice stated that they can do this and set a time period, but if they were to do a ten-year period, it would bind future Councils to this agreement. Mr. Brant asked if they could do this on a yearly basis. The Borough Manager stated that the fire department need to know if they are getting money because they are spending a lot on a new truck. Mr. Charrie and the Borough Manager discussed the fire department budget for 2025. The motion carried unanimously.

16. CORRESPONDENCE – None.

17. APPROVAL TO PAY BILLS – Mr. Gongaware motioned to pay the bills as of January 8, 2025. Seconded by Ms. Lynn, and the motion carried unanimously.

18. EXECUTIVE SESSION for personnel matters and matters of potential litigation. – Mr. Nemitz motioned to go into executive session. Seconded by Ms. Lynn, and the motion passed unanimously at 8:25 PM. Mr. Nemitz motioned to return to regular session. Seconded by Ms. Lynn, the motion passed unanimously at 8:58 PM. Discussed were matters of contracts and personnel.

19. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet) – Ms. Kolbosky wanted to discuss the on-going sewer project. She stated that Council has addressed some of her issues. She stated that the road closed signs are still on Oak St, and that the bottom of the hill is mess. Ms. Kolbosky stated that since the contractor is moving, it will get even worse. She asked why the Borough did not know about the waterline before starting, and Mr. Gockel stated it was mismarked. Ms. Kolbosky asked why the intersection of Oak and Race has not been paved, and the Borough Manager stated it was due to the waterline. He stated that the contractor was going to do all of Oak, but the intersection was more difficult than expected. Ms. Kolbosky asked if Mill was the only street being worked on currently, and the Borough Manager stated Mill and McKelvey are being worked on. He stated that they will be closed Monday through Friday from 7AM until 5PM. Ms. Kolbosky asked why this project started in cold weather rather than warm, and the Borough Manager stated that it took some time to receive the contractor's submittals. Ms. Kolbosky stated that there are rumors that the contractor is only working part time in Manor, and the Borough Manager stated that he does not believe that is true. He stated that the contractor has a date that all work needs to be done by barring any allowed delays.
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. Nemitz. The motion carried unanimously. The meeting was adjourned at 9:06 PM.

Joseph N. Lapia
Borough Manager