

**MANOR BOROUGH COUNCIL**  
**AGENDA FOR MEETING ON July 17, 2024**

1. CALL TO ORDER - Council Vice-President Ms. Dawn Lynn called the Council Meeting to Order at 6:30 P.M. on July 17, 2024, in the Manor Community Room and led the

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. APPROVAL OF THE MINUTES for meeting on 06/19/2024 – Mr. Dornin motioned to accept the meeting minutes for the meeting held on June 19, 2024. Seconded by Mr. Gongaware, and the motion carried unanimously.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY – Ms. Lewis commented that the sound system for the community room was not on the agenda, and she stated that it was supposed to be on the agenda. Ms. Lynn stated that Ms. Lewis could not speak about this since it is not an agenda item. Solicitor Dice stated that Ms. Lewis could speak about this issue later during public comment.

6. MAYOR'S REPORT - The Mayor reported that the police had received 79 total calls, and currently have 4 docketed cases. Of those 4 docketed cases 3 are traffic and 1 is nontraffic. The Mayor reported that he had reached out to Mr. Charrie to hold a reorganization meeting for the recreation board, and did not receive a response. The Mayor asked when do funds from the American Rescue Fund need to be allocated and spent, and if residents will have input. Solicitor Dice stated funds need to be allocated by September 30, 2024 and spent by December 31, 2026. She also stated that the residents will be allowed input. The Mayor commented on various issues in the lower park, and they are the restroom renovation needs closure, the bridge needs repainted, the pavilion needs picnic tables, benches are needed near the playground, and the sports court needs new basketball hoops. The Mayor also stated that the emergency action plan needs finished, the "Welcome to Manor" signs need upgraded, and the sound system needs a solution.

7. SOLICITOR'S REPORT – None.

8. ENGINEER'S REPORT – The Engineer reported that the Oak Street/McKelvey Street project has been advertised for bids.

9. ZONING OFFICER'S REPORT – None.

10. BOROUGH MANAGER'S REPORT – The Borough Manager reported that EMC Insurance distributed their annual dividend in the amount of \$4,633.60.
11. TREASURER'S REPORT – Mr. Vacha motioned to approve the treasurer's report for the month of June 2024. Seconded by Mr. Gongaware, and the motion carried unanimously.
12. TAX COLLECTOR'S REPORT – Mr. Gongaware 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 – None.
  - b. Community Betterment, Parks & Recreation -
  - c. Personnel & Finance – None.
  - d. Community Outreach & Communication – None.
  - e. Planning & Zoning – Mr. Gongaware reported that Mr. Charrie has received bids for the restroom renovation in Manor Park. Mr. Vacha reported that there were bids submitted for a building inspector and code enforcement officer, and that they plan to meet with them.
  - f. Public Safety & Public Works – Mr. Nemitz reported that he and the Borough manager did a storm survey on Monday, July 17<sup>th</sup> to inspect the damage from that storm. He reported that there was multiple fallen trees and many branches down. He recommended everyone download the CodeRed app that is promoted by Westmoreland County. It is available on the Apple App Store and the Google Play Store. The Borough Manager asked the committee to put a uniform speed limit on Rowe Road, and recommend the Engineer perform a traffic study.

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 appointing a Third-Party Code inspection and Permitting services entity for both residential and non-residential activities regulated by the UCC. – Mr. Vacha motioned to table. Seconded by Mr. Gongaware, and the motion carried unanimously.
- b. Discussion and/or Deliberation and/or Official Action on updating sewer rules and regulations. – Solicitor Dice stated that she will draft a resolution and will work with the Engineer on the wording of the engineering aspects. Mr. Vacha motion to table. Seconded by Mr. Nemitz, and the motion carried unanimously.
- c. Discussion and/or Deliberation and/or Official Action on Manor Park restroom. – Mr. Gongaware state the Mr. Charrie has received bids for the renovation of the current restroom. Mr. Vacha stated that the Engineer gave potential sites for a new restroom. The Engineer stated that options 1 and 2 are located in the flood plain. He stated that option 3 is not in the flood plain and would need a wall built. The engineer stated that the water would come from Brush Street, and the sewage could be pumped to Brush Street or tied into current lines in the park. The Engineer believes option 3 would be best because it is not in the flood plain and would give easy access to the park. The Borough Manager stated that he will work with the Engineer to get information on costs. Mr. Vacha stated he would like to see Mr. Charrie's bids before making a decision,

and motioned to table. Seconded by Mr. Nemitz, and the motion carried unanimously.

15. NEW BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on intermunicipal agreement with neighboring municipalities for resource sharing during emergencies. – The Borough Manager reported that he spoke with Trafford and Irwin about resource sharing following large storms, and wanted to know if Council is interested. Mr. Dornin motioned that they are interested. Seconded by Mr. Nemitz, and the motion carried unanimously.
- b. Discussion and/or Deliberation and/or Official Action on payment request from Derry Construction for street paving. – The Engineer stated that the project was completed in June, and that a 5% retainer is being held until the bond and closeout paperwork is returned. Mr. Nemitz asked if there is a punch list, and there is not. Mr. Gongaware motioned to approve the payment to Derry. Seconded by Mr. Vacha, and the motioned carried unanimously.
- e. Discussion and/or Deliberation and/or Official Action on Resolution 2024-10 approving final subdivision plan for PT Commercial Court development. – Solicitor Dice reported that Penn Township has approved of the storage units and outdoor storage for vehicles and other items. She also stated that the applicant has submitted everything that was asked of them by the Planning Commission. Mr. Vacha asked where the entrance and exit would be, and Solicitor Dice answered that it is on the Penn Township side. Solicitor stated that the Planning Commission gave restrictions for the outdoor storage, and that they recommend approving. Mr. Vacha motioned to approve Resolution 2024-10. Seconded by Mr. Dornin, and the motion carried unanimously. The roll call vote is as follows:

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

- c. Discussion and/or Deliberation and/or Official Action on approving Memorandum of Understanding with Teamsters Union Local 205. – Mr. Vacha motioned to approve the memorandum of understanding with Teamsters Union Local 205. Seconded by Mr. Dornin, and the motion carried unanimously.
- d. Discussion and/or Deliberation and/or Official Action on request for a Restrictive License Agreement to erect a fence within an easement for Tax Parcel ID 19-03-03-0-093 – The Borough Manager stated this is for a Resident on Mt. Pleasant Boulevard to erect a fence, and Council approval is needed. Mr. Dornin motioned to draft an ordinance. Seconded by Mr. Nemitz, 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 hire John Lubawski Jr. pending passing a drug test and psychological evaluation. Seconded by Mr. Dornin, and the motion carried unanimously.

16. CORRESPONDENCE – None.

17. APPROVAL TO PAY BILLS – Mr. Gongaware motioned to pay the bills as of July 19, 2024. Seconded by Mr. Dornin, and the motion carried unanimously.

18. EXECUTIVE SESSION for personnel matters and matters of potential litigation. – Mr. Nemitz motioned to go out of order and into executive session. Seconded by Mr. Gongaware, the motion passed unanimously at 6:52 PM. Mr. Gongaware motioned to return to regular session. Seconded by Mr. Nemitz, the motion passed unanimously at 7:08 PM. Discussed were matters of personnel.
19. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet) – Ms. Lewis stated that the audio system was put out to bid, and that Solicitor Dice wrote the bid. Ms. Lewis stated that the audio system was not ADA compliant, and that it would cost between #30,000 - \$40,000. Ms. Lewis stated she submitted a Right to Know Law request for an item list for this, and the record was not found. Ms. Lewis also commented on the permanent council chambers, and asked where would they be located.
20. Motion To Adjourn – There being no business to discuss, a motion "to adjourn the meeting" was made by Mr. Dornin and was seconded by Mr. Nemitz. The motion carried unanimously. The meeting was adjourned at 7:37 PM.

Joseph N. Lapia  
Borough Manager