

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING ON March 12, 2025

1. CALL TO ORDER – Council President Mr. Tony Gockel called the Council Meeting to Order at 6:32 P.M. on March 12, 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
(Absent)	Ted Dornin	Randy Carlson, Chief of Police
	Jason Krainbucher, Zoning Office	

4. APPROVAL OF THE MINUTES for meeting on 02/12/2025 – Ms. Lynn motioned to accept the meeting minutes for the meeting held on February 12, 2025. Seconded by Mr. Gongaware, and the motion carried unanimously.

At this time Mr. Gongaware made a motion to go out of order. Mr. Nemitz seconded, and the motion carried unanimously. See Agenda item #14b below.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY – Ms. Rubright asked if spot change zoning is allowed in a residential area. Mr. Gockel answered no, and stated that what she is referring to is called a variance. Mr. Charrie stated that a variance would not change the zoning of that property. Ms. Rubright stated that she thinks all Borough vehicles should have GPS monitoring, and that the Borough should know where all their vehicles are.

Ms. Lewis asked if Council received the changes to the zoning ordinance, and Mr. Gockel stated they got them today. Ms. Lewis asked why the public did not get those changes. Solicitor Dice stated that tonight there will be just discussion on the changes and nothing will be adopted. Ms. Lewis asked if there will be a public meeting. Solicitor Dice stated that there will be a public meeting and not a public hearing because there were no significant changes to the ordinance. Solicitor Dice discussed some of the changes that were made. She stated that it needs advertised twice, and Council can adopt it at the next meeting. Ms. Lewis asked when can she submit amendments because there are errors in the ordinance, and stated that the use table is not explained in the ordinance. Solicitor Dice stated that the use table is common in zoning ordinances. Mr. Charrie stated that it was written to sustain legal challenges and to fit the county plan. Mr. Charrie stated that most of the changes that were discussed should be amendments. He stated that if there are issues after it passed, it can be amended in the future. Ms. Lewis asked when should she send her ideas to the Planning Commission, and Mr. Charrie answered at any time. Ms. Lewis asked if what Mr. Charrie and Solicitor Dice are presenting from the Planning Commission would be voted on tonight. Solicitor Dice stated that they will vote next month, and it will be available for the public to view. Ms. Lewis asked if they are taking out the GPS units, and Mr. Gockel answered no. Ms. Lewis ask about the

sewage billing options. Mr. Gockel stated that the current company that does billing will no longer be doing it in January 2026.

6. MAYOR'S REPORT – None.

7. SOLICITOR'S REPORT – None.

8. ENGINEER'S REPORT – The engineer reported that on McKelvey Street, they are installing two storm inlets and removing the old sewer main line, and that restoration work is all that remains. He reported that on Oak Street, MAWC is waiting for materials to be delivered. He reported that he does not recommend paving Oak Street and McKelvey Street this year, and that they are working on estimates for paving Observatory Street.

9. ZONING OFFICER'S REPORT – None.

10. BOROUGH MANAGER'S REPORT – The Borough Manager stated that statements of financial interest are due on May 1st. He reported that the Borough received their liquid fuels payment in the amount of \$105,395.09.

11. TREASURER'S REPORT – Ms. Lynn motioned to approve the treasurer's report for the month of February 2025. 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. Nemitz, and the motion carried unanimously.

13. COMMITTEE REPORTS

- a. Building & Properties – Mr. Charrie reported that the committee met with Borough Manager to discuss a new public works building and toured the current public works building. Mr. Charrie stated that they will meet again to discuss this and Mr. Gockel asked to be included. The Borough Manager stated that the sign installer needs the exact location of the V-shaped sign marked out. Mr. Charrie asked if a survey needed submitted to the county. Solicitor Dice stated she needs the metes and bounds and then can submit it to the county. The Borough Manager suggested the Engineer mark the location for the sign and Mr. Charrie agreed.
- b. Community Betterment, Parks & Recreation – Ms. Lynn stated that Recreation Board will be meeting in April to discuss future plans.
- c. Personnel & Finance – Mr. Vacha stated that they met to discuss the sewage billing.
- d. Community Outreach & Communication – Ms. Lynn stated that they are working on the junior council program.
- e. Planning & Zoning – Mr. Charrie asked to give his report during agenda item #14a and Mr. Gockel approved.
- f. Public Safety & Public Works – Mr. Nemitz stated that he met with Chief Stutz to discuss purchasing a new fire truck.

14. OLD BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on the "Manor Borough Zoning Ordinance" and replacing Chapter 27 of the Manor Borough Code of Ordinances in its entirety. – Mr. Charrie discussed the new zoning ordinance

and the Planning Commission meeting Monday night. Mr. Charrie discussed amendments for items that could not be easily changed in this ordinance such as allowing chickens in a residential district. Mr. Gockel asked about solar panels and Mr. Charrie stated that would be an amendment. Mr. Gockel asked about Sunday hours for home-based business. Solicitor Dice stated that the ordinance allows for people to come to the home Monday through Saturday from 8-8, and allows for the business owner to operate 24 hours a day. Mr. Charrie stated that Planning Commission discussed this and the issue was traffic for the neighbors after hours. Mr. Brant and Mr. Charrie further discussed Sunday hours for home-based businesses. Solicitor Dice stated that Planning Commission discussed and voted on this issue, and Council can choose to adopt it or not. She stated that Council does not need to vote on the ordinance, but they do need to vote on sending it to the county and advertising it. Mr. Gockel and Solicitor Dice further discussed the issue with traffic for home-based businesses. Solicitor Dice stated that Council needs to decide the hours of operation, and that can be done when the ordinance is adopted. Mr. Charrie stated that they should make these changes tonight and send to the county. Solicitor Dice stated she can only send the Planning Commission recommendations to the county. Ms. Lynn asked if a home-based wood working business is working at night, how would that be regulated. Solicitor Dice stated that would be regulated under the noise ordinance. The Borough Manager stated the zoning ordinance is in conflict with the access drive ordinance in regards to the driveway opening. Solicitor Dice stated that the zoning ordinance would supersede the access drive ordinance. She explained that this was added because residents wanted to park in their front yard, and they did not want residents to park on grass. The Borough Manager stated that this allows for the driveway opening to extend into the front of the home, and Mr. Charrie stated that the idea was to allow the driveway to be wider on the side where the driveway already exists. The Borough Manager stated the access drive ordinance was passed because when houses were being built the SALDO was restrictive on the size of the driveway opening. He stated that beyond the Borough Right of Way, driveways can be as wide as the owner wants. Mr. Brant and Mr. Charrie discussed that the zoning ordinance does not dictate which direction the curb cut should go. The Borough Manager asked that if someone has an opening that goes towards the front of their house, they would be allowed to park trailers, motor homes and cars there. Mr. Charrie stated that they did this so vehicles would not be parked all over the grass, and that the extended opening would be on the same side as the current opening. The Borough Manager and Mr. Charrie further discussed the way it is written allows for driveways to extend to the front of the house, and not just to the side of the existing driveway. Mr. Vacha stated that his driveway is on the property line, and this would allow him to extend his driveway to the front of his home. Mr. Charrie stated that was not the intention and that it could be fixed. Mr. Vacha stated that not many people wanted to park in their yard, and that many people just wanted to allow temporary parking in their yard. Mr. Charrie further discussed why the Planning Commission chose to add this to the zoning ordinance. Solicitor Dice suggested removing this from the zoning ordinance, reference the access drive ordinance, and amend the access drive ordinance. The Borough Manager and Solicitor Dice discussed the definition of a driveway. Mr. Charrie motioned to advertise the ordinance for public meeting and send the ordinance to the county. Mr. Gongaware seconded, and the motion carried unanimously.

- b. Discussion and/or Deliberation and/or Official Action on the Solicitor drafting a resolution to allow the Manor VFD to apply for another LSA grant and the Borough helping with the purchase of a truck. – Mr. Hensell from Manor VFD stated that they have submitted a proposal, and that they have looked at other manufacturers but they all cost about the same. Mr. Gockel discussed an email he received that listed the truck committee members and other items that they need to do and stated that he would like more information. Mr. Charrie discussed wanting a financing plan that described the dollar amount from each financing source. Mr. Gongaware stated the Chief looked into the 2% state loan and that they currently have \$200,000 in their truck fund. Mr. Hensell stated that they are trying to get everything together, and just want Council's approval to apply for the grant. Mr. Gockel stated that he would support them but that he needs more information. Mr. Charrie stated that he would support them but has an issue with financing. Mr. Gongaware stated they are only asking for a resolution to apply for the grant. Ms. Kolbosky stated that the grant opens in September and they are trying to gather information. She said they are not asking for any money just for support. Mr. Charrie asked if someone from the Borough would be helping them with the application. The Borough Manager stated that someone would have to sit with him to apply for grant and supply information. Ms. Kolbosky stated that the fire department would do all the work, but the application has to come from the Borough. Mr. Hensell stated that they will work with Public Safety committee, and that they are not asking for money just for help. Ms. Lynn motioned to draft a resolution to allow Manor VFD to apply for an LSA Grant. Mr. Charrie asked that Ms. Lynn add to her resolution that they are instructing the Solicitor to prepare a resolution that has the administrative office and the fire department working in conjunction for an LSA grant. Ms. Lynn amended her motion. Mr. Nemitz seconded and the motion carried unanimously.

15. NEW BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on authorizing the sale of the 2020 Dodge Durango. – The Borough Manager stated that Penn West University is no longer able to purchase the vehicle and that he needs a motion to put it on Municibid. Ms. Lynn motioned to authorize the sale of the 2020 Dodge Durango and Mr. Nemitz seconded. Mr. Brant asked if they would have to remove anything from the vehicle and the Borough Manager stated that it depended on the buyer. Ms. Lynn asked what the selling price would be, and the Borough Manager stated that he has to research this further and that they are not obligated to accept the highest bid. The motion carried unanimously.
- b. Discussion and/or Deliberation and/or Official Action on GPS units in Police vehicles. – Mr. Brant stated that this is a moot point because they are under contract. Mr. Vacha stated that they looked into it but they cannot be removed because of the contract. Mr. Brant stated that per the employee contract, they cannot be used for discipline and that he was looking for a way to save money. Mr. Charrie stated that it was originally put in for officer safety.
- c. Discussion and/or Deliberation and/or Official Action on adopting and advertising the 2024 annual audit. – The Borough Manager stated that it is a clean audit and that there were no issues. Mr. Gongaware motioned to adopt and advertise the 2024 annual audit, and Ms. Lynn seconded. Mr. Charrie asked if it has to be advertised for 30 days, and the Borough Manager

answered no and that it has to be submitted by April 1st. The motion carried unanimously.

- d. Discussion and/or Deliberation and/or Official Action on sewage billing options starting January 1, 2026. – The Borough Manager stated that the current provider notified the Borough that they will no longer do the billing starting in January 2026. The Borough Manager discussed the options for billing which included PTSA sending out the bills with the Borough collecting payment and purchasing Muni-Link software with the Tax Collector mailing the bills and collecting payment. The Borough Manager stated that he met with the finance committee to discuss this. Mr. Vacha stated that he thinks Muni-Link would be best and that it would cost about \$26,000 per year after the first year. Mr. Brant asked what the Borough currently pays and the Borough Manager stated between \$10,000 to \$12,000. Mr. Vacha motioned to purchase Muni-Link with a two-year contract for the Tax Collector. Mr. Gongaware seconded, and the motion carried unanimously.
- e. Discussion and/or Deliberation and/or Official Action on approving the purchase of an emergency generator for the Municipal Building. – The Borough Manager stated that they have received a grant that pays for 100% of the generator. Mr. Gongaware motioned to approve the purchase of an emergency generator for the Municipal Building. Ms. Lynn seconded and the motion carried unanimously.
- f. Discussion and/or Deliberation and/or Official Action on accepting the resignation of the Administrative Assistant. – Ms. Lynn motioned to accept the resignation of the Administrative Assistant. Mr. Gongaware seconded, and the motion carried unanimously.
- g. Discussion and/or Deliberation and/or Official Action on advertising and accepting resumes for the Administrative Assistant position. – Mr. Gongaware motioned to advertise and accept resumes for the Administrative Assistant position. Ms. Lynn seconded. The Borough Manager stated that the Personnel Committee discussed advertising on March 17th, resumes due on March 28th, interviewing the following week, and a start date in early May. He stated that Council needs to decide how many times to advertise. Mr. Gongaware amended his motion to advertise for two weeks, and Ms. Lynn amended her second. The motion carried unanimously.
- h. Discussion and/or Deliberation and/or Official Action on street sweeping. – The Borough Manager stated that they do street sweeping every year, and that there has been a price increase. Mr. Gongaware motioned to approve street sweeping. Ms. Lynn seconded and the motion carried unanimously.
- i. Discussion and/or Deliberation and/or Official Action on accepting the resignation of the part-time Custodian. – Ms. Lynn motioned to accept the resignation of the part-time custodian, and Mr. Gongaware seconded. The motion carried by majority with Ms. Lynn opposed.
- j. Discussion and/or Deliberation and/or Official Action on accepting resumes for the part-time Custodian position. – Ms. Lynn motioned to accept resumes and advertise the part-time custodian position on March 17th and 24th. Mr. Nemitz seconded. Mr. Gongaware asked how much the position paid, and the Borough Manager stated it is about \$19 based on the contract. The Borough Manager stated they need to decide on a due date for applications, and Mr. Vacha suggested April 7th. Ms. Lynn amended her motion to include a due date of April 7th. Mr. Nemitz amended his second, and the motion passed unanimously.

- k. Discussion and/or Deliberation and/or Official Action on lighting at the Veterans Memorial. – Mr. Vacha stated he discussed this with the Legion, and had the Borough Manager talk to West Penn Power to get electricity. He stated he got a quote from Eichelberger Brothers Electric, and they will donate their time, the Borough just has to pay for materials. Mr. Vacha stated it would cost \$1,963.13. The Borough Manager discussed the issue of who owns the pole because the pole is not owned by West Penn Power. Mr. Gockel asked if the Borough would pay the monthly electric bill, and the Borough Managers stated yes, it would be a new account. Mr. Vacha motioned to approve payment for lighting at the veteran’s memorial. Mr. Gongaware seconded, and the motion carried unanimously.
- l. Discussion and/or Deliberation and/or Official Action on payment request from S&E Utility Contracting. – The Engineer stated that has measured and approved the numbers and recommends paying it. Ms. Lynn motioned to approve payment to S&E Utility Contracting. Mr. Vacha seconded and the motion carried unanimously.
- m. Discussion and/or Deliberation and/or Official Action on repairs to the Rigid sewer camera. – The Borough Manager stated that it was sent for inspection and it needs a new camera head. He stated that the price is for a refurbished camera head, and a new one would cost about \$8,000. Mr. Vacha asked if there is a warranty for the refurbished one, and the Borough Manager was unsure. Mr. Charrie asked if it was inspected in person, and the Borough Manager answered yes. Mr. Charrie asked how old is the camera, and the Borough Manager answered since 2012. Mr. Charrie and the Borough Manager further discussed the refurbished camera head. Mr. Gongaware motion to approve the repair of the Rigid sewer camera, and Ms. Lynn seconded. Mr. Nemitz asked where it as being paid from, and the Borough Manager answered the sewer fund. The motion carried unanimously.

Mr. Gockel asked Mr. Charrie to finish is planning and zoning report. Mr. Charrie stated that he will be resigning from the Recreation Boar on April 30th, and that Council should appoint another Council representative. Mr. Gockel stated that he will add it to next month’s agenda. Mr. Charrie stated he spoke to the zoning officer about posted zoning notices, and would like to know about ZHB hearings. Mr. Charrie stated that the Sandywood lots will be discussed in April, and asked for the dedication paperwork. Solicitor Dice and the Borough Manager discussed the dedication paperwork, Mr. Charrie asked for the building lines and easements for this property, and the Engineer stated that he will get that for him, Mr. Charrie discussed Planning Commission agendas, and stated that occupancy permits will be discussed in April. Ms. Lynn asked to advertise vacant board positions, and Mr. Gockel stated that they will put out signs,

16. CORRESPONDENCE – None.

17. APPROVAL TO PAY BILLS – Ms. Lynn motioned to pay the bills as of March 12, 2025. Seconded by Mr. Vacha, 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 8:46 PM. Mr. Nemitz motioned to return to regular session. Seconded by Ms. Lynn, the motion passed unanimously at 9:36 PM. Discussed were matters of personnel regarding an employee investigation and potential litigation with contractors.

19. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet) – Mr. Huffman discussed concerns about a gas well near his property. He stated that last October, he smelled gas and called the gas company. The gas company told him that it released from the Sandrick well, and that it was not under the domain of the gas company. Mr. Huffman stated that the gas company told him that the well has a leak. Mrs. Huffman stated that the smell recently happened again, and they had to call the gas company. She stated that she is worried about an explosion. Mr. Gongaware stated that if it happens again to call 911 for the fire department, and Mr. Nemitz stated that the county would call the gas company. Mr. Huffman stated that he is concerned that people will become complacent and miss an actual leak. Mr. Gockel stated Mr. Nemitz will call the county and Mr. Charrie suggested calling the DEP.

Ms. Lewis stated that she put in a right to know request for an inspection request from a door company for the Borough building's doors, and asked why there is not a written inspection. Solicitor Dice stated that the insurance company council had an expert inspect the building to see if anything needed changed, and that she is unsure if there is a written report. Ms. Lewis asked Mr. Charrie if there was a written inspection, and Mr. Charrie stated that he could not remember, but that he remembered a list of items that needed fixed. Mr. Brant and Mr. Charrie discussed ADA requirements. Solicitor Dice stated that an inspection report from a door company does not exist. She stated that under the right to know law, if a document exists, but it is under litigation then it does not need to be disclosed. Ms. Lewis stated that she should get a denial that she can appeal. Ms. Lewis and Solicitor Dice further discussed the right to know law. Mr. Gockel asked what did she ask for specifically, and Ms. Lewis stated she asked for an inspection from a door company. Mr. Gockel stated that a door company did not do the inspection. Ms. Lewis stated that Mr. Gockel and Mr. Brant said it was a door company, and they denied saying that. Ms. Lewis stated that she in a right to know request and that she is allowed an approval or denial. Solicitor Dice asked if she got a response and what was the response. Ms. Lewis stated yes and it was denied due to record not existing. Ms. Lewis read from the International Building Code about doors, and stated that a DOJ settlement came in about doors and voting. She stated that she wants to settle this. Ms. Lewis stated that the doorbells are disabling, and that she damaged her wheelchair on the doors. Mr. Gockel stated that they cannot speak about this because it is ongoing litigation.

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 9:55 PM.

Joseph N. Lapia
Borough Manager