

**MANOR BOROUGH COUNCIL
AGENDA FOR MEETING ON March 20, 2024**

1. CALL TO ORDER- Council President Mr. Tony Gockel called the Council Meeting to Order at 6:30 P.M. on March 20, 2024, in the Manor Community Room and led the

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

(Present) Tony Gockel, President
Chuck Charrie
Dave Gongaware
Jim Vacha
Chelsea Dice, Solicitor
Randy Carlson, Chief of Police

Dawn Lynn, Vice-President
Ted Dornin
Terry Nemitz
Ed Malinoski, Mayor
Ed Antonacci, Engineer

(Absent) Mike Radakovich, Tax Collector

Jason Krainbucher, Zoning Office

4. APPROVAL OF THE MINUTES for meeting on 03/06/2024 – Mr. Charrie had two corrections for the March 6 meeting minutes. The first he wanted it noted that he did not attend the meeting in person, but had Solicitor Dice read aloud a statement he had prepared. The second correction is in section 8, subsection b he wanted added the renovation of the current restroom or the construction of a new restroom. Ms. Lynn motioned to accept the meeting minutes with the corrections for the meeting held March 6, 2024. Seconded by Mr. Dornin, Mr. Gongaware abstained, and the motion carried unanimously.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY- None

6. MAYOR'S REPORT- The Mayor reported the police had received 160 calls in the month of February. He also reported that there are 10 cases on the docket: 4 traffic, 4 non-traffic, and 2 criminal. He also noted that security cameras were installed at the police station and the borough building. Mr. Charrie is concerned about a property located at 198 Oak St that appears to be a health issue. The Mayor does not believe the borough has jurisdiction, and Mr. Vacha stated that they would have to speak to the zoning office.

7. SOLICITOR'S REPORT- None

8. ENGINEER'S REPORT- None

9. ZONING OFFICER'S REPORT- None

10. BOROUGH MANAGER'S REPORT- The Brush Street' bridge replacement is scheduled to start on April 1st and it is to last until October 31st. Mr. Gockel wants it posted on the website.

11. TREASURER'S REPORT- Mr. Charrie wanted to know if miscellaneous revenue is consistent month to month, and it is not. Mr. Charrie also wanted to know more

about the interfund reimbursement. The interfund reimbursement is done monthly to cover the wages expensed from the sewer fund for administrative and public works departments. The reimbursement was higher in February because there were three pay periods. Mr. Vacha motioned to approve the Treasurer's Report for the Month of February 2024. Seconded by Ms. Lynn. The motion carried unanimously.

12. TAX COLLECTOR'S REPORT- Mr. Gongaware motioned to approve the Treasurer's Report for the Month of February 2024. Seconded by Mr. Nemitz. The motion carried unanimously.

13. COMMITTEE REPORTS

- a. Building & Properties- None
- b. Community Betterment, Parks & Recreation- None
- c. Personnel & Finance- None
- d. Community Outreach & Communication- Ms. Lynn noted that they are still getting things together.
- e. Planning & Zoning- The committee had met the previous Monday, and they are half way through their final review of the zoning map. They want to finish their review by their next meeting in April, and vote to approve it in May. Solicitor Dice noted that there needs to be a public meeting and notices sent out before adoption. Furthermore, she notes that zoning officer and engineer should review the map before adoption. Mr. Charrie also added that the board had approved the purchase of copies of the maps to be available for the public. He also requested updated monthly budgets for the commission. Finally, Mr. Charrie asked about the annual assessment of the parks, but it has not been completed yet. He also asked about a timetable for the park reopening, but there is not a timetable for reopening because it is weather dependent.
- f. Public Safety & Public Works- Mr. Nemitz had met with the fire department about the status of the engine. He wanted to know about adding a tax to finance it. Solicitor Dice noted that there would need to be a meeting and advertising for it, and Mr. Vacha noted that it could not be added until next year for the budgeting purposes.

14. OLD BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on adopting Ordinance 599-24-01 repealing Ordinance 414-89-09 setting monthly meeting dates. – Mr. Charrie asked if this was repealing the ordinance from 1989 that set monthly meeting dates. Solicitor Dice stated that the ordinance from 1989 does not give council flexibility to schedule meetings, and this ordinance would give them that flexibility. She notes that this will also allow for recognition of special meetings. Mr. Nemitz motioned to adopt Ordinance No. 414-89-09. Mr. Gongaware Seconded. 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. 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 noted that two months ago he asked to be involved, and that they need to make a decision. Mr. Charrie wanted to know how the money from the fees are allocated. 70% of building permits and \$35 of other permits go to BIU. Mr. Charrie does not like the proposed contract, and wants to meet with BIU to discuss a new proposal. Mr. Gongaware wants to know if the borough can continue on a month-to-month basis. Mr. Vacha is concerned that BIU will give a 30-day notice, and the borough will be left without an inspector. Mr. Charrie proposes moving away from BIU, and giving residents a list of approved inspectors. The issue would then be needing a zoning officer. Mr. Charrie would like to meet with new regional manager of BIU. Mr. Vacha would like to be involved going forward. Mr. Vacha motioned to table this discussion. Seconded by Mr. Nemitz, the motion carried unanimously.

15. NEW BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on accepting bid for 2024 street paving. – The engineer noted that they had received five bids for the project, and Derry Construction was the lowest. Work is to start on May 20 and is to be completed on June 7. The contractor has three weeks to complete the construction. Mr. Charrie wanted to know if residents would be notified, and they will by mail. Mr. Gongaware wanted to know why Derry Construction's cost was low, and it is because of a lack of projects in the area. Mr. Gongaware motioned to accept Derry Construction's bid for the 2024 street paving. Seconded by Mr. Nemitz, the motion carried unanimously

16. CORRESPONDENCE

- a. Thank you note from Cub Scout Pack 230.

17. APPROVAL TO PAY BILLS- Mr. Charrie had a few questions regarding some of the bills. The first was if GPS Insight is a recurring bill, and it is. The second was about Certasite is for, and it was for the fire extinguisher inspection. The third was questions regarding payroll, and there are two full-time wage categories: one for police and one for public works. Administrative assistant pay was high because of the training of the new administrative assistant. The fourth question was regarding the check to Christina Antonacci, and the check was repayment for her to become a notary. The fifth question was what are billing receipt refunds, and they are refunds for final sewage payments. The sixth and final question is regarding D&M Contracting, and it was the first payment of the Cameron Drive storm sewer project. Ms. Lynn motioned to pay the bills as of March 20, 2024. Seconded by Mr. Nemitz, the motion carried unanimously.

18. EXECUTIVE SESSION- Ms. Lynn motioned to go into Executive Session for matters of Personnel. Seconded by Mr. Vacha, the motion passed unanimously at 7:37 PM. Mr. Vacha motioned to return to regular session. Seconded by Mr. Nemitz, the motion passed at 7:50. Discussed were matters of Personnel.

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 Mr. Nemitz and was seconded by Ms. Lynn. The motion carried unanimously. The meeting was adjourned at 8:00 PM.

Joseph N. Lapia
Borough Manager