

**MANOR BOROUGH COUNCIL
WORK SESSION MEETING ON March 6, 2024**

1. CALL TO ORDER- Council President Mr. Tony Gockel called the Council Meeting to Order at 6:46 P.M. on March 6, 2024, in the Manor Community Room and led the

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. APPROVAL OF THE MINUTES for meeting on 02/21/2024- Mr. Charrie noted a correction to section 14 subsection b on the February 21, 2024, meeting minutes. It had stated the cost of the Manor Park restroom as \$1,000,000, and it should have stated \$100,000. Ms. Lynn motioned to accept the meeting minutes for the meeting held February 21, 2024, with the correction. Seconded by Mr. Vacha, the motion carried unanimously.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY
None.

6. COMMENTS FROM BOROUGH OFFICIALS
None.

7. OLD BUSINESS
a.

8. NEW BUSINESS

- a. Discussion on draft 2023 Borough Audit - The 2023 Borough audit was distributed in February. It needs approval at the next council business meeting to be submitted to DCED by the end of month.
- b. Discussion on Manor Park restroom. – Ms. Dice read a letter from Mr. Charrie. Mr. Charrie wanted it noted that no vote on this issue could take place, and that only a discussion on renovating the existing restroom or constructing a new restroom could take place. The pricing on the prefabricated restrooms from last September is still current, but they will increase in the spring. It is unknown what the increase will be. The portable trailer type restroom that was previously discussed cannot be connected to the sewage or waterlines and would have to be emptied. The engineer has to perform field measurements of the proposed sites for the new restroom for compliances for slopes and other items. The new site beside the parking lot would require digging up part of the walking track or boring under the walking track for a new waterline. Mr. Vacha would prefer to use the prefabricated option near the parking lot than rebuilding in the

floodplain. Mr. Nemitz agreed with Mr. Vacha on not building in the floodplain. Boring under the track would be slightly more expensive but would not affect the newly installed walking track. For the prefabricated option, the Borough would only have to do the site preparation, and the manufacturing company would do the building. Site preparation costs would depend on the location of the new restroom and where the existing water and sewer lines are in the park. Mr. Vacha asked about having to use Costars. Yes, Costars has to be used, or otherwise the project would have to be put out to bid. This matter will be added to the agenda for the March Council Business meeting to be discussed further.

- c. Discussion on appointing a Third-Party Code inspection and Permitting services entity for both residential and non-residential activities regulated by the UCC. – Mr. Charrie requested a motion to table this discussion until April's business meeting. Mr. Vacha stated a phone interview with BIU was supposed to be set, but it was canceled because BIU is getting a new regional director. In last year's proposal, the permit costs would stay the same, but the full amount would be kept by BIU. If the Borough wanted to recoup administrative expenses, there would have to be a fee added to the permit costs. The proposed fee would be a percentage of permit cost in the BIU proposal. Vacha Solicitor Dice noted that if the Borough would add a fee, then it would have to be included in the price schedule and the Borough would need to update it's fee schedule. Mr. Vacha commented that the Borough had advertised in the Tribune Review for a third-party inspection company and did not get any applicants. The administrative fee can be either a flat fee for all permits or a percentage of the total permit cost. Mr. Vacha stated that BIU would be willing to negotiate their prices. Ms. Lynn and Mr. Gockel would like to get this resolved soon. It will be added to the agenda for the March Council Business meeting to be discussed further.

9. CORRESPONDENCE

None.

10. APPROVAL TO PAY BILLS- Ms. Lynn motioned to pay the bills as of February 22, 2024. Seconded by Mr. Vacha, the motion carried unanimously.

11. EXECUTIVE SESSION for personnel matters and matters of potential litigation.

None.

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

None.

13. 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 7:29 P.M.

Joseph N. Lapia
Borough Manager