

**MANOR BOROUGH COUNCIL**  
**MONTHLY MEETING May 14, 2025**

1. CALL TO ORDER- Council President Mr. Tony Gockel called the Council Meeting to Order at 6:31 P.M. on May 14, 2025, in the Manor Community Room and led the
2. PLEDGE OF ALLEGIANCE

3. ROLL CALL-

(Present)	Tony Gockel, President	Chuck Charrie
	Ted Dornin	Dave Gongaware
	Terry Nemitz	Jim Vacha
	Arrived 7:24PM	
	Sonny Brant, Mayor	Chelsea Dice, Solicitor
	Ed Antonacci, Engineer	Mike Radakovich, Tax Collector
(Absent)	Dawn Lynn, Vice-President	Randy Carlson, Chief of Police
	Jason Krainbucher, Zoning Office	

4. APPROVAL OF THE MINUTES for meeting on 04/09/2025 – Mr. Gongaware motioned to accept the meeting minutes for the meeting held on April 9, 2025. Seconded by Mr. Dornin, and the motion carried unanimously.

At this time Mr. Charrie motioned to go out of order to allow for a guest speaker. Mr. Vacha seconded and the motion carried unanimously. Westmoreland County Coroner, Tim Carson, spoke on 2024 annual report and programs offered by the Westmoreland County Corners office.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY- None.
6. MAYOR'S REPORT – None.
7. SOLICITOR'S REPORT – None.
8. ENGINEER'S REPORT – None.
9. ZONING OFFICER'S REPORT – None.
10. BOROUGH MANAGER'S REPORT – The Borough Manger discussed that the generator is being installed and the public works employees are started their NAASCO certifications.
11. TREASURER'S REPORT – Mr. Gongaware motioned to approve the treasurer's report for the month of April 2025. Seconded by Mr. Vacha, and the motion carried unanimously.
12. TAX COLLECTOR'S REPORT – Mr. Vacha motioned to approve the tax collector's report as presented. Seconded by Mr. Gongaware, and the motion carried unanimously
13. COMMITTEE REPORTS -

- a. Building & Properties – Mr. Charrie discussed adding soccer nets to the baseball field and stated he will have pricing at next meeting. Mr. Vacha stated the concrete pad has been poured and set in front of the park restroom.
- b. Community Betterment, Parks & Recreation – None.
- c. Personnel & Finance – Mr. Vacha is still working on the Veteran banners. There was discussion of what to put on the banners. Mr. Vacha will have pricing at the next meeting.
- d. Community Outreach & Communication – Mr. Gockel stated that they are still working Jr. Council Program.
- e. Planning & Zoning - Mr. Charrie stated the Planning Commission met on Monday. He stated they discussed solar panels, farms and billboards, and will have further discussions on this. Mr. Charrie stated they discussed occupancy permits, and the Solicitor Dice has made some drafts permits. He discussed the process applicants would follow for the permit. Mr. Gockel asked if this is for renters and home buyers, Mr. Charrie's reply was no. Mr. Charrie further discussed other municipalities' occupancy permits. Mr. Charrie asked the Solicitor Dice if the form would need to be changed. Solicitor Dice stated that the form and fees would not have to change if the regulations are not changed, only the application process. Solicitor Dice stated any change of occupancy has 10 days to provide name or change of lessee regarding leased property. Mr. Charrie stated the new form would require that information be provided. Mr. Charrie further discussed the need for occupancy permits in regards to taxes. Mr. Lapia asked if off street parking was addressed. Solicitor Dice stated there are off street regulations. Solicitor Dice believes one parking space per unit. Mr. Charrie discussed details of the topic of farming in the borough. Discussed were chicken coops. Mr. Charrie stated the area for coops will be 100 square ft; in the rear of the property, twelve chickens, no roosters. For any additional chickens residents would have to submit for approval for additional chickens and have 100 square ft. or property for the additional chickens. In addition, Mr. Charrie also stated they are for personal use only and not for sale. Any aspect of sales will be prohibited. Discussions will continue next month. Mr. Vacha inquired about yard requirement. Mr. Charrie stated 100 square ft. is the minimum and can not be more than 50% of your back yard undeveloped property. Mr. Vacha inquired about inspections for the residents with chickens. Solicitor Dice stated inspections would be done by the zoning officer. Mr. Charrie added that the permits would be required once a year. Solicitor Dice also stated the coop would have to be 7 ½ feet, in the rear of the property, off the property line for additional clarification. Solicitor Dice continued, next month advertising will be discussed followed by a public hearing and then adoption if approved. Mr. Charrie discussed the billboard leased sign on the Howard Oil site. This topic will be discussed at the July meeting. Solicitor Dice stated what we have currently is conditional use. Mr. Charrie stated he wants to address Zoning Hearing Board fees in the next months meeting. Stating that the people are not moving forward with their rights of appeal due to the fees being so high. Mr. Lapia stated that the last ZHB hearing, the fees did not cover the cost.
- f. Public Safety & Public Works – None.

14. OLD BUSINESS – None.

15. NEW BUSINESS

- a. Discussion and/or Deliberation and/or Official Action on Jurmac Developers Suddivision, Sandywood Place Lots 11 and 12. - Mr. Charrie motion to approve Jurmac Subdivision, Sandywood Place Lots 11 and 12. Mr Charrie motioned to approve as presented. Seconded by Mr.Gongaware and the motion carried unanimously.
- b. Discussion and/or Deliberation and/or Official Action on Ordinance 606-25-03 changing the Zoning Classification from OS (Open Space) to R-1 (Suburban Residential) for Tax Parcel Id's 19-01-06-0-002 and 19-01-06-0-003. Solicitor Dice requested that if moving forward with approving the amended purposed zoning ordinance, there be an amendment to reflect the parcel ID's for the front new subdivision and the front parcels to be considered, not the back that are being divided off for the stormwater detention pond due to the fact that we do not have the numbers yet for the stormwater detention pond. In addition, Solicitor Dice requested they deed the stormwater detention pond to the borough. Mr. Charrie motioned to approve. Mr. Dornin Seconded, and the motion carried unanimously.
- c. Discussion and/or Deliberation and/or Official Action on a sign policy for all Borough owned signs. Solicitor Dice stated that if there is decision made to open the board up to the public there can not be any discrimination as what an entity wants posted on the board. There needs to be a decision made to decide what types of signs will be permitted. Solicitor Dice also stated that she started a preliminary application to be reviewed at the next meeting. Mr. Gockel stated that the community outreach communication committee would be in charge of the approvals of the signs if it would be open for public use. Mr. Lapina explained how boards are created, the detail and time it takes to make them. Mr. Vacha suggested we keep the sign strictly for Manor Borough and no outside advertising. Further discussions will take place until we are ready to make a firm decision on if the public will be offered the opportunity to use the sign. Motion to table by Mr. Gongaware, seconded by Mr. Nemitz. The motion carried unanimously.
- d. Discussion and/or Deliberation and/or Official Action on authorizing the Solicitor to draft an Ordinance and Restrictive License agreement for the placing of a fence within an easement for Tax Parcel ID 19-01-11-0-097
- e. Discussion and/or Deliberation and/or Official Action on Resolution 2025-05 appointing Tony Gockel to the Recreation Board. - Mr. Gongaware motioned to appoint Mr. Gockel, seconded by Jim Vacha. The roll call vote is as follows:

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

The motion carried unanimously.

- f. Discussion and/or Deliberation and/or Official Action on authorizing the Borough Engineer to solicit bids for the Manor Park Restroom site preparation. Mr. Vacha motioned to authorize the engineer to solicit bids for Manor Park

restroom site preparation. Mr. Gongaware seconded and the motion carried unanimously.

- g. Discussion and/or Deliberation and/or Official Action on declaring picnic tables as surplus property. Borough Manager wants to dispose of four, eight foot and two, sixteen-foot picnic tables. He stated they are valued at less than \$2,000, and they can solicit offers. Mr. Dornin motioned to declare the picnic tables as surplus property, seconded by Mr. Charrie. The motion carried unanimously.
- h. Discussion and/or Deliberation and/or Official Action on payment request from S&E Utility Contracting. – The Borough Manager stated this was work done prior to the April meeting. Mr. Gongaware asked about the change orders on the invoice. The Borough Manager answered those were not included on this invoice. Mr. Charrie asked if by paying this invoice we are accepting the change orders, and solicitor Dice said no. Mr. Vacha motioned to pay \$15,743.06 to S&E Utility Contracting. Mr. Gongaware seconded; the motion carried unanimously.

16. CORRESPONDENCE – None.

17. APPROVAL TO PAY BILLS – Mr. Dornin motioned to pay the bills as of May 14, 2025. Seconded by Mr. Gongaware, and the motion carried by majority with Mr. Charrie voting no.

18. EXECUTIVE SESSION - For personnel matters and matters of potential litigation. – Mr. Nemitz motioned to go into executive session. Seconded by Mr. Vacha, and the motion passed unanimously at 7:56 PM. Mr. Nemitz motioned to return to regular session. Seconded by Mr. Gongaware, the motion passed unanimously at 8:32 PM. Discussed were matters of litigation.

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 Mr. Dornin. The motion carried unanimously. The meeting was adjourned at 8:33 PM.

Joseph N. Lapia  
Borough Manager