

**MANOR BOROUGH COUNCIL  
WORK SESSION MEETING ON September 4, 2024**

1. CALL TO ORDER – Acting Council President Ms. Dawn Lynn called the Council Meeting to Order at 6:30 P.M. on August 21, 2024, in the Manor Community Room and led the

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. APPROVAL OF THE MINUTES for meeting on 08/21/2024 – Mr. Gongaware motioned to accept the meeting minutes for the meeting held on August 21, 2024. Seconded by Mr. Dornin, and the motion carried unanimously.

5. PUBLIC COMMENT – AGENDA ITEMS ONLY – None.

6. COMMENTS FROM BOROUGH OFFICIALS – Mr. Gockel stated that his first week as mayor has been good, and he may need council help in the future.

7. OLD BUSINESS – None.

8. NEW BUSINESS

a. Discussion on Community Room sound system. – Mr. Charrie stated he contacted three additional companies for estimates, but they did not have all items in stock. His original estimate is in the same price range and the company does have all items in stock. This sound system includes 8 microphones, 2 speakers, 20 person assisted listening devices, cables, adapters, and a storage case. It is Bluetooth enabled and ADA compliant. Mr. Charrie also stated that Community Room renters would be able to use the sound system. Mr. Charrie asked Ms. Lewis if she reviewed this sound system, and she stated no, that she did not receive any of that. Mr. Charrie clarified that it was the same packet that was given to her previously. Ms. Lewis stated she did read it, and that she agreed to it. The sound system costs \$7,644 and the storage case costs \$469. Mr. Charrie stated he spoke to contractor regarding permanent council chambers. It would have space for 12 chairs and a podium, and it would cost \$8,900. Solicitor Dice that the table and sound system would have to be separate because together they would hit thresholds for bids. Ms. Lynn is concerned about a liability with renters being able to use it. Mr. Charrie stated the system could be stored for rentals, and he asked if the table and sound system could be added as separate items on the September 18<sup>th</sup> agenda.

- b. Discussion on American Rescue Plan funds. – Solicitor Dice stated the funds need to be designated by the end of 2024, and the Borough manager stated that it was previously stated that it will be used for lost general fund revenue. Mr. Charrie stated that he believes there needs to be more done, and asked if there needs to be an exact list of projects stated. Solicitor Dice answered that it can be claimed as lost revenue or there can be a stated list of projects. Mr. Charrie asked if there needs to be proof of lost revenue, and Solicitor Dice stated no, there is a standard allowance allowed up to \$10 million. Mr. Charrie asked if it could be used now on the sound system, and Solicitor Dice answered yes. Mr. Vacha stated there are multiple projects that the funds could be spent on including the new park restroom, the sound system, cameras, tables and benches for the park. Mr. Charrie asked for the council members to create lists for the next meeting.
- c. Discussion on Resolution needed for Local Share Account Category 4 Facilities Program Grant. – The Borough Manager stated that he read the requirements for the grant, and it requires Council pass a resolution. Solicitor Dice stated it should be on the agenda for the September 18<sup>th</sup> meeting, and that she will have one prepared.
- d. Discussion on Veterans Banners. – Mr. Vacha stated that residents have asked him about putting up banners for veterans, and he would like to do this for past and present veterans of Manor. It would cost \$250 per banner and \$150 for the holders. Other municipalities have had applications for family members to apply. Mr. Vacha wants to advertise for applications to gauge interest, and wants to know how many poles are in the Borough. The Borough Manager stated that you would need to ask permission from the utility companies. Mr. Charrie asked about sponsors to lower the price for residents, and Mr. Vacha said he would like to see how many people are interested first. Mr. Gockel asked if his father who was a veteran but not from Manor could get one. Mr. Vacha stated he would like Manor residents first and then open it to more, but stated Mr. Gockel should still show interest. Mr. Charrie asked if pictures would be required, and pictures would be required. Mr. Vacha asked that this be added to the Septer 18<sup>th</sup> meeting agenda.

9. CORRESPONDENCE – None.

10. APPROVAL TO PAY BILLS – Mr. Gongaware motioned to pay the bills as of September 4, 2024. Seconded by Mr. Vacha. Mr. Charrie asked about the frequency and timing of the check to the Manor Public Library. The Borough Manager responded that it is sent once a year and usually in April. The motion carried unanimously.

11. EXECUTIVE SESSION for personnel matters and matters of potential litigation. – Mr. Vacha motioned to go into executive session at 7:17 PM. Seconded by Mr. Dornin, and the motion carried unanimously. Mr. Dornin motioned to return from executive session at 7:44 PM. Seconded by Mr. Vacha, and the motion carried unanimously. Discussed were matters of potential litigation concerning Sandywood Place lots 11 and 12, and matters of personnel concerning the police.

12. CITIZEN COMMENTS/PUBLIC COMMENTS (From Sign-Up Sheet) – Ms. Lewis asked why bids are needed for the sound system. Solicitor Dice stated that the tables and sound system combined would legally require three additional quotes. Ms. Lewis asked if a sound system would be picked next meeting, and Solicitor Dice

answered yes. Mr. Charrie stated that information on the initial sound system that was found was passed out to Council, and was the best price. Ms. Lewis stated the ARPA funds are not allowed to be used for the park restroom or benches. She stated that there was no money given to residents during the COVID-19 pandemic, and that she asked previously about applications to give the money to residents.

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. Gongaware. The motion carried unanimously. The meeting was adjourned at 7:53 PM.

Joseph N. Lapia  
Borough Manager