

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – January 16, 2019

The Manor Borough Council held its monthly business meeting on Wednesday, January 16, 2019 at 7:00 P.M., in the Manor Borough Building.

Council President, Mr. Brian Woy called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Brian Woy, President	Bruce Hartman, Vice President
	Ralph Hensell	Christine Marchand
	Jim Vacha	Jeremy Dixon, Mayor
	John Campfield, Solicitor	Ed Antonacci, Engineer
	Mike Radakovich, Tax Collector	George Valmassoni, Chief of Police
	Dave Gongaware	Dawn Lynn
(Absent)	Edwin Howley, Planning & Zoning Office	

Minutes – A motion “to accept the minutes of the meeting held on December 19, 2018, as read” was made by Mr. Hensell, and seconded by Ms. Marchand. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – None.

Solicitor’s Report (Mr. Campfield) – None.

Engineer’s Report (Mr. Antonacci) – None.

Planning & Zoning Officer’s Report (Mr. Howley) – None.

Borough Manager’s Report (Mr. Lapia) – The Manor VFD submitted their annual report to the Borough. The water run off in Manor Park has appeared again. Mr. Lapia contacted the DEP and the Bureau of Abandoned Mines for assistance. The Bureau of Abandoned Mines will send a representative to obtain a water sample to confirm the water is mine run off. One term on the Planning Commission has expired. The member has been sent correspondence twice, and has failed to respond, therefore the seat is vacant to anyone interested. Work is beginning on the storm sewer outfall between 210 and 212 Cameron Drive. The 2 access options are: Through the driveway at 210 Cameron or a 30 foot wide Borough right of way access. A second outfall in that area needs cleaned out to give the Borough MS4 credits. The downside to using the Borough’s right of way is the placement of resident’s sheds, which are a hindrance to the Borough accessing the property. Cost to replace the resident’s driveway at 210 Cameron Drive, if necessary, is \$15,000-\$25,000. If the Borough puts in a proper access, the cost is expected to be \$15,000 plus restoration costs.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of December 2018, as prepared” was made by Mr. Hartman and seconded by Mr. Hensell. The motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of December 2018, as prepared by Mr. Hartman” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.

- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – None.

Mr. Woy explained a Capital Plan needs to be created for improvements and enhancements to the Borough. He specifically the Borough parking lot needs improved and paved, and the Borough Administration Office is out of space. An Ad Hoc Capital Plan committee was formed: Mr. Hensell, Ms. Marchand and Mr. Woy volunteered. Mr. Woy also reported the Civil Service Commission met prior to the Council Meeting and Council received a copy of the top 3 candidates from the Civil Service Testing. Mr. Lapia noted he can have someone from the DEP come out and take a look at the Borough parking lot. The DEP may be able to give suggestions on how to best redesign the parking lot and note if any grants would be available should the Borough decide to “go green”.

Mr. Hartman motioned to go out of order into Executive Session for personnel matters and matters of potential litigation. Seconded by Ms. Marchand, the motion carried unanimously at 7:26 P.M.

Mr. Hensell motioned to return to the Council Meeting. Seconded by Mr. Hartman, the motion carried unanimously at 7:41 P.M.

Unfinished Business

- Discussion on 2019 Street Paving Program. Council decided to bid the paving of Crimson Drive and Gregory Drive together. Mr. Vacha motioned to have the Borough Engineer prepare the bid package for the paving of Crimson Drive and Gregory Drive. Seconded by Mr. Hensell, the motion carried unanimously.

New Business

- Consideration “to adopt Resolution 2019-01 reappointing Keith Biskup to the Zoning Hearing Board. Mr. Hensell motioned to adopt Resolution 2019-01 reappointing Keith Biskup to the Zoning Hearing Board. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to adopt Resolution 2019-02 reappointing Joy Clontz to the Recreation Board. Ms. Marchand motioned to adopt Resolution 2019-02 reappointing Joy Clontz to the Recreation Board. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to accept the resignation of Patrolman Scott Urias.” Mr. Hensell motioned to accept the resignation of Patrolman Scott Urias. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to hire a full-time police officer.” Mr. Hartman motioned to hire Ross Welshons from the Civil Service List pending drug and psychological test results. Seconded by Mr. Hensell, the motion carried unanimously.
- Request from Cub Scout Pack 230 for use of the Community Room. Cub Scout Pack 230 requests the rental fee we waived for their event. Ms. Marchand motioned to waive the rental fee, but hold them to the \$75 cleaning fee and post a security deposit. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve payment request from Derry Construction.” Mr. Vacha motioned to pay Derry Construction \$12,268.65, the balance of the retainage held. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve payment request from KGD Contracting.” Mr. Hensell motioned to pay KGD Contracting \$7,645.67, the balance of the retainage held. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to advertise outdoor burning Ordinance.” This Ordinance will prohibit outdoor burning in the Borough with the exception of small recreational fires, outdoor cooking and controlled fire department activities. Mr. Hensell motioned to include a burning distance of 25-feet from dwellings.

Seconded by Ms. Marchand, the motion carried unanimously. Mr. Hartman motioned to advertise the new burning Ordinance. Seconded by Ms. Marchand, the motion carried unanimously.

Correspondence

- None.

Payment of Bills – A motion “to approve payment of the bills as of January 16, 2019, as presented” was made by Mr. Hensell and seconded by Mr. Vacha. The motion carried unanimously.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Hartman and seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 7:56 P.M.

Joseph N. Lapia
Borough Manager