

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – January 18, 2017**

The Manor Borough Council held its monthly business meeting on Wednesday, January 18, 2017 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	Mike Matrisch, Vice President
	Bruce Hartman	Steve Ira
	Dawn Lynn	Christine Marchand
	Terry Nemitz	Jeremy Dixon, Mayor
	Ed Antonacci, Engineer	John Campfield, Solicitor
	Mike Radakovich, Tax Collector 7:15 Arrival	
(Absent)	Edwin Howley, Planning & Zoning Office	George Valmassoni, Chief of Police

**Minutes** – A motion “to accept the minutes of the meeting held on December 21, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Nemitz. The motion carried unanimously.

A motion “to accept the minutes of the Public Hearing held on December 21, 2016, as read” was made by Mr. Nemitz, and seconded by Ms. Lynn. The motion carried unanimously.

**Public Comment on Agenda Items** – None.

**Mayor’s Report** (Mr. Dixon) – The Friends of PTARC donated \$1,500 to Manor Borough to help replace playground equipment in Manor Park. Mr. Lapia added the Borough has \$2,506 remaining from the Mt. Manor Park grant the Borough can also spend on Manor Park. The Police Department will have more firearms training in the coming week. Mr. Dixon also submitted a report to council.

**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 Annual Statement of Financial Interest was handed out to Council and is due May 1. The draft Codification from General Code is due February. Council needs to decide when the eCode should be published and if they want include the fee structure. Mr. Lapia recommended excluding the Zoning fee structure as it is outdated, and suggested doing a comprehensive review of the free structure and including it later. Mr. Matrisch agreed with Mr. Lapia that the eCode should be published after the Codification has been adopted. After reviewing parking policies for the Sandy Hill Road Lot, the Borough Manager and Solicitor agree there should be a parking policy for all Borough Property. Mr. Lapia also reminded council they need to start thinking about repaving the Borough Office parking lot as it continues to deteriorate. The Borough was contacted by a wireless telecommunication company who wants to place a cell antenna, a 150 ft monopole, in the Borough which would result in \$9,600 annual revenue. More research has to be done to see if this is feasible. The estate of Elwood Farabaugh of 490 Manor Harrison City Road requests a Zoning change from R-1 Residential to C-1 Commercial. The Solicitor has asked for the Planning Commission to act on this as soon as possible.

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of December 2016, as prepared” was made by Ms. Lynn and seconded by Mr. Hartman. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector’s report for the month of December 2016, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Matrisch. The motion carried unanimously.

### **Committee Reports**

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – Mr. Lapia proposed money be moved out of the General Fund and into Reserve and Capital Expenditure funds. Mr. Ira feels this is a prudent move and motioned to move \$125,000 out of the General Fund Savings into the Reserve account and move \$175,000 out of the General Fund Savings into the Capital Expenditure account for future capital projects. Seconded by Mr. Matrisch, the motion carried unanimously.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet January 23, 2017 at 7:00 PM in the Community Room.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – Truck pricing is being research for a new dump truck/snow plow vehicle.

### **Unfinished Business**

- Discussion on WWMA Right of Way Agreement. Regarding other matters from the previous council meeting, WWMA agreed that the old Right of Way not part of the new Right of Way would revert back to the Borough; the capacity fee for that property cannot be waived but WWMA can pay the Borough for the Right of Way per linear foot; tap in to the manhole is not needed after discussing with the Borough Engineer. Mr. Matrisch motioned to proceed with the Right of Way Agreement at a revenue gain of \$2,132. Seconded by Ms. Lynn, the motion carried unanimously.

### **New Business**

- Consideration “to approve change to LED Street lighting.” Mr. Lapia reported there would be no end-of-life charges incurred by the Borough to switch to LED Street Lighting. Current Street Lights would be replaced with 50W LED lights which is the equivalent of what is currently in use. Going with LED streetlights is expected to cut the Borough’s street lighting bills in half. Mr. Matrisch motioned to approve the change to LED streetlights. Ms. Lynn then commented on the reasons why she is against LED streetlights asserting LED does not disperse and is prone to causing more accidents. Mr. Lapia reminded Ms. Lynn the Borough replaced the exterior building lights with LEDs and they shine more towards the ground, properly illuminating the ground, than dispersing outward. Mr. Woy visited West Penn Power’s LED light sampling and found the LEDs to provide adequate coverage. Mr. Matrisch feels the LED lights have improved over the years with any halo effect since corrected. The motion was then seconded by Mr. Hartman, and passed by majority. Ms. Lynn voted “No.”
- Consideration “to approve payment to Advanced Contracting for 2016 Sidewalk project.” Ms. Lynn motioned to approve payment to Advanced Contracting in the amount of \$6,811.60 for the Sidewalk project. The overage was due to adjusting handicapped ramps in certain areas, additional curbing not anticipated, and soft spots that required more stone. Seconded by Mr. Hartman, the motion carried unanimously.

- Consideration “to approve Resolution 2017-01 appointing Jessica Mastro to the Recreation Board.” Mr. Matrisch motioned to approve Resolution 2017-01 appointing Jessica Mastro to the Recreation Board. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to approve Resolution 2017-02 appointing Joe Lapia to the WWMA Board.” Ms. Lynn motioned to approve Resolution 2017-02 appointing Joe Lapia to the WWMA Board. Seconded by Ms. Matrisch, the motion carried unanimously.
- Consideration “to approve Resolution 2017-03 appointing Robert Sandrick to the Zoning Hearing Board.” Ms. Lynn motioned to approve Resolution 2017-03 appointing Robert Sandrick to the Zoning Hearing Board. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve Resolution 2017-04 appointing a Member to the Recreation Board.” Mr. Hartman volunteered to continue being on the Recreation Board. Ms. Lynn motioned to appoint Bruce Hartman, Jr. to the Recreation Board. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve Resolution 2017-05 appointing a Member to the Planning Commission.” In an email, Mary Barbour expressed an interest in continuing being on the Planning Commission. Mr. Hartman motioned to appoint Mary Barbour to the Planning Commission. Seconded by Mr. Matrisch, the motion carried unanimously.
- Discussion on establishing a Borough Purchasing Policy. Mr. Lapia drafted a preliminary Purchasing Policy that notes adjustments, when a bid requires 3 telephone quotes, and when it needs written quotes. The Borough’s current policy is “loose” so things don’t get ordered before they are approved. Mr. Lapia listed authorized purchasers and the amount they could purchase. Mr. Lapia solicited help to refine the policy. Mr. Dixon, Mr. Ira and Ms. Marchand volunteered to help.
- Discussion on Street Paving for 2017. Mr. Lapia presented a rough estimate for paving Fairview Drive from Mt. Pleasant Blvd to Mt. Pleasant Blvd and Rowe Road from Crimson Pointe to just past Pond Lane. He also included an estimate on what it could cost to pave the Borough Office parking lot. Mr. Matrisch commented that Rowe Road is narrow, people tend to walk along the road and there is restricted visibility going over the hump. He suggested knocking down the hump to provide better sight. Fairview also requires a lot of catch basin repairs. Mr. Matrisch motioned to authorize the Borough Engineer to prepare the bid packages for Fairview Drive, minus topsoil, and Rowe Road, including knocking down the Rowe Road hump. Seconded by Ms. Lynn, the motion carried unanimously.
- Request from Manor VFD for use of the Community Room. The Manor VFD requested the use of the Community Room on February 18, 2017 for their annual banquet. Ms. Lynn motioned to allow the Manor VFD to use the Community Room Saturday, February 18, 2017, waiving the rental fee, but requiring a \$75 cleaning fee. Seconded by Mr. Nemitz, the motion carried unanimously. Mr. Matrisch is going to pay the \$75 cleaning fee for the Manor VFD.
- Consideration “to advertise Ordinance eliminating Special Purpose Parking Zones.” This refers to the school bus parking zone on Blaine Avenue. Now that the church has purchased the school and vacant lot, they have ample parking and do not require buses. Mr. Lapia also noted they found a reserved parking space on Race Street for a physician that was never taken out. Ms. Lynn motioned to advertise the Ordinance eliminating Special Purpose Parking Zones. Seconded by Mr. Nemitz, the motion carried unanimously.

### **Correspondence**

- Sable Kennels

**Payment of Bills** – A motion “to approve payment of the bills as of December 21, 2016, as presented” was made by Mr. Matrisch and seconded by Mr. Nemitz. The motion carried unanimously.

A motion to go into Executive Session for personnel matters and matters of potential litigation was made by Ms. Lynn and seconded by Mr. Matrisch. The motion carried unanimously at 8:08 PM.

A motion to exit Executive Session and return to the meeting was made by Ms. Lynn and seconded by Mr. Nemitz. The motion carried unanimously at 8:43 PM.

Mr. Hartman motioned for the Solicitor to proceed with steps to take over the ponds, easements and Right of Ways for Sandywood Place retaining ponds with security for the ponds. Seconded by Ms. Lynn, the motion carried unanimously.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matrisch and seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 8:45 P.M.

Joseph N. Lapia  
Borough Manager