

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – February 15, 2017**

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

**Minutes** – A motion “to accept the minutes of the meeting held on January 18, 2017, as read” was made by Ms. Lynn, and seconded by Mr. Matrisch. The motion carried unanimously.

**Public Comment on Agenda Items** –

Barbara Braun of 3006 Meadow View Court, Manor is concerned about Rowe Road. She travels Rowe Road frequently and wants to know what the Borough plans for it. Mr. Matrisch reported the proposed paving is from Pond Lane up towards Crimson Point. Ms. Braun stated she has replaced 2 tires and a tie rod on her vehicle and claims the road is very dangerous. When it snows, you can’t see to dodge the pot holes or the pedestrians. Mr. Matrisch followed with the plan to pave more length of Rowe Road over the next couple of years.

**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 storage room areas of the Community Room have been completed. The project was \$90 less than the \$2,000 allotted. Mr. Lapia received an email from George Francis of Wireless Resources, contracting for Verizon Wireless and TowerCo, who wants to build a 150-foot monopole antenna on the Sandy Hill Road Lot taking up a 50-foot by 50-foot area and netting the Borough \$800 month in rental income for at least 25 years, or longer. It is currently zoned as Central Business District (CBD) and the current zoning does not allow for a cell tower in the CBD. Mr. Francis was in attendance for any questions and to address Council. He also informed Council this antenna tower would be used for emergency services and will also be fenced in to be protected. The exact placement would be determined based on flood plain area and existing right of ways.

Linda Bires of PTARC and Mike Ginsburg, Chairman of the Friends of PTARC gave a \$1,500 grant to Manor to help replace some playground equipment in Manor Park that had to be removed due to damage. Mike Ginsburg asked if the Borough could support their fundraisers as the money is ultimately returned back into the community. Ms. Bires noted a Beer Tasting at the Rivertowne Brewery in Export, March 17, 2017 at 7:00 PM.

Mr. Lapia noted the Harding Street Project done in 2016 to remediate a private driveway through a grant from the Low Volume and Dirt Road Program. The Borough's "before" and "after" pictures of the project were placed in the annual calendar in 2017, as the Second Place winner, state wide.

**Treasurer's Report** – A motion "to approve the Treasurer's Report for the month of January 2017, as prepared" was made by Ms. Lynn and seconded by Mr. Matrisch. The motion carried unanimously.

**Tax Collector's Report** – A motion "to approve the Tax Collector's report for the month of January 2017, 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) – None.

Parks & Recreation (Mr. Hartman) – Mr. Lapia noted Recreation Board President Dana Rhoades is looking into new playground equipment for the park. The Volcano either needs to be replaced or repaired.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet February 27, 2017 at 7:00 PM in the Community Room. Agenda items include the Farabaugh Estate re-zoning, and SALDO.

Public Safety (Mr. Woy) – There is a free Local Officials Seminar March 14, 2017 at Westmoreland County Community College for disaster resource co-ordination and emergency services during a disaster.

Public Works (Mr. Matrisch) – The Public Works department is looking into purchasing a Freightliner truck. The cab and chassis will cost \$95,000 and the bed, plow and salt spreader will cost \$50,000. The cab and chassis will be paid from the Sewer Fund. This is in addition to the current fleet. Long and short term project planning indicates the Borough has use for such a truck and it could provide needed backup should one of the older trucks go out of service due to a mechanical issue.

### **Unfinished Business**

- Consideration "to solicit bids for 2017 Street Paving." After reviewing estimates from the Borough Engineer, Mr. Matrisch motioned to advertise street paving bids for Fairview Drive, Rowe Road and Lora Drive, due March 14, 2017 at 1:00 PM, with the bids opening at 1:30 PM. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration "to adopt Ordinance 570-17-01 eliminating Special Purpose Parking Zones." Ms. Lynn motioned to adopt Ordinance 570-17-01 eliminating Special Purpose Parking Zones. Seconded by Mr. Nemitz, the motion carried unanimously.

### **New Business**

- Discussion on Rules and Regulation for Borough Parking Areas. Changes include the parking areas at Manor Park, Mount Manor Park, duration of parking from sunrise to sunset for all public lots, and parking fine payments. Mr. Matrisch motioned to have the Solicitor make changes and draft an ordinance with the changes. Seconded by Mr. Nemitz, the motion carried unanimously.

- Discussion on adopting a snow removal policy. The Borough had no formal policy. Mr. Matrisch motioned to adopt a snow removal policy with changes suggested by the Solicitor. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to approve payment to Derry Construction.” Ms. Lynn motioned to approve payment to Derry Construction in the amount of \$7,671.22, the amount of the retainage. Seconded by Mr. Matrisch the motion carried unanimously.
- Request from Manor Public Library for free use of the Community Room. The Library requests waiving the rental fee for the Community Room for the annual Basket Bash on Sunday, April 23, 2017, while still paying the \$75 cleaning fee. Mr. Matrisch motioned to waive the rental fee for the Library’s Basket Bash, but holding them to the \$75 cleaning fee. Seconded by Ms. Lynn the motion carried unanimously. Mr. Woy gave Mr. Lapia a personal check for \$75 to cover the cost of the cleaning fee.

**Correspondence**

- Sable Kennels

**Payment of Bills** – A motion “to approve payment of the bills as of February 15, 2017, 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 Mr. Matrisch and seconded by Ms. Lynn. The motion carried unanimously at 7:58 PM.

A motion to exit Executive Session and return to the meeting was made by Mr. Hartman and seconded by Mr. Matrisch. The motion carried unanimously at 8:31 PM.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Nemitz and seconded by Ms. Lynn. The motion carried unanimously. The meeting adjourned at 8:35 P.M.

Joseph N. Lapia  
Borough Manager