

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – February 17, 2016

The Manor Borough Council held its monthly business meeting on Wednesday, February 17, 2016 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 Dawn Lynn Mike Matrisch Jeremy Dixon, Mayor Ed Antonacci, Engineer	Mike Matrisch, Vice President Christine Marchand Terry Nemitz John Campfield, Solicitor George Valmassoni, Chief of Police (arrived 7:37 PM)
(Absent)	Bruce Hartman Edwin Howley, Planning & Zoning Office	Steve Ira Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on January 20, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Matrisch. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – Mr. Dixon submitted the monthly Police Report.

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) – Mr. Lapia reported “No Trespassing” signs have been installed in the vacant lot at the bottom of Sandy Hill Road. Mr. Lapia and Mr. Antonacci are working on the PennDOT HOP application and will be submitting it soon for the vacant lot. The Borough’s Ordinance Codification consultants has closed due to the death of the principle. Mr. Lapia was able to secure an electronic copy of the Borough’s Ordinances and is in the process of looking for a replacement consultant and soliciting proposals.

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

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

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – In Mr. Hartman’s absence, Mr. Lapia reported he received an email from the Recreation Board who requested he pass along information. The playground

supervisors from last year will not be returning so the Borough is looking for new playground supervisors. The Borough will advertise these positions on the Message Sign. T-Ball coaches are needed. There is a question regarding Clearances and if they need to be done every year or every 2 years. They request the Borough change the annual clearance to every 2 years. They also requested a \$550 budget for the Easter Celebration. Mr. Lapia noted there is enough budgeted for the money requested. Ms. Lynn motioned to allow the Recreation Board to spend up to \$550 for the Easter festivities. Seconded by Mr. Matrisch, the motion carried unanimously.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – Ms. Lynn noted the Planning Commission met January 25th and made updates to the SALDO, but will wait until after the February meeting when they have a chance to discuss street lights and sidewalks. At that time they will submit a recommendation to Council. Ms. Lynn noted she verified up to 3 alternates are allowed for the Planning Commission and she requests Council to submit for an alternate. The alternate Ms. Lynn wanted to submit already holds a seat on the Zoning Hearing Board and cannot serve on both concurrently, nor can s/he be employed by the Borough. Mr. Lapia and Mr. Campfield advised submitting for an alternate requires an Ordinance Amendment.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – Mr. Matrisch reported everything was running smoothly.

Unfinished Business

- Discussion on draft Time Clock Policy. Mr. Matrisch motioned to accept the Time Clock Policy as submitted. Ms. Lynn seconded. The motion carried unanimously.
- Consideration “to purchase a floor scrubber for the Community Room”. Council requested at the January meeting for Mr. Lapia to get price quotes on 3 other models, which Mr. Lapia presented to council, as well as warranty information. The money would come out of the Community Room Fund. Mr. Matrisch motioned to purchase the Bortek 500RS Floor Scrubber for \$3,574, the least costly of the 3 presented. The motion died for lack of a second.

New Business

- Request from Manor Library for free use of the Community Room. The Manor Public Library is holding their annual basket bash fund raiser April 24th and is asking for a waived rental fee. Ms. Lynn motioned to allow the Manor Public Library a free rental on April 24th, but pay a \$75 cleaning fee and post the required security deposit. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to approve Manor VFD Annual Report of Itemized Expenses”. Mr. Matrisch motioned to approve the Annual Report. Seconded by Mr. Nemitz, the motion carried unanimously.
- Discussion on the Borough Mechanical Device Tax. Mr. Lapia noted this Ordinance needs updated. This tax has not been collected or enforced for several years and is questioned during audits. Since this would not likely bring in much revenue council discussed repealing the Ordinance. Mr. Nemitz motioned to have the Solicitor draft and advertise an Ordinance repealing the Mechanical Device Tax (Part 5, Chapter 24). Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to participate in COSTARS 2016-2017 Sodium Chloride Contract.” Mr. Matrisch motioned for the Borough to participate in COSTARS 2016-2017 Sodium Chloride Contract at the amount of 600 tons. Seconded Ms. Lynn, the motion carried unanimously.
- Consideration “to update the Borough Sidewalk Ordinance.” Mr. Matrisch motioned to have the Borough Manager and the Borough Engineer update the Sidewalk Ordinance. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to adopt Ordinance 561-16-01 adopting certain Sanitary Sewers, Rights of Way and Easements in the Crimson Pointe Phase I and II Plan of Lots.” Mr. Matrisch motioned to approve the

- Sanitary Sewers, Rights of Way and Easements in the Crimson Pointe Phase Phase I and II Plan of Lots Except for Lot 224. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to accept 2016 CDBG Grant for Sidewalk Replacement.” The Borough has been tentatively awarded \$175,000 CDBG Grant to be used in the Atlantic Avenue area (same area the Borough received grant money for the curb/sidewalk and sewer separation). Pending final decision in June by the Commissioners and HUD. Council must accept the grant and sign off on a letter. Ideally 1800 linear feet of sidewalks would be replaced and engineering fees would be at the Borough’s expense. Ms. Lynn motioned to accept the 2016 CDBG Grant for Sidewalk Replacement. Seconded by Mr. Matrisch, the motion carried unanimously.
 - Consideration “to accept resignation of Patrolman David Maier effective February 20, 2016.” Ms. Lynn motioned to accept Patrolman Maier’s resignation effective February 20, 2016. Seconded by Mr. Nemitz, the motion carried unanimously.
 - Consideration “to approve advertising Civil Service application period and testing.” Ms. Lynn motioned to approve the advertising for the Civil Service application period and testing for Full-Time Police Officer with the applications due by Monday, March 21, 2016 at 3:00 P.M., and the test to be administered on April 6, 2016 at 7:00 P.M. in the Manor Community Room. Seconded by Mr. Nemitz, the motion carried unanimously.
 - Consideration “to hire Part Time Police Officers.” Mr. Woy as Public Safety Chair reported they interviewed and recommend 2 candidates: Justin Hall of Trafford is a railroad police officer and is looking for part-time work; and Scott Urias of North Huntingdon, a recent graduate. Mr. Dixon further explained the hiring would be conditional based on Scott Urias obtaining an Act 120 Number, drug test, and background check; Mr. Hall pending drug test and background test. Ms. Lynn motioned to hire part time police officer Justin Hall pending drug test and background test. Seconded by Mr. Nemitz, the motion carried unanimously. Then, Ms. Lynn motioned to hire part time police officer Scott Urias pending him obtaining an Act 120 Number, drug test and background check. Seconded by Mr. Nemitz, the motioned carried by majority. Mr. Matrisch voted “No.”
 - Discussion on updating the Borough Child Safety Policy. Mr. Lapia noted the Borough’s policy needs updated. Several months ago, the Solicitor provided the Borough with changes to Pennsylvania law and suggested we wait until all bills passed the legislature and were adopted. Mr. Campfield suggested the Borough check with the insurance carrier to see if there are any liability issues. Mr. Matrisch motioned to have the Solicitor to update the Borough’s Child Safety Policy. Seconded by Mr. Nemitz, the motion carried unanimously.

Correspondence

- Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of February 17, 2016, as presented” was made by Mr. Matrisch and seconded by Ms. Lynn. The motion carried unanimously.

A motion to go into executive session for matters of personnel and potential litigation was made by Ms. Lynn and seconded by Mr. Nemitz. The motion carried unanimously at 8:02 P.M.

A motion to return to council regular session was made by Ms. Lynn and seconded by Mr. Nemitz. The motion carried unanimously at 8:43 P.M.

Public Comment – None.

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

Joseph N. Lapia
Borough Manager