

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – March 19, 2014**

The Manor Borough Council held its monthly business meeting on Wednesday, March 19, 2014, at 7:00 PM. in the Manor Borough Building.

Council President, Ms. Dawn Lynn, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present) Dawn Lynn, President

Brian Woy, Vice President

Christine Marchand

Mike Matrisch

Jim Morgan

Jeremy Dixon, Mayor

Edward Antonacci, Engineer

John Campfield, Solicitor

(Absent) Bruce Hartman

Edwin Howley, Planning & Zoning Officer

Steve Ira

Michael Radakovich, Tax/Sewer Collector

**Minutes** – A motion “to accept the minutes of the meeting held on February 19, 2014, as read” was made by Mr. Morgan, and seconded by Ms. Marchand. Motion carried unanimously.

**Citizen Comments** –

- Jerilyn Lewis of 19 Harding Street commented on the mud on Harding Street coming from the Carl Altman property. Property has been cited in the past and a hearing is pending. Mr. Woy motioned to have the Manor Police serve a violation notice under the storm water maintenance ordinance to the resident, Carl Altman. Mr. Morgan seconded the motion. Motion carried unanimously.
- Barbara Rosol, Director of the Marvellette Stars requested periodic use of the Borough parking lot for practice (46 people ages 3-21 years). She requested use for Saturdays moving to Wednesday evenings in the summer. Concern regarding resident parking, Fire Department parking, Library and Community Room rental parking while practice is occurring. Ms. Lynn granted the Marvellettes use of the Borough parking lot for March 22, 2014.
- Dave Gongaware of 16 Observatory Street, President of the Manor Volunteer Fire Department presented a letter to Council requesting only fire department related issues can be brought up at Council meetings by him or someone the Fire Department appoints as a representative in his absence.

**Mayor’s Report** (Mr. Dixon) – Presentation of the Police Department Monthly Activity report.

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

**Engineer’s Report** (Mr. Antonacci) – Update on the Sewer Separation Project. The test holes are complete. Utility interferences (gas and water lines) are being relocated the week of March 24, 2014.

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

**Borough Manager’s Report** (Mr. Lapia) – Updated draft of the Borough Codification was completed through January 2014. Mr. Lapia needs council to review for approval.

The streets of Manor need to be swept this year. The cost for 1 week street sweeping equipment ranges from \$2,500 (A&H) to \$3,272 (Bortek). The tentative date for street sweeping is the week of April 4<sup>th</sup>, 2014, pending rental availability. Three Rivers Powersweep charges \$95/hour, but requires one of our Public Works employees to guide them through Manor. Mr. Morgan motioned to have Mr. Lapia arrange for a 1 week street sweeper rental for \$2,500 from A&H for Manor Public Works to use to sweep the streets. Mr. Woy seconded the motion. Motion carried unanimously.

PTARC wants to place memorial benches in local parks to memorialize a deceased DCED Employee who passed away in January. These are the parks the DCED Employee worked on in each of the communities. The cost of each bench is \$350, with any profit being donated into a memorial fund. Ms. Marchand suggested Manor Borough purchase a bench and install independently. Council agreed not to participate.

Mr. Lapia received a call, and a subsequent visit from Mr. Michel on Observatory Street regarding the street light that was taken down near 65 Observatory Street. Mr. Michel contacted West Penn Power to have it reinstalled, and he would pay for the electricity, but West Penn Power requires approval from the Borough. The Borough is not able to bill Mr. Michel for the streetlight.

The Borough received its Liquid Fuel payment for 2014 in the amount \$71,812.86, an increase of \$8,273 over last year.

The Borough's contract with Allied Waste is up at the end of March, with an optional 3<sup>rd</sup> year in the contract. Mr. Woy motioned to have Mr. Lapia send a letter to Allied Waste informing them Manor Borough will continue its contract into the 3<sup>rd</sup> year. Seconded by Ms. Marchand. Motion carried unanimously.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of February, as prepared by Mr. Lapia” was made by Mr. Woy and seconded by Mr. Matrisch. Motion carried unanimously.

**Tax & Sewer Collector's Report** – A motion “to approve both reports for the month of February, as prepared by Mr. Radakovich” was made by Mr. Woy and seconded by Ms. Matrisch. Motion carried unanimously.

### **Committee Reports**

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Ms. Marchand) – Ms. Marchand requested approval to spend up to \$800 for the Easter Celebration which includes decorations, craft project, food and entertainment. Mr. Morgan motioned for Parks & Recreation to spend up to \$800 for the Easter Celebration. Ms. Marchand seconded. Motion carried unanimously.

Ms. Marchand reminded everyone the Library Basket Bash is Sunday, March 30<sup>th</sup> at the Manor Library. Doors open at 1:00 P.M. and the drawings begin at 2:00 P.M.

Mr. Woy asked about T-Ball registration. It was confirmed Ms. Dana Rhoades was handling the majority of the T-Ball co-ordination.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Commission will not be meeting on March 24<sup>th</sup>, 2014 as they are still reviewing ordinances and other matters.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None.

### Unfinished Business

- Discussion on Annual itemized report due from the Manor VFD. Mr. Woy received a 2013 report from Mr. Radakovich which agrees with the Borough's 2013 report. The Manor VFD via Mr. Radakovich also submitted annual reports from 2010 – 2012. Council felt satisfied with the reports and conveyed their appreciation to the Manor VFD.
- Consideration to appoint a Representative and Alternate to PTARC. Mr. Hartman notified Mr. Lapia Ms. Joy Clontz attended the PTARC meeting as Manor Borough's Delegate. Clarification was made that Manor Borough does not have a PTARC Delegate and any votes may not be valid. Mr. Lapia will draft a letter to PTARC informing them Ms. Joy Clontz was not representing Manor Borough at the March meeting. A motion to appoint Ms. Clontz as PTARC Delegate was made by Ms. Marchand and seconded by Mr. Woy. Motion carried unanimously.

Mr. Woy motioned to appoint Mr. Lapia as Alternate Delegate to PTARC. Ms. Marchand seconded the motion. Motion carried unanimously.

### New Business

- Consideration to “approve payment request from Morgan Excavating.” Ms. Marchand motioned to “approve payment to Morgan Excavating for \$9,539.36.” Mr. Woy seconded the motion. Motion carried unanimously.
- Discussion on updating the Sub-division and Land Development Ordinance (SALDO). Discussion needs to include the Planning Commission due to some conflicts. Discussion includes area of stormwater management and deadlines with submissions. Mr. Morgan motioned for the Planning Commission to look at and recommend changes to SALDO. Ms. Marchand seconded. Motion carried unanimously.
- Consideration “to hire a part time Police Officer.” Mr. Woy reported they interviewed 4 candidates. Mr. Woy motioned to hire Garret McNamara pending a drug screen and a background investigation. Mr. Morgan seconded. The motion carried unanimously.
- Discussion on establishing a Civil Service list for future Police hiring. The current list expired March 20<sup>th</sup>, 2014. Manor Borough uses this list for testing. Mr. Woy motioned to have the Civil Service Commission meet to establish a new list for hiring full time Police officer. Ms. Marchand seconded. Motion carried unanimously.
- Request from Harrison City Area Woman's Club for use of Community Room. Mr. Lapia read the letter of request from the Harrison City Area Woman's club where they are asking for rental at no cost for their fundraiser on September 6, 2014. Mr. Matrisch made a motion to allow the Harrison City Area Woman's Club to rent the Community Room for \$200 for 8 hours. Mr. Morgan seconded the motion. The votes are as follows:

Ms. Lynn – Nay	Mr. Matrisch – Yes	Mr. Woy - Yes
Ms. Marchand – Nay	Mr. Morgan – Yes	

The motion carries with a majority vote.
- Request from Valley Run Lioness Club for use of the Community Room. Ms. Marchand motioned to rent the Community Room to the Valley Run Lioness Club at the full rental rate. Mr. Morgan seconded the motion. The motion carried unanimously.
- Discussion on PTARC membership. Mr. Matrisch motioned to drop out of PTARC as soon as possible. Mr. Morgan seconded the motion. The motion carried unanimously. Also in regards to PTARC, Council discussed an issue to direct Manor Borough's PTARC Delegate's vote. Mr. Morgan motioned to have Ms. Clontz vote No with regard to PTARC Director Cheryl Kemerer receiving a monthly buyout for not taking medical benefits through PTARC. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to accept applications for Public Works Summer Employee.” Mr. Woy motioned for the Borough Manager to accept applications for Public Works Summer Employee until April 11, 2014 4:00 P.M. Ms. Marchand seconded the motion. The motion carried unanimously.

- Consideration “to participate in the Private Industry Council Summer Work Program (PIC).” The PIC Program pays the wages for summer public works workers. Ms. Marchand motioned to participate in the program. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V Sub-phase A.” Mr. Antonacci reviewed the earth work done and recommended release of funds according to the draw schedule. Mr. Morgan motioned to release \$49,475 from the Letter of Credit. Mr. Woy seconded the motion. The motion carried unanimously.
- Discussion on opening a General Fund Reserve bank account. Manor Borough carries an operational surplus each year. Mr. Lapia recommends the Borough open an interest bearing General Fund Reserve account for a better operational picture and for emergency purposes. A motion to open a General Fund Reserve bank account at Manor Bank with an initial deposit of \$200,000 (20% of the yearly operational budget) was made by Mr. Morgan and seconded by Ms. Marchand. The motion carried unanimously.
- Consideration “to draft Resolution approving amendment to Consent Order & Agreement with DEP.” This is a result of WWMA requesting an extension of time for work they need to do. The amendment does not impact Manor Borough but the being a party to the CO&A needs to approve the amendment. Mr. Morgan motioned to authorize Mr. Campfield, Borough Solicitor, to draft a Resolution approving amendments to the Consent Order & Agreement with the DEP. Seconded by Ms. Marchand, the motion carried unanimously.
- Request from Intensity Softball Team for use of the baseball field across from the police station. Mr. Morgan motioned to allow the Intensity Softball team use of the baseball field for 1 day a week, as available, for practice subject to agreement. Ms. Marchand seconded the motion. The motion carried unanimously.

**Correspondence** (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

**Payment of Bills** – A motion “to approve payment of the bills as of February 19, 2014, as presented” was made by Ms. Marchand and seconded by Mr. Woy. Motion carried unanimously.

Mr. Woy motioned to go into Executive Session to discuss Personnel matters and for matters of possible litigation. Seconded by Ms. Marchand, the motioned carried unanimously at 8:48 P.M.

A motion to return to the regular meeting from Executive Session was made by Ms. Marchand and seconded by Mr. Morgan. The motioned carried unanimously at 9:46 P.M.

As a result of the Executive Session, Ms. Marchand motioned, per Manor Borough’s Auditor’s recommendation, the Sewage Collector should not be considered an employee, but as an independent contractor for Sewage Collections. Compensation will be altered to be compensation neutral to the Collector and expense neutral to the Borough. Mr. Matrisch seconded the motion. Motion carried unanimously.

**Public Comment** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Morgan and seconded by Ms. Marchand. Motion carried unanimously. The meeting adjourned at 9:50 P.M.

Joseph N. Lapia  
Borough Manager