

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – March 21, 2018

The Manor Borough Council held its monthly business meeting on Wednesday, March 21, 2018 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
	Dave Gongaware	Christine Marchand
	Jim Vacha	
	Ed Antonacci, Engineer	William Ferraro, Solicitor
(Absent)	Ralph Hensell	Dawn Lynn
	Jeremy Dixon, Mayor	George Valmassoni, Chief of Police
	Edwin Howley, Planning & Zoning Office	Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on February 21, 2018, as read” was made by Mr. Gongaware, and seconded by Mr. Vacha. 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) – Street Paving documents have been prepared to go out for bid. Mr. Gongaware motioned to advertise the street paving with the bids due Monday May 14, 2018 at 1:00 P.M. with the bid opening at 1:15 P.M. Council will award the bid at the May 16, 2018 council meeting. Seconded by Ms. Marchand the motion carried unanimously.

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

Borough Manager’s Report (Mr. Lapia) – The DEP is reviewing the Borough’s pollution reduction plan for MS4 and require additional information. The PA Small Water and Sewer Grant had to be modified for a lesser amount, so the project proposal will now include the top of Oak Street to Gregory Drive to the amount of \$400,000. A large tree fell in the park, across the creek and onto part of a paper alley near the bus garage. Quotes were solicited from Dave Holloman and Brinko Tree Service. Dave Holloman quoted \$1,000 to remove the fallen tree. Mr. Gongaware motioned to have the tree removed from the creek at a cost not greater than \$1,000. Seconded by Mr. Hartman, the motion carried unanimously. Mr. Lapia also has information regarding replacing the Borough Message signs located across the street from the COGO’s with an electronic sign. Technology has changed in the past 4 years and the signs are more cost effective. Mr. Lapia has pricing on a new LED cabinet. He suggests the signs and pillars be replaced as the existing are old and need repairs. In addition, the existing letters are worn and breaking. Each set costs approximately \$300 and 2 sets are required. A digital sign can be programmed from a computer or a smart phone which makes it quicker and safer to alter the messages. Plus, the digital sign is not restricted to message space as the current message sign. The cost is \$12,000-\$15,000 for a new digital message sign. Council is interested in seeing the sign information. Dan Griffith of the Conservation District is conducting FEMA Floodplain reviews and wants to meet with the Borough. Mr. Hartman, Ms. Marchand and Mr. Vacha has volunteered to represent council and have suggested a Wednesday meeting during the day.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of February 2018, as prepared” was made by Mr. Gongaware 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 February 2018, as prepared by Mr. Radakovich” was made by Mr. Vacha and seconded by Mr. Hartman. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – The Committee met with the Manor VFD and received the MVFD’s annual audit for 2017. Everything is in compliance so the Committee has approved the Borough’s first of three payments to the MVFD to be released in April. The MVFD also requested Council to act on Act 172, which authorizes municipalities to enact tax credits to an active volunteer. Mr. Hartman motioned to have the Solicitor look into Act 172 for possible implementation. Seconded by Mr. Gongaware, the motion carried unanimously.

A motion to go out of order and into Executive Session for matters of potential litigation and personnel was made by Mr. Hartman and seconded by Mr. Gongaware. The motion carried unanimously at 7:20 P.M.

A motion to exit Executive Session and return to the meeting was made by Mr. Hartman and seconded by Ms. Marchand. The motion carried unanimously at 8:15 P.M.

Unfinished Business

- Consideration “to award contract for sidewalk project.” Daniels Excavating was the lowest bid at \$66,159.90. Mr. Gongaware motioned to award the sidewalk contract to Daniels Excavating. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on obtaining a Borough credit card. Mr. Vacha motioned to have the Borough Manager apply for a VISA Business Cash credit card at NexTier Bank, with the card to be kept in the Administration office. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to approve lease agreement with TowerCo.” Mr. Hartman motioned to conditionally approve the TowerCo Lease Agreement pending review and approval of Exhibit B by the Engineer and Solicitor. Seconded by Mr. Vacha the motion carried unanimously.

New Business

- Discussion on purchasing dog waste signs. The signs would be to deter dog waste from littering the areas around the post office and the American Legion, where many people have complained. Mr. Gongaware motioned to purchase 5 signs with hardware. Seconded by Mr. Hartman, the motion failed to carry. Ms. Marchand, Mr. Vacha, and Mr. Woy voted “No”.
- Discussion on replacing playground safety surfacing. The playground mulch needs replaced and instead of engineered wood fiber which deteriorates more quickly, black rubber mulch may be a better option. Mr. Vacha motioned to replace the playground surface with black rubber mulch not to exceed \$6,475, and to start on any associated drainage work. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on request from the Red Cross to use the Community Room as an Emergency Shelter. The Red Cross would like to designate and use the Community Room as an Emergency Shelter, and use the kitchen at the Manor VFD. Mr. Woy, as Manor’s Deputy Emergency Management Coordinator noted Mr. Dixon, as Manor’s Emergency Management Coordinator, is agreeable to having the Manor Community Room used as a shelter if necessary. Mr. Woy went on to say that in

such an event, volunteers will be needed to open and to staff the shelter. Therefore he stressed a partnership with the Lions, churches, and other community groups to get them on board to run a shelter. They could be called to work at other shelters in other communities as needed. Mr. Lapia noted he thinks using the Community Room as a shelter is a good idea but is concerned that the Community Room sits along the railroad tracks and Police Station is near a creek. The Community room is already a designated staging area for emergency operations and is concerned if the shelter activity would interfere with emergency management. Mr. Woy agreed that should a train derail and come through the Borough building, there would be no shelter and limited emergency management staging options. Also, the Fire Department has an interest in obtaining an emergency generator to be shared with the Borough Offices. The Borough looked at acquiring a generator 3 years ago at a cost of \$25,000, but council was not interested. Mr. Gongaware motioned to explore the possibility to use the Community Room as an emergency shelter. Seconded by Mr. Vacha, the motion carried unanimously. The Public Safety Committee will meet with the Red Cross and the VFD.

Correspondence

- Sable Kennels

Payment of Bills – A motion “to approve payment of the bills as of March 21, 2018, as presented” was made by Mr. Vacha and seconded by Mr. Gongaware. The motion carried unanimously.

Public Comment – Frank Febbraro of Observatory Street, Manor, commented the Community Room might “get trashed” if it is used as an emergency shelter. He also suggested the Borough place locks on the dumpsters or place a camera on the dumpsters to deter illegal dumping of trash.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Gongaware and seconded by Mr. Hartman. The motion carried unanimously. The meeting adjourned at 9:12 P.M.

Joseph N. Lapia
Borough Manager