

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – April 15, 2015

The Manor Borough Council held its monthly business meeting on Wednesday, April 15, 2015 at 7:00 P.M. 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
Bruce Hartman	Steve Ira
Christine Marchand	Mike Matrisch
Jim Morgan	Jeremy Dixon, Mayor
John Campfield, Solicitor	Ed Antonacci, Engineer
(Absent) Mike Radakovich, Tax Collector	Edwin Howley, Planning & Zoning Office

Minutes – A motion “to accept the minutes of the meeting held on March 18, 2015, as read” was made by Mr. Hartman, and seconded by Mr. Woy. The motion carried unanimously.

Citizen Comments – Ed Mehall of 208 Brandywine Drive, Manor expressed his concern regarding the street condition of Brandywine Drive and had questions regarding re-pavement, timing of the repair, future and current construction traffic and the safety issues. Mr. Mehall claims the street is not holding up to the construction traffic, it is crumbling, it looks bad and it is a safety issue. Mr. Mehall hopes the street will be re-paved (during the 2015 street paving project) and not patched. Mr. Matrisch and Mr. Lapia both replied to Mr. Mehall about taking a look at the paving project and possibly getting the small section of Brandywine included, however, the existing road bed will have to be removed and replaced with a more robust base. The tentative plan is to replace the bad section to carry through until the end of construction until the road can be properly fixed.

Joanne Armstrong also spoke up regarding the condition of Brandywine Drive. She expressed her concern about the “chunks” of asphalt and how traffic has to slow down and how the bad state of the roadway could potentially affect home values and Borough perception from outsiders.

Council has offered to remedy the situation as soon as possible.

Mayor’s Report (Mr. Dixon) – The Police vehicle is set to arrive April 16. The Mayor will coordinate with Council should they wish to view it. Mr. Dixon acknowledged new Patrolman Adam Gogets is doing well. There will be training this month and next for Tasers and other weaponry. Davey Tree Service will be in the area to do power line maintenance for West Penn Power. The Manor Community Picnic at Idlewild will also include the Borough’s 125th Anniversary Celebration on Thursday July 30, 2015. People will be going door-to-door with Donor Cards at the beginning of June, and discounted Idlewild tickets (\$20 each) will again be sold this year at the Borough Office beginning at the end of June.

Solicitor’s Report (Mr. Campfield) – The Sewer Ordinance for taking over the sanitary sewers in the Crimson Point Plan is in progress and information is still needed to finish. An ordinance to address delinquent sewage accounts is also in progress. Mr. Campfield needs to review new legislation dealing with protection of children. He feels the Borough’s Policy for child protection needs updated.

Engineer’s Report (Mr. Antonacci) – The curb and sidewalk bids are in and they need to be reviewed and approved by Westmoreland County (for environmental clearances) before the Borough can award the contract.

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

Borough Manager's Report (Mr. Lapia) – Mr. Lapia received a copy of PTARC's annual audit and has it in the Borough office. After street sweeping, the Borough may have to fill in road cracks. The Borough is in the process of contracting out street sweeping with Penn Township as it could not get a street sweeping rental machine in a timely manner pending response from Penn Township council. An inter-municipal agreement will have to be drafted before the contact can be approved. The cost to rent a Craftco crack sealing machine for a week is \$1,500 plus \$1,407 - \$1,670 per pallet (based on quantity purchased) for sealing material. If the Borough misses the spring deadline (weather and temperature is a factor) due to late street sweeping, then the sealing will have to be done in the fall.

Mr. Matrisch motioned to rent the Craftco crack sealing machine for \$1,500 and 3 pallets of sealing material for \$1,407. Mr. Morgan seconded the motion. The motion carried unanimously.

Mr. Morgan motioned to allow the Borough Manager to act on behalf of the Borough to sign the Lease Agreement with Penn Township for street sweeping at the rate of \$110/hour to a maximum of \$4,400 (or 40 hours). Mr. Matrisch seconded the motion. The motion carried unanimously.

Mr. Morgan then motioned to advertise the ordinance for inter-municipal agreement with Penn Township for street sweeping. Mr. Harman seconded the motion. The motion carried unanimously.

Regarding summer help for Public Works, Mr. Lapia learned that a previous summer help employee is interested in returning. Mr. Morgan motioned to hire Michael Spino at \$9.00 per hour, 40 hours per week, for 10 weeks, with no benefits offered, to start June 1. Mr. Ira seconded the motion. The motion carried unanimously.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of March 2015, as prepared by Mr. Lapia” was made by Mr. Hartman and seconded by Mr. Ira. Motion carried unanimously.

Tax Collector's Report – A motion “to approve the Tax Collector's report for the month of March 2015, as prepared by Mr. Radakovich” was made by Mr. Hartman and seconded by Mr. Ira. Motion carried unanimously.

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet April 27, 2015.

Public Safety (Mr. Woy) – Council received the outside audit report for the Manor VFD. Mr. Woy motioned to pay the first installment to the VFD in the amount of \$11,000. Seconded by Mr. Ira, the motion carried unanimously. Mr. Woy also noted that he received a member roster for the Manor VFD as requested.

Public Works (Mr. Matrisch) – None.

Unfinished Business

- Discussion on the VFD request to approve list of duties for Worker's Compensation purposes. Mr. Woy received a letter from Worker's Compensation listing covered duties and events and most of the events the VFD attends are covered. However, when it comes to parades, funerals, or functions outside of the Borough, Council needs to approve the VFD attendance. Mr. Woy motioned to have the Solicitor update the Ordinance dealing with these issues in conjunction with Worker's Compensation requirements and coverage for the 21st Century. Mr. Hartman seconded. The motion carried unanimously.

Mr. Woy motioned to approve the Manor VFD attending the Westmoreland County Home Show April 18 and 19, 2015. Seconded by Mr. Hartman, the motion carried unanimously.

Motion to go out of order to go into executive session for matters of personnel and potential litigation was made by Ms. Marchand and seconded by Mr. Morgan. The motion carried unanimously at 8:00 P.M.

Motion to return to council regular session was made by Mr. Woy and seconded by Ms. Marchand. The motion carried unanimously at 8:45 P.M.

New Business

- Request from Patriot Corporation USA for the Borough to pay Street Lighting Bill for Crimson Pointe III. The streets in Crimson were adopted on November 19, 2014. There was confusion on the billing switch over process and a lighting agreement had to be executed with West Penn Power. The Borough has been paying for the lighting since February and the Developer is requesting the Borough pay for the lighting costs from November to February which amounts to \$1,200.89, or \$1,111.78 minus the taxes and late fees. Mr. Morgan motioned to reimburse Patriot Corporation \$1,111.78 to pay for the lighting in Crimson Pointe III, excluding the taxes and late fees. Mr. Woy seconded the motion. Mr. Morgan then amended the motion to have Patriot Corporation provide proof of payment before the Borough reimburses them. The motion carried unanimously.
- Consideration "to approve release of funds for Woods of Brandywine Phase V Sub-Phase A." Mr. Woy motioned to release \$49,475.00. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration "to reject street paving bid received." Mr. Antonacci explained: There were 5 contractors who attended the pre-bid meeting, and 1 subsequently dropped out. Of the 4 remaining, only 1 bid was received from Mele & Mele in the amount of \$487,845.52. The consensus was the contractors felt the alley paving was too challenging in the short amount of time given and the 18-month warranty was considered too long to back up. Mr. Antonacci feels many of the contractors are holding back until the bigger bids are awarded. The alternative is to break the paving project into smaller pieces to get in some smaller contractors. Mr. Matrisch motioned to reject the bid received because the bid was higher than expected budget and the construction machines not able to accommodate the alleys. Mr. Woy seconded. The motion carried unanimously.

Mr. Woy motioned to re-bid the Paving project as street paving as one bid and the alleys as another bid, with the bids due Monday June 15, 2015 at 1:00 P.M. with a 1:30 P.M. opening. Seconded by Mr. Matrisch, the motion carried unanimously.

- Mr. Woy then motioned to have the Borough Engineer seek bids to repair Brandywine Drive, completion, as soon as possible. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration "to approve Cummins sub-division final plan." Mr. Hartman motioned to table the matter until the May Council meeting to allow Council more time to review Planning Commission recommendations submitted. Seconded by Mr. Morgan, the motion carried unanimously.

- Consideration “to replace exterior doors on the Borough Building.” The doors have never been replaced since the Borough building was erected and are showing age and wear. The cost is expected to be \$3,600 to replace 3 doors at a commercial grade type door by Firewicz. Mr. Matrisch motioned to have the doors replaced at the expected cost. Mr. Morgan seconded the motion. The motion carried unanimously.
- Discussion on purchasing an emergency generator for the Borough Building. A generator has been discussed off and on by Emergency Management and Public Safety. Currently the Borough does not have an independent power driven facility in case of an emergency for people to seek shelter and to keep Borough operations going in case of an extended power outage. Mr. Lapia obtained COSTARS pricing on a generator for the Borough building. Funding would come from Act 13 money and/or Borough surplus. Mr. Dixon explained the need for an independent power driven facility in the Borough and reinforced the need to consider such a facility for disaster/emergency preparedness. More research into possible grant funding is needed before a decision is made.
- Discussion on PTSA request to take over the Rowe Road Sewer trunk line. Mr. Matrisch motioned to have the Public Works Committee look into this further and to come up with a counter-proposal. Seconded by Mr. Woy, the motion passed by majority (1 – No Jim Morgan, 6 – Yes).

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of April 15, 2015, as presented” was made by Mr. Woy and seconded by Mr. Hartman. Motion carried unanimously.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and seconded by Mr. Hartman. Motion carried unanimously. The meeting adjourned at 9:45 P.M.

Joseph N. Lapia
Borough Manager