

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – April 16, 2014

The Manor Borough Council held its monthly business meeting on Wednesday, April 16, 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:

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| (Present) Dawn Lynn, President | Brian Woy, Vice President |
| Bruce Hartman | Steve Ira |
| Mike Matrisc | Jeremy Dixon, Mayor |
| Edward Antonacci, Engineer | John Campfield, Solicitor |
| Michael Radakovich, Tax/Sewer Collector | |
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| (Absent) Christine Marchand | Edwin Howley, Planning & Zoning Officer |
| Jim Morgan | |

Minutes – A motion “to accept the minutes of the meeting held on March 19, 2014, as read” was made by Mr. Matrisc, and seconded by Mr. Woy. Motion carried unanimously.

Citizen Comments –

- Don (Nick) Michel of 65 Observatory Street, Manor commented on the street lights. Mr. Michel publically thanked Mr. Lapia and Mr. Woy for helping in resolving the street light matter near his house. The one street light was taken out in error, and after considerable research, a work order is pending to replace the street light.
- Paul Kerber of 281 First Street, North Huntingdon reported on the First Student bus lot in Manor. Most of the items the Borough had cited have been corrected. Mr. Kerber is asking for more time to remove the millings from the property, until the end of the school year, due to the buses being in the way. Regarding the asphalt driveway in front of the office, he is questioning the need for a hearing or a letter from the Conservation office. The driveway was put in to provide for a safer entrance into the office.
- Sonya Brajdik, Hempfield Area School Board President and Kathleen Charlton, 25 Renaissance Drive, Irwin, Hempfield Area High School Principal inquired if the old Manor School Bell would like to be donated to the Hempfield Area School District. The students wanted to start a tradition using the bell in school functions.

Mr. Lapia provided a little background regarding the bell. Manor School was built in 1901. Hempfield School district was not formed until 1961. Hempfield wanted the bell at that time, their project fell through and Manor got the bell back, then placed it on loan to Manor Bank, where it has resided since.

Mr. Hartman motioned to let Hempfield School District use the bell on a loan basis providing it remains known as the Manor Bell. The Solicitor was tasked with drafting an agreement between the Borough and Hempfield School District. Seconded by Steve Ira, the motion carried unanimously.

Mayor’s Report (Mr. Dixon) –

- Shooting and Qualification for the First Quarter has been scheduled;
- The new part-time police officer Garret McNamara is on the job and is training;
- The police department needs to purchase a vest for McNamara, partially funded through a grant;
- Request to purchase 3 more vest carriers for part-time police officers.

Mr. Woy motioned to purchase 3 outer carriers and 1 complete outer carrier and vest. Mr. Hartman seconded the motion. Motion carried unanimously.

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) – Request granted to extend the time period to accept applications for part-time summer help until May 19th.

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

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

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – Mr. Hartman to resolve the uncertainty as to when Spring Fling will be.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Commission will meet on Monday, April 28th for the purpose of discussing the sign ordinance updates and land/subdivision ordinances.

Public Safety (Mr. Woy) – There is a new wireless router in the Administration office. The Emergency Operations Center is progressing. IT specifications are outstanding.

Public Works (Mr. Matrisch) – Looking into purchasing a new public works truck.

Mr. Woy motioned to go out of order into Executive Session to discuss Personnel matters and for matters of possible litigation. Seconded by Mr. Hartman, the motioned carried unanimously at 7:45 P.M.

A motion to return to the regular meeting from Executive Session was made by Mr. Woy and seconded by Mr. Ira. The motioned carried unanimously at 9:16 P.M.

Unfinished Business

- None

New Business

- Consideration “to approve payment request from Morgan Excavating.” Mr. Woy motioned to approve payment to Morgan Excavating in the amount of \$15,161.32 for the Sewer Separation Project. Mr. Hartman seconded. Motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V Sub-phase A.” Requested \$138,950. The Engineer recommends the release of \$40,000 of the \$138,950 due to the extensive amount of rock encountered on the site. Approximately 33,000 cubic yards of rock needs to be dealt with, and he anticipates \$150,000 more in rock removal. There has already been \$250,000 spent in rock removal. Mr. Hartman motioned to release \$40,000 retainage from Draw I Request retained. Contractor has the option to post additional security and if done, \$98,950 will be released. Mr. Ira seconded the motion. Motion carried unanimously.

- Woods of Brandywine Phase V Sub Phase B Security. Mr. Woy motioned to require the amount of security for the Woods of Brandywine Phase V Sub Phase B Developers Agreement at \$1,558,000. Mr. Ira seconded the motion. Motion carried unanimously. Borough Solicitor advised the motion be amended to include the Borough's Engineer estimate as Exhibit A1 to the Developer's Agreement. Mr. Woy then motioned to amend the Developer's Agreement to include the Borough's estimate as Exhibit A1. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration "to approve Developers Agreement for Woods of Brandywine Phase V Sub Phase B." Mr. Hartman motioned to approve the Developers Agreement for the Woods of Brandywine Phase V Sub Phase B. Mr. Matrisch seconded the motion. Motion carried unanimously.
- Consideration of Resolution 2014-06: Conditional approval to the Woods of Brandywine Phase V Sub Phase B. Mr. Woy motioned to approve Resolution 2014-06 granting final conditional approval for the Woods of Brandywine Phase V Sub Phase B. Developer has 30 days to post required security and sign the Developers Agreement. Mr. Hartman seconded the motion. Motion carried unanimously.
- Discussion on submitting grant application to the Commonwealth Financing Authority for sanitary sewer replacement (Resolution 2014-07). The Borough was recently made aware of this grant for up to \$100,000, which is quickly approaching deadline and has a \$100 application fee. Although the Borough does not have a specific project location in mind one will be finalized next week. Mr. Hartman motioned to pass Resolution 2014-07 to apply for the grant from the Commonwealth Financing Authority. Mr. Matrisch seconded the motion. Motion carried unanimously.
- Consideration "to approve Resolution 2014-05 Amendment to Consent Order & Agreement with DEP." Mr. Woy motioned to approve Resolution 2014-05 amending the Consent Order & Agreement with the DEP. Mr. Matrisch seconded the motion. Motion carried unanimously.
- Consideration "to approve advertising Civil Service application period and testing." As a result of the Civil Service meeting, applications for the Civil Service test will be taken thru 3:00 P.M. May 16th, 2014. The test will be given May 29th, 2014 at 7:00 P.M. in the Community Room. Mr. Woy motioned to approve advertising of the Civil Service application testing as soon as possible. Mr. Hartman seconded the motion. Motion carried unanimously.
- Discussion on improvements to Lower Manor Park. Mr. Woy reported the park is being looked at and he has noticed the bench area is muddy. Mr. Woy's company is willing to donate discontinued pavers and Manor Public Works would provide the labor to install the pavers. This would require some digging so that aggregate could be purchased and placed under the pavers. Mr. Matrisch motioned to accept the donation from Mr. Woy's company and to have Public Works perform the installation. Mr. Hartman seconded the motion. Motion carried unanimously.
- Request from the Westmoreland Intermediate Unit for use of the Park Pavilion. Mr. Ira motioned to allow the Westmoreland Intermediate Unit free use of the Pavilion on Friday May 30th, 2014 from 8:00 AM to 11:30 AM. Seconded by Mr. Woy, the motion carried unanimously.
- Discussion on purchasing a Public Works/Emergency Management truck. This truck is needed for general use and would eliminate hauling mowers and other miscellaneous items in the back hoe. The truck will have a slow plow kit and could be used to plow some of the smaller streets and alleys. Emergency Management could use the truck for emergencies. Payment for the truck will be taken from the Capital Expenditure Fund: \$22,400 for a fire truck and the balance from \$12,000 set aside for a Public Works truck. Mr. Matrisch motioned to purchase the Ford F250 for \$28,120 from Tri Star Motors from the Capital Expenditures Fund. Mr. Woy seconded the motion. Motion carried unanimously.
- Discussion on building storage bins for the Public Works Department. Bins are needed to section off material in a storage area and to keep the area neat and contained. Public Works needs 12 blocks @ \$50 each and 26 blocks @ \$65 each. Funding would come from the Administrative Facilities Repair and Maintenance budget. Mr. Hartman motioned to purchase the storage bins at \$2,290. Mr. Woy seconded. Motion carried unanimously.
- Consideration "to deny the Bortz Sub Division Preliminary Plan." Mr. Hartman motioned to table the matter until a later time. Mr. Woy seconded the motion. Motion carried unanimously.
- Kerber Request for Extension of time to do work at the bus depot lot. As a result of discussion in Executive Session, Mr. Hartman motioned to extend the appeal period to the Zoning Hearing Board for violation notice given to June 4th, 2014: To move millings and allow the Borough Engineer to look at

the storm water plan for asphalt paving in the parking lot. Mr. Matrisch seconded the motion. Motion carried unanimously.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

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

Public Comment –

- Patty Eathorne, in regards to the old Manor School Bell, asked if the bell is damaged, who is responsible? Ms. Lynn and the Solicitor suggested such a provision would be covered in the Agreement to be drafted.

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 10:32 P.M.

Joseph N. Lapia
Borough Manager