

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – April 18, 2018

The Manor Borough Council held its monthly business meeting on Wednesday, April 18, 2018 at 7:00 P.M., in the Manor Borough Building.

Council Vice President, Mr. Bruce Hartman, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Bruce Hartman, Vice President	Dave Gongaware
	Ralph Hensell	Dawn Lynn
	Christine Marchand	Jeremy Dixon, Mayor
	Ed Antonacci, Engineer	John Campfield, Solicitor
(Absent)	Brian Woy, President	
	Jim Vacha	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 March 21, 2018, as read” was made by Mr. Gongaware, and seconded by Mr. Hensell. The motion carried unanimously.

Public Comment on Agenda Items – Dominic Martelli of Brandywine Drive, Manor, rented the Community Room in March and had to forfeit a security deposit due to damage done to the floor. Mr. Martelli, post-rental, inspected the tables and chairs in the Community Room and found 2 chairs to be missing rubber caps from the chair legs and asserts that is what created the gouges in the flooring. He is asking for his security deposit to be refunded.

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

Solicitor’s Report (Mr. Campfield) – Mr. Campfield gave Council a memo on Act 172 as requested from the March council meeting. He asked Council to review for possible action.

Engineer’s Report (Mr. Antonacci) – The street paving project is out for bid. A pre-bid meeting will be held on April 30, 2018. The bids are due Monday, May 14, 2018. The curb and sidewalk project has received a notice to proceed.

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

Borough Manager’s Report (Mr. Lapia) – Tree clearing has begun in Manor Park for the Dirt and Low Volume Road Grant project. As soon as weather permits, storm inlets will be worked on.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of March 2018, as prepared” was made by Mr. Hensell and seconded by Mr. Gongaware. The motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of March 2018, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.

- **Personnel** – None.
- **Planning & Zoning** – The Planning Commission did not meet in April, but they will meet May 21, 2018 to continue with SALDO review and revision.
- **Public Safety** – None.

Unfinished Business

- Discussion on updating the Borough Fee Schedule. Borough fees have not been updated for nearly 20 years. Mr. Hartman, Ms. Marchand and Mr. Hensell met to discuss the fee schedule. The Committee is proposing to eliminate the Burn Permit and to prohibit outdoor burning with the exception of small fire pits. Some Ordinances will have to be updated with a new fee schedule specifically those that deal with Lien Letters and Zoning Hearings. The Committee proposes to set the new Zoning Hearing fee at \$1,000 from \$225. Driveway widths will likely come out of the SALDO and be a separate fee. Mr. Lapia will prepare Fee Schedules for Preliminary Plans Residential and Commercial and for Final Plans Residential and Commercial for the Committee to review.

New Business

- Request from Dominic Martelli for refund of Community Room Security Deposit. Mr. Martelli rented the Community Room March 25, 2018 and upon key return on March 26, 2018 was given a letter listing damages to the Community Room and advised his security deposit would be kept. He stated prior the gouges in the floor were the result of missing rubber caps on chair legs. Mr. Martelli also complained about the doors not working properly. Ms. Marchand apologized to Mr. Martelli for the inconvenience. Mr. Gongaware motioned to return the security deposit to Mr. Martelli. Seconded by Mr. Hensell, the motion carried unanimously.
- Request from the Manor Public Library for use of the Community Room. Ms. Lynn motioned to allow the Manor Public Library to use the Community Room June 25, July 12, and August 3 or 4. The rental fee is waived, but the Library must pay the \$75 per use cleaning fee, post a \$200 security deposit and fill out a lease agreement. Seconded by Ms. Marchand, the motion passes by majority. Mr. Gongaware and Mr. Hensell voted “No”.

Correspondence

- Sable Kennels

Payment of Bills – A motion “to approve payment of the bills as of April 18, 2018, as presented” was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously.

There was no Executive Session.

Public Comment – Pat Smith of Fredrick Drive, Manor, is concerned about property maintenance, recycle bins and feral cats. Ms. Smith is a long time resident of the Borough and is not happy how several properties in the Borough are not being maintained especially those with “absentee landlords” on Oak and Observatory Streets. She wants to have a Code Enforcement Officer to help remedy the property blight. Feral cats in the area are creating a safety issue. Mr. Hartman interjected that there isn’t anything that can be done or enforced. Mr. Lapia noted the Borough did reach out to several groups and the solution was to trap them, pay \$25 per animal to be spayed/neutered and then return them back. Ms. Smith wanted to know why we have recycling in the Borough, and recycling containers with no lids. She refuses to recycle as she feels the cats will get into the containers to lick food residue. She is upset the trash rates have gone up due to recycling. Mr. Lapia clarified if we had kept the same level of service, without recycling, the fee would have been \$2 less per month. Ms. Smith feels removing the Borough of feral cats is more important than recycling. She concluded by encouraging Council to adopt a Property Maintenance Ordinance.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 8:08 P.M.

Joseph N. Lapia
Borough Manager