

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – April 21, 2021**

The Manor Borough Council held its monthly business meeting on Wednesday, April 21, 2021 at 7:00 P.M., in the Manor Community Room.

Roll Call of Attendance:

(Present)	Bruce Hartman, President	Dawn Lynn, Vice President
	Dave Gongaware	Ralph Hensell
	Christine Marchand	Jim Vacha
	Brian Woy via Zoom	Mike Matrisch - Mayor
	John Campfield, Solicitor	Ed Antonacci, Engineer
		Mike Radakovich, Tax Collector
(Absent)	Jason Krainbucher, Zoning Office	George Valmassoni, Chief of Police

**Minutes** – A motion “to accept the minutes of the meeting held on March 17, 2021, as read” was made by Ms. Lynn, and seconded by Mr. Gongaware. The motion carried unanimously.

**Public Comment on Agenda Items** – Jerilyn Lewis of 19 Harding Street, Manor was interested in the discussion on Rental Property Inspections, Occupancy Permits and Code Enforcement with BIU (Building Inspector Underwriters). BIU was to discuss the services they could offer the Borough, but they are unable to do so at this time due to personnel issues.

Susan Forney of 500 Saddle Ridge Drive, Manor, wanted to discuss the Stormwater Ordinance. She appreciated Council’s consideration of her suggestions on changes and she has additional comments. She is questioning if the blanket restrictions should be less strict than the County model, and feels that later on, more restrictions could be imposed if needed. Also, if tighter restrictions are necessary, try to do more public outreach and education. She encourages there to be no overreach or misinterpretation of the Stormwater model Ordinance. Specifically, exclude sheds and small structures from the requirements, and if a sidewalk or driveway is to be replace then another fee should not be imposed on top of the regular zoning permit fee. Ms. Forney went on to say there were too many fees and questions why a fee for someone to be exempt from the Stormwater Ordinance. Many of the itemized fees should be for the larger stormwater projects and not the average homeowner. She wants to see the Stormwater Ordinance provide positive outcomes without burdening residents with fees. The Borough Engineer overviewed the Borough’s current stormwater management and how the Ordinance fits in with it. Ms. Forney thinks the Borough’s stormwater is too restrictive and contains too many fees. Mr. Hartman agrees with Ms. Forney and feels the Ordinance should not be one size fits all. He also feels the Ordinance should be written more simply so residents know if they are exempt or not, and not have to pay an application fee to the Borough to find out if they are exempt. Mr. Lapia noted the Borough gets complaints frequently from residents regarding neighbor’s storm water going onto their property from landscaping, pool installations, and other yard changes.

Chuck Charrie of 1297 First Street, Manor wanted to get clarification on the proposed Stormwater Ordinance with regards to which revised copies are available for review. He then wanted to know the process of how the Ordinance came to be today, specifically was a special committee set up to review first. It was not. Mr. Hartman noted the Ordinance was reviewed and commented on by the Borough Engineer. In regards to the fees, the Borough Solicitor, the Borough Engineer and the Borough Manager reviewed the document and based the fee on time estimates needed to inspect the various tasks. Mr. Charrie is also questioning who is going to enforce the Ordinance. He then asserted that stormwater maintenance was not being adhered to the Manor Park Playground. Then he went on to discuss the school bus depot and claims the stormwater maintenance plan is not working on that site. Finally he made a plea to council to pass a fair Stormwater Maintenance Ordinance that does not tax the residents.

**Mayor’s Report** (Mr. Matrisch) – None.

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

**Engineer's Report** (Mr. Antonacci) – None.

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

**Borough Manager's Report** (Mr. Lapia) – Mr. Lapia reported Street Sweeping is scheduled for April 26 and 27, 2021. The new playground is progressing. The majority of the playground has been put up. A couple of items are on backorder. The water issue has been addressed and is being take care of. Some piping and stone needs to be installed to redirect the water. The resin needed for the poured in place safety surface is backed up due to power outages in Texas last month. The former Cline property at 30 South Railroad Street has since been acquired by the Westmoreland County Landbank. The initial thought was they would be able to rehab the house, however, it will have to be taken down. Once the parcel is cleared of the structure, the parcel will be deeded to the Borough. The Borough's Sewage Enforcement Officer is no longer certified and therefore not able to do it. The Borough needs to find a new Sewage Enforcement Officer.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of March 2021, as prepared” was made by Mr. Gongaware. The motion was seconded by Mr. Hensell. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector's Report for the month of March 2021, as prepared” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

#### **Committee Reports**

- **Building & Properties** – None.
- **Community Betterment** – Mr. Gongaware recognized an Eagle Scout who wanted to address council. Zeb Marincic of 9830 Polk Street, North Huntingdon, and his helpers restored Mt. Manor Park in November 2020 for Zeb's Eagle Scout Project. Mr. Marincic has been awarded Eagle Scout status. He thanked Council for allowing him to do his Eagle Scout project in the Borough.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – Mr. Woy met with the chief officers of the Manor VFD. They are in the process of replacing Engine 13-1 which is over 30 years old and would like to meet with Council to see what funding would be available to offset the expense of new apparatus over the next 10-15 years. They have been applying for and receiving grants and continue to seek out grant money. Mr. Woy recommends the Finance and Public Safety chairpersons meet with the MVFD for further discussion. Mr. Woy also received several complaints from residents regarding the dropping of recycling in the Borough. He also received a complaint about feral cats on at 198 Oak Street. The police spoke to the resident who claims no ownership of the cats but is providing care to them. The Humane Society recommends the Trap-Neuter-Return program for feral cats. This issue came up in 2013 and the best solution was to pay \$25 per cat to have it sterilized and returned to the colony.

#### **Old Business**

- Discussion on Rental Property Inspections, Occupancy Permits and Code Enforcement. BIU was to discuss the services they could offer the Borough, but they are unable to do so at this time due to personnel issues. Mr. Woy suggested Mike Stack from Penn Township, who is now an independent consultant, however, Mr. Stack is interested in taking over all Building Inspections. The Borough's current building inspector is willing to do the inspections, permits and code enforcement, but has requested the Borough adopt the full International Property Maintenance Code.
- Consideration “to adopt Ordinance 589-21-01, enacting a new Stormwater Management Ordinance and Implementing the Requirements of the Westmoreland County Stormwater Management Integrated

Water Resources Plan (2020).” After the March meeting the Borough Manager and the Borough Engineer created a new fee schedule, mostly reducing fees. Mr. Hartman again stated that those that fall under an exemption should not have to pay anything. He is also against application fees and feels the Borough’s Ordinance should follow the County’s recommendation. After considerable discussion among Council, Mr. Hartman created a committee comprised of Ms. Lynn, Mr. Hartman and Mr. Vacha to review fees, exemptions, and enforcement. Mr. Vacha motioned to table the vote until the May meeting. Seconded by Ms. Lynn, the motion carried unanimously.

### **New Business**

- Consideration “to approve First Amendment to Ground Lease Agreement with TowerCo.” Ms. Lynn motioned to approve the First Amendment to Ground Lease Agreement with TowerCo for the cell tower in North Huntingdon Township on Manor Borough owned property. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to authorize the Borough Engineer to bid the Street Paving Project for 2021.” Ms. Lynn motioned to authorize the Borough Engineer to bid out the Borough’s street paving project for 2021, with the bids due May 17, 2021 at 1:00 P.M. and the bid opening at 1:15 P.M. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve Resolution 2021-05, Appointing Heather Gockel to the Recreation Board. Mr. Gongaware motioned to approve Resolution 2021-05, appointing Heather Gockel to the Manor Recreation Board. Seconded by Mr. Vacha, the motion carried unanimously.
- Request from the Manor Lions to use Manor Park for a Kid’s Day. Mr. Hensell motioned to permit the Manor Lions to use Manor Park for a Kid’s Day, July 31, 2021 provided they follow CDC Guidelines. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to place 2012 Chevy 3500 Dump Truck on Municibid for sale.” Mr. Lapia stated the truck will not be listed until we are close to getting the new RAM 5500. Mr. Gongaware motioned to place the 2012 Chevy 3500 Dump Truck on Municibid. Seconded by Ms. Lynn, the motion carried unanimously.
- Discussion on replacing 2015 F250 Crew Cab. Mr. Woy noted the F250 was purchased in 2014 to haul Emergency Management personnel and equipment. Since then, more equipment is hauled than personnel. An 8-foot bed truck is more practical than a crew cab. Used truck prices are high and the trade-in value is less than \$4,000 from the purchase price. The price quoted by Tri-Star with the trade in is \$8,784.00. Ms. Lynn motioned to trade in the 2015 F250 for a 2021 F250. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to approve annual funding payment to Manor VFD.” Mr. Woy noted there was an audit done by the Public Safety Committee and the Manor VFD Executive Board. No irregularities found. The Committee recommends releasing the payment for 2021. Mr. Gongaware motioned to approve the annual funding payment to the Manor VFD in the amount of \$34,000. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve procedures for Summer Playground Program.” Ms. Lynn motioned to approve procedures for the Summer Playground Program adhering to CDC Guidelines. Seconded by Mr. Hensell, the motion carried unanimously.

**Correspondence** – None.

**Payment of Bills** – A motion “to approve payment of the bills as of April 21, 2021, as presented” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

There was no Executive Session.

**Citizen Comments** – Milana Sauter of 45 Observatory Street, Manor, is concerned about sewer inspections. She received a letter April 5, 2021 informing her she needs a sewer lateral inspection for a property transfer, just to change a name on her deed which is in both her and her husband’s name. As they are going through a divorce, she wants to remove her husband from the deed and feels it is unnecessary to have a sewer lateral

inspection. Mr. Hensell motioned to forgo the sewer lateral inspection for Ms. Sauter and to amend the current Ordinance for exceptions. Seconded by Mr. Gongaware, the motion carried unanimously. Ms. Sauter noted she has had no sewer issues since the last inspection.

Jerilyn Lewis of 19 Harding Street, Manor, is requesting for the Community Room to be able to be rented again since the Governor lifted the Emergency Declaration. She wants Council to discuss. Mr. Hartman stated the Borough is operating under CDC Guidelines. Mr. Lapia explained this needs to be reviewed by Mr. Woy who is the Manor Emergency Management Director and the one who coordinates such matters for the Borough. Ms. Lewis was insistent this matter be discussed and resolved, but Mr. Hartman did not want to discuss further until Mr. Woy could address the matter. Meanwhile, Mr. Lapia is trying to determine how the original occupancy limit was determined, if it needs to be revised, and then limit gathering sized based on current and future CDC Guidelines.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 9:09 P.M.

Joseph N. Lapia  
Borough Manager