

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – May 15, 2019**

The Manor Borough Council held its monthly business meeting on Wednesday, May 15, 2019 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)	Brian Woy, President-Acting Mayor	Bruce Hartman, Vice President
	Dave Gongaware	Ralph Hensell
	Dawn Lynn	Christine Marchand
	John Campfield, Solicitor	Ed Antonacci, Engineer
	George Valmassoni, Chief of Police	
(Absent)	Jim Vacha	
	Lee Miller, Planning & Zoning Office	Mike Radakovich, Tax Collector

**Minutes** – A motion “to accept the minutes of the meeting held on April 17, 2019, as read” was made by Ms. Lynn, and seconded by Mr. Hensell. The motion carried unanimously.

**Public Comment on Agenda Items –**

Susan Woy of Cameron Drive, Manor is concerned with the access road being built behind her property. She admits there is a problem with a drainage pipe head wall two houses down from her but wants to have the topsoil replaced as she fears the water will lay in her back yard and not drain, becoming unusable. She does not want an access road to remain and the green space restored. Mr. Lapia explained the access road is being installed to remediate a water issue further up Cameron Drive at 210 and 212. The access road is to remain so maintenance can be performed on the drainage pipe and outfalls in the future. Mr. Lapia also assured Ms. Woy her property will not be affected by ponding water once the drainage pipe is constructed and maintained. Mr. Antonacci added the access road is on Borough property and not on the resident’s property. Ms. Woy is concerned water will pond in the GeoTech material and flood her yard, however the access road is well behind her property and the design is to have the water run off of her property onto the Borough’s green space property.

Laurie Kopasko of Cameron Drive, Manor is also concerned with the access road being built through her yard. She is concerned children and young adults will misuse the access road to “party” and she does not want a driveway through her backyard. She has maintained the property for 11 years and did not know the green space existed. She further complained she did not like the way she was treated when she called the Borough office and she asserts she was talked down to. Ms. Kopasko is also unhappy she has to move her shed as it is on Borough property. She asserts she thought it was on her property, according to the plot plan, when she purchased the house. Ms. Kopasko assumed her property extended into the green space.

An unidentified man (husband of Susan Woy), speaking out of turn, complained about the access road and states his backyard is a swamp and the access road is going to make the swamp worse. Mr. Lapia stated the reason for the project and the access road is to alleviate water ponding issues which has been designed by a professional engineer. The resident then complained about a water issue arising within the past 3 years and he’s unable to run his lawnmower through it.

**Mayor’s Report** (Mr. Woy) – Interim Mayor, Mr. Woy reported there are some staffing issues that will be taken care of later in the meeting.

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

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

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

**Borough Manager's Report** (Mr. Lapia) – Mr. Lapia, Mr. Antonacci and Mr. Campfield have been working on an update to the sewer rules and have completed the definitions. Mr. Lapia asked council if they had anything to add. Mr. Hartman was refreshed on the need for updated rules and regulations regarding when to bill and when not to bill. Mt. Manor Playground needs mulch. The options are manufactured wood fiber or dig up the wood fiber and replace it with rubber mulch. The rubber mulch is more expensive, but it holds up well and does not decay as quickly as the wood fiber. The Manor Park playground mulch needs a touch up, but has held up well despite the flooding in September. Council wants Mr. Lapia to continue looking into the rubber mulch and getting prices. Both Mr. Lapia and Mr. Antonacci have been looking into an access drive ordinance, which is a model from PennDOT.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of April 2019, as prepared” was made by Mr. Hensell and seconded by Ms. Lynn. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector's report for the month of April 2019, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously.

#### **Committee Reports**

- **Building & Properties** – Mr. Lapia noted the Borough placed a One Call to place a pipe in Manor Park where the mine water is draining in the grassy area above the pavilion. There will be a small rock lined trench leading the water run off to Brush Creek. This plan has the approval of the PA DEP and the Conservation District.
- **Community Betterment** – Mr. Hartman reported he and Mr. Gongaware talked to the Irwin Miners baseball coach to discuss the use of the baseball field. The coach has some ideas on how to improve the field and both Mr. Hartman and Mr. Gongaware wish to make the process easy. Mr. Lapia pointed out the baseball field is in a flood plain and any above ground dugouts must be constructed per the flood plain rules and regulations. He has talked to the Coach but has not heard back from him. Mr. Gongaware suggested the Borough Engineer get involved but Mr. Lapia cautioned against that. Mr. Hartman is looking for a betterment of the ball field in the long term. Ms. Marchand suggested the Irwin Miners submit their plans to the Borough for evaluation.

Mr. Gongaware asked about Act 172. Mr. Lapia noted he sent information out to Council and there was no feedback. Ms. Marchand suggested a committee look into Act 172. Mr. Lapia, at Ms. Lynn's suggestion, told Council to email him with their ideas and thoughts and he would assemble the results and email back to council so they can decide on a direction.

Mr. Gongaware noted the Manor Legion's Woman's Auxiliary is has a spaghetti dinner the third Wednesday of the month, but is pre-empted this month due to a district meeting. Mr. Gongaware requests placing the new date of May 22, 2019 from 4:00 P.M. until 7:00 P.M. on the Manor message board. The money raised helps disabled veterans. Mr. Lapia suggested to Council to look into replacing the current message sign with a digital message sign to catch more attention.

- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – The next Planning Commission meeting is Monday June 17, 2019 at 7:00 P.M. in the Manor Community Room.
- **Public Safety** – None.

### Unfinished Business

- Discussion on updating the Zoning Ordinance for Accessory Structures and Uses. When the Borough Ordinances were recently codified, the Accessory Structures and Uses was inadvertently omitted. This omission needs to be corrected for those who want a mini shed or other small accessory structures. Mr. Lapia suggested if Council wants to make other changes to the Zoning Ordinance, to do it now. Council will submit comments to the Borough Manager by May 31, 2019.
- Consideration “to hire a part time police officer(s)” After interviews, the recommendation was to hire 2 part-time police officers: Walter R. Carlson and Eric Ziska. Mr. Hensell briefly reviewed their backgrounds. Acting Mayor Mr. Woy reported to Council that full time Officer Brian Cope was hired by Penn Township Police Department and will be leaving soon. Mr. Gongaware motioned to hire Walter R. Carlson and Eric Ziska, contingent upon them passing a drug screen. Seconded by Ms. Lynn, the motion carried unanimously.

### New Business

- Consideration “to approve License Agreement with Greenland Construction”. Greenland Construction is working on Phase 2 of the WWMA interceptor line which is coming down Sandy Hill Road. They wish to use the Sandy Hill Road Lot to store stone and material as needed. Ms. Lynn motioned to approve the License Agreement with Greenland Construction. Seconded by Mr. Gongaware, the motion carried unanimously.
  - Consideration “to accept bid for Cameron Drive Storm Outfall Repairs.” There were 5 bids received for the Cameron Drive Storm Outfall Repair. The lowest bid was \$59,653.15 from Curry & Kepple, Inc. Ms. Lynn motioned to award the job to Curry & Kepple, Inc. Seconded by Mr. Gongaware, the motion carried unanimously.
  - Consideration “to hire a Full Time Public Works employee”. The Borough received 25 applications. Ms. Lynn motioned to hire Christopher J. Rindt as Full Time Public Works employee pending a drug screen and background check. Seconded by Ms. Marchand, the motion carried unanimously.
  - Consideration “to hire Brad Kwiatkowski for Public Works Summer Help”. Ms. Lynn motioned to hire Brad Kwiatkowski for Public Works Summer Help. Seconded by Ms. Marchand, the motion carried unanimously.
  - Discussion on updating SALDO fees. Mr. Lapia gave council a comparative spreadsheet showing Manor’s current fees compared to neighboring communities. Council agreeing the SALDO fees need updated, Mr. Gongaware motioned to have the Solicitor draft language for a fee update. Seconded by Mr. Hensell, the motion carried unanimously.
  - Consideration “to authorize Engineer to prepare bid package for Woods of Brandywine phase 1 & 2 Storm Water Pond”. Mr. Lapia noted the neighbors to the pond are requesting the Borough not asphalt pave, but use grassy pavers. Mr. Hartman wants the affected neighbors to be notified by mail and given a chance to give feedback. Mr. Hensell motioned to authorize the Engineer to prepare a bid package for the Woods of Brandywine Phase I and II Storm Water Ponds. Seconded by Ms. Marchand, the motion carried unanimously.
  - Consideration “to approve Resolution 2019-05 filling vacancy in the Office of Mayor”. Ms. Lynn motioned to appoint Michael Matrisch as Borough Mayor until December 31, 2019. Seconded by Ms. Marchand, the roll call vote is as follows:

Mr. Hartman	- Yes	Ms. Lynn	- Yes
Mr. Gongaware	- No	Ms. Marchand	- Yes
Mr. Hensell	- No		
- The majority voted in favor of Mr. Matrisch to be Mayor of Manor Borough until the end of 2019.
- Consideration “to hire Summer Playground Supervisors”. Mr. Gongaware motioned, from the recommendation of PTARC Director Linda Bires, to hire Kate Mervosh, Hailey Germanoski, and Sydney Weaver for the Summer Playground Supervisors. Seconded by Ms. Lynn, the motion carried unanimously.

**Correspondence**

- None.

**Payment of Bills** – A motion “to approve payment of the bills as of May 15, 2019, as presented” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

Ms. Lynn motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Ms. Marchand, the motion carried unanimously at 8:44 P.M.

Mr. Gongaware motioned to return to the Council Meeting. Seconded by Ms. Lynn, the motion carried unanimously at 9:24 P.M.

**Public Comment** – None.

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 9:25 P.M.

Joseph N. Lapia  
Borough Manager