

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – May 18, 2016

The Manor Borough Council held its monthly business meeting on Wednesday, May 18, 2016 at 7:00 P.M., in the Manor Borough Building.

Council President, Mr. Brian Woy, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Brian Woy, President Steve Ira Jeremy Dixon, Mayor Ed Antonacci, Engineer	Mike Matrisch, Vice President Dawn Lynn Terry Nemitz John Campfield, Solicitor George Valmassoni, Chief of Police
(Absent)	Bruce Hartman Edwin Howley, Planning & Zoning Office	Christine Marchand Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on April 20, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Nemitz. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) –The Civil Service Agility testing has been completed. PTARC mailed the summer activities guide and it will be in the Penn Trafford Star. Mr. Dixon distributed the Monthly Police Report.

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

Engineer's Report (Mr. Antonacci) – PennDOT inspection for the scoping application (Right of Way lines and Driveway Lines) at the bottom of Sandy Hill Road is scheduled for May 19, 2016.

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

Borough Manager’s Report (Mr. Lapia) – Since the Borough has pre-approval from PennDot for the bottom of Sandy Hill Road, Mr. Lapia and Mr. Campfield have been drafting a Lease Agreement for the site. Ms. Lynn motioned to have the Borough Manager and the Solicitor to move forward finalizing the Lease Agreement for the Sandy Hill Lot. Seconded by Mr. Nemitz, the motion carried unanimously. The street sweeping was completed in 2 days: May 9 and May 10, for a total of 22 hours at a cost of \$2,530, or a savings of \$1,430 over last year when Penn Township did the street sweeping. The Administrative Assistant has begun to digitize the Ordinances and Resolutions, making them searchable and to better preserve the contents of the documents.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of April 2016, as prepared” was made by Ms. Lynn and seconded by Mr. Nemitz. Motion carried unanimously.

Tax Collector's Report – A motion “to approve the Tax Collector’s report for the month of April 2016, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Matrisch. Motion carried unanimously.

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – Mr. Matrisch had a question about the park slides. Mr. Lapia reported the slides have been removed and both entrances to the slides have been blocked. The Volcano still has some issues and is not easily repaired. It may have to be removed. Mr. Hartman has yet to get back to the Administration Office on what should be done with the park.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission is scheduled to meet May 23, 2016 at 7:00 PM; continuing to work on SALDO updates.

Public Safety (Mr. Woy) – Civil Service testing has been completed. The Commission met on May 10, 2016 to certify the list of scores and prepared a list of the top 3 candidates, with a Veteran in the top 3.

Public Works (Mr. Matrisch) – Work has begun on the catch basins on Brandywine Drive.

Unfinished Business

- None.

Ms. Lynn motioned to go out of order for Executive Session for personnel matters. Seconded by Mr. Nemitz, the motion carried unanimously at 7:10 PM.

A motion to return to council regular session was made by Mr. Matrisch and seconded by Mr. Nemitz. The motion carried unanimously at 7:35 P.M.

New Business

- Consideration “to accept resignation of Patrolman John Mitaly.” Ms. Lynn motioned to accept the resignation of Patrolman John Mitaly. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to hire summer Playground Supervisors.” Ms. Lynn motioned to hire August Aplequist and Christina Bauer for the summer Playground Supervisors, provided their background checks are ok. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to hire a full time Police Officer.” Ms. Lynn motioned to hire Corey Fearon as full time Police Officer. Motion was then rescinded. Mr. Matrisch motioned to hire Corey Fearon who was in the top 3 on the list supplied by the Civil Service Commission; hiring conditional based on passing a physical exam, psychological exam, drug test and a background investigation. Seconded by Mr. Nemitz, the motion carried unanimously. Then, Mr. Matrisch motioned to hire Brian Cope who was not in the top 3 on the list supplied by the Civil Service Commission, but qualifies for Veteran preference points, hiring conditional based on passing a physical exam, psychological exam, drug test and a background investigation. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to adopt revised time clock policy.” Ms. Lynn motioned to adopt the revised Time Clock Policy. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to adopt updated Borough Policies & Procedures for Employees, Board Members and Volunteers who interact with children.” Ms. Lynn motioned to adopt the updated Borough Policies & Procedures for Employees, Board Members, and Volunteers who interact with children. Seconded by Mr. Nemitz, the motion carried unanimously.

Correspondence

- Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of May 18, 2016, as presented” was made by Ms. Lynn and seconded by Mr. Matrisch. The motion carried unanimously.

Public Comment – Mr. Donald Michel of 65 Observatory Street, Manor is concerned about vehicles speeding on Observatory Street. He has noticed an increase in the number of children in the area, and suggested putting a speed hump on Observatory to slow traffic. Mr. Michel also noted there is a nuisance junk pile at 63 Observatory consisting of junk, furniture, and “etc.” He wanted to know if Council wanted such a condition to exist in the Borough. Mr. Woy commented since the Borough just hired 2 full-time police officers, Code Enforcement will be stepped up to remedy some outstanding issues.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matrisch and seconded by Ms. Lynn. The motion carried unanimously. The meeting adjourned at 7:54 P.M.

Joseph N. Lapia
Borough Manager