

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – May 21, 2014**

The Manor Borough Council held its monthly business meeting on Wednesday, May 21, 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:

(Present) Dawn Lynn, President	Brian Woy, Vice President
Bruce Hartman	Steve Ira
Christine Marchand	Mike Matrisch
Jim Morgan	Jeremy Dixon, Mayor
Edward Antonacci, Engineer	John Campfield, Solicitor
Michael Radakovich, Tax/Sewer Collector (arrived at 8:06 P.M.)	

(Absent) Edwin Howley, Planning & Zoning Officer

**Minutes** – A motion “to accept the minutes of the meeting held on April 16, 2014, as read” was made by Mr. Hartman, and seconded by Mr. Woy. Motion carried unanimously.

**Citizen Comments** –

- Nicholas Breault of 131 Orchard Drive in Manor had questions and concerns regarding deck plans. He wants to build a deck off of his house, however, he cannot put posts in a right of way due to easements and right of ways. He does not want to invest in costly engineer drawings if the Borough will not approve the deck plan in concept. He will need an aerial easement. Mr. Breault has submitted hand drawn pictures and drawings.
- Jerilyn Lewis of 19 Harding Street in Manor is concerned about the Carl Altman easement, the parking on Harding Street and the abandon vehicles on the Altman property. She requests an update to a recurring issue (mud tracked on the street) and why hearings with the magistrate keep being postponed and the charges withdrawn. Mr. Lapia noted Mr. Altman has been cited for tracking mud onto the street, but the citation was withdrawn by the Police Department. Mr. Altman is working on a plan to rectify the problem. The issue has been deferred to the Police Department and Code Enforcement.
- Charles Pfeil of 37 Harding Street in Manor is concerned about his property, the mud on the street, the parking on Harding Street, and the heavy equipment on the Altman property. Mr. Pfeil’s concern is Mr. Altman’s vehicles are a “junk yard”, are encroaching on his property and needs to be removed. Question arose as to Mr. Pfeil’s ownership of the former junk yard business and the chain of inheritance from his father. Mr. Pfeil asserts he has been cleaning up his property and resents Mr. Altman’s lack of responsibility.
- Larry Fedor of 118 Irene Drive in Manor is concerned about the change in street parking on Irene Drive; no parking in cul-de-sacs. Ms. Lynn explained the ordinance was put into effect to allow safety and emergency vehicles into cul-de-sacs. While Mr. Fedor does not live in a true cul-de-sac, the Borough put up the “no parking” signs due to the design of the street. Mr. Lapia noted it is up to Manor Police to enforce no parking in cul-de-sacs.
- Jerry Nedley of 523 Manor Harrison City Road in Manor is concerned about the Manor School Bell. He recalls 11 years ago the bell was in a warehouse at Hempfield School. He asked for the bell to be returned to Manor, which it was, and the Manor Bank gave permission to keep the bell on their property. He noted the Manor Bell has a personal, home-town, history with the residents. On behalf of the residents of Manor Borough, Mr. Nedley requests the Borough keep the Manor Bell here.
- Pat Smith of 128 Fredrick Drive in Manor expressed her opinion that the Manor Bell should be kept in the Borough.

**Mayor's Report** (Mr. Dixon) – Mr. Dixon presented the monthly Police Log Summary, and noted the newly purchased shotguns are in service. The six applicants for the full time police officer will be taking the Civil Service test May 29, 2014. Later, the applicants will have oral interviews and agility testing.

**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) – Several Council members have reviewed the Borough Codification documents, but Mr. Lapia reminded all the documents have to be adopted for public view.

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

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

### **Committee Reports**

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Commission will not meet in May. The next meeting will be in June to review sign ordinance and the sub-division and land development ordinance.

Public Safety (Mr. Woy) – The Borough received its ISO Rating for Fire Protection. The classification has been lowered from 5 to 4. This rating is important because it is used by insurance companies when determining rates for homeowner insurance coverage.

Public Works (Mr. Matrisch) – The Public Works tractor transmission has been repaired.

### **Unfinished Business**

- Consideration “to deny the Bortz Sub Division Preliminary Plan.” A plan was submitted for the February Planning Commission Meeting. The Engineer sent several items to do to the Bortz's Engineer. There has been no movement and the 90-day time limit is approaching. The Bortz's attorney has been advised of this by Mr. Campfield who asked him to send an extension letter to Manor Council. No letter has been received to date by either Mr. Campfield or Mr. Lapia. A motion to deny the preliminary plan of the Bortz sub-division, (amended with) based on deficiencies sent by Engineer and Solicitor letters, was made by Mr. Morgan and seconded by Mr. Hartman. Motion carried unanimously.

- Discussion on request from PTSA to acquire Rowe Road Sewer trunk line. Mr. Lapia, Mr. Matrish, Mr. Campfield and Mr. Morgan met with representatives of the PTSA (Penn Township Sewage Authority) several weeks ago to discuss the proposal. After discussion of the pros and cons of acquiring the trunk line, Mr. Matrisch motioned to continue discussion with the PTSA in regards to acquiring the Rowe Road Sewer trunk line. Mr. Hartman seconded the motion. Motion carries by majority:

Ms. Lynn	- Yes	Mr. Hartman	- Yes	Mr. Matrisch	- Yes
Mr. Woy	- Yes	Mr. Ira	- Yes	Mr. Morgan	- No
		Ms. Marchand	- No		

- Consideration “to approve Custodial Agreement & Resolution 2014-08 concerning Manor School Bell.” Mr. Woy motioned to retain the Manor School Bell and keep it at Manor Bank. Ms. Marchand seconded. Motion carries by majority:

Ms. Lynn	- Yes	Mr. Hartman	- No	Mr. Matrisch	- Yes
Mr. Woy	- Yes	Mr. Ira	- No	Mr. Morgan	- Yes
		Ms. Marchand	- Yes		

### **New Business**

- Consideration “to approve payment request from Morgan Excavating for Sewer Project.” Mr. Hartman motioned to approve payment to Morgan Excavating in the amount of \$146,216.51 for the Sewer Separation Project. Seconded by Mr. Woy. The motion carried unanimously.
- Discussion on reimbursing Borough Manager for use of personal cell phone. Mr. Lapia uses his personal cell phone frequently for Borough related matters. Mr. Matrisch motioned to reimburse Mr. Lapia \$50 each month from the General Fund for cell phone use. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to hire Public Works Summer Employee.” As recommended by Mr. Lapia after interviewing, Mr. Woy motioned to hire Andrew Loughner at \$8.50/hour, not to exceed 40 hours/week for 10 weeks as the Public Works Summer Employee. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to hire summer playground supervisors for park program.” As recommended by the Personnel Committee, Ms. Marchand motioned to hire Rosanna Pipak and Carly Opalinsky at \$8.50/hour, 20+ hours/week for 10 weeks, each, as playground supervisors. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to participate in the Westmoreland County CDBG (Community Development Block Grant) program for Fiscal Years 2015-2017.” Mr. Hartman motioned for the Borough to continue participating with CDBG for Fiscal Years 2015 – 2017. Mr. Matrisch seconded the motion. Motion carried unanimously.
- Discussion on purchasing a sewer camera. The existing sewer camera requires a new camera head, and due to its age, is outdated. It is more cost effective to purchase a new camera than to have the old one repaired. Mr. Hartman motioned to proceed with the purchase of a new Rigid 325 foot sewer camera with a CS10 monitor for \$10,791 from Scott Electric. Mr. Matrisch seconded. The motion carries by majority:

Ms. Lynn	- Yes	Mr. Hartman	- Yes	Mr. Matrisch	- Yes
Mr. Woy	- Yes	Mr. Ira	- Yes	Mr. Morgan	- Yes
		Ms. Marchand	- No		
- Discussion on 2014 paving program. Although the Sewer Project is proceeding on schedule there may not be enough time to pave those streets this year. Council has decided to look at other areas in need of paving for the next council meeting.

- Consideration “to have bridge ramps, railings, hand rails and gazebo pressure washed.” Mr. Hartman motioned to agree to have Manor Park’s bridge ramps, railing, hand rails and gazebo pressure washed by Perfect Industrial Cleaning for \$1,985, as quoted. Mr. Ira seconded. The motion carries by majority:

Ms. Lynn	- Yes	Mr. Hartman	- Yes	Mr. Matrisch	- Abstained
Mr. Woy	- Yes	Mr. Ira	- Yes	Mr. Morgan	- Yes
		Ms. Marchand	- Yes		
  
- Request from State Representative Dunbar’s Office to hold a Children’s Health & Safety Expo at Manor Park. Mr. Morgan motioned to approve free use of Manor Park by Representative Dunbar for a Saturday in September 2014, at a date to be determined, within a reasonable amount of time, and the “vendors” are not selling anything. Seconded by Mr. Matrisch. The motion carried unanimously.
- Consideration “to release funds for Woods of Brandywine Phase V Sub-Phase A.” A request from Brandywine LLC was received to release funds held as security for earthwork and prior retainages. Mr. Antonacci inspected the work and recommended the release of \$164,769 as requested. Mr. Woy motioned to release \$164,769. Seconded by Mr. Matrisch, the motion carried unanimously.
- Discussion on purchase of computers. The Borough’s computers are outdated and are in need of both hardware and software upgrades. Mr. Morgan motioned to allow for the purchase of 1 server, 6 desktops, and 2 laptop computers for Borough Administration, Emergency Management and Police Department for \$8,369.76. Mr. Ira seconded the motion. The motion carried unanimously.
- Consideration “to support legislation allowing local police to use RADAR.” The PSAB (Pennsylvania State Association of Boroughs) is asking for support by all Boroughs. Mr. Morgan motioned not to support the legislation that allows local police to use RADAR. Mr. Hartman seconded the motion. The motion carries by majority:

Ms. Lynn	- Yes	Mr. Hartman	- Yes	Mr. Matrisch	- Yes
Mr. Woy	- No	Mr. Ira	- Yes	Mr. Morgan	- Yes
		Ms. Marchand	- Yes		
  
- Request from WWMA for Community Room Use on June 4<sup>th</sup>. The WWMA requests use of the Manor Community Room the evening of June 4<sup>th</sup> for an Act 531 Special Study public meeting. This meeting will also be open to all Municipal Officials. Mr. Hartman motioned to allow the WWMA free use of the Community Room, with a \$100 security deposit. Mr. Morgan seconded the motion. The motion carries by majority:

Ms. Lynn	- No	Mr. Hartman	- Yes	Mr. Matrisch	- Yes
Mr. Woy	- No	Mr. Ira	- Yes	Mr. Morgan	- Yes
		Ms. Marchand	- No		
  
- Consideration “to purchase two radios for the Emergency Operations Center”(EOC). The handheld radios are necessary during an emergency to keep in contact with Westmoreland County Emergency Management. Motorola APX 4000 was recommended by the County. Cost of 2 radios is \$4,576 and will be paid for with Act 13 Funds. Ms. Marchand motioned to purchase the radios for the Manor Borough EOC. Mr. Hartman 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 April 16, 2014, as presented” was made by Mr. Woy and seconded by Mr. Matrisch. Motion carried unanimously.

Ms. Marchand motioned to go into Executive Session to discuss Personnel matters and for matters of possible litigation. Seconded by Mr. Morgan, the motioned carried unanimously at 10:05 P.M.

A motion to return to the regular meeting from Executive Session was made by Mr. Hartman and seconded by Mr. Morgan. The motioned carried unanimously at 11:14 P.M.

A motion to extend time to approve the Final Plan of the Woods of Brandywine Phase V Sub Phase B to June 14, 2014 was made by Mr. Woy. Ms. Marchand seconded the motion. Motion carried unanimously.

A motion to allow the Engineer and Borough Manager to come up with a Drawn Down schedule for the Developers Agreement for the Woods of Brandywine Phase V Sub Phase B, with a letter of credit amount of 1,070,667.80, was made by Mr. Woy and seconded by Mr. Hartman. Motion carried unanimously.

Mr. Woy motioned as an addition to the above agreement; the Developer will bear the cost of rock removal outside of the letter of credit amount. Ms. Marchand seconded the motion. Motion carried unanimously.

**Public Comment** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and seconded by Ms. Marchand. Motion carried unanimously. The meeting adjourned at 11:20 P.M.

Joseph N. Lapia  
Borough Manager