

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – June 17, 2015

The Manor Borough Council held its monthly business meeting on Wednesday, June 17, 2015 at 7:00 P.M. 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 Bruce Hartman Mike Matrisch Ed Antonacci, Engineer	Brian Woy, Vice President Christine Marchand John Campfield, Solicitor
(Absent)	Steve Ira Jeremy Dixon, Mayor Edwin Howley, Planning & Zoning Office	Jim Morgan Mike Radakovich, Tax Collector

Public Comment on Agenda Items – None.

Minutes – A motion “to accept the minutes of the meeting held on May 20, 2015, as read” was made by Mr. Hartman, and seconded by Mr. Matrisch. The motion carried unanimously.

Mayor’s Report (Mr. Dixon) – None.

Solicitor’s Report (Mr. Campfield) – Mr. Campfield presented Council with proposed changes to the Child Safety Laws and a memorandum regarding changes to Act 153. He recommends that council considers a motion to comply with the applicable child safety laws.

Engineer’s Report (Mr. Antonacci) – Mr. Antonacci and Mr. Lapia will be meeting with Morgan Excavating June 23rd to discuss their change orders submitted.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia reports the patch repairs have been made to Brandywine Drive. There is funding available for Rowe Road (Low Volume Road Grant Program). As soon as the traffic count is analyzed and a meeting is held with the Conservation District work will be underway for drainage on Rowe Road. Mr. Lapia was also trying to secure funds for Harding Street however, there has been no co-operation from any of the land owners. Bible School is happening the week of June 15, 2015 and Mr. Lapia noted the streets are blocked off in the morning for the children. The Summer parks program started June 8th.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of May 2015, as prepared by Mr. Lapia” was made by Mr. Hartman and seconded by Mr. Matrisch. Motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of May 2015, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Ms. Marchand. Motion carried unanimously.

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – Mr. Hartman commented that the Spring Fling was held the past Saturday and all went well.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet June 29th to discuss SALDO.

Public Safety (Mr. Woy) – The committee met with the VFD President to address some concerns. Mr. Woy assured the VFD would be comply and improve communication. The VFD will be attending the Penn Boro parade and will be at the Westmoreland County Air Show June 20-21, 2015. There is a need to revise the Ordinance that governs the VFD to bring it up to date.

Public Works (Mr. Matrisch) – None.

Unfinished Business

- Consideration “to join the Westmoreland County Land Bank.” Mr. Lapia noted there are some derelict properties in the Borough that can benefit from the Land Bank. Both Hempfield Township and Penn Township are already members of the Land Bank. Mr. Matrisch motioned to advertise an Ordinance to enter into an Inter-Government Agreement to join the Westmoreland County Land Bank. Mr. Hartman seconded. Ms. Marchand voted “No”. The motion carried by majority.
- Consideration “to update Sewer Rules and Regulations.” Mr. Lapia reviewed the sewage billing and payment cycle. He suggests the Certified Notice and fee be eliminated since people tended to ignore it and it added an additional financial burden. Most people do not pay their sewage bill until the property is physically posted for water shut off. He also feels the payment agreement needs to be modified. Mr. Lapia then suggested the \$60 threshold be removed to \$0, to be marked for water shut off. The payment period is shortened to get people to pay in a timely manner without running into the next quarter. Mr. Hartman motioned to have the Solicitor make changes to the current Sewer Rules and Regulations as discussed. Mr. Matrisch seconded the motion. The motion carried unanimously.

New Business

- Consideration “to award contract for the 2015 Curb and Sidewalk Reconstruction.” Mr. Matrisch motioned to award the contract to Kimberly Construction with the lowest bid of \$159,522.50. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to award contract for 2015 Street Paving.” Mr. Woy motioned to award the contract to Tresco Paving with the lowest bid of \$370,950.00. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to award contact for 2015 Alley Paving.” Mr. Hartman motioned to award the contract to Kimberly Construction with the lowest bid of \$81,332.50. Seconded by Mr. Woy, the motion carried unanimously.
- Since the bids came back higher than budgeted, Mr. Lapia suggested the balance be paid from the Act-13 Impact Fund (\$15,000), increase the amount taken from Liquid Fuels Fund (\$60,000 from \$30,000), and increase the amount taken from the General Fund (\$250,000 from \$150,000). Mr. Woy motioned to accept the fund designation to pay the deficit from that budgeted. Ms. Marchand seconded the motion. The motion carried unanimously.

- Consideration “to approve release of funds for Woods of Brandywine Phase V, Sub-Phase A & B.” Mr. Hartman motioned to release \$259,919.20 for the Woods of Brandywine Phase V, Sub-Phase A. Mr. Matrisch seconded. The motion carried unanimously. Then Mr. Matrisch motioned to release \$118,800 for the Woods of Brandywine Phase V, Sub-Phase B. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to participate in the Westmoreland Cleanways Household Hazardous Waste Collection.” The cost is \$40. The Borough did not participate in 2014. Mr. Hartman motioned to participate in the Westmoreland Cleanways Household Hazardous Waste for 2015. Mr. Matrisch seconded. The motion carried by majority. (Voting “Yes”: Mr. Hartman, Ms. Lynn and Mr. Matrisch. Voting “No”: Ms. Marchand and Mr. Woy.)
- Consideration “to amend the Civil Service Rules and Regulations.” Suggested changing Section 3.1 to remove the 1 year requirement for full time police officer due to a smaller selection pool, and Section 4.7 to remove the waiver requirement submittal at the testing site as it is redundant. Mr. Matrisch motioned to accept these changes and to amend the Civil Service Rules and Regulations. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to approve Borough Manager attending the Three Rivers Wet Weather Sewer Conference.” Mr. Matrisch motioned to approve the Borough Manager attending the Three Rivers Wet Weather in October at a cost of \$75. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to accept the resignation of Adam Guy, Borough Fire Marshal.” Mr. Woy motioned to accept Mr. Guy’s resignation effective July 1, 2015. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to accept the resignation of Part Time Patrolman Derek Manley.” Mr. Woy motioned to accept part time Patrolman Manley’s resignation effective June 19, 2015. Ms. Marchand seconded the motion. The motion carried unanimously.
- Consideration “to hire Part Time Police Officer.” Mr. Woy commented the Manor Police Department is having a hard time filling the schedule due to numerous call offs and the overtime budget has been met. Mr. Woy is suggesting Council consider adding an eighth officer to the police department. Of the 3 candidates interview by Mr. Woy and Chief Valmassoni, they recommend hiring John Mitaly. Mr. Woy motioned to hire John Mitaly, pending a drug test and a background test, as Part Time Police Officer. Seconded by Mr. Matrisch, the motion carried unanimously. Mr. Woy further stated they would like to keep in touch with candidate Ryan Slack and consider him for employment later once he has his municipal number. He feels Mr. Slack would be an asset to the community and the police department.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment to Kingston Supply in the amount of \$294.00 for mulch as presented” was made by Mr. Hartman. Seconded by Mr. Matrisch, the motion carried unanimously. Mr. Woy abstained.

A motion “to approve payment of the bills as of May 20, 2015, as presented” was made by Mr. Matrisch and seconded by Mr. Hartman. Motion carried unanimously.

Motion to go into executive session for matters of personnel and potential litigation was made by Mr. Woy and seconded by Ms. Marchand. The motion carried unanimously at 8:54 P.M.

Motion to return to council regular session was made by Mr. Hartman and seconded by Mr. Matrisch. The motion carried unanimously at 9:08 P.M.

Public Comment –

- Thomas Mautino on behalf of 36 Observatory Street, Manor, commented on the deteriorating alley behind Observatory. His mother-in-law is 91 years old lives there. During heavy rains, the run off from the alley deposits gravel and debris across the 2 properties with driveways (pictures presented to Council). He wants to know if anything can be done to alleviate the issue with the water run off. Mr. Lapia researched the issue and found out many years ago that part of the alley was closed (unclear if officially or unofficially) due to chicken coops placed there. Therefore the Borough did not maintain that part of the alley. When parking was prohibited on Observatory Streets some residents added driveways at the rear of the houses. The Borough does do some snow plowing as a courtesy to the residents, but for the past 20+ years the Borough has no ownership, and has done limited maintenance out of “goodwill.” This alley is not part of the upcoming paving project. Ownership of the alley needs to be researched further.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and seconded by Mr. Hartman. Motion carried unanimously. The meeting adjourned at 9:55 P.M.

Joseph N. Lapia
Borough Manager