

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – June 20, 2018

The Manor Borough Council held its monthly business meeting on Wednesday, June 20, 2018 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:

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| (Present) | Bruce Hartman, Vice President Ralph Hensell Ed Antonacci, Engineer | Dave Gongaware Christine Marchand John Campfield, Solicitor |
| (Absent) | Brian Woy, President Jim Vacha George Valmassoni, Chief of Police Edwin Howley, Planning & Zoning Office | Dawn Lynn Jeremy Dixon, Mayor Mike Radakovich, Tax Collector |

Minutes – A motion “to accept the minutes of the meeting held on May 16, 2018, as read” was made by Mr. Gongaware, and seconded by Ms. Marchand. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – None.

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

Engineer’s Report (Mr. Antonacci) – The PennDOT Municipal Services Representative gave us a project number for paving. Paving is scheduled for the end of August.

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

Borough Manager’s Report (Mr. Lapia) – The rubber mulch has arrived for the playground and has been installed, however, the 30 tons that were ordered wasn’t enough. The Borough has ordered another 10 tons to fill in the low spots. The playground should be finished in 2 weeks. The \$3,350 for the mulch is coming out of Capital Expenditure. The playground will reopen when the mulch is installed. Afterwards, the Borough will start drainage work in the park which will affect the upper parking lot.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of May 2018, as prepared” was made by Mr. Hensell and seconded by Mr. Gongaware. The motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of May 2018, as prepared by Mr. Radakovich” was made by Mr. Gongaware and seconded by Mr. Hensell. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – Ms. Marchand reported the Police Contract is still under negotiations.
- **Planning & Zoning** – None.
- **Public Safety** – Mr. Hensell talked to the school bus garage about school buses travelling down Rowe Road. Mr. Hensell said he would revisit the issue once school is back in session. The bus

representative admitted they are not supposed to drive down Rowe Road, but they still do, and the representative would talk to the bus drivers.

Unfinished Business

- Discussion on updating Borough Fee Schedule. After last meeting the Borough Manager and the Solicitor came up with some revised numbers for Zoning fees after doing additional research. Council also had a chance to review revoking the burn permit. Mr. Hensell motioned to amend the Burn Ordinance to only allow recreational fires and to prohibit open burning. Seconded by Mr. Gongaware, the motion carried unanimously. Driveway openings will be a standalone Ordinance due to complexity. SALDO modifications are equivalent to a variance, but they are under the Municipal Planning Code and do not require a hearing. Mr. Gongaware motioned to have the Solicitor update the Fee Resolution and associated ordinances. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to hire Public Works Summer Help.” Ms. Marchand motioned to table the consideration until after Executive Session. Seconded by Mr. Hensell, the motion carried unanimously.

New Business

- Consideration “to approve 2017 annual audit.” Ms. Marchand motioned to approve the 2017 Annual Audit. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to approve payment request from Daniels Excavating for sidewalk project.” Mr. Gongaware motioned to approve payment to Daniels Excavating for the sidewalk project in the amount of \$64,144.51. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve access drive modification for 121 Fairview Drive. Based on the recommendation of the Planning Commission, Mr. Gongaware motioned to approve the access drive modification for 121 Fairview Drive. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve access drive modification for 365 Brandywine Drive. Based on the recommendation of the Planning Commission, Mr. Hensell motioned to approve the access drive modification for 365 Brandywine Drive. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to adopt Ordinance 577-18-01 amending Zoning designation for 364 Manor Harrison City Road.” Mr. Gongaware motioned to adopt Ordinance 577-18-01. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve access drive modification for 1033 Sunset Blvd.” Based on the recommendation of the Planning Commission, Ms. Marchand motioned to approve the access drive modification for 1033 Sunset Blvd. Seconded by Mr. Hensell, the motion carried unanimously.

Correspondence

- Sable Kennels

Payment of Bills – A motion “to approve payment of the bills as of June 20, 2018, as presented” was made by Mr. Gongaware and seconded by Mr. Hensell. The motion carried unanimously.

A motion to go into Executive Session for matters of Personnel and potential litigation was made by Mr. Gongaware and seconded by Mr. Hensell. The motion carried unanimously at 7:54 P.M.

A motion to exit Executive Session and return to the meeting was made by Mr. Gongaware and seconded by Ms. Marchand. The motion carried unanimously at 9:15 P.M.

Ms. Marchand motioned to have the Borough Manager write a job description for Temporary Summer Help based on historical work and the Personnel committee will proceed with the hiring process. Seconded by Mr. Gongaware, the motion carried unanimously.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Gongaware and seconded by Ms. Marchand. The motion carried unanimously. The meeting adjourned at 9:16 P.M.

Joseph N. Lapia
Borough Manager