

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – July 15, 2015

The Manor Borough Council held its monthly business meeting on Wednesday, July 15, 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 Mike Matrisch Ed Antonacci, Engineer	Brian Woy, Vice President Christine Marchand John Campfield, Solicitor
(Absent)	Bruce Hartman Jim Morgan Edwin Howley, Planning & Zoning Office	Steve Ira Jeremy Dixon, Mayor Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on June 17, 2015, as read” was made by Mr. Woy, 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) – Mr. Antonacci reported the Woods of Brandywine Sub Phase B is moving along. The Developer is planning on paving a section of the road soon with work expected to begin at the end of July. The curb and sidewalk replacement project has begun with 250 feet of curb and sidewalk already completed.

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

Borough Manager’s Report (Mr. Lapia) – The Borough is receiving a dividend check from the insurance carrier in the amount of \$3,605.71. The Westmoreland Conservation District sent the Borough a check for half of the amount to install drainage lines on Rowe Road. Work is expected to start August 27. There is a tree at Atlantic Avenue and Albert Alley interfering with the curb line. Mr. Lapia spoke with The Tree Doctor, Mr. Holloman, who advised the roots could be cut and removed, but there is no guarantee it will work, without killing the tree, or having it come down at a later time onto utility lines or neighboring houses. Mr. Woy motioned to have Mr. Holloman remove the tree and stump for \$4000 per written contract. Mr. Matrisch seconded the motion. The motion carried unanimously.

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

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of June 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. Lapia noted the Summer Park Program is in full swing and is doing well. A bouncy house will be available for the children to enjoy the last day of the program on July 31, 2015. Mr. Woy noted the Manor Community Picnic at Idlewild Park is Thursday July 30, 2015. Signs are up throughout Manor.

Personnel (Ms. Marchand) – New biometric time clocks are proposed that use the existing time clock software and data collection network. The cost for 3 terminals is \$1,077 and would come from Miscellaneous Equipment. Both Mr. Woy and Mr. Lapia feel the need for biometric time clocks to prevent “buddy punching”, and eliminate the need for a separate “badge” to scan as they can be lost or damaged, requiring a replacement. In addition, there is a need for a time clock policy and such an enhanced system would make it easier to enforce such a policy. Ms. Marchand motioned to table the purchase until next meeting. Mr. Matrisch seconded the motion. The motion carried unanimously.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet July 27th at 7:00 PM in the Manor Community Room.

Public Safety (Mr. Woy) – The Civil Service Commission approved and signed the new Civil Service Rules and Regulations Council approved last month. They met with the Solicitor and reviewed the VFD list of outings covered or not covered under Worker’s Compensation. The results were sent to the Solicitor for drafting.

Public Works (Mr. Matrisch) – Mr. Matrisch visited the curb and sidewalk construction project and met the contractor, Kimberly Construction. Mr. Matrisch was pleased with the work and received favorable comments from the residents about the work being done.

Unfinished Business

- Consideration “to advertise the Ordinance joining the Westmoreland County Land Bank.” Mr. Matrisch motioned to advertise Ordinance 557-15-01 to enter into an Inter-Government Agreement to join the Westmoreland County Land Bank. Mr. Woy seconded. Ms. Marchand voted “No”. The motion carried by majority.
- Consideration “to advertise Ordinance updating Sewer Rules and Regulations.” Mr. Matrisch motioned to advertise Ordinance 558-15-02. Mr. Woy seconded the motion. The motion carried unanimously.

New Business

- Consideration “to approve replacing a section of storm sewer on Brandywine Drive.” A resident on Brandywine called to report a sink hole in his driveway/yard. Upon inspection, the corrugated metal pipe was crushed and needed to be replaced. It is 154 feet from the catch basin and goes under other properties. The plan is to abandon the old pipe and run new pipe, at a shallower depth from the upstream catch basin to the downstream manhole. Mr. Woy motioned to approve replacement of the pipe with the work done by BJC Enterprises for \$19,250. Seconded by Mr. Matrisch, the motion carried unanimously.

- Consideration “to approve payment request from Morgan Excavating.” The amount due is \$27,711.51. Work is still being done on the punch list and change orders. Mr. Matrisch moved to approve the payment to Morgan Excavating in the amount of \$27,711.51. Ms. Marchand seconded the motion. The motion carried unanimously.
- Consideration “to accept the resignation of Councilman James Morgan effective July 21, 2015.” Mr. Matrisch moved to accept the resignation of Councilman James Morgan effective July 21, 2015. Seconded by Mr. Woy, the motion carried unanimously.

Mr. Woy then motioned to solicit letters of interest from Manor residents, due no later than August 4, 2015 4:00 PM, to fill the Council vacancy until the end of the year. Seconded by Mr. Matrisch, the motion carried unanimously. Mr. Campfield reminded council the letters of interest must be accompanied with a Statement of Financial Interest and a Residency Affidavit.

- Request from the Manor Lions for free use of the Lower Park Pavilion. Mr. Woy motioned to allow the Manor Lions to use the Pavilion August 10th for a non-fund raising picnic, free of charge providing they fill out a lease agreement and post a \$100 Security Deposit. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Discuss granting an extension of time to submit all required document to the Bortz Plan of Lots. The Sanitary Sewer System Right of Way Agreements still need to be obtained before the Borough can take over the Sanitary Sewer System. Four out of the five homeowners have signed sewer easement agreements. A new agreement for the outstanding homeowner is in progress. Mr. Matrisch motioned to grant the extension until December 17, 2015. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on taking over the Sanitary Sewer System in Crimson Point I, II, and III. Mr. Matrisch motioned to authorize the Solicitor to prepare and advertise the Ordinance for taking over the Sanitary Sewer System in Crimson Point I, II, and III once all of the necessary right of ways have been obtained. Mr. Woy seconded the motion. The motion carried unanimously.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of June 17, 2015, as presented” was made by Mr. Matrisch and seconded by Mr. Woy. Motion carried unanimously.

Motion to go into executive session for matters of personnel and potential litigation was made by Mr. Woy and seconded by Mr. Matrisch. The motion carried unanimously at 7:52 P.M.

Motion to return to council regular session was made by Ms. Marchand and seconded by Mr. Matrisch. The motion carried unanimously at 8:16 P.M.

Public Comment – Eric Otto of 300 Mt Pleasant Blvd, Manor, brought the Stop sign and the speeding in the area. Mr. Otto was at a council meeting approximately 3 years ago and asked to have the police monitor the 4-way stop as many drivers are running the stop sign. Drivers continue to run the stop sign and Mr. Otto is concerned for the safety of all. He offered the use of his driveway for the police to park and monitor. Ms. Lynn is referring the matter to the police department. Then, Mr. Otto brought up the tree limbs by the Manor Legion. They are low hanging and some are falling onto the roadway creating a hazard along Route 993. Mr. Lapia will call PennDOT to see if something can be done.

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 8:21 P.M.

Joseph N. Lapia
Borough Manager