

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – July 18, 2018

The Manor Borough Council held its monthly business meeting on Wednesday, July 18, 2018 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	Bruce Hartman, Vice President
	Dave Gongaware	Ralph Hensell
	Dawn Lynn	Christine Marchand
	Jim Vacha	Jeremy Dixon, Mayor
	Ed Antonacci, Engineer	John Campfield, Solicitor
	George Valmassoni, Chief of Police	

(Absent) Edwin Howley, Planning & Zoning Office Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on June 20, 2018, as read” was made by Ms. Lynn, and seconded by Mr. Gongaware. The motion carried unanimously. A motion “to accept the minutes of the Public Hearing held on June 20, 2018, as read” was made by Ms. Lynn, and seconded by Mr. Hensell. The motion carried unanimously.

Public Comment on Agenda Items – Tim Barger, Manager of the Sheetz Store on 7821 Route 30 in Irwin requested Council to waive the rental fee on the Community Room for their annual “Sheetz for the Kidz” Christmas Party. Sheetz for the Kidz is a 501c3 organization. Each store hosts 10 families or 16 children for the Christmas party. The participants are selected by the Salvation Army.

Mayor’s Report (Mr. Dixon) – The Mayor presented the monthly police report.

Solicitor’s Report (Mr. Campfield) – The solicitor asked Council to review the current burn ordinance and advise him of what changes they wanted to make.

Engineer’s Report (Mr. Antonacci) – None.

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

Borough Manager’s Report (Mr. Lapia) – The Borough received its annual ACT 13 money in the amount of \$5,018.87.

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

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of June 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** – None.

Unfinished Business

- None.

The Solicitor requested Council to go out of order for an Executive Session. Mr. Gongaware motioned to go into Executive Session for matters of Personnel and potential litigation. Seconded by Ms. Lynn, the motion carried unanimously at 7:12 P.M.

A motion to exit Executive Session and return to the meeting was made by Mr. Hensell and seconded by Ms. Lynn. The motion carried unanimously at 7:40 P.M.

New Business

- Discussion on giving Police Civil Service Test. Mr. Hensell motioned to authorized the Manor Civil Service Commission to issue a Police Civil Service Test for full time police officers. Seconded by Mr. Gongaware, the motioned carried unanimously.
- Consideration “to purchase a drone for Emergency Management.” Mayor Dixon, Emergency Management Coordinator, presented a list of requested items for a DJI Mavic drone. The use would be for hazmat situations, assessment situations so as not to put anyone in harm’s way, and wide area searches. Mr. Lapia suggested the drone might be helpful in assessing retention pond condition, or right of ways that are hard to get to by foot or by vehicle. Mayor Dixon noted training in drone operation will be necessary. The cost of the drone is projected to be \$1,643. Mr. Hensell motioned to approve purchasing a drone for Emergency Management use not to exceed their budget of \$2,000. Seconded by Mr. Gongaware, the motion carried by majority. Ms. Marchand voted “No.”
- Discussion on applying for a Dirt & Low Volume Road Grant. The application for 2019 is due October 31, 2018. This grant would be for installing additional drainage on Rowe Road. If authorized, the Engineer will then do some preliminary engineering work to come up with cost. Mr. Gongaware motioned to apply for a Dirt & Low Volume Road Grant for 2019. Seconded by Ms. Lynn, the motion carried unanimously.
- Discussion on Police Department Budget. Mr. Lapia presented Council with the Police Department Budget showing budgeted amounts and expenses to date. Part time wages are over budget due to a full time officer off on medical leave. Overtime wages are high and are expected to go over budget. Chief Valmassoni thinks this may not be an issue as a full time officer is leaving and a new full time officer’s wages will be less. At the Mayor’s suggestion, Mr. Hensell motioned to have the Finance Committee meet with the police to go over the budget in September. Seconded by Mr. Gongaware, the motion carried unanimously.
- Request from Sheetz for use of Community Room. Ms. Lynn motioned to allow the Sheetz for the Kidz organization to use the Community Room December 8, 2018, waiving the rental fee, but charging a \$75 cleaning fee. Seconded by Mr. Vacha, the motion carried unanimously.
- Discussion on hiring a Full time Police Officer. Mr. Gongaware motioned for Council to request a list of three certified candidates from the Civil Service Commission. Seconded by Ms. Lynn the motion carried unanimously.
- Discussion on updated fee resolutions. Two were presented to Council. Chapter 24-706 of the Codification has been added for the Borough to be allowed to keep some of the Tax Certification Fees, which has now been raised to \$20.00 from \$12.50. Currently, the Tax Collector keeps the entire \$12.50. This change would not take effect until the Tax Collector’s next term of office. As the Tax Collector is in 2 days per week, the Administration Office handles the telephone calls and inquiries, in addition to making sure they are sent out. The Solicitor reminded Council that fees are now updated by Resolution. Mr. Gongaware motioned to table the fee resolution until the next meeting. Seconded by Ms. Lynn, the motion failed to carry.

Mr. Woy – No
Mr. Hartman – No
Ms. Marchand – No

Mr. Vacha – No
Mr. Hensell - No
Mr. Gongaware – Yes

Ms. Lynn - Yes

Mr. Hartman motioned to amend Chapter 24 Codification Section 706 to assess fee the Tax Collector to keep is \$12.50, with the Borough retaining the rest. Seconded by Ms. Marchand, the motion passes by majority. Mr. Gongaware voted "No." Then, Mr. Hartman motioned to adopt Resolution 2018-08 SALDO Fee Schedule. Seconded by Mr. Vacha, the motion carried unanimously. Finally, Mr. Vacha motioned to table Resolution 2018-09. Seconded by Ms. Lynn the motion carried unanimously.

- Request for access drive modification for 101 Gregory Dr. Council received a letter from the Planning Commission recommending not to grant an access drive modification for 101 Gregory Drive. At the Zoning Hearing Board meeting held in October 2017 the owner stated the driveway could handle 5-8 vehicles, which was adequate for the business at the address. At that time a Special Exception was granted to allow a home-based business. Ms. Lynn motioned to deny the requested modification. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration "to accept resignation of Patrolman Corey Fearon effective August 5, 2018. Ms. Lynn motioned to accept the resignation of Patrolman Corey Fearon effective August 5, 2018. Seconded by Mr. Hensell, the motion carried unanimously.

Correspondence

- Email from Penn Township requesting a Resolution of support for Turnpike slip ramp. Mr. Vacha motioned to have the Solicitor draft a resolution in support of the Turnpike slip ramp in Penn Township. Seconded by Mr. Hensell, the motion carried by majority. Ms. Lynn voted "No."

In a related matter, Mr. Lapia reported he received a response from PennDOT's traffic study regarding the Main Street turn by Elsie Court as well as the traffic flow in front of COGO's/Exxon. PennDOT's response was there was nothing they can do at this time on the Main Street turn by Elsie Court and the area by the COGO's may be best served by a mini-roundabout. More discussions are needed.

Payment of Bills – A motion "to approve payment of the bills as of July 18, 2018, as presented" was made by Mr. Gongaware and seconded by Mr. Vacha. The motion carried unanimously.

Public Comment – Dave Bastl of 246 Manor View Drive, Manor, wishes to inform about the partnership between the Manor Lions and the Manor Public Library regarding in home drug test kits. There were 60 drug kits given to the Library including information on how they are to be used. The Lions want to refocus and get more information out to parents. Mr. Lapia suggested Mr. Bastl contact PTARC as they have mailing lists and email lists to get the word out to parents.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 9:00 P.M.

Joseph N. Lapia
Borough Manager