

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – August 16, 2017**

The Manor Borough Council held its monthly business meeting on Wednesday, August 16, 2017 at 7:00 P.M., in the Manor Borough Building.

Council Vice-President, Mr. Mike Matrisch, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Mike Matrisch, Vice President	
	Bruce Hartman	Christine Marchand
	Terry Nemitz	Jeremy Dixon, Mayor
	Ed Antonacci, Engineer	John Campfield, Solicitor
(Absent)	Brian Woy, President	Steve Ira
	Dawn Lynn	Mike Radakovich, Tax Collector
	Edwin Howley, Planning & Zoning Office	George Valmassoni, Chief of Police

**Minutes** – A motion “to accept the minutes of the meeting held on July 19, 2017, as read” was made by Mr. Hartman, and seconded by Mr. Nemitz. The motion carried unanimously.

**Public Comment on Agenda Items** – Nick Michel of 65 Observatory Street, Manor, is concerned about speeding on Observatory Street and a nuisance property at 63 Observatory Street. Mr. Michel has been to past Council meetings noting the speeding on Observatory Street. Vehicles are not slowing down. Mayor Dixon noted lines were painted on the road and some stops were made. He noted the repeat offenders are the people who live in that area and have been ticketed. Due to limited resources the area cannot be constantly monitored. Mr. Michel then asked about the possibility of putting a speed hump on Observatory Street. He referenced the Pennsylvania Traffic Calming Handbook and noted the effectivity of a speed hump especially the “Watts type” hump. Such a hump is in use in Gibsonia and is quite effective. Mr. Matrisch clarified that to install a hump, a traffic study would have to be done. Mr. Lapia noted that a hump is not effective if there is no curbing on the road (so the humps are not driven around). The mayor--- Mr. Michel is asking the Borough to install a hump on Observatory Street at the culmination of the sewer project, as well as appropriate speed hump signage. Mr. Lapia will look into the requirements and the funding for such a project. Mr. Michel then addressed Mayor Dixon regarding the nuisance property on Observatory Street. Mr. Michel had talked to Chief Valmassoni about this property last year and there was some progress made. The resident is now deceased. Mayor Dixon went to say an officer checked out the property a short time ago and the officer noted while the property is not visually appealing, the property is not in any gross violation of Borough Ordinances. Mr. Michel noted the trash and debris piled up in the back of the house is harboring vermin and feral cats and he considers it a public health hazard. Mayor Dixon will have the Chief check out the property tomorrow.

**Mayor’s Report** (Mr. Dixon) – The July police call statistics were presented.

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

**Engineer’s Report** (Mr. Antonacci) – The Borough Engineer will be meeting with the contractor tomorrow to review the Observatory Street sewer project.

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

**Borough Manager’s Report** (Mr. Lapia) – The Public Works Freightliner truck cab and chassis is scheduled to be delivered to the dealer the week of September 4, 2017. It will then be outfitted for the bed. There is approximately \$6,500 in the Developer’s Escrow account for retention pond maintenance. Mr. Lapia would like to rent a Bobcat excavator with a fail mower to clean up the more difficult areas.

The cost is \$1,650 for a week's rental. If time permits, the excavator can be used for other tasks in the Borough.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of July 2017, as prepared” was made by Mr. Nemitz and seconded by Mr. Hartman. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector's report for the month of July 2017, as prepared by Mr. Radakovich” was made by Mr. Hartman and seconded by Mr. Nemitz. The motion carried unanimously.

### **Committee Reports**

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – Mr. Lapia noted the slide and the climbing wall were delivered last week. The installation will begin within the coming weeks. There is no word on when the climbing tunnel will arrive.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – None.

Public Safety (Mr. Woy) – Mr. Lapia noted the Civil Service Test was given and the next step is scheduling the oral interviews. Mayor Dixon noted as a result of a previous council meeting he met with Public Safety about alternate traffic structures. Preliminary results are in pending a formal report.

Public Works (Mr. Matrisch) – None.

### **Unfinished Business**

- Consideration “to approve Resolution 2017-09 WWMA Board Member Compensation.” Mr. Hartman motioned approve Resolution 2017-09 WWMA Board Members Compensation. The motion died for lack of a second.
- Discussion on replacing Borough sidewalk along Manor Harrison City Road. The Borough Engineer spoke to Dave Gault, PennDOT Permit Engineer and the Borough would have to get a permit from PennDOT to replace the sidewalk. Mr. Antonacci anticipates this to be a 3 month process to obtain the permit. Mr. Matrisch was concerned about starting so late in the year and pouring concrete so late in the year. Mr. Antonacci noted precautions can be made to not affect the concrete in cold weather. Mr. Lapia suggested including the sidewalk in front of the Borough Building as part of the permit process, as it will need replaced soon. The money would be taken from the Capital Expenditure Fund. Mr. Hartman motioned to have the Borough Engineer start the process to replace the sidewalk on Manor Harrison City Road and in front of the Borough building. Seconded by Mr. Nemitz, the motion carried unanimously.

### **New Business**

- Discussion on Per Capita and LST Tax Collections. A proposal from Berkheimer was presented for them to collect the Per Capita and LST Taxes in the Borough. Mr. Lapia presented Council with a cost analysis. Berkheimer proposes to charge 2.05% + .46¢ postage for LST Tax and most of this is collected and transmitted electronically, so the Borough would get a break on postage. Overall, Mr. Lapia projects a \$500 per year savings. However, Mr. Radakovich double stuffs envelopes when bills are going to the same mailing address. The overall benefit is Berkheimer already does the Earned

Income Tax collection so they have a good indication of people who work in the Borough and who can file for LST exemption, as well as having a more accurate listing. It would make it easier and less confusing for the taxpayer since Manor is split in between 2 school districts and is serviced by 3 post offices. Mr. Radakovich submitted a letter stating he is okay with Berkheimer collecting Per Capita and LST taxes. He does not feel there will be a big savings.

- Consideration “to approve sending Borough Manager to 3 Rivers Wet Weather Conference.” It is a 2 day conference, costing \$75, Mr. Lapia has attended the past 4 years and has found it helpful with sewage and storm water issues. Mr. Nemitz motioned to approve sending the Borough Manger to the 3 Rivers Wet Weather Conference held in October. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to approve MAWC Right of Way Agreement.” This Agreement is for the Race Street extension and the new water line being installed. Mr. Hartman motioned to approve the MAWC Right of Way Agreement. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on Observatory Street traffic issues and property maintenance violations. This agenda item was handled earlier in the meeting.

### **Correspondence**

- None

**Payment of Bills** – A motion “to approve payment of the bills as of August 16, 2017, as presented” was made by Mr. Hartman and seconded by Mr. Nemitz. The motion carried unanimously.

A motion to go into Executive Session for personnel matters and matters of potential litigation was made by Mr. Nemitz and seconded by Ms. Marchand. The motion carried unanimously at 7:55 PM.

A motion to exit Executive Session and return to the meeting was made by Mr. Nemitz and seconded by Ms. Marchand. The motion carried unanimously at 8:32 PM.

From Executive Session discussion, Sandywood Place open space and storm sewer facilities were considered. The Solicitor recommends to Council to approve a form of agreement subject to the Borough Engineer finalizing documents for exhibits (maps). Mr. Hartman motioned to accept this recommendation. Seconded by Mr. Nemitz, the motion carried unanimously.

**Public Comment** – Heather and Kevin DeFrancesco of 109 North Thompson Lane, North Huntingdon ,PA commented on their Community Room rental the previous weekend. Ms. DeFrancesco claims she has rented the Community Room several times in the past and this time she had a horrible experience. She admitted she was 7 months pregnant and her “hormones are crazy”. Ms. DeFrancesco went on to complain about the climate control, cost of the room, and room management. Mr. DeFrancesco added he felt the Borough staff did not represent the room well and felt that the rules were too restrictive to allow for them to decorate the room the way they wanted.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Nemitz and seconded by Mr. Hartman. The motion carried unanimously. The meeting adjourned at 8:46 P.M.

Joseph N. Lapia  
Borough Manager