

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – August 20, 2014**

The Manor Borough Council held its monthly business meeting on Wednesday, August 20, 2014, 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
Christine Marchand (left at 8:05 PM)	Mike Matrisch
Jim Morgan	Jeremy Dixon, Mayor
Edward Antonacci, Engineer	John Campfield, Solicitor
Mike Radakovich, Tax/Sewer Collector	
(Absent) Brian Woy, Vice President	Steve Ira
Edwin Howley, Planning & Zoning Officer	

**Minutes** – A motion “to accept the minutes of the meeting held on July 17, 2014, as read” was made by Ms. Marchand, and seconded by Mr. Matrisch. Motion carried unanimously.

A motion to go out of order into Executive Session to discuss Personnel matters and for matters of possible litigation was made by Mr. Morgan and seconded by Mr. Hartman at 7:04 P.M.

A motion to return to the regular meeting from Executive Session was made by Ms. Marchand and seconded by Mr. Morgan. The motioned carried unanimously at 8:00 P.M.

**Citizen Comments** –

- Mary Laaks of 26 Blaine Avenue, Manor requests removal of the “no parking” school bus sign at Blaine Avenue as the school has been closed for years and the school building is up for auction. Ms. Laaks is looking for a parking place where she can safely and legally park her vehicle.

Mr. Morgan made a motion to review the parking concerns in the old section of Manor on Blaine Avenue. Mr. Hartman seconded the motion. Motion carried unanimously.

Ms. Laaks is also concerned about the auctioning of the old Manor School. She heard a rumor that it may be turned into apartments, and if so, she doesn’t feel there will be enough parking to accommodate all of the residents, and fears the sewage line is not adequate to hold the volume from a multi-unit tenant residence, that the overflow will back up into her basement. Ms. Laaks was advised the old Manor School is properly zoned to hold apartments and the sewer line is now able to handle the flows of a multi-resident building.

- Steve Smolenski of 35 Oak Street, Manor is concerned about the Sewer Project and the effect on the Old Harrison City Road sewer relocation (behind his residence). Mr. Smolenski is requesting a formal document stating the width of the right of way and if it is a public road, a right of way, adverse possession, or other. The Borough Solicitor has already supplied all requested information to Mr. Smolenski’s attorney.
- Greg Hensell of 37 Blaine Avenue, Manor is concerned about Morgan Excavating/Construction. He stated he was appreciative of the Borough’s help in getting his steps replaced as a result of damage from the Sewer Separation Project, however, he feels the steps are wider, crooked, and it feels like you are going to fall down (they are sloped) when you walk up and down them. In his terms, they “look like a big turd in my yard.” He was also concerned about the streets and snow removal. Mr. Lapia stated the streets will be paved with a binder, especially in the curb/ditch lines which will allow for the snow plows to get through. He further stated he was not happy with the quality of work the contractor is doing. Mr. Lapia advised Mr. Hensell his steps were installed according to current building code.

**Mayor's Report** (Mr. Dixon) – Mr. Dixon reported the testing is complete for a full-time police officer and the Civil Service Commission will finalize the selection.

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

**Engineer's Report** (Mr. Antonacci) – Mr. Antonacci has downloaded a lot of brochures and related information relating to the Municipal Stormwater System (MS4) and how to reduce pollution and unwanted material getting into the creeks (vehicle fluid leaks into storm drains, disposal of water based paints, etc) and subsequent water supply. He will pass this information onto the Borough Manager.

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

**Borough Manager's Report** (Mr. Lapia) – The Police Pension Plan Stress Determination has a rating of "0". This means the Manor Police Pension Plan is healthy and there is no distress. The funded ratio is 140%.

**Treasurer's Report** – A motion "to approve the Treasurer's Report for the month of June, as prepared by Mr. Lapia" was made by Mr. Hartman and seconded by Mr. Matrisch. Motion carried unanimously.

**Tax & Sewer Collector's Report** – A motion "to approve both reports for the month of June, as prepared by Mr. Radakovich" was made by Mr. Matrisch and seconded by Mr. Morgan. Motion carried unanimously.

### **Committee Reports**

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning and Zoning Commission will meet August 25, 2014 at 7:00 P.M.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None

### **Unfinished Business**

- Discussion on updating Sign Ordinance and Planning Commission recommendations. Electronic signs are thought to be distracting with their movement and flashing. However, Manor Bank would like to keep/replace their electronic sign. Mr. Matrisch motioned to have the Planning Commission re-evaluate the digital sign Section VII of the current sign ordinance to allow static digital signs, but with restrictions on timing and brightness. Mr. Hartman seconded the motion. The motion passed by majority. Ms. Lynn was opposed.

### **New Business**

- Consideration "to approve payment request from Morgan Excavating." Mr. Matrisch moved to approve payment to Morgan Excavating in the amount of \$169,858.72. Mr. Morgan seconded the motion. The motion carried unanimously.

- Consideration “to approve release of funds for Woods of Brandywine Phase V SubPhase A.” Mr. Matrisch motioned to approve the release of funds in the amount of \$87,749.00 for the Woods of Brandywine Phase V SubPhase A & B. Mr. Morgan seconded the motion. Motion carried unanimously. Furthermore, Mr. Morgan motioned to approve the release of funds for the Woods of Brandywine Phase V SubPhase B in the amount of \$16,200.00, Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to start proceedings to adopt codification.” Mr. Campfield explained the Codification Adoption process: It requires notices and hearings, and with there being new Borough Code since the draft was sent to Keystate Publishers, references to the new Borough Code have to be updated and changed accordingly. Codification will allow for Borough Codes to be searched and electronically accessed. Mr. Hartman motioned to start the Borough Codification Adoption proceedings. Seconded by Mr. Matrisch, the motion carried unanimously.
- Discussion on adopting the International Property Maintenance Code. There may be a need to adopt this code in order to effectively enforce the maintenance and repair of run down property within the Borough. Mr. Campfield suggests this is a good place to start for property maintenance code and the Solicitor will need to change some of the code to fit Manor Borough. The Planning and Zoning Committee will look at the International Property Maintenance Code.
- Request for use of baseball field by Warriors Elite travel baseball team. This newly formed team is comprised of residents of Penn Township, with several living in Manor, and are in need of a home field for practice and hosting games. They are planning on needing the field for 2 hours during a week night and 4 hours on Sunday. Mr. Hartman motioned to allow the Warriors Elite travel baseball team use of the Manor baseball field providing they work around T-Ball for 2015, to be revisited for 2016. Mr. Morgan seconded the motion. Motion carried unanimously.
- Consideration “to repair storm catch basin on Oak Street.” Mr. Hartman motioned to approve BJC Enterprises to repair the catch basin for \$5,995.00. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to install retention pond access road for Woods of Brandywine Phase 1 & 2.” The road is expected to be a 10-foot wide by 328-foot long asphalt access road. One neighboring residence has requested the use of grassy pavers to maintain the natural esthetics of a yard and is willing to maintain the pavers. Mr. Morgan motioned to BJC Enterprises to rough cut in the access road, not including the paving. After some discussion it was decided that the entire project should be put out for bid and Mr. Morgan amended the prior motion to solicit bids for the total project for the pond access road Phases 1 and 2. Seconded by Mr. Matrisch, the motion carried unanimously.
- Discussion on correspondence received from Aaron Kress withdrawing as Borough Counsel. Mr. Kress represented the Borough in some Sewage matters specifically WWMA vs. Penn Township and others in a lawsuit. Borough Solicitor Mr. Campfield had a conflict of interest in this matter.

Mr. Morgan motioned to go into executive session for matters of litigation. Mr. Matrisch seconded the motion. The motion carried unanimously at 9:45 P.M.

A motion to return to the meeting from executive session was made by Mr. Morgan and seconded by Mr. Hartman. The motion carried unanimously at 9:57 P.M.

Mr. Morgan motioned to accept the letter of resignation from Mr. Aaron Kress. Mr. Matrisch seconded the motion. The motion carried unanimously.

- Consideration “to award contract for 2014 street paving.” The Borough received 4 bids for street paving. The lowest bidder is A. Folino Construction with a bid of \$76,272.02. Mr. Morgan motioned to award the bid to A. Folino Construction for \$76,272.02, lowest bid received. The other bids received were JM Paving \$88,454.10, Donegal Construction \$89,645.40 and Derry Construction \$90,664.00. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to approve Bortz Family request for an extension of time until September 30, 2014 for final action on the Bortz Subdivision plan.” Mr. Morgan motioned to grant the Bortz Family an extension until September 30, 2014. Seconded by Mr. Hartman, the motion carried unanimously.

- Consideration “to approve Grant of Right Away & Easement for Breault Property.” Mr. Hartman motioned to approve the Grant of Right Away & Easement for the deck on the Breault Property. Seconded by Mr. Morgan, 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 July 20, 2014, as presented” was made by Mr. Matrisch and seconded by Mr. Morgan. Motion carried unanimously.

**Public Comment** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Hartman and seconded by Mr. Morgan. Motion carried unanimously. The meeting adjourned at 10:03 P.M.

Joseph N. Lapia  
Borough Manager