

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – August 21, 2019

The Manor Borough Council held its monthly business meeting on Wednesday, August 21, 2019 at 7:00 P.M., in the Manor Borough Building.

Roll Call of Attendance:

(Present)	Dave Gongaware	Ralph Hensell
	Dawn Lynn	Jim Vacha
	Mike Matrisch, Mayor	John Campfield, Solicitor
	Ed Antonacci, Engineer (arrived at 7:15)	
	Mike Radakovich, Tax Collector	
(Absent)	Brian Woy, President	Bruce Hartman, Vice President
	Christine Marchand	George Valmassoni, Chief of Police
	Jason Krainbucher, Zoning Office	

Pledge of Allegiance. At the Solicitor's recommendation, Mr. Vacha motioned to have Mr. Gongaware run the meeting as the President, Vice President and Pro-Temp were unable to attend the meeting. Seconded by Mr. Hensell, the motion carried by majority. Ms. Lynn voted "No".

Minutes – A motion "to accept the minutes of the meeting held on July 17, 2019, as read" was made by Ms. Lynn, and seconded by Mr. Hensell. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor's Report (Mr. Matrisch) – The Mayor reported the Charger has been repaired. Officer Randy Carlson spent 2 days doing code enforcement and issued 13 violation letters, mostly for property maintenance.

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

Engineer's Report (Mr. Antonacci) – The Cameron Drive project is mostly complete. There are a number of punch list items that need to be completed.

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

Borough Manager's Report (Mr. Lapia) – The Borough received the yearly dividend check from EMC Insurance in the amount of \$909.83. The new telephone system has been installed in the Borough Offices. There is now an auto-attendant to direct callers to the correct office. The telephone numbers have yet to be ported, so for the next week the Caller ID for the Borough is going to show as an out of area number. The Borough had to call PTSA out for an 8-inch sewer line that was clogged from the alley behind the Legion parking lot towards Second Street. The clog was cleared but it is a recurring problem with some roots in the line. This 125 ft section of the sewer is going to be replaced in house next week. Costs include rental of an excavator, the pipe and for stone, which will come out of the Borough's Sewer Fund. Weather permitting, the project should be completed by September.

Treasurer's Report – A motion "to approve the Treasurer's Report for the month of July 2019, as prepared" was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously.

Tax Collector's Report – A motion "to approve the Tax Collector's report for the month of July 2019, as prepared by Mr. Radakovich" was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – Ms. Lynn reported the Planning Commission met Monday evening although she was not able to attend. Mr. Lapia reported there was discussion about 2 subdivisions: Leonatti and Manor Trails.
- **Public Safety** – Mr. Hensell reported the grass had been cut at 14 Observatory and the mattresses have been removed from the porch. Mr. Gongaware is still looking into Act 172. He talked to Irwin Borough to understand how they incorporated with North Huntingdon Township.

Unfinished Business

- Discussion on updating Rules, Regulations and Standards for access drives. Mr. Woy, Mr. Vacha and Mr. Lapia met July 2 to discuss proposed changes. Mr. Lapia noted they were mostly in agreement over the changes except for what is considered a repair. Mr. Gongaware was concerned how this would affect the old part of Manor. Mr. Lapia clarified this would only affect new construction, and not existing drives. The current rules only apply to those in a sub division. If the property is not in a sub division, then the rules do not apply. The proposed changes would apply to all properties. After discussion regarding entries and garage door widths, Mr. Matrisch proposed a simple formula of 1.25 feet of driveway width for each foot of garage door for a front entry garage, side and rear entry garages would be a maximum 15 foot wide driveway. Council reviewed each item on the memo recommended by the committee. The Engineer is to refine definitions and get sight distance data so a draft ordinance can be written by the Solicitor.
- Consideration “to award bid for Woods of Brandywine Phase 1&2 Storm Water Pond.” There was an issue with a property owner concerning an air conditioning unit in the right of way. The property owner has conceded the unit could be temporarily moved for the access road installation. Furthermore, the contractor may be able to work around the unit. Mr. Hensell motioned to award the bid to KGD Contracting at an amount of \$150,000, using grassy pavers. Mr. Vacha wanted to know who would be maintaining the grass. Mr. Lapia responded that both property owners said they would maintain the grassy area between their houses, as they do now. The Borough does not own the property, but has a right of way to access the pond. The motion seconded by Mr. Vacha, carried by majority. Ms. Lynn voted “No”.
- Discussion on updating Borough Codification Chapter 21 Part 3, Streets and Sidewalks. Lately, there have been some minor damage to the streets as the result of residents storing materials on the roadway or placing dumpsters or PODs on the roadway. Mr. Vacha motioned to have the Solicitor draft an ordinance to prohibit storage on the streets with a penalty clause of \$50 to \$1,000. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve Grant of Right of Way and Easement with WWMA.” Mr. Hensell motioned to grant the easement to WWMA with no payment. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to approve Handicap Parking Space Permit for Dave Gongaware.” Mr. Hensell spoke to neighbors of Mr. Gongaware. He noted 2 were opposed with no reason given. Mr. Vacha motioned to approve a handicap parking space near the corner of Observatory and Blaine Avenue. Seconded by Mr. Hensell. The motion carried by majority. Mr. Vacha and Mr. Hensell voted “Yes”. Ms. Lynn voted “No”. Mr. Gongaware abstained for obvious reasons. Mr. Matrisch voted “Yes” to break the tie.
- Discussion on updating Zoning Ordinance for accessory structures, permits, swimming pools. After much discussion, Council agreed to accessory structures greater than 150 square foot and being 10 feet away from property lines. Swimming Pools 30 inches and above will require a zoning and a building permit. Mr. Hensell motioned to have the Solicitor update the Zoning Ordinance and prepare a draft for next meeting. Seconded by Mr. Vacha, the motion carried unanimously.

Ms. Lynn motioned to go out of order for Public Comment before New Business. Seconded by Mr. Vacha, the motion carried unanimously.

Public Comment – Joe Testa, Founder and Head Coach for Irwin Miners Baseball, Irwin PA wanted to discuss Irwin Miners baseball and field upgrades. He submitted ideas to Council for field improvements such as fencing, dugouts, bleachers, batting cages, to ensure player and fan safety. These improvements would be at the Irwin Miners' expense through various fund raising events.

Mr. Hensell motioned to return to regular business. Seconded by Mr. Vacha, the motion carried unanimously.

New Business

- Consideration “to approve Resolution 2019-08 adopting revised Records Retention Manual.” Mr. Vacha motioned to approve Resolution 2019-08, Adopting revised Records Retention Manual concerning electronic record storage. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve Resolution 2019-09 Rules and Regulations for Sanitary Sewer Grinder Pumps.” Ms. Lynn motioned to approve Resolution 2019-09, Rules and Regulations for Sanitary Sewer Grander Pumps. Seconded by Mr. Vacha, the motion carried unanimously.
- Discussion on purchasing a Stalker Traffic Data Collector. After a resident’s complaint from a prior meeting, and at the suggestion of Chief Valmassoni, Mr. Lapia received a quote on purchasing the Stalker Traffic Data Collector at \$2,440. Mr. Matrisch brought up a similar device called a driver feedback sign costing \$2,900. The goal of the devices is to determine if vehicles are going too fast for the posted speed limit and how fast they are going to validate resident’s concerns.
- Discussion on Draft Resolution for Manor Trails Subdivision Final Plan Approval. The Solicitor is in communication with the Developer to draft an agreement regarding the time to complete all items needed for the phases of the new 100 house Manor Trails subdivision for final approval. Phase I will be the largest, on the west side of Rowe Road, and then the smaller Phase II on the east side of Rowe Road. The purpose of the Proposal for Conditional Final Approval is to document the items that need to be done and the time frame they will be completed to keep the project moving in a timely manner. Mr. Hensell motioned to send out the draft to the Developer to meet and discuss. Seconded by Mr. Vacha, the motion carried unanimously.

Correspondence

- None.

Payment of Bills – A motion “to approve payment of the bills as of August 21, 2019, as presented” was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously.

Mr. Vacha motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Mr. Hensell, the motion carried unanimously at 10:10 P.M.

Mr. Hensell motioned to return to the Council Meeting. Seconded by Mr. Vacha, the motion carried unanimously at 10:25 P.M.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Vacha and seconded by Ms. Lynn. The motion carried unanimously. The meeting adjourned at 10:26 P.M.

Joseph N. Lapia
Borough Manager