

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – September 16, 2020**

The Manor Borough Council held its monthly business meeting on Wednesday, September 16, 2020 at 7:00 P.M., with some council members in the Community room and others joining via a Zoom online meeting due to pandemic and health concerns.

Roll Call of Attendance:

(Present)	Bruce Hartman, President Dave Gongaware Christine Marchand Brian Woy John Campfield, Solicitor	Dawn Lynn, Vice President (joined 7:04 PM) Ralph Hensell Jim Vacha Mike Matrisch, Mayor Ed Antonacci, Engineer Mike Radakovich, Tax Collector
(Absent)	Jason Krainbucher, Zoning Office	George Valmassoni, Chief of Police

**Minutes** – A motion “to accept the minutes of the meeting held on August 19, 2020, as read” was made by Mr. Gongaware, and seconded by Mr. Hensell. The motion carried unanimously.

**Public Comment on Agenda Items** – None.

**Mayor’s Report** (Mr. Matrisch) – The mayor received a letter from Irwin Borough requesting police assistance for a rally. One of our part-time officers had surgery, is recovering, and we are short on personnel for a rally. The mayor also acknowledged a letter from a resident commending Patrolman Justin Hall.

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

**Engineer’s Report** (Mr. Antonacci) – The annual MS4 Report was reviewed. Mr. Antonacci noted 66 storm sewer outfalls have been inspected the last two years. There is no need to inspect the outfalls until 2023.

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

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia received a letter from LAMAR Advertising regarding the billboard at the stormwater retention pond, requesting an alternate payment schedule other than the \$3,000 annual payment. Mr. Lapia will see if we can get paid quarterly or semi-annually. The Manor Library, via the Westmoreland Library Network is trying to get fiber installed, for free, from DQE. DQE wants to use the Borough’s existing conduit. Discussion continues regarding service and speed. The Borough made a counter offer to the Public Works contract which Public Works accepted. The Teamsters is drafting a contract and the Public Works employees are expected to ratify. The Borough is expected to purchase a 2021 dump. They are looking at a Ford F550 and Dodge Ram. There is also discussion with the Police Chief to purchase an SUV to replace the 2016 Taurus. They would like to purchase a Dodge Durango to accommodate the taller officers. After clarifying changes needed to the Access Drive Ordinance, it was determined the wording was acceptable but the engineer’s drawings needed to be clarified and changed.

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of August 2020, as prepared” was made by Mr. Gongaware 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 August 2020, as prepared” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

### Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – Mr. Lapia noted he is working on the 2021 Budget and is open to input from Council for preparing the draft. The Real Estate income and Wage Tax income is steady.
- **Personnel** – None.
- **Planning & Zoning** – The Capital Planning Committee is reviewing the playground designs and is close to a selection. Mr. Woy explained they are seeking an adaptable play area, a poured in place surface, and something that could be expanded in the future. He wants something that everyone can be proud of. The Borough is also applying for a CDBG grant to help make the walking track ADA compliant. The application is due at the end of September and the walking track project would start in 2021.
- **Public Safety** – None.

### Unfinished Business

- Discussion on Community Room Renovations. Mr. Hensell wants to leave the room open and says it is needed. Ms. Marchand would like to move the Police Department to the Administration Building as the community room isn't rented much and the future use is uncertain due to the pandemic. Mr. Vacha wants the room to remain open while looking at other solutions; the community room should be for the community. Mr. Gongaware wants to revisit building on the Sandy Hill Road lot. Ms. Lynn thinks the Sandy Hill Road lot is not a viable option. She also would like to have the Police Department moved to the Administration Building, have more storage for Administration and decrease the maximum capacity in the Community Room, while increasing the cleaning fee. Mr. Woy feels neutral but would like to see plans on how the renovations would be laid out. He understands the Borough cannot add on to the current Public Works building as it is in a flood plain. The current Administration building cannot be added on to. There is no good solution. Taking space away from the community room would be the cheapest option, and there is no money to build a new building. Mr. Gongaware then suggested, to leave the Community Room as is, and to get costs and a plan to digitize all records to save space. He is concerned about future fish fries. Mr. Lapia reminded Mr. Gongaware that digitizing records is expensive, requires manpower and since we adhere to the state record retention, doesn't eliminate the need for paper record storage. Offsite storage comes with an expense. Mr. Hartman is leaning towards renovations as he feels the pandemic has curtailed current and future revenues. We are operating unused space that could be put to better use. He also wants to see plans and cost. Mr. Gongaware then asserted people don't rent the community room or go to Council Meetings because of the Borough Manager. Ms. Lynn commented rentals dropped when the rental rates were increased 2 years ago and then suggested rental fees will have to be increased for a downsized room due to cleaning. Ms. Lynn motioned to have the Engineer draw up plans to renovate the Community Room and for a stand along building. Seconded by Ms. Marchand, the motion carried unanimously.

### New Business

- Consideration "to approve MMO for Borough Pension Plans." Mr. Gongaware motioned to approve the 2021 MMO for the Borough Pension Plans. Seconded by Ms. Lynn, the motion carried unanimously.
- Request from Manor Library to use the Community Room for a Library Board Meeting. Mr. Gongaware motioned to allow the Manor Library to use the Community Room for a Library Board meeting, but charged the \$75 cleaning fee. Seconded by Mr. Vacha, the motion carried unanimously. Mr. Hartman offered to pay the \$75 cleaning fee.

- Discussion on setting time for Trick or Treat. Ms. Lynn motioned to set Trick or Treat at its usual date and time of October 31, 2020 from 6:00 to 8:00 P.M. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to accept resignation of Dana Rhodes from the Recreation Board.” Mr. Gongaware motioned to accept Dana Rhodes’ resignation from the Recreation Board. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve payment request from Mele & Mele.” Mr. Gongaware motioned to approve payment to Mele & Mele in the amount of \$10,416.17, the amount of the retainage. Seconded by Ms. Lynn, the motion carried unanimously.
- Request from PTARC for use of the Community Room. Linda Bires, Director of PTARC was in person to request the use of the Community Room for PTARC classes as she is in a bind and can’t use the school district due to pandemic restrictions. The classes will be less than 25 people, CDC guidelines will be followed, and they will clean the room. Mr. Lapia noted by intermunicipal agreement, the Borough has already agreed to allow PTARC use of the room since it is a PTARC member. The classes will be during the day and in the evening. Mr. Vacha motioned to allow PTARC to use the Community Room. Seconded by Ms. Lynn, the motion carried unanimously.

**Correspondence** – None.

**Payment of Bills** – A motion “to approve payment of the bills as of September 16, 2020, as presented” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

Mr. Gongaware motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Mr. Hensell, the motion carried unanimously at 8:25 P.M.

Mr. Gongaware motioned to return to the Council Meeting. Seconded by Mr. Hensell, the motion carried unanimously at 8:35 P.M.

**Citizen Comments** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Vacha and was seconded by Mr. Gongaware. The motion carried unanimously. The meeting adjourned at 9:36 P.M.

Joseph N. Lapia  
Borough Manager