

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – September 17, 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	Brian Woy, Vice President
Christine Marchand	Mike Matrisch
Jim Morgan	
Edward Antonacci, Engineer	John Campfield, Solicitor
Mike Radakovich, Tax/Sewer Collector (arrived at 7:30 P.M.)	
(Absent) Bruce Hartman	Steve Ira
Jeremy Dixon Mayor	Edwin Howley, Planning & Zoning Officer

Minutes – A motion “to accept the minutes of the meeting held on August 20, 2014, as read” was made by Ms. Marchand, and seconded by Mr. Matrisch. Motion carried unanimously.

Citizen Comments –

- Denise Duball of 39 Third Street, brought up the trailer and vehicle on the lower side of Third Street parked on property that is currently not maintained and which was condemned a few years ago. The current owner has not improved the property, has parties in the trailer which disturbs the neighbors, and they strongly suspect illegal drug activity (use and manufacturing) going on. The vehicle has not been inspected since July. The owner is trying to rent out the trailer. Ms. Duball is very upset over the property and wants something done.
- Mary Laaks, of 26 Blaine Avenue, Manor is concerned about moving street parking on Blaine Avenue to the other side of the street. Her husband is handicapped and she is concerned about the amount of ice that builds up on that side of the street. She fears he may injure himself slipping on the ice. Mr. Lapia explained the Borough is trying to maximize the parking availability on Blaine as well as to allow ample room for the snowplows to go through during the winter. Ms. Laaks was encouraged to call the Borough the next time ice builds up so it can be salted. Mr. Matrisch and Mr. Lapia offered to try to correct or minimize the water collection on Blaine when the street is next paved.
- Greg Hensell of 37 Blaine Avenue, Manor is following up with his concern over the replaced concrete steps at his home. Mr. Hartman was out to view the steps as well as Ms. Lynn, Mr. Antonacci and Mr. Lapia. Mr. Hensell asserts the step replacement was not done right and it is “shoddy work”. Mr. Hartman was not present at the meeting, but forwarded a letter stating he agrees with Mr. Hensell about the poor quality and workmanship of the replacement steps. Mr. Hensell presented pictures to Council of the steps before replacement. He is asking for a proper fix/replacement to his steps. Ms. Lynn assured Mr. Hensell although it appears nothing has been done between Council meetings, there has been research on how to best remedy his situation.
- State Representative George Dunbar was present to meet and greet, and to announce a Children’s Health & Safety Expo hosted by his office. The event is scheduled for Saturday, September 27th 2014 from 12:00 to 2:00 P.M. at the Manor Borough Park (behind the Manor Maintenance building). There will be demonstrations, tours of an ambulance, prizes, giveaways, snacks, various activities and information available on how to keep your child healthy and safe. The event is free. His office is having an Open House Thursday October 16, 2014 from 4:00 – 6:00 P.M. at 2090 Harrison Avenue in Jeannette.
- Carl J. Watson, of 35 Blaine Avenue, Manor wanted to address the lack of work on the alley corrections since the sewer line work began. The alley is rutted and he has seen vehicles slide down the alley on the gravel, the gravel is being thrown by vehicles and accumulating at the bottom of the intersection, especially during a heavy rain, and he feels it is a public safety issue. Mr. Lapia investigated the alley in question and had Mr. Antonacci and Morgan Excavating make some improvements in the interim. Mr. Lapia also advised that the sewer project is nearing an end. For the upcoming winter, the 4 foot wide

trench lines will be paved, as well as other fixes to alleys. Mr. Watson requests someone from Morgan Excavating to do a weekly check on the alley and make sure it is in passable condition.

Mayor's Report (Mr. Dixon) – None.

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

Engineer's Report (Mr. Antonacci) – The intent was to pave the full width of the alleys, but the DEP denied the request citing they could only pave the trench lines, and the PennVEST loan would not cover anything but the paving of the trench lines. To pave the entire width of the alley is an additional \$15,000.

A motion to solicit proposals for paving the alley, and if under \$19,000 to go ahead and do the work, with the award going to the lowest proposal was made by Mr. Woy. Seconded by Mr. Morgan, the motion carried unanimously.

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

Borough Manager's Report (Mr. Lapia) – The PA Small Water and Sewer Program grant the Borough applied for earlier in 2014 was denied due to an overwhelming response compared to money available. While Manor's project was deemed worthwhile, the Commonwealth Financing Authority awarded the money to more critical projects.

Treasurer's Report – Mr. Woy motioned to transfer \$200,000 out of the General Fund Savings Account into the General Fund Reserve Account. Ms. Marchand seconded. The motion carried unanimously. Then, a motion "to approve the Treasurer's Report for the month of August, as prepared by Mr. Lapia" was made by Mr. Woy and seconded by Ms. Marchand. Motion carried unanimously.

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

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Ms. Marchand) – The Parks & Recreation Committee is requesting \$300 for the annual Halloween party to purchase party supplies. The party is scheduled for Sunday, October 19th at the Manor Borough Community Room. Ms. Marchand then motioned for a \$300 budget for the Halloween Party. Seconded by Mr. Morgan, the motion carried unanimously.

Mr. Lapia reported approximately 2 weeks ago the skate park was locked because of excessive trash and vandalism. The general observation is few, if any, Manor residents use the skate park. Posted signs regarding the use of the skate park are ignored. Mr. Lapia suggests the skate park be re-evaluated to see if there is anything else that can be done, or if it should be replaced with something else.

Ms. Lynn commented on the Parks & Recreation Board noting it needs more "active" participants in planning and executing events. There is a person willing to be an active participant, however, there is no opening on the board.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning and Zoning Commission was not able to make a decision on the Sign Ordinance for the Electronic Signs, as they did not meet on August 25, 2014. However the Planning & Zoning Board will meet Thursday September 26th at 6:30 P.M. to discuss the Sign Ordinance updates, new land development and subdivision ordinances.

Public Safety (Mr. Woy) – Mr. Woy received the VFD Fire Report from the Fire Chief: 14 calls in the past month, with 11 in the Borough and 3 assisting other departments. Regarding the Police Department, the Civil Service Commission met and approved the list for full time police officer candidates, which was submitted to the Borough Office. The radios purchased for Emergency Management are in operation. They are also reviewing the Emergency Action Plan and plan to create Twitter and Facebook accounts, and a NIXL account with the Police Department (sends a text message to cell phones). The Emergency Management Center at the Borough Office is operational and ready to be used as necessary. Mr. Dixon received a letter and a plaque from PEMA noting he has completed the requirements for Advanced Emergency Management Director and Mr. Woy received a certificate from PEMA stating he has completed the course necessary for basic Emergency Management Coordinator.

Public Works (Mr. Matrisch) – None

Unfinished Business

- Consideration to approve the Resolution 2014-11 granting final conditional approval for the Bortz Plan #2 subdivision. Conditions in the Resolution still need to be met. Mr. Falakovich could not give a time frame for completion, however, the Borough with input from Rose Bortz decided to give a 90 day deadline for all required submittals, the 90 day deadline is December 17, 2014. Mr. Matrisch motioned to approve Resolution 2014-11 Granting Final Conditional Approval to the Bortz Plan #2. Mr. Morgan seconded. The motion carried unanimously.
- Consideration to approve Resolution 2014-12 Bortz Plan #2 (DEP) Planning Modules. Mr. Woy motioned to approve Resolution 2014-12 Bortz Plan #2 Planning Modules. Mr. Matrisch seconded. The motion carried unanimously.

New Business

- Consideration “to approve payment request from Morgan Excavating.” Mr. Matrisch moved to approve payment to Morgan Excavating in the amount of \$45,699.58. Mr. Morgan seconded the motion. The motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V SubPhase A.” Amount requested was \$116,668, but the Engineer approves of releasing \$77,932.50. Mr. Matrisch motioned to approve the release of funds in the amount of \$77,932.50 for the Woods of Brandywine Phase V SubPhase A. Mr. Morgan seconded the motion. Motion carried unanimously.
- Consideration “to approve 2014-2015 local share assessment with the Westmoreland County Transit Authority.” Last year’s cost was \$1,165, and this year’s cost is \$1,244. Mr. Lapia advised Council that if Manor does not participate, the bus will still run through Manor, but it will not stop to pick up riders. The WCTA was unable to give Mr. Lapia ridership statistics as it applies to Manor Borough. After considerable discussion Mr. Woy motioned to table the vote until the October meeting. Mr. Morgan seconded the motion. The motion carried unanimously.
- Consideration “to approve 2015 MMO for Pension Plans”. Mr. Lapia gave a 5-year projection and explained the Pension Plan is not overfunded, but it is operating with a surplus. State Aid generally covers the expenses of the Pension Plan. Mr. Woy motioned to approve the 2015 MMO Pension Plan. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve UPMC Health Insurance renewal.” Mr. Lapia reported the rates went up 15% as we are capped since Manor Borough is affiliated with COGCare. However, next year the rates are expected to drastically increase as the Affordable Care Act begins. Mr. Morgan motioned to

- approve the UPMC Health Insurance renewal. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to change Police Uniform Shirts”. The new shirts were designed to be worn under the protective vest. The new shirts are black instead of grey. The winter shirts will be purchased first. Mr. Woy motioned to purchase the shirts from Kiski Uniform. Seconded by Mr. Matrisch, the motion carried unanimously.
 - Request from Penn Township Rescue 6 for use of the Community Room. Paramedics will be administering flu shots free of charge to all residents on Wednesday, October 22 from 2:00 P.M. until 6:00 P.M. Rescue 6 will also be administering the flu shot October 8 at Penn Boro, and October 29th at their station on Sandy Hill Road. Mr. Woy motioned to approve Rescue 6 free use of the Community Room at the date and times discussed, provided they fill out a lease agreement and post a \$100 security deposit. Mr. Matrisch seconded the motion. 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 August 20, 2014, as presented” was made by Mr. Matrisch and seconded by Ms. Marchand. Mr. Woy abstained. Motion carried by majority.

Ms. Marchand motioned to go into executive session for Personnel matters and matters of potential litigation. Mr. Woy seconded the motion. The motion carried unanimously at 8:32P.M.

A motion to return to the meeting from executive session was made by Mr. Woy and seconded by Ms. Marchand. The motion carried unanimously at 9:09 P.M.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Morgan and seconded by Mr. Matrisch. Motion carried unanimously. The meeting adjourned at 9:10 P.M.

Joseph N. Lapia
Borough Manager