

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – September 20, 2017

The Manor Borough Council held its monthly business meeting on Wednesday, September 20, 2017 at 7:00 P.M., in the Manor Borough Building.

Council President, Mr. Brian Woy, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

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

Minutes – A motion “to accept the minutes of the meeting held on August 16, 2017, as read” was made by Mr. Nemitz, and seconded by Mr. Matrisch. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – The Mayor distributed the monthly Police report. He also presented an Executive Summary on traffic patterns concerning making Penn Street and Harding one-way streets, to change McKelvey Street’s direction, and to make Oak Street one-way, and to remove parking prohibitions in New England Village.

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

Engineer's Report (Mr. Antonacci) – The sanitary sewer project on Observatory Street is in progress: 395 ft of 8-inch clay pipe has been burst; 4 sanitary sewer laterals have been installed; all pipe has been delivered and one manhole has yet to arrive.

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

Borough Manager’s Report (Mr. Lapia) – The Bobcat rental with flail mower occurred last week and finished this week. It worked out well. Mr. Lapia suggests Council look into purchasing a Bobcat with flail mower. The Bobcat would be useful for sewer line work as well as retention pond maintenance. A proposed 2018 Budget should be ready by next meeting. All equipment purchased for the park has been delivered. Jeffrey and Associates will schedule the installation. Council needs to decide what to do about all of the accumulated mulch and drainage. The recommendation is to remove all of the mulch and add more drainage. Mr. Matrisch suggest we hold off on adding mulch as it is the end of the season and to add drainage. Mr. Lapia suggested the work begin soon on adding the drainage before it gets too cold. A plan will be formed on how to best tackle this project so mulch can be added in the spring. Mr. Lapia then handed Council a vehicle replacement schedule for the Police Department. The current schedule is to replace the vehicles every 2 years which has gone off tract. The proposed plan is to purchase an SUV Interceptor now, using funds from the sale of the F250 and keeping the Sedan Interceptor for Borough use. This plan puts the Borough on an every 2 year replacement. After 4 years, our police vehicles are close to 100,000 miles and start to require more maintenance. Mr. Matrisch suggested the Borough use 3 police vehicles for one year before replacing one. Mr. Lapia noted this still does not allow for the every 2 year replacement plus there would not be enough money saved for a vehicle for the following year. Mr. Hartman asked about the F250. Mr. Lapia noted the F250 is underutilized. The Borough does not use it as much as anticipated. To sell the truck now, the Borough should get a decent resale amount which would fund a new police

interceptor. The entry/exit of the sedan for the police officers is awkward as there isn't much space. An SUV is more accommodating for entry/exit considering the amount of gear the police officers carry on their protective vests and belts. The sedan would be kept for general Borough use until time to sell it for another vehicle.

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

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

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – None.

Public Safety (Mr. Woy) –

Public Works (Mr. Matrisch) – Mr. Matrisch wanted to bring up for discussion about the budgeting needs to expand. He notes with the Borough growth and the addition of equipment, and the need to buy more, the Borough should look into expanding garage space for Public Works. Perhaps a new Police Station needs to be built so the current Public Works garage can expand. Mr. Matrisch envisions a police station on the Sandy Hill Road lot as it is visible and central to the Borough. Mr. Lapia noted the new Freightliner truck is at A&H Body to get a bed installed. The Borough will be notified when the truck is outfitted. Then the truck will spend a day to get a plow.

Unfinished Business

- Discussion on Per Capita and LST Tax Collections. Council was presented information along with a letter from the Tax Collector. Mr. Lapia's recommendation is to have Berkheimer, who already collects the Borough's Wage Tax revenue, also collect Per Capita and LST Taxes. Berkheimer has a better resident database, they already collect taxes in the Penn Trafford School District and would give us a price break, plus it would make it easier and less confusing for the residents in Manor. Penn Township switched to Berkheimer for Per Capita tax collections and saw an increase in the amount collected. Mr. Matrisch motioned to switch to Berkheimer for Per Capita and LST Tax Collections. Seconded by Mr. Ira, the motion carried unanimously. The Solicitor will draft a Resolution for next meeting.

New Business

- Consideration “to approve MMOs for Borough Pension Plans.” Mr. Hartman motioned to approve the MMOs for the Borough Pension Plans. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve payments to Tresco Paving for 2017 street paving project.” The punch list is complete and Maintenance Bonds have been received. The cost to pave the upper part of Fairview Drive is \$155,008.27, less 10% retainage. Mr. Matrisch motioned to approve payment of \$155,008.27 to Tresco Paving. Seconded by Mr. Nemitz, the motion carried unanimously.

- Discussion on Seismic Testing in the Borough. GeoKinetics subcontractor for Huntley & Huntley sent a letter to the Borough requesting permission to conduct seismic testing on Borough property, and some other property is involved. Mr. Doug Garrett of Cougar Land Services with an office in Trafford, PA gave a small presentation regarding seismic testing in the Borough regarding seismic monitor placement and the type of vehicles used to do the seismic testing. Mr. Lapia was concerned about the digging on public property and Borough road right of ways. Fees will be incurred by the contractor. Mr. Garrett emphasized and by way of example noted they are a responsible company as well as bonded and have had few complaints.

Correspondence

- Sable Kennels

Payment of Bills – A motion “to approve payment of the bills as of September 20, 2017, as presented” was made by Mr. Hartman and seconded by Mr. Nemitz. The motion carried unanimously.

Mr. Matrisch motioned to go out of order to hear Public Comment. Seconded by Mr. Nemitz, the motion carried unanimously.

Public Comment – Mike Kozain of 25 Hill Street, Manor has an issue with traffic and speed on Hill Street. Earlier a gentleman abruptly and out of order interjected he had been waiting to speak for 90 minutes and then stated there are vehicles speeding on Hill Street and something has to be done about it. He then exited the meeting. Mr. Kozain apologized for the earlier man’s behavior, his neighbor, and explained that the man has several grandchildren and the one recently was almost hit by a speeding car. Mr. Kozain went on to say there have been vehicle mirrors broken, and parked vehicles hit by other vehicles speeding on Hill Street. The police did sit along Hill Street for a while and it helped with the speeding vehicles, but the vehicles are again traveling too fast causing damage. Mr. Kozain asked about patrols or a speed hump or anything to help control the speed on the street. He also wanted to know if a mailbox could be moved to fit a vehicle next to his house. Mr. Lapia noted mailbox changes must be coordinated with the US Postal Service and not with the Borough. The US Postal Service does not see the change as a priority. Mr. Dixon offered they would have more patrol on Hill Street. Mr. Lapia noted trucks over 20 feet are still using the street that should not be using Hill Street. Trucks frequently get stuck on Hill Street. Chief Valmassoni suggested placing VASCAR lines on the street. Mr. Dixon noted there are requirements for a speed hump. Mr. Kozain noted there are many children on the street and would appreciate if something could be done.

A motion to go into Executive Session for personnel matters and matters of potential litigation was made by Mr. Matrisch and seconded by Mr. Nemitz. The motion carried unanimously at 8:39 PM.

A motion to exit Executive Session and return to the meeting was made by Mr. Matrisch and seconded by Mr. Hartman. The motion carried unanimously at 9:18 PM.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matrisch and seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 9:18 P.M.

Joseph N. Lapia
Borough Manager