

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – October 15, 2014

The Manor Borough Council held its monthly business meeting on Wednesday, October 15, 2014 at 7:00 P.M. in the Manor Borough Building.

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

Roll Call of Attendance:

(Present) Brian Woy, Vice President	Steve Ira
Christine Marchand	Mike Matrisch
Jim Morgan	Jeremy Dixon, Mayor
Edward Antonacci, Engineer	John Campfield, Solicitor
Mike Radakovich, Tax/Sewer Collector	
(Absent) Dawn Lynn, President	Bruce Hartman
Edwin Howley, Planning & Zoning Officer	

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

Citizen Comments – None.

Mayor’s Report (Mr. Dixon) – The Mayor distributed the monthly Police Report and would like to attend training with the Police Chief on November 12th for PSAB’s Managing a Professional Police Department. The cost is \$125 per person. Mr. Morgan motioned to have the Mayor and the Police Chief attend the training on November 12th. Seconded by Ms. Marchand, the motion passed unanimously.

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

Engineer’s Report (Mr. Antonacci) – None.

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

Borough Manager’s Report (Mr. Lapia) – The catch basin was recently repaired on Oak Street and the Borough received shipments of road salt that filled the 3 salt bins. Road salt is \$10 more per ton this year compared to last year.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of September, as prepared by Mr. Lapia” was made by Mr. Matrisch and seconded by Ms. Marchand. Motion carried unanimously.

Tax & Sewer Collector’s Report – A motion “to approve both reports for the month of September, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Ms. Marchand. Motion carried unanimously.

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – Mr. Lapia noted the Borough’s Halloween Party is Sunday, October 19th at 2:00 PM. Mr. Woy noted Public Works recently installed some pavers in the park.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – None.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None

Unfinished Business

- Consideration to approve the 2014-2015 local share assessment with Westmoreland County Transit Authority. Mr. Morgan and Mr. Woy attempted to contact the Executive Director for more information, but their calls and emails were unreturned. Mr. Morgan motioned to table the consideration until the November meeting. Mr. Matrisch seconded. The motion carried unanimously.
- Discussion on updating the Borough Sign Ordinance. Question arose regarding Section VI: Needs to be renumbered. Other section numbering were questioned as well. Mr. Morgan motioned to have the Planning and Zoning Committee of Council look at the electronic/digital sign brightness (lumens) and coloring, and add a definitions section. Seconded by Mr. Ira, 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 \$102,230.22. Mr. Morgan seconded the motion. The motion carried unanimously.

Mr. Antonacci updated the project noting all of the main line has been installed and Morgan Excavating is currently fixing manholes on Manor Harrison City Road and is doing concrete curb restoration. Mr. Antonacci also reviewed and measured Mr. Greg Hensell’s steps and determined there were variances in the construction and not in code. The contractor has agreed that the steps are not correct and need to be replaced. They have agreed to replace the steps.

- Consideration “to approve release of funds for Woods of Brandywine Phase V SubPhase A.” Mr. Antonacci, Borough Engineer approves of releasing \$186,988.50 of the \$289,167.90 requested due to some earth work outstanding. Mr. Morgan motioned to approve the release of funds in the amount of \$186,988.50 for the Woods of Brandywine Phase V SubPhase A. Ms. Marchand seconded the motion. Motion carried unanimously.
- Discussion on audit proposal received from Edward P. Opst, CPA. Mr. Opst submitted a proposal of \$4,750 to do the 2014 audit. Mr. Morgan motioned to accept the \$4,750 proposal for next year’s audit. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to set time for Halloween Trick or Treat.” A motion to allow Halloween Trick or Treat on October 31, 2014 from 6:00 P.M. until 8:00 P.M. was made by Mr. Morgan. Seconded by Mr. Ira, the motion carried unanimously.
- Discussion on Manor VFD Labor Day Celebration for 2015. Mr. Woy spoke on behalf of the Manor VFD. There was a meeting with Mr. Woy, Mr. Lapia, Mr. Matrisch and members of the Manor VFD. They are planning on bringing back the annual Labor Day celebration beginning in 2015 for Friday, Saturday and Monday. Various activities are planned in the evening for Friday and Saturday, and a parade on Monday, with more activities after the parade. The Manor VFD is celebrating 120 years while the Borough is celebrating 125 years. The VFD has proposed to co-fund the event and splitting the cost 50-50. The estimated cost is \$15,000 and the VFD would like

- the Borough to pay for \$7,500. They will be soliciting sponsors and donations to help defray the cost. Mr. Lapia is investigating any additional insurance that may be required for events. Mr. Campfield determined under Borough Code Section 1202(41), the Borough can appropriate funds for celebrations. Mr. Morgan motioned to continue the discussion regarding the celebration and to allocate a maximum of \$7,500 for the event in the 2015 Budget. Ms. Marchand seconded the motion. The motion carried unanimously.
- Discussion on requiring the manor VFD to provide a yearly financial audit to the Borough. The 2015 Budget has annual funding in it payable in 3 installments provided the VFD supplies the Borough with a financial audit by April 1, 2015. These amounts are based on customary items and amounts the VFD submits to the Borough monthly for reimbursement (utilities, fuel, etc.). Borough Code 1202(56) does state for an annual itemized listing of funds received and how the funds were used. A motion to have a third party independent annual financial audit, post expenditure of funds by April 1, 2015 for fiscal year 2014 in order to receive funding for 2015 was made by Mr. Morgan. Mr. Matrisch seconded the motion.
Mr. Morgan amended the motion to state no payments will be made to the VFD until the audit is supplied. Payments are to be made in the beginning of April, August, and December. After more discussion, the motion and the amendment was rescinded.
A motion to have the Solicitor draft a resolution which requires the VFD to submit an annual financial audit to the Borough in order to receive funding with stipulations on due date and consequences for not submitting the audit was made by Mr. Morgan. Mr. Matrisch seconded. The motion carried unanimously.
 - Discussion on preliminary Budget for 2015. The Sewer budget may change due to rate changes in pumping stations and Penn Township Sewage not yet determined. Mr. Lapia noted the budget for healthcare for the Police Department is drastically inflated in case of a new hire and requiring 3 family plans. He planned for a “worst case scenario”. Mr. Matrisch questioned if additional funding should be added to street paving. Mr. Woy commented that the \$200,000.00 transferred to the General Fund Reserve account at the last meeting could be used for street paving. Instead of giving Rescue 6 the usual \$250 annual donation, the 2015 budget proposes a \$5,000 donation. The average response rate of Rescue 6 to Manor Borough is 8 minutes or less and they handle approx. 200 calls per year. Ms. Marchand motioned to adopt a preliminary budget for 2015. Mr. Ira seconded. The motion carried unanimously.
 - Discussion on taking over the roads in Crimson III, Sanitary Sewers in Crimson I, II, and III, and Storm Sewer Facilities outside the road right of way in Crimson I, II, and III. Repairs are being made to the roads in Crimson III. There are seven properties in Crimson III where right of ways are needed for the sanitary Sewer. Crimson II has five properties where the right of way is needed for both sanitary sewers and storm sewers. The dedication of the roads needs to be made soon so the Borough can receive Liquid Fuel revenue from the state. Other work needs to be done to the retention ponds. Mr. Morgan motioned to prepare and to advertise the Ordinance to take over Crimson I, II, and III infrastructure provided the necessary work is completed by October 31st. Mr. Matrisch seconded the motion. The motion carried unanimously.

Correspondence (Mr. Woy)

- Animal Control Report, Ferree Kennels.
- The Manor Volunteer Fire Department forwarded a letter to residents announcing training dates of October 26, 2014 and November 9, 2014 along Butler Street. The VFD is asking residents to find alternate parking to allow their access to the training site. In addition, they will be using non-toxic smoke to simulate real life. Mr. Lapia expressed his concerns regarding the training and how that might affect or interfere with the Sewer Separation Project. Mr. Morgan made a motion to have the Solicitor send a letter to the Fire Chief and Fire Department President requesting information on training and to advise them this needs to be coordinated through the Borough. Mr. Matrisch seconded. The motion carried unanimously. In addition, Mr. Woy offered to have him and the Mayor coordinate parking issues with the fire department’s training. Ms. Marchand motioned to have the Mayor and Mr. Woy work with the Manor VFD to coordinate parking and still have the

training. Mr. Matrisch seconded the motion. Mr. Morgan voted No. The motion carried by majority.

Payment of Bills – A motion “to approve payment of the bills as of September 17, 2014, as presented” was made by Mr. Matrisch and seconded by Ms. Marchand. Motion carried unanimously.

Ms. Marchand motioned to go into executive session for Personnel matters and matters of potential litigation. Mr. Matrisch seconded the motion. The motion carried unanimously at 9:08 P.M.

A motion to return to the meeting from executive session was made by Ms. Marchand and seconded by Mr. Morgan. The motion carried unanimously at 9:28 P.M.

Public Comment – Joanne Rose of 709 SR 130, Trafford spoke up regarding the alley from Third Street to Fredrick Drive. There is a pipe in the alley, approximately 8 inches high that prevents use of the alley. She would like to know when the alley will be made passable and usable again. Mr. Antonacci explained there is a right of way for manholes and they need to be accessible. Manholes located in grassy areas have to be raised to prevent them from “disappearing” under growth. Per Mr. Lapia, these manholes are in a “paper alley” and not owned by anyone. Mr. Antonacci explained that 6 inches of topsoil is going to be placed around the manhole. Ms. Rose wonders if this is enough so vehicles driving down the alley don’t bottom out over the manhole and the repairs will hold up to the winter weather and driving.

Erik Rose of 138 Fredrick Drive, Manor also spoke up to voice his discontent with the alley. He feels that it not being repaired to prevent access. Mr. Rose wanted to know how Mr. Lapia was elected as Borough Manager. He was informed Mr. Lapia was hired. Mr. Rose also wanted to know if Borough residents are not happy with Mr. Lapia, how is he replaced. He was advised he will have to convince a majority of Council (5 members) to have Mr. Lapia terminated.

Both Ms. Rose and Mr. Rose complained about hedges that were torn out for the sewer separation project. The hedges were in the right of way and had to be removed. Mr. Antonacci suggested hedges could be replaced, but on the property NOT in the right of way where they were.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Marchand and seconded by Mr. Morgan. Motion carried unanimously. The meeting adjourned at 9:47 P.M.

Joseph N. Lapia
Borough Manager