

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – October 16, 2019

The Manor Borough Council held its monthly business meeting on Wednesday, October 16, 2019 at 7:00 P.M., in the Manor Borough Building.

Roll Call of Attendance:

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

Minutes – A motion “to accept the minutes of the meeting held on September 18, 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 speed sign data collection tracker is up and running on Observatory Street. The data collected indicates times of day the most speed violations occurs, and the Mayor and Borough Manager were surprised by the volume of traffic traveling up Observatory Street in a week’s time frame.

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

Engineer’s Report (Mr. Antonacci) – KGD Contracting was given a notice to proceed on the Brandywine Drive retention pond access road. The anticipated start date is Monday, October 21, 2019.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia noted the street department did crack sealing at Sandy Hill Highlands, New England Village, Crimson Pointe, using 2 pallets of material. All of the rubber mulch that could be salvaged from Manor Park has been moved up to Mt. Manor Park playground area. The Mt. Manor Park also got new GeoTech fabric and stone. There is a shortage of 15 2,000 lb. super sacks to adequately fill in the playground area with the rubber mulch. Ms. Lynn motioned to order 15 super sacks of rubber mulch for the Mt. Manor playground at a cost of \$5,100 plus delivery charges. Seconded by Ms. Marchand, the motion carried unanimously.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of September 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 September 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** – Mrs. Patty Eathorne from the Manor Planning Commission was in attendance and commented more cooperation from Council was needed. Ms. Lynn noted the next Planning Commission meeting is October 21, 2019.
- **Public Safety** – At Mr. Woy’s request, Mr. Hensell motioned to notify the Civil Service Commission of an existing vacancy and request the certification of the highest ranking 3 names from the list of eligible candidates. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Woy noted there is an opening for an alternate for Civil Service Commission. If any resident is interested, please submit a letter of interest or an email of interest to the Borough Manager.

Unfinished Business

- Consideration “to adopt Ordinance 583-19-03 regulating swimming pools”. Ms. Lynn motioned to adopt Ordinance 583-19-03 regulating swimming pools.” Seconded by Mr. Hensell, the motion carried unanimously.

New Business

- Consideration “to change Resolution Number 2019-20 to 2019-10”. Due to a clerical error, the incorrect number was given to the Resolution. Ms. Lynn motioned to change Resolution Number 2019-20 to 2019-10. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to advertise Ordinance regulating storing of materials on streets.” Mr. Hensell motioned to advertise Ordinance regulating storing materials on Borough streets. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to advertise Ordinance amending the Zoning Ordinance for Accessory Structures.” Ms. Lynn motioned to advertise the Ordinance amending the Zoning Ordinance for Accessory Structures, and hold a Public Hearing Wednesday, December 18, 2019 at 6:30 P.M. in the Manor Community Room, just prior to the Council Meeting. Seconded by Ms. Marchand, the motion carried unanimously.
- Request from Sheetz for use of the Community Room. Ms. Lynn motioned to allow Sheetz to use the Manor Community Room December 14, 2019 for their Sheetz for the Kidz holiday gathering, waiving the rental fee, but charging a \$75 cleaning fee. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to set time for trick or treat.” Ms. Lynn motioned to set Trick or Treat for Thursday, October 31, 2019 from 6:00 P.M. to 8:00 P.M. Seconded by Mr. Hensell, the motion carried unanimously.
- Discussion on draft 2020 budget. A preliminary budget was presented to council for review and discussion. The Finance Committee reviewed the budget with the Borough Manager the previous week. Many budget items will remain the same. Some increases to healthcare insurance, wages, and the Police budget with the possibility of adding a 4th Full Time police officer. Mr. Woy questioned renovations to Manor Park and Mr. Matrisch asked about getting a grant. Mr. Lapia explained in order to get a grant, there must be a master site plan, and there is a lot of paperwork and red tape that has to be worked through, plus it is too late to apply for a grant for 2020. The Borough has money in capital projects it can use for the park. Council is to review the budget until next meeting.
- Consideration “to Approve WWMA Developer’s Tap Allocation Agreement for Manor Trails.” Mr. Hensell motioned to approve the WWMA Developer’s Tap Allocation Agreement for the Manor Trails subdivision. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to renew UPMC Health Insurance.” Mr. Lapia noted the UPMC Health Insurance premiums will increase 3.8% for 2020. Ms. Lynn motioned to renew the UPMC Health Insurance for 2020. Seconded by Mr. Hensell, the motion carried unanimously.
- Consideration “to approve Resolution 2019-11 updating Stormwater Management Fees.” Ms. Lynn motioned to approve Resolution 2019-11 Updating Stormwater Management Fees. Seconded by Ms. Marchand, the motion carried unanimously.

Correspondence

- Letter from State Representative Dunbar thanking the Borough for use of the park. State Representative George Dunbar held his annual Child Health and Safety [Expo September 28, 2019 in Manor Park](#).
- Letter from Mr. Campfield regarding Solicitor Fees for 2020. Fees will increase from \$90 per hour to \$95 per hour.

Mr. Woy remembered to report that he and Mr. Lapia met with State Representative George Dunbar, and representatives from PennDOT late September regarding flooding issues. PennDOT listened to the Borough's complaints and suggestions, but has not provided any feedback since. Mr. Woy noted PennDOT did spray some of the weeds along the roadway and sidewalk that he had complained about.

- [Letter from the Manor Volunteer Fire Department advising Council and the Borough of vehicle rescue practice November 10, 2019 at 365 Manor Harrison City Road.](#)

Payment of Bills – A motion “to approve payment of the bills as of September 18, 2019, as presented” [without the payment to Groff Tractor](#), was made by Mrs. [GongawareLynn](#) and seconded by Mr. [VaehaHensell](#). The motion carried unanimously. A motion to approve payment to Groff Tractor was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried by majority. Mr. Woy abstained.

Ms. Lynn motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Mr. Hensell, the motion carried unanimously at 7:50 P.M.

Mr. Hensell motioned to return to the Council Meeting. Seconded by Ms. Lynn, the motion carried unanimously at 8:36 P.M.

Citizen Comments – Tony Zona, 150 Birchwood Way, Manor, announced his candidacy for Penn Trafford, 3rd District, school board for 2021. Mr. Zona then summarized his ideas on how he would like to improve the Penn Trafford schools and make it more cost efficient and better for the students.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously. The meeting adjourned at 8:46 P.M.

Joseph N. Lapia
Borough Manager