

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – October 17, 2018**

The Manor Borough Council held its monthly business meeting on Wednesday, October 17, 2018 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	Bruce Hartman, Vice President
	Dave Gongaware	Dawn Lynn
	Christine Marchand	Jim Vacha
	John Campfield, Solicitor	Ed Antonacci, Engineer
	Mike Radakovich, Tax Collector	
(Absent)	Ralph Hensell	
	Jeremy Dixon, Mayor	George Valmassoni, Chief of Police
	Edwin Howley, Planning & Zoning Office	

**Minutes** – A motion “to accept the minutes of the meeting held on September 19, 2018, as read” was made by Ms. Lynn, and seconded by Mr. Hartman. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Dixon) – None.

**Solicitor’s Report** (Mr. Campfield) – Proposed changes were made to the Burning Ordinance. UCC has updated to 2015, as the current version. The Administration Office was advised to purchase the new codes, however, Mr. Lapia wanted to know if this was the Borough’s responsibility to maintain a current copy for BIU, whom the Borough contracts with for building inspection. The cost for the code books is expensive. Mr. Campfield confirmed it is in the Borough Code that the Borough must maintain a copy. A digital copy is available at the International Code Council Site. The Borough will review the costs and determine which is most cost effective. Mr. Gongaware noted he spoke to Building Inspector Edwin Howley in the previous week and was told what the Borough needs is an International Property Maintenance Code (IPMC), which is not part of UCC. Mr. Gongaware is pushing for a Code Enforcement Officer. Mr. Campfield reminded Council the Borough has yet to adopt the IPMC. His caveat is Council needs to review the IPMC before adoption as there are some vague areas and some areas that may not apply to the Borough. Mr. Lapia further clarified Council needs to adopt a tougher Property Maintenance Code before enforcement. Mr. Campfield continued by saying a “Code” can be adopted in parts, in entirety or parts can be modified to suit the need. Mr. Gongaware wants to update the Ordinances passed in 2004 and 2009. Mr. Woy suggested we get digital copies of the code and the Community Betterment Committee will review and recommend what to adopt and what to modify. Mr. Lapia will research which version to purchase and the cost involved.

**Engineer’s Report** (Mr. Antonacci) – The wall is installed in the park from the Dirt and Low Volume Road Project Grant. KGD, the paving contractor, was sent a notice to proceed. That will finish the upper park project. Mr. Antonacci is also working on the MS4 permit.

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

**Borough Manager’s Report** (Mr. Lapia) – None.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of September 2018, as prepared” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector’s report for the month of September 2018, as prepared by Mr. Radakovich” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

### **Committee Reports**

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – Mr. Vacha reported the Police Department is not adhering to the Borough’s Purchasing Policy. A protective vest was purchased without following proper procedure. Mr. Vacha motioned to send a letter to the Police Department reminding them they must adhere to the Purchasing Policy. Mr. Woy will sign the letter on behalf of Council. Seconded by Ms. Lynn, the motion carried unanimously. Because the Police Department is not following the Purchasing Policy, money in the budget must be transferred to line items to cover expenses. Mr. Vacha motioned to transfer \$500 out of Part-Time Uniform Allowance to Full-Time Uniform Allowance, \$415 out of Part-Time Uniform to Protective Vest, and \$44.52 out of Miscellaneous Equipment to Protective Vest. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Vacha then motioned to send a letter to the Mayor, and a copy to the Chief for the Police to eliminate the Knockout Shift for the remainder of 2018 due to budget constraints. Mr. Lapia explained, based on projections for the rest of the year, the wages in the Police Budget will be overbudget and will have to be covered by surplus funds. Seconded by Mr. Hartman, the motion carried unanimously.
- **Personnel** – Ms. Marchand reports the police contract is still being discussed. More discussion will take place during Executive Session.
- **Planning & Zoning** – Ms. Lynn reported the next Planning Commission meeting is Monday November 19, 2018. The agenda is to finish reviewing and updating the SALDO, and addressing the Gilmore Property.
- **Public Safety** – Mr. Gongaware states the Manor VFD is confused about what Council wants them to look at regarding a new truck. Mr. Lapia noted Council has requested a lot of information to review based on number of calls, number of volunteers and their training. Council wants to make sure the Manor VFD is looking at all of the options including comparative prices on different truck manufactures and options before settling on a truck configuration.

Mr. Woy noted with the recent Civil Service resignation, the Borough needs to add a member to the Civil Service Commission.

### **Unfinished Business**

- There was no unfinished business.

Ms. Lynn moved to go out of order for Executive Session for matters of Personnel and potential litigation. Seconded by Mr. Vacha, the motion carried unanimously at 7:50 P.M.

Ms, Lynn motioned to return to regular session. Seconded by Ms. Marchand, the motion carried unanimously at 8:43 P.M.

### **New Business**

- Consideration “to renew UPMC Health Insurance”. Ms. Lynn motioned to renew the UPMC Health Insurance Plan for 2019. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on draft 2019 Budget. Mr. Woy noted the Finance Committee met in September to review. Changes include budgeting for an additional Public Works employee; the Police Department budget increases the Overtime pay by \$30,000 and eliminates the Knock-out shift; Public Works budget

increases for wages, healthcare, and fuel; Telephone expense has doubled; an increase for an additional Summer Playground Supervisor; T-Ball has been cancelled due to equipment loss during the flood; the Library budget decreases to \$7,500. Mr. Gongaware asked how the salary was set for the Borough Manager. Mr. Lapia stated the 2019 budget includes a 4% increase for the Administrative Staff, the same increase proposed for the Police Department. Mr. Gongaware asked why the Borough Manager was paid so much compared to Irwin and Trafford who are paid \$44,000 approximately. Mr. Lapia noted the Borough Managers in neighboring communities such as Irwin and Trafford have less experience. They also take healthcare benefits from their respective Boroughs where the Manor Administrative staff does not. In addition, these communities have a Public Works Director whereas Manor Borough does not and the job falls onto the Borough Manager. Mr. Lapia also noted other Borough Managers in neighboring communities have a much higher salary. The current draft is \$69,000 in expenses over revenue. The draft is going back to Council for review. To approve the budget in time, the Council Meeting in November must be moved. Ms. Lynn motioned to move the November Council Meeting to Wednesday, November 14, 2018 at 7:00 P.M. Seconded by Mr. Vacha, the motion carried unanimously. Mr. Woy noted the budget will be approved as well as a real estate millage increase.

- Consideration “to approve payment request from Daniels Excavating”. Mr. Antonacci noted the project is complete. Mr. Vacha motioned to pay Daniels Excavating \$8,227.28 Retainage. Seconded by Mr. Gongaware, the motion carried unanimously.
- Consideration “to approve Resolution 2018-12 approving preliminary plan for Manor Trails sub-division”. Ms. Lynn motioned to approve Resolution 2018-12, approving preliminary plan for Manor Trails Sub-division. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to schedule Public Hearing for Zoning Amendment”. Ms. Lynn motioned to schedule a Public Hearing for Zoning Amendment for Wednesday, November 14, 2018 at 6:30 P.M. This is to change the Zoning for the proposed Manor Trails Sub-division from A-1 to R-1. Seconded by Mr. Vacha, the motion carried unanimously.

#### **Correspondence**

- None.

**Payment of Bills** – A motion “to approve payment of the bills as of October 17, 2018, as presented” was made by Mr. Gongaware and seconded by Ms. Lynn. The motion carried unanimously.

**Public Comment** – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously. The meeting adjourned at 9:26 P.M.

Joseph N. Lapia  
Borough Manager