

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – October 18, 2017

The Manor Borough Council held its monthly business meeting on Wednesday, October 18, 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	Dawn Lynn
	Christine Marchand	Terry Nemitz
	Jeremy Dixon, Mayor	John Campfield, Solicitor
	Ed Antonacci, Engineer	

(Absent)	Steve Ira	
	Edwin Howley, Planning & Zoning Office	Mike Radakovich, Tax Collector
	George Valmassoni, Chief of Police	

Minutes – A motion “to accept the minutes of the meeting held on September 20, 2017, as read” was made by Mr. Matrisch, and seconded by Mr. Nemitz. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – The Mayor presented the police activity report for September 2017. Weapon qualifications has been completed.

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

Engineer’s Report (Mr. Antonacci) – The Observatory Street Sewer Project is progressing with 16 laterals completed. Of those 16, 2 have failed, which is the responsibility of the property owners to fix. There are 4 more laterals to go which should be complete within the following week. Afterwards, the road will be paved. Yard restoration is in progress and should also finish within the following week.

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

Borough Manager’s Report (Mr. Lapia) – All playground equipment ordered has been received: The slide, climbing wall, and climbing tunnel. Within a week, the play area will be closed off and the mulch will be removed. Drainage work will begin, rotted timbers will be removed and replaced. Mulch will be installed in the spring. Mr. Lapia received a letter from Greenland Construction who was contracted to do the sewers for the WWMA sewer project. He is looking for areas to store material and would like to use the Sandy Hill Road Lot. Council is ok with allowing Greenland to use the Sandy Hill Road Lot as long as they are aware of the restrictions posted.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of September 2017, as prepared” was made by Ms. Lynn 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 September 2017, as prepared by Mr. Radakovich” was made by Mr. Nemitz and seconded by Ms. Lynn. 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) – The Planning Commission plans to meet October 23, 2017 at 7:00 P.M. to further discuss the SALDO.

Public Safety (Mr. Woy) –

Public Works (Mr. Matrisch) – All of the parts are in for final assembly of the new public works truck.

Unfinished Business

- None

New Business

- Consideration “to approve agreement with Westmoreland County Transit Authority.” Ms. Lynn noted she uses the bus and the bus stops in Manor two times a day. She feels that the fee charged compared to the level of service is too high compared to what other surrounding communities are charged. Mr. Lapia has talked to the Transit Director as well as to one of their Board members who have claimed they will review the antiquated fee system, but has yet to do so. The fee increases 5%-8% each year and there are few bus riders in Manor. Ms. Lynn motioned to not enter into an agreement with the Westmoreland County Transit Authority. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration to renew UPMC Health Insurance Plan.” There is a 4% premium increase and the plan is still non-ACA. Mr. Matrisch motioned to renew the UPMC Health Insurance Plan for 2017-2018. Seconded by Mr. Nemitz, the motion carried unanimously.
- Discussion on Municipal Waste Ordinance update. The current trash collection contract is up in March 2018 and the Solicitor suggested the Ordinance be updated as it is old. The new Ordinance should allow the Borough to bid for a variety of services including residential and commercial collection. The Borough is not required to have mandatory curbside recycling. Household hazardous waste is becoming limited due to cost and if elected will add to the cost of trash collection. Residents will have the option of taking hazardous waste to Westmoreland County Cleanways. Council needs more time to review the draft Ordinance.
- Consideration “to advertise bid for sidewalk replacement.” The sidewalk in front of the Borough building and the section from Manor Valley Plaza down to Race Street Extension on Route 993/Manor Harrison City Road needs replaced. The permit was sent to PennDOT. Mr. Hartman, at the recommendation of the Borough Engineer, motioned to advertise the bids for the sidewalk replacement making them due Monday, December 18, 2017 at 1:00 PM, to be opened Monday, December 18, 2017 at 1:30 PM for consideration at the December 20, 2017 Council Meeting. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to set date and time for Halloween trick or treat.” Ms. Lynn motioned to set Halloween Trick or Treat at Tuesday, October 31, 2017 from 6:00 PM until 8:00 PM.
- Consideration “to approve sewer project payment to BJC Enterprises.” Mr. Matrisch motioned to pay BJC Enterprises \$129,463.56, less the 10% retainage. Seconded by Ms. Lynn, the motion carried unanimously.
- Discussion on 2018 budget. Preliminary sewage calculations indicate a .04¢ increase to the base rate. Mr. Woy and Mr. Lapia previously worked on the presented draft budget. Mr. Woy noted new construction is coming to an end so revenue will plateau within the next year. Mr. Lapia noted since 1996, taxes have only increased 3 times. The current budget has a deficit of \$102,000. Mr. Lapia researched real estate taxes and a 1 mill tax increase would cost the average homeowner \$23.45 per year. Mr. Lapia cautioned this figure is based on an average assessment and could be more or less based on the value of the homeowner’s property. The annual County assessment has yet to arrive for 2017. This year, 1 mill brought in \$35,500, or a \$1,000 increase over 2016. Ms. Lynn inquired about the MS4 expenses. Mr. Lapia reviewed what the Borough has done this year which includes mapping/GIS of the old section of Manor, and line inspections. These are ongoing expenses the Borough will have to incur to comply with the MS4 mandates set by the EPA/DEP.

Code Enforcement will be taken out the Police Budget and placed under Zoning to get a better idea of the expense and if there is a need to create and fill such a position. Mr. Matrisch suggested that money be spent to hire someone part time to do Code Enforcement which he feels will mostly be spent citing residents violating Property Management issues. He recommended the Borough create and hire someone to do this part time as the Police Department would prefer not to do Code Enforcement if given the option. The Mayor agrees with taking the Code Enforcement out of the Police Budget. Discussion continued on what to decrease and how much to come closer to a balanced budget. Mr. Lapia will have a revised budget for the November Council Meeting.

Mr. Woy noted that the Police Department has had several medical issues or injuries this year that has affected full time and part time wages, making them out of sync with the adopted 2017 budget. Part time wages is over budget. The Mayor, the Police Chief and the Borough Manager will review the deficit in the budget. Ms. Lynn motioned to have Mr. Lapia present the Police Department revised 2017 Budget for the November Council Meeting. Seconded by Mr. Nemitz, the motion carried unanimously.

Correspondence

- Mark Bradley of Manor – Mr. Bradley submitted a letter to Borough Council regarding the Railroad Tunnel and the Railroad bridge underpass at State Route 993. He is not happy the railroad tunnel is closed and is concerned about people walking on the sidewalks under the railroad bridge suggesting a handrail be installed. Mr. Woy stated he will have the Public Safety Committee and the Mayor look into the matter.

Payment of Bills – A motion “to approve payment of the bills as of October 18, 2017, as presented” was made by Ms. Lynn and seconded by Mr. Matrisch. The motion carried unanimously.

A motion to go into Executive Session for personnel matters and matters of potential litigation was made by Mr. Matrisch and seconded by Ms. Marchand. The motion carried unanimously at 8:18 P.M.

A motion to exit Executive Session and return to the meeting was made by Mr. Nemitz and seconded by Mr. Hartman. The motion carried unanimously at 8:49 P.M.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Nemitz and seconded by Mr. Matrisch. The motion carried unanimously. The meeting adjourned at 8:50 P.M.

Joseph N. Lapia
Borough Manager