

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – October 21, 2015**

The Manor Borough Council held its monthly business meeting on Wednesday, October 21, 2015 at 7:00 P.M. in the Manor Borough Building.

Council President, Ms. Dawn Lynn, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

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

**Minutes** – A motion “to accept the minutes of the meeting held on September 16, 2015, as read” was made by Mr. Matrisch, and seconded by Mr. Woy. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Dixon) – Mr. Dixon reported the annual Rep. George Dunbar Child Health and Safety Fair held in Manor Park in September went well with a large turnout from Jeannette, Penn Township and North Huntingdon. The Borough’s Nixle account is set up and operating. The Manor Police Department has started a neighborhood Crime Watch program and an initial meeting has been held to start the program. The Manor Police Department has qualifying at the end of the month on the shooting range. Penn Township Ambulance will be administering flu vaccines 2:00 – 6:00 PM in the Manor Community Room on October 28<sup>th</sup>.

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

**Engineer’s Report** (Mr. Antonacci) – Mr. Antonacci has been finalizing 35 Change Orders from the Sewer Separation Contractor Morgan Excavating. The streets will begin to be milled in preparation for paving.

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

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia noted that the Rowe Road Grant Project has been completed with a report sent to the Westmoreland County Conservation District. There is a vacancy on the Zoning Hearing Board with the passing of Mr. Jerry Nedley. His term expires December 31, 2018. There has been 1 bid received for the renovations to the Community Room. Eyed for renovations is the restroom floor and walls, the community room and kitchen flooring, and the walls. For just the restrooms (flooring and wall tile), the bid is \$6,000. This does not include any additional modifications such as ADA compliance and painting. The community room and kitchen flooring is bid at \$20,000. There is currently \$30,000 in the Community Room Fund. The Community Room has not been renovated since it opened in 1995 and it is showing the wear and tear. Should renovations be approved, the Community Room will be unavailable for rent from December 13 until the Ash Wednesday Fish Fry. The Public Works department will be doing road crack sealing the week of October 26<sup>th</sup>.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of September 2015, as prepared by Mr. Lapia” was made by Mr. Hartman and seconded by Mr. Woy. Motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector's report for the month of September 2015, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Ms. Marchand. Motion carried unanimously.

### **Committee Reports**

Administration (Mr. Nemitz) – Mr. Nemitz requests as of next meeting the tables at council meetings be rearranged to accommodate better hearing/communication.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The annual Holiday Party will be held December 12<sup>th</sup> in the Manor Community Room.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will meet Monday, October 26<sup>th</sup> at 7:00 PM in the Manor Community Room. Agenda items include Brandywine Recovery and the SALDO.

Public Safety (Mr. Woy) – Mr. Woy thanked the mayor for helping to bring a Crime Watch to the Borough and continues to invite residents to participate. Interested residents should contact the mayor or Officer David Maier. Public Safety Committee met to review the Manor VFD. The Fire Marshall resigned in July and the vacancy needs to be filled as soon as possible.

Public Works (Mr. Matrisch) – Regarding the Rowe Road Sewer line, Mr. Matrisch motion to have the Solicitor send the Rowe Road Sewer Line Agreement to PTSA regarding Manor Borough's intent, allowing PTSA to maintain the sewer lines but Manor Borough collects the usage fees. Mr. Woy seconded the motion. The motion carried unanimously.

On another matter, Brandywine Drive is “falling apart”. The Public Works department is doing their best to maintain the road but the road will have to be replaced. Mr. Lapia and the Borough Engineer is working on a way to take care of the road issues now while a paving contractor is in the Borough doing other work. Mr. Matrisch motioned to approve (not to exceed) \$10,000 for Brandywine Drive milling, and to move \$3,400 from surplus funds to equipment rental in the Public Works budget to cover the cost. Seconded by Mr. Nemitz, the motion carried unanimously.

### **Unfinished Business**

- Consideration “to advertise Ordinance reinstating participation in PTARC.” Mr. Hartman motioned to advertise the Ordinance to reinstate the Borough's participation in PTARC. Mr. Nemitz seconded the motion. The motion carried unanimously.

### **New Business**

- Consideration “to approve payment to Kimberly Contracting for curb, sidewalk & alley reconstruction.” Mr. Matrisch motioned to approve the curb and sidewalk invoice for \$32,978.17. Seconded by Mr. Woy, the motion carried unanimously. Mr. Matrisch then motioned to approve the alley paving invoice for \$34,321.43. Seconded by Mr. Hartman, the motion carried unanimously. It was also motioned both payments are pending until receipt of the Maintenance Bonds.
- Consideration “to approve payment to Ligonier Construction.” Mr. Hartman motioned to approve payment to Ligonier Construction in the amount of \$24,217.35. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V SubPhase B.” The amount of funds to release is \$151,774. Mr. Matrisch motioned to approve the release of \$19,600 in funds for The Woods of Brandywine V SubPhase B based on the advice of the Borough Engineer. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to approve UPMC Health Insurance renewal.” Mr. Hartman motioned to continue with the UPMC Health Plan and to renew the insurance for 2016. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve request from NVR, Inc. for access drive slope modification for The Woods of Brandywine Phase V Sub-Phase B.” NVR, Inc. requests a maximum 12% driveway slope for SubPhase B. Mr. Mike Johns of NVR Inc. was present to explain the construction concerns and the reason for the blanket request. Mr. Matrisch motioned to approve the requested maximum slope variances subject to the condition that the drives at and near the juncture of the drive with the street cartway shall have a vertical curve to improve the transition for vehicles to and from the street and the driveway. Further, a vertical curve shall be provided, if necessary, at the top of the driveway in proximity to the garage structure on the property for The Woods of Brandywine Sub-Phase B with the condition that there are no changes to on lot stormwater features. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on Proposed 2016 Budget. The Manor VFD has requested \$3,575 to pay for their audit and an additional \$1,500 (or a 15% increase) to pay for equipment. Ms. Marchand has recommended the Finance Committee review the budget and make a recommendation to Council for final approval.
- Discussion on applying for a CDBG Grant for 2016. Mr. Lapia explained CDBG funds are only eligible to be used in “a low income eligible area.” Mr. Nemitz motioned for the Borough to apply for a CDBG Grant for 2016 to repair sidewalks. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on applying for a Dirt, Gravel & Low Volume Road Grant for 2016. Mr. Matrisch motioned for the Borough to apply for the Dirt, Gravel & Low Volume Road Grant for 2016. Seconded by Mr. Hartman, the motion carried unanimously.

### **Correspondence (Ms. Lynn)**

- Animal Control Report, Ferree Kennels.

**Payment of Bills** – A motion “to approve payment of the bills as of September 17, 2015, as presented” was made by Mr. Hartman and seconded by Mr. Nemitz. The motion carried unanimously.

A motion to go into executive session for matters of personnel and potential litigation was made by Mr. Matrisch and seconded by Mr. Woy. The motion carried unanimously at 8:46 P.M.

A motion to return to council regular session was made by Mr. Nemitz and seconded by Mr. Matrisch. The motion carried unanimously at 9:30 P.M.

**Public Comment --**

Charles Pfeil of 37 Harding Street, Manor, had a complaint in equity. Mr. Pfeil received a complaint from Mr. Campfield (Manor Borough) regarding his driveway. Mr. Pfeil states his father gave Carl Altman an easement with the understanding it would be completed or maintained to code with appropriate drainage. The driveway has not been maintained and Mr. Pfeil is not happy that he is now being held responsible. He asserts Mr. Altman "cut in" the driveway that exists today. Mr. Campfield encouraged Mr. Pfeil to file an answer to the complaint as a Council Meeting is not the appropriate forum for this matter.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and seconded by Mr. Nemitz. The motion carried unanimously. The meeting adjourned at 9:35 P.M.

Joseph N. Lapia  
Borough Manager