

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – October 27, 2021

The Manor Borough Council held its monthly business meeting on Wednesday, October 27, 2021 at 7:00 P.M., in the Manor Community Room.

Roll Call of Attendance:

| | | |
|-----------|---------------------------|---|
| (Present) | Bruce Hartman, President | Dawn Lynn, Vice President |
| | Dave Gongaware | Ralph Hensell |
| | Christine Marchand | Brain Woy |
| | John Campfield, Solicitor | Mike Matrisch – Mayor (arrived 7:19 P.M.) |
| | Ed Antonacci, Engineer | George Valmassoni, Chief of Police |
| | | Mike Radakovich, Tax Collector |
| (Absent) | Jim Vacha | Jason Krainbucher, Zoning Office |

Minutes – A motion “to accept the minutes of the meeting held on September 15, 2021, as read” was made by Ms. Lynn, and seconded by Mr. Gongaware. The motion passed unanimously. Then a motion “to accept the minutes of the Public Hearing held on September 15, 2021, as read” was made by Ms. Lynn, and seconded by Mr. Woy. The motion passed by majority. Mr. Gongaware abstained.

Public Comment on Agenda Items – Jerilynn Lewis of Harding Street, Manor, wanted to clarify the CDBG Subrecipient Agreement is for the ADA walking track in Manor Park and how much the Borough will be receiving. Mr. Lapia responded \$127,107.00. Ms. Lewis also wanted to know if the money is placed into a separate bank account. Mr. Lapia responded typically, such money is placed into a Capital Expenditure bank account, but is tracked with a spreadsheet to know what money is allotted to what item. When challenged by Ms. Lewis, Mr. Lapia further explained the Borough has an account set aside for such money to eliminate the task of constantly opening and closing bank accounts as the Borough typically spends all of the grant money received and sometimes more. Ms. Lewis went onto the draft budget for 2022 and wanted to know how much of a raise Mr. Lapia is getting. That amount is unknown. When asked about the Library, Mr. Lapia did not have an answer as Council has not set that amount. With a draft budget, every line item is up for discussion and change.

Mayor’s Report (Mr. Matrisch) – None.

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

Engineer’s Report (Mr. Antonacci) – Updated on the 2022 street paving project. The curb has been formed and poured along Ash Street. Roads were milled on South Railroad, Brush Creek Extension, Rush, Meyer and Ash Street, with base repair where needed. The contractor will be back the week of November 1st, 2022, weather permitting.

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

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

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of September 2021, as prepared” was made by Mr. Gongaware. The motion was 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 2021, as prepared” was made by Ms. Lynn and seconded by Mr. Hensell. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.

- **Community Betterment** – From Mr. Gongaware’s query, Mr. Woy placed a service request to PennDOT to fix the potholes on Route 993. No ETA on when this will be done. Ms. Lynn via Mr. Hartman suggested Halloween Trick or Treat be set in September instead of October. Mr. Gongaware suggested the Borough make Halloween Trick or Treat a standard as always being on October 31st. The Solicitor advised this could be done via Resolution.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – Mr. Woy noted the 3rd Quarter audit with Manor VFD was completed with no issues. Mr. Woy also conducted a street light audit and found 7 lights out of service, having them corrected. The Civil Service Test is proceeding, with a list expected by the end of the year.

Old Business

- a) None

New Business

- a. Ordinance Number 591-21-03 Amending the Manor Borough Zoning Ordinance. Ms. Lynn motioned to adopt Ordinance 591-21-03 amending the zoning ordinance to change South Railroad Street from CBD to R2. Seconded by Mr. Gongaware, the motion carried unanimously.
- b. Ordinance Number 592-21-04, Adopting, Accepting and Ordaining Public Streets and Public Easements, in the Woods of Brandywine Phase V. Mr. Gongaware motioned to adopt Ordinance 592-21-04, adopting the Public Streets and Easements in the Woods of Brandywine Phase V. Seconded by Ms. Lynn, the motion carried unanimously.
- c. CDBG Subrecipient Agreement. Ms. Lynn motioned to accept the CDBG Subrecipient Agreement for the ADA walking track grant for Manor Park. Seconded by Ms. Marchand, the motion carried unanimously.
- d. Code Enforcement Proposal from BIU. Mr. Woy received a proposal from BIU for Code Enforcement services. Mr. Woy asked Council to review the proposal for consideration at the next Council meeting.
- e. UPMC Health Insurance renewal. This is the PPO Health Plan provided for union employees with a 3% rate increase for 2022. Ms. Lynn motioned to accept the UPMC Health Insurance renewal for 2022. Seconded by Mr. Hensell, the motion carried unanimously.
- f. Draft Budget for 2022. Mr. Lapia presented the draft Budget for 2022 and highlighted areas that need consideration. The draft budget was already given to the Finance Committee for review. Some figures have yet to be added awaiting more information, yet to be provided. Slated for 2022, the Administration Office’s server is at its end of life, and the timeclocks are no longer supported by the vendor. Capital projects for 2022 includes repairing the roof on the Public Works Building. Mr. Lapia noted the Sewage Treatment plant is raising rates by \$4.50 per quarter, which will be reflected in the 2022 sewage bills. Mr. Woy commented the need to budget for a camera system at the Police Station and at the park. Council needs to review the draft budget and make comments for the November meeting.
- g. Setting date and time for trick or treat. Ms. Lynn motioned to set Trick or Treat for October 31, 2021 from 6:00 P.M. until 8:00 P.M. Seconded by Mr. Hensell, the motion carried unanimously.

Correspondence – None.

Payment of Bills – A motion “to approve payment of the bills as of October 27, 2021, as presented” was made by Ms. Lynn and seconded by Mr. Woy. Mr. Gongaware questioned if the VFD bills for major repairs was part of the bills. It was not. He asserts he was told any major repairs for any of the engines must be turned in to Council. The motion carried unanimously.

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 7:30 P.M. Mr. Hensell motioned to exit Executive Session. Seconded by Ms. Lynn, the motion carried unanimously at 8:18 P.M.

Citizen Comments – Chuck Charrie of 1297 First Street, Manor, had some recommendations regarding meetings and notices. He feels when Planning Commission and Council meetings are cancelled or postponed, there needs to be a way to notify residents. He feels the web page is inadequate for last minute cancellations. There needs to be better communication. He also suggests the Manor Message sign be replaced with a more up-to-date digital sign. His other suggestion is to provide for an email means of communication to the residents for real time notifications.

Jeri Lewis of Harding Street, Manor, had several items: ADA Compliance accommodations verbiage needs to be placed on all agendas for public meetings; The Sunshine Act is not being followed because the agenda does not specifically state why Council is going into Executive Session. Ms. Lewis then went on to query about the funds received from the American Rescue Plan. Mr. Lapia confirmed the Borough has already received ½ of the money, or \$175,000, with the other half to be received in 2022. She asserted the Borough is co-mingling the money, which is incorrect. Mr. Lapia stated the funds were deposited into the bank into the Borough's Capital Expenditure fund earmarked as its own line item to be used as allowed. Ms. Lewis asked if the Finance Committee has plans for this money. There are no plans at this time as the final ruling on how the money can be spent has not been released, only broad guidelines, per Mr. Lapia. Ms. Lewis then moved on to the Growing Greener Grant the Borough received and wants to know where that money is. Mr. Lapia advised Ms. Lewis it's not the Borough's Grant, but it was applied for by the Westmoreland Conservation District on behalf of the Borough. Ms. Lewis was confusing the Growing Greener Grant with the paving project, which comes out of different line item of funds. What Mr. Lapia stated was since the guard rail in front of the Borough Building won't be needed after the Growing Greener Grant is completed, the Borough could repurpose the guard rail on Ash Street possibly if needed. The Growing Greener Grant has not been received and cannot be applied to the paving on Ash Street. The Westmoreland Conservation District has already made the plans to redesign the Borough parking lot, and therefore will be the ones who do the work and pay for it. Finally, Ms. Lewis stated Ms. Lynn likes to go on the Manor Community Facebook page and feels she does not take residents seriously based on her comments back to them.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Woy. The motion carried unanimously. The meeting adjourned at 8:25 P.M.

Joseph N. Lapia
Borough Manager