

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – November 11, 2020**

The Manor Borough Council held its monthly business meeting on Wednesday, November 11, 2020 at 7:00 P.M., with council members in the Community room and the Solicitor joining via a Zoom online meeting due to pandemic and health concerns.

Roll Call of Attendance:

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

**Minutes** – A motion “to accept the minutes of the meeting held on October 16, 2020, as read” was made by Mr. Gongaware, and seconded by Ms. Lynn. The motion carried unanimously.

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

**Mayor’s Report** (Mr. Matrisch) – The mayor reported all went well for Halloween.

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

**Engineer’s Report** (Mr. Antonacci) – The Engineer along with Jeffries and Associates has the new playground area laid out by the 4 corners.

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

**Borough Manager’s Report** (Mr. Lapia) – Mr. Lapia reported the Westmoreland County Land Bank has acquired the William Hearn property on First Street and the Tammy Cline property on South Railroad Street. The Borough is responsible for property clean up per agreement with the Land Bank. On the Cline property small trees need to be removed. Brinko Tree Service has quoted a price of \$1,000 to cut down the trees, chip them, and disposing of the chips, which is more cost effective than the Borough renting equipment and then locating a place to dispose of the wood chips. Ms. Lynn motioned to accept the \$1,000 quote from Brinko Tree Service to clean up the Cline property. Seconded by Mr. Vacha, the motion carried unanimously. Mr. Woy asked Mr. Lapia to price cameras for the public works garage. To place cameras at the Police Station/Public Works Building and at the Administration Building would cost \$12,000, which includes the Borough doing some of the work. Mr. Lapia walked through Brady Park with a representative from the Conservation District and recommended 15 of the 20 acres of trees could be thin out and will be forwarding a report to the Borough.

**Treasurer’s Report** – A motion “to approve the Treasurer’s Report for the month of October 2020, as prepared” was made by Mr. Gongaware and seconded by Mr. Woy. The motion carried unanimously.

**Tax Collector’s Report** – A motion “to approve the Tax Collector’s Report for the month of October 2020, as prepared” 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** – None.
- **Public Safety** – Mr. Woy reminded Council at the October meeting he mentioned Penn Township Rescue 6 had to replace an ambulance, and was asking for some assistance to cover the expense. Mr. Woy motioned to take \$3,000 of Act-13 money to give to Penn Township Rescue 6. Seconded by Ms. Lynn, the motion carried unanimously. He also met with the Manor VFD. They were initially down \$30,000, received some money from the state, but fund raising is down. Mr. Woy motioned to give the Manor VFD \$5,000 from the Act-13 money to help minimize the loss from lack of fundraising. Seconded by Mr. Gongaware, the motion carried unanimously. In regards to the annual Manor VFD audit, Mr. Woy proposed to place the annual funds into a separate Manor VFD bank account, which the VFD would receive the allotment in April as a lump sum, which would be lieu of having the Manor VFD do an annual audit. Mr. Gongaware motioned to accept the proposal of a separate bank account with a lump sum deposit in April, and have the Solicitor draft a revised Resolution. Seconded by Mr. Woy, the motion carried by majority. Ms. Lynn voted “No”.

#### **Unfinished Business**

- Consideration “to Adopt Preliminary Budget for 2021.” After discussion, Mr. Vacha motioned to adopt the Preliminary Budget for 2021. Seconded by Ms. Lynn, the motion carried by majority. Mr. Gongaware voted “No”.

#### **New Business**

- Consideration “to correct Resolution Number for CARES Grant.” The wrong number of 2020-08 was given to the resolution. The correct number is 2020-09. Ms. Lynn motioned to correct the Resolution Number for the CARES Grant from 08 to 09. Seconded by Mr. Gongaware, the motion carried unanimously.
- Request from Manor VFD for use of the Community Room. Mr. Gongaware motioned to allow the Manor VFD to use the Community Room for the dates requested in 2021: February 6, 19, 26; March 5, 12, 19, 26; and April 2. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve 2020 Dodge Durango upfit.” The cost to upfit the Dodge Durango for the police department is \$7,931.77. Ms. Lynn motioned to approve the upfit at the cost quoted at \$7,931.77. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to approve handicap parking request for 24 Observatory Street.” The resident is requesting a handicapped parking space on Butler Street, adjacent to the residence. Mr. Gongaware motioned to approve the handicapped parking space. Seconded by Ms. Lynn, the motion carried unanimously.

#### **Correspondence** – None.

**Payment of Bills** – A motion “to approve payment of the bills as of November 11, 2020, as presented” was made by Mr. Gongaware and seconded by Mr. Vacha. The motion carried unanimously. Then a motion “to approve payment to Groff Tractor” was made by Ms. Lynn. Seconded by Mr. Vacha, the motion carried unanimously. Mr. Woy abstained due to a conflict of interest.

Mr. Gongaware motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Mr. Woy, the motion carried unanimously at 7:36 P.M.

Ms. Lynn motioned to return to the Council Meeting. Seconded by Mr. Vacha, the motion carried unanimously at 8:20 P.M.

**Citizen Comments** – Keith Talackine of 106 Sandy Hill Road, Manor, wanted to know of the Zoning Ordinance could be amended to allow chickens, specifically hens, not roosters, that stay in an enclosure. He was asking Council to consider the change for those who want to be more green and want a clean, healthy source of food. He cited other boroughs that allow backyard chickens. Mr. Hartman commented that several years ago a resident in the Borough had ducks that disrupted the neighborhood, hence the ordinance to prohibit fowl in a residential area. A change to the Zoning Ordinance would require Council to authorize a change to the current Zoning rules a public hearing, and then advertising.

Jerilyn Lewis of 19 Harding Street, Manor, addressed Ms. Lynn stating she prefer the police move to the Borough Administration Building, taking away the Manor Community Room. Ms. Lewis asked since when was the Community Room a money maker? She further clarified since rentals are down, why should it be disposed of? Ms. Lynn responded by stating she didn't want to see the Community Room eliminate, but stated it would save the Borough money by not having to build a new police station, the existing police station is in a flood plain and cannot expand, and storage is needed to store Borough Administration records according to record retention policy. She wants to retain a police department in the Borough as not to rely on State Police coverage. When Ms. Lewis asked about fish fries, Ms. Lynn responded that other VFDs have adapted due to the pandemic and now have drive thru fish fries. Mr. Hartman interjected and said Council is looking at other options and will be keeping the Community Room. Ms. Lewis directed her question to the Engineer regarding plans to build a new building. Mr. Antonacci responded that he hasn't done any work at this time on a new building. The last he worked on plans was many years ago when there was a proposed building to be built on the Sandy Hill Road lot.

Scott Cox of 37 Oak Street, Manor rescinded his request to address Council.

Ed Schmidt of 2086 Boquet Road, Claridge, asked about the sewer project bid for McKelvey and Oak Streets. He bid on the project October 19, 2020 and it was to be awarded October 21, 2020 with project documents mailed October 22. He stated his company was the lowest bidder, he followed up only to be told the bid tabulations had not been received, and has not been able to get an update since then. Bid tabulations were received 2 days ago and he had cleared his schedule in the interim. Mr. Hartman replied that no decision has been made; some items have come up the Borough has to consider. There is no estimated time when the decision will be made. Mr. Schmidt was agitated that no further information could be given.

Don May of 1259 First Street, Manor is asking about the mobile home next to his property. In June, Mr. May spoke to Mr. Lapia who was sympathetic regarding the condition of the mobile home and the unkept property. The Borough had no Code Enforcement at that time therefore nothing could be done and the owner of the property is deceased. He noticed within the past week the grass has been cut by Borough employees. Previously, Mr. May consulted his neighbor Mr. Charrie to see what could be done with the property. Mr. May wants to know what will happen to the mobile home that is ready to fall down with animals living inside. Mr. Lapia noted the Land Bank recently acquired this property. As part of the agreement, until the property is owned by someone else, the Borough maintains the grass. The Land Bank has a potential buyer for the property.

Chuck Charrie of 1297 First Street, Manor asked about a property parcel on First Street. Mr. Charrie stated his company constructed the Borough Building. He bought the old Manor School and renovated it, plus he did Zoning and Code Enforcement for the Borough. He called about the mobile home and property on First Street on behalf of his neighbors and said if the Borough couldn't do anything, then he would. He found out the property was going for judicial sale and he planned to buy the property and give each neighbor half or build a new house on it. He wanted to know what happened as he found out the Land Bank acquired the property the day of the sale and feels his intent was undermined. He also feels that Code Enforcement is being done by the Borough Manager. Mr. Charrie accused Mr. Lapia of putting together an agreement with the Land Bank to purchase the property on First Street.

Christine Guthrie of 42 Observatory Street, Manor, rescinded her request to address Council.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Vacha. The motion carried unanimously. The meeting adjourned at 8:55 P.M.

Joseph N. Lapia  
Borough Manager