

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – November 13, 2019

The Manor Borough Council held its monthly business meeting on Wednesday, November 13, 2019 at 7:00 P.M., in the Manor Borough Building.

Roll Call of Attendance:

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

Minutes – A motion “to accept the minutes of the meeting held on October 16, 2019, as read” was made by Mr. Hensell, and seconded by Ms. Marchand. The motion carried unanimously. Mr. Gongaware abstained.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Matrisch) – The Mayor reported the speed data collection sign on Observatory Street noted a number of speed violators. Additional data suggests the speed along Observatory Street has been reducing. The sign has now been moved to Brandywine Drive. The Police Department qualified for night shooting.

Solicitor’s Report (Mr. Campfield) – TowerCo Litigation with North Huntingdon Township is to be decided by Judge Smail at the end of November. The TowerCo attorney noted briefs were submitted.

Engineer’s Report (Mr. Antonacci) – The Brandywine access road to the retention pond is progressing. The sanitary and storm manholes have been adjusted to grade along the access road. The access road bed is reinforced with stone so the pond silt can be moved out of the pond.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia met with the developer of Manor Trails and they are working through their approvals from the Conservation District and financing is in place. They are ready to proceed but requested a 30-day extension as they are redesigning the lot sizes, due to the cost of the earthwork, to make them all uniform which will provide for an additional 11 lots. These changes should be available for the December 16 Planning Commission meeting. The mulch for the Mt. Manor Park should be here next week. Mr. Lapia reminded council there is a Public Hearing December 18, 2019 at 6:30 P.M., before the Council Meeting, for the Zoning Ordinance Amendment.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of October 2019, as prepared” was made by Mr. Gongaware and seconded by Mr. Hensell. The motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of October 2019, as prepared by Mr. Radakovich” was made by Mr. Hartman and seconded by Mr. Gongaware. The motion carried unanimously.

Committee Reports

- **Building & Properties** – Mr. Hensell noted a house on Observatory Street is starting to look “junked up” again with miscellaneous household items being stored on the front porch. Mr. Lapia noted a tenant moving out called the Borough to complain about the conditions of the house. The tenant’s complaints were forwarded to the Building Inspector who has sent the property owner a letter of violation.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – None.

Unfinished Business

- Consideration “to adopt Ordinance 584-19-04 regulating of materials on streets and sidewalks.” Mr. Gongaware motioned to adopt Ordinance 584-19-04, regulating the storage of materials on streets and sidewalks in the Borough. Seconded by Mr. Hensell, the motion carried unanimously.

New Business

- Consideration “to adopt Preliminary Budget for 2020.” Mr. Hartman questioned why the Parks & Recreation Playground Equipment line item had decreased. Mr. Lapia noted when he met with the Finance Committee, the playground has to be replaced, and preliminary design estimates come in at \$75,000 plus. This will be funded out of Capital Projects and therefore the line item was decreased. Mr. Hartman also questioned why we are budgeting for Geese Management in the 4th year of a 3 year management plan. The 2020 budget is the 4th year and the geese issue will have to be re-evaluated to see if it needs to continue. Mr. Woy noted the budget has a surplus of over \$1,800, which he is considering a balanced budget and further noted the line items are conservatively budgeted to not go over budget for the year. Mr. Hartman questioned what constitutes a Miscellaneous Revenue. Mr. Lapia explained it is revenue from a refund, insurance dividend check, or revenue that does not fit in any other income category. Ms. Marchand brought up the Fire Department budget and noted other budgets were reduced in the past 2 years, but theirs has not been reduced. She would like to see it reduced by \$5,000 as the Library’s budget was reduced by \$5,000 over the past 2 years. Mr. Woy noted it was a difficult subject and then asked for the latest ISO report for the Manor VFD. The classification changed from a 4 to a 5 which suggests certain certifications were not met or provided for the report. The Manor VFD received a 39% rating overall. The ISO rating is what insurance companies use to set rates for homeowners insurance. Mr. Woy was disappointed by the lack of communication between the Manor VFD and the Borough. Ms. Marchand expressed concern that the Borough raised taxes last year and this coming year their homeowners insurance may increase. Mr. Lapia noted this rating was last given in 2014, or every 5 years. Mr. Gongaware does not support the \$5,000 reduction to the Fire Department budget as he feels all the Fire Department does now is fund raising. He said he is old and tired and is seeking for volunteers to help make hoagies. Ms. Marchand responded that Council is volunteers and reminded Mr. Gongaware others budgets have been cut in the past 2 years except for the Fire Department’s. She also cited the lack of reporting from the Fire Department. Mr. Hartman noted Manor Borough, compared to others, is quite generous with what is given to the Fire Department every year. His recollection is the \$34,000 Fire Department yearly budget started several years ago for the purchase of a fire truck. This was changed to one lump sum and included funds for an annual audit. Mr. Hensell pointed out the money is spent well and used for utilities, truck maintenance, equipment and training. Mr. Woy noted it’s late in the year to make such a drastic cut to the Fire Department budget. He warned if communication does not improve over the next year, Council will cut their budget for 2021. He feels the Borough is getting nothing from the VFD as far as reports on call response and training as promised for the money given to the Fire Department. There needs to be better communication between the VFD and Borough. Mr. Hensell suggested a quarterly meeting between the Public Safety Committee and the Fire Department. Mr. Vacha was not in support of the budget cut, but he feels the Fire Department should

prove to the Borough they are getting the training and certifications every quarter before they get their budget allotment. Mr. Hartman voiced his opinion of how disappointed he is about the Fire Department dropping in the ISO rating and the potential for his homeowners insurance to increase. He feels they need to be accountable and prove to Council they deserve the money in light of budget reductions to the Library. Mayor Matrisch suggested, since there is a slight surplus in the budget, to give \$1,000 back to the Library. Mr. Lapia added the Borough pays the over \$13,000 for the Fire Department's Workers Compensation Insurance, which is a lower rate as it is tied into the Borough's experience modifier. Mr. Woy expressed favoring Mr. Vacha's idea of keeping the Fire Department's budget as it is, but meet with them once a quarter. He wants the Fire Department to set goals and once the reports are received and the goals are met, then the funds can be released. Mr. Gongaware asked about getting a new fire truck. Ms. Marchand replied that Council has not gotten any reports from the Fire Department, so that is not at issue. Mr. Lapia remembered the Fire Department was to get back to the Public Safety Committee regarding an alternative to getting a new fire truck which never happened. Mr. Gongaware replied that Greg Stutz, Fire Chief felt it was a dead issue so it was dropped. Mr. Woy addressed Mayor Matrisch stating the Police Department budget has been "in the tank" for several years. He wanted to know if the Mayor was going to take over the scheduling and budgeting. He also wanted to know if he would meet with the Finance Committee every quarter to keep the Police budget under control. Mr. Matrisch is agreeable. Mr. Gongaware motioned to adopt the preliminary budget for 2020. Seconded by Mr. Hensell, the motion was rescinded. Mr. Vacha motioned to take the Library budget from \$5,000 to \$6,000. Seconded by Mr. Hartman, the motion carried unanimously. Mr. Gongaware motioned to adopt the preliminary budget with changes. Seconded by Mr. Hensell, the motion carried unanimously.

- Consideration "to approve Emergency Management expenditures." Mr. Dixon submitted a list of items he would like to buy for Manor's Emergency Management Center. The items include: Hi-Vis jackets, Hi-Vis pants, tactical backpack and flashlights amounting to \$1,096.26. Mr. Woy requests a record be made as to who the gear will be issued to. Mr. Gongaware motioned to purchase these items. Seconded by Mr. Hensell, the motion carried unanimously.
- Discussion on 2020 Unemployment Compensation Solvency Fee. Mr. Lapia noted the Borough typically does not participate. A fee is paid to the state, and when someone is laid off then the Borough may be relieved of some of the Employment Compensation charges. Historically, the Borough has not participated and Mr. Lapia does not recommend the Borough participate. Council took no action.
- Consideration "to approve payment request from Curry & Kepple." This is the balance for the Cameron Drive storm drain project. The project is completed and all punchlist items have been completed, and all bonds have been received. Mr. Hartman motioned to approve payment to Curry & Kepple in the amount of \$29,219.17. Seconded by Mr. Vacha, the motion carried unanimously.
- Discussion on Access Drive Ordinance update. The Solicitor brought up an issue about being 2 feet from the property line, but the Engineer stated it would be best to have a 2 foot flare off the property line to start. Mr. Lapia noted most driveways in the Borough do not flare. Fees will be established by resolution. The Borough Manager and the Engineer will research the fees.
- Discussion on applying for a Growing Greener Grant for the Municipal Building Parking Lot. Mr. Lapia was contacted by the Conservation District regarding eligibility for a Growing Greener Grant after they visited the Borough this summer and designed a conceptual drawing of how the Borough's parking lot could be redesigned to incorporate environmentally friendly methods, which could also apply to MS4 credits. The parking lot design will improve the access and exit in the parking lot. The Conservation District will apply for the grant on the Borough's behalf. Mr. Gongaware motioned to approve Resolution 2019-12 applying for a Growing Greener Grant for the Municipal Building Parking Lot. Seconded by Mr. Hensell, the motion carried unanimously.

Correspondence

None

Payment of Bills – A motion “to approve payment of the bills as of November 13, 2019, as presented” was made by Mr. Hensell and seconded by Mr. Hartman. The motion carried unanimously.

Mr. Hensell motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Ms. Marchand, the motion carried unanimously at 8:21 P.M.

Mr. Hensell motioned to return to the Council Meeting. Seconded by Ms. Marchand, the motion carried unanimously at 8:38 P.M.

Citizen Comments – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Hensell and seconded by Mr. Gongaware. The motion carried unanimously. The meeting adjourned at 8:39 P.M.

Joseph N. Lapia
Borough Manager