

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – November 15, 2017

The Manor Borough Council held its monthly business meeting on Wednesday, November 15, 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	Christine Marchand
	Terry Nemitz	
	Ed Antonacci, Engineer	John Campfield, Solicitor
(Absent)	Steve Ira	Dawn Lynn
	Edwin Howley, Planning & Zoning Office	Jeremy Dixon, Mayor
	George Valmassoni, Chief of Police	Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on October 18, 2017, as read” was made by Mr. Hartman, and seconded by Mr. Nemitz. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – None.

Solicitor’s Report (Mr. Campfield) – Sandywood Place Ponds title search has been received. An Ordinance is needed to take over the easements. Mr. Matrisch motioned to authorize the Solicitor to prepare and advertise an ordinance taking over the Rights of Way and property interest at Sandywood Place. Seconded by Mr. Nemitz, the motion carried unanimously. Mr. Campfield also noted the language for the cell tower lease is almost done, and more will be discussed in Executive Session. As the Borough has been considering having Berkheimer collect Per Capita and LST tax, the Solicitor noted the decision must be made now in order to inform the state in December who will be collecting the taxes. He also recommended discussing this further in Executive Session.

Engineer’s Report (Mr. Antonacci) – He is preparing a response to the PennDOT Sidewalk Permit. Once the permit is received, the project can go out for bid.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia presented an analysis of the Police Department wages that he and the Chief prepared. There is a wage deficit, but there is a surplus in other areas of the Police budget that will more than cover the wage deficit. They project the Police Department will end the year within budget. The Freightliner was received and is currently getting the snow plow installed. The sewer project on Observatory Street has completed, with restoration completed. The contractor has a small punch list to do. There are 2 positions on the Planning Commission, 1 position on the Zoning Hearing Board, and 1 position on the Recreation Board that will expire at the end of the year. Pennsylvania Small Water and Sewer Grant for 2018 is ready to accept applications by February 28, 2018. Mr. Lapia noted he and the Engineer would like to see if they could get a grant to replace the line behind the car wash up towards the school bus parking area. Mr. Nemitz motioned to have the Borough Manager and the Borough Engineer look at the grant to repair that section of Main Street in the Borough. Seconded by Mr. Hartman, the motion carried unanimously. The cell tower lease process is moving forward.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of October 2017, as prepared” was made by Mr. Hartman 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 October 2017, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Ms. Marchand. 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) – None.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – Block heater will be installed for the backhoe.

Unfinished Business

- Consideration “to advertise Municipal Waste Ordinance.” This is an update to the Borough’s current municipal waste ordinance. The current waste collection contract is up for bid in March. Mr. Matrisch motioned to advertise the Municipal Waste Ordinance. Seconded by Mr. Hartman, the motion carried unanimously.
- Discussion on Borough Budget for 2018. Since last meeting, there were many adjustments in an attempt to minimize a deficit. The Sewer Fund will compensate Administration wages at 25% in addition to already compensating the Street Department by 25%. Mr. Lapia suggested a 1 mill tax increase as new development is ending and revenue will plateau within the next year. The MS4 expenses will reduce over the next 2 years as the mapping is completed, but will still continue to be a major expense due to retention pond management. Mr. Woy wants to balance the budget with surplus funds. Mr. Matrisch motioned to adopt the preliminary budget for 2018 and to advertise it for approval at the December meeting. Seconded by Mr. Hartman, the motion carried unanimously.

New Business

- Consideration “to approve sewer project payment to BJC Enterprises.” Mr. Matrisch motioned to approve payment of \$87,637.41 to BJC Enterprises for the Observatory Street Sewer Project. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to approve payment to Tresco Paving for 2017 street paving project.” All paperwork and punch list items have been completed. Mr. Hartman motioned to pay Tresco Paving \$17,223.14 of Retainage for the 2017 street paving project. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to renew Geese Management Contract with Crespo Wildlife Services for 2018.” This will be year three with a noticeable improvement in the geese population. Ms. Marchand motioned to renew the Geese Management Contract with Crespo Wildlife Services for 2018. Seconded by Mr. Nemitz, the motion carried unanimously.

- Consideration “to approve Resolution 2017-10 waiving Employee contribution to the Police Pension Plan.” Mr. Matrisch motioned to approve Resolution 2017-10 waiving the Employee contribution to the Police Pension Plan. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve Resolution 2017-11 approving agreement with PennDOT for sidewalk permit.” Mr. Matrisch motioned to approve Resolution 2017-11 approving an agreement with PennDOT for a sidewalk permit. Seconded by Mr. Hartman, the motion carried unanimously.

Correspondence

- None

Payment of Bills – A motion “to approve payment of the bills as of November 15, 2017, as presented” was made by Mr. Nemitz 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. Nemitz and seconded by Mr. Matrisch. The motion carried unanimously at 7:49 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 8:54 P.M.

Ms. Marchand motioned to have a title search done on Borough property located off of Oakside Drive in North Huntingdon Township for the proposed cell tower site. Seconded by Mr. Nemitz, the motion carried unanimously. The Solicitor will contact the company.

Ms. Marchand motioned to unappoint Berkheimer and to appoint current Tax Collector Michael Radakovich to collect Per Capita and LST Taxes for 2018. Seconded by Mr. Nemitz, the motion carried unanimously.

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 8:58 P.M.

Joseph N. Lapia
Borough Manager