

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – November 16, 2016

The Manor Borough Council held its monthly business meeting on Wednesday, November 16, 2016 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 Bruce Hartman Terry Nemitz Ed Antonacci, Engineer	Mike Matrisch, Vice President Dawn Lynn John Campfield, Solicitor
(Absent)	Steve Ira Edwin Howley, Planning & Zoning Office Mike Radakovich, Tax Collector	Christine Marchand Jeremy Dixon, Mayor George Valmassoni, Chief of Police

Minutes – A motion “to accept the minutes of the meeting held on October 19, 2016, as read” was made by Ms. Lynn, and seconded by Mr. Matrisch. The motion carried unanimously.

Public Comment on Agenda Items – Al Markijohn of 217 Cameron Drive, Manor, questioned how much money was spent on the Sandy Hill Road Lot. Mr. Woy commented that not all of the expenses are in and he should submit a Right To Know Request at the Borough Office. He also made a formal verbal request that Council consider selling the lot. Mr. Woy also stated that the Borough has no plans to sell the lot at this time. Mr. Matrisch stated Council wanted to keep the lot for the times the Borough has a project and needs a place to temporarily park equipment and vehicles. Mr. Lapia also noted the lot could not be sold until it is appraised to determine fair market value.

Mayor’s Report (Mr. Dixon) – None.

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

Engineer's Report (Mr. Antonacci) – PennDOT was advised the Borough is finished with the Sandy Hill Road lot so they can do their final inspection. Poplar Street paving as well as the CDBG sidewalk project are complete. Only punch list items remain.

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

Borough Manager’s Report (Mr. Lapia) – At the end of 2016 there are expired terms for the Planning Commission, Zoning Hearing Board, the Council position for the Recreation Board and the WWMA representative. Street sweeping was done as authorized, before Halloween. Russell Standard was at Sandywood Place earlier on Wednesday November 16, to sweep the streets of loose stones.

Treasurer's Report – A motion “to approve the Treasurer's Report for the month of October 2016, as prepared” was made by Mr. Matrisch and seconded by Ms. Lynn. Motion carried unanimously.

Tax Collector's Report – A motion “to approve the Tax Collector’s report for the month of October 2016, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Mr. Nemitz. Motion carried unanimously.

Committee Reports

Administration (Mr. Nemitz) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – None.

Personnel (Ms. Marchand) – Mr. Lapia noted negotiations are continuing with the Public Works Department for their contract.

Planning & Zoning (Ms. Lynn) –The Planning Commission did not meet in October, and will not meet in November due to the holiday.

Public Safety (Mr. Woy) – Mr. Woy thanked the Manor VFD, the Manor PD, and Penn Township Ambulance for their efforts at Halloween. All went well. The Public Safety Committee met November 3, 2016 with Irwin to discuss the Police Regionalization Study. Mr. Woy emphasized this is a free study with no commitments. The results should be available in approximately 2 months.

Public Works (Mr. Matrisch) – Mr. Matrisch would like to see an enclosure for the tables and chairs in the Community Room. There is a concern about the cart wheels marring the floor and enclosing the tables and chairs would make the room look better. Work would be performed by Public Works this winter. Mr. Lapia will assemble a project cost estimate for next meeting.

Unfinished Business

- Discussion on Sandy Hill Road open space. Mr. Matrisch asked Mr. Lapia to check on insurance and liability. Now that the lot has a controlled access driveway and is legal per Penn DOT specifications, as long as the Borough maintains the lot, the Borough should be covered. Mr. Matrisch then motioned to leave the lot open to the public from sunrise to sunset, with no overnight parking; have the lot closed during the winter or inclement weather, as it will not be plowed or salted; have the lot closed if the Borough needs it for equipment; with a limit of vehicles 30 feet or less in length. Mr. Matrisch noted he would like to see a list of the rules posted in the lot with fines incurred if illegally parked, and the Borough is not liable for any damage caused to any vehicle or person/personal effects. Seconded by Ms. Lynn, the motion carried unanimously. Mr. Lapia will consult with the Solicitor regarding wording on signs.
- Discussion on Amendment to PTARC Inter-municipal Agreement. The Council's suggested changes were made by the Solicitor and forwarded to Ms. Bires of PTARC. PTARC agreed to the changes and will amend the amendment. Mr. Hartman motioned to advertise the Ordinance to adopt the changes PTARC agreed to at the December council meeting. Seconded by Ms. Lynn, the motion carried unanimously.

New Business

- Consideration "to adopt Ordinance 566-16-05 amending the Inter-Municipal Agreements with PTSA. Ms. Lynn motioned to adopt Ordinance 566-16-05. Seconded by Mr. Matrisch, the motion carried unanimously.
- Discussion on purchasing electronic tablets. Giving council members a tablet to use for Borough business would eliminate the volume of paper printed each month. This would also separate Borough business from going into council member's personal email and provide them with more email storage. Council members expressed they were either happy with paper copies or they did not want to carry an additional device. Ms. Lynn reminded fellow council members should there be any Borough related information on their personal devices, their personal information may be accessed in the event of any Borough litigation. Ms. Lynn motioned to budget for the purchase of

tablets and training in the 2017 budget not to exceed \$2,900. Seconded by Mr. Nemitz, the motion failed to carry by majority. The roll call vote is as follows:

Mr. Woy - No Ms. Lynn - Yes
Mr. Matrisch - No Mr. Nemitz - Yes
Mr. Hartman - No

- Discussion on Borough Budget for 2017. An MS4 line item was added for expenses the Borough plans to incur for Municipal Separate Storm Sewer System (MS4). Mr. Antonacci explained the expenses will go towards mapping in the Borough for storm sewer outfalls into the local streams and creeks. The DEP is seeking a 10% reduction in the amount of sediment going into the streams. This plan has to be completed by August 2017 so the Borough can obtain the required NPES permits from the DEP. Mr. Matrisch motioned to advertise the proposed 2017 budget. Seconded by Mr. Hartman, the motion carried unanimously.
- Request from Manor VFD for use of the Community Room. Manor VFD presented a letter to Council requesting dates for their fish fries. They also requested no rental fee and no cleaning fee. Mr. Hartman motioned to allow the Manor VFD to use the Community Room as requested with no rental fee, no cleaning fee, but must post a security deposit. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration to approve payment request from Advanced Contracting for sidewalk project. The money for this project is a grant from CDBG/Westmoreland County. Ms. Lynn motioned to approve CDBG/Westmoreland County to pay Advanced Contracting for \$169,759.44, which includes less 10% retainage until the punch list items are completed. Seconded by Mr. Nemitz, the motion carried unanimously.
- Discussion on 2017 Unemployment Compensation solvency fee. Historically, the Borough does not pay this fee. Council made no action. The fee will not be paid.
- Consideration “to adopt Resolution 2016-12 setting fees for information and record request.” Ms. Lynn motioned to adopt Resolution 2016-12. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to adopt Resolution 2016-13 amending PENNVest debt obligation and funding documents.” Ms. Lynn motioned to adopt Resolution 2016-13. Seconded by Mr. Hartman, the motion carried unanimously.

Correspondence

- Camo Kennels.

Payment of Bills – A motion “to approve payment of the bills as of November 16, 2016, as presented” was made by Mr. Matrisch and seconded by Ms. Lynn. The motion carried unanimously.

Ms. Lynn motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Mr. Matrisch, the motion carried unanimously at 7:41 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 8:00 P.M.

Public Comment – Al Markijohn of 217 Cameron Drive, Manor, had a question about the order of business and the agenda for the monthly meeting. He wanted to know if there is a requirement of how the order of the agenda is set in regards to the comment periods, in particular the Executive Session is before Public Comment. Mr. Campfield advised the order of the meeting is set by law via the Open Meetings Act. Mr. Markijohn then asked if Public Comment could be moved up in the agenda before Executive Session since Executive Session can take a long time. Mr. Matrisch said sometimes Executive Session is moved in the agenda when Council has to act on something out of the ordinary. But per the Act, the agenda order is set as is.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Matraisch and seconded by Ms. Lynn. The motion carried unanimously. The meeting adjourned at 8:01 P.M.

Joseph N. Lapia
Borough Manager