

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – November 18, 2015

The Manor Borough Council held its monthly business meeting on Wednesday, November 18, 2015 at 7:00 P.M. in the Manor Borough Building.

Council President, Ms. Dawn Lynn, called the meeting to order and led the Pledge of Allegiance.

Roll Call of Attendance:

(Present)	Dawn Lynn, President Bruce Hartman Terry Nemitz Ed Antonacci, Engineer	Brian Woy, Vice President Mike Matrisch Jeremy Dixon, Mayor John Campfield, Solicitor
(Absent)	Steve Ira Edwin Howley, Planning & Zoning Office	Christine Marchand Mike Radakovich, Tax Collector

Minutes – A motion “to accept the minutes of the meeting held on October 21, 2015, as read” was made by Mr. Nemitz, and seconded by Mr. Matrisch. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Dixon) – Mr. Dixon reported the new police interceptor is in and is undergoing aftermarket installation for lights, cage, and radio. The Manor Emergency Management Agency is looking at a communications system.

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

Engineer’s Report (Mr. Antonacci) – Mr. Antonacci announced the street paving project is complete and the punch list is being worked on. Paving for the Woods of Brandywine Sub Phase VB began November 18, 2015 and continue will on November 20, 2015, weather permitting. Milling of the older section of Brandywine Drive was done November 18, 2015.

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

Borough Manager’s Report (Mr. Lapia) – Mr. Lapia noted that both the CDBG and the Dirt and Low Volume Road Grant applications were submitted for 2016. The office received a thank you letter from a resident regarding the street paving, and sidewalk and curb replacement project, and complimented the construction crews.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of October 2015, as prepared” was made by Mr. Hartman and seconded by Mr. Woy. Motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of October 2015, as prepared by Mr. Radakovich” was made by Mr. Woy and seconded by Mr. Hartman. Motion carried unanimously.

Committee Reports

Administration (Mr. Nemitz) – Mr. Nemitz requested consideration for setting up a line of credit with Amazon.com for purchasing. He feels it would be a convenient way to order many things the Borough needs. There would be an Administrator on the account, an approver, and an order person for checks and balances. Mr. Nemitz then made a motion to set up an account with Amazon.com. Mr. Lapia

noted the Borough does not have a formal purchasing policy. After discussion, the motion was withdrawn.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The Recreation Committee met in November. The Borough Holiday Party is December 11th in the Manor Community Room. Mr. Lapia reminded Mr. Hartman about reviewing policies regarding volunteers and Recreation Board members' clearances now that state requirements have changed.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission met in October. There will be no meeting in November.

Public Safety (Mr. Woy) – Mr. Woy noted the Police, Firemen, and EMS did the usual Halloween detail, and expressed his appreciation for their efforts. The Manor VFD had an open house November 4, 2015 that was well attended. Mr. Woy thanked the fire department for hosting the event and giving the residents a chance to see all of the new equipment.

Public Works (Mr. Matrisch) – Mr. Matrisch received unofficial feedback regarding the Rowe Road Sewer Line. Penn Township Sewage Authority wants to own the sewer line, but allow Manor Borough to keep the revenue. The other benefit would be a drop in the pump station fee by 50%.

Unfinished Business

- Consideration “to adopt Ordinance 560-15-04 reinstating participation in PTARC.” Mr. Hartman motioned to reinstate participation in PTARC. Mr. Nemitz seconded the motion. The motion carried unanimously.
- Discussion on Borough Budget for 2016. There was considerable discussion regarding the Fire Department budget between Ms. Lynn and Mr. David Gongaware, President of the Manor VFD due to a reduction in the proposed VFD budget. Mr. Matrisch motioned to amend the VFD budget to \$34,000 for the year. Seconded by Mr. Hartman, the motioned carried unanimously. Ms. Lynn then motioned to increase the Manor Public Library budget to \$12,000. The motion failed for lack of a second. Mr. Hartman motioned to adopt the preliminary budget as submitted with changes as discussed. Mr. Nemitz seconded the motion. The motion carried by majority. Mr. Woy voted “No”.
- Consideration “to advertise Preliminary Borough Budget for 2016.” Mr. Hartman motioned to advertise the Preliminary Borough Budget for 2016. Mr. Nemitz seconded the motion, the motion carried majority. Mr. Woy voted “No”. After consulting with the Solicitor regarding the 30 day timeframe for budget advertising, Mr. Hartman motioned to have a special meeting on December 21, 2015 at 6:00 P.M. to accept the budget. Mr. Matrisch seconded, the motion passed unanimously.

New Business

- Consideration “to authorize Solicitor to intervene on behalf of the Borough in the Fedor appeal of the Manor Zoning Hearing Board Decision.” Mr. Hartman motioned to authorize the Borough Solicitor to intervene on behalf of the Borough in the Fedor Appeal of the Manor Zoning Hearing Board. Seconded by Mr. Matrisch, the motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V Sub-Phase B.” The amount of funds to release is \$89,793 for paving and sanitary sewer installation. Mr. Matrisch

motioned to approve the release of \$89,793 in funds for The Woods of Brandywine V Sub-Phase B based on the advice of the Borough Engineer. Mr. Hartman seconded the motion. The motion carried unanimously.

- Consideration “to approve Sandrick Brothers sub-division plan”. The Planning Commission by letter dated November 18, 2015 recommends that Borough Council approve the sub-division plan with the requested modification by applicant. (Letters Attached) Mr. Matrisch motioned to accept the Planning Commission’s recommendation and approve the Sandrick Brothers sub-division plan with requested modifications. Seconded by Mr. Hartman, the motion carried unanimously.
- Consideration “to consent to transfer of Race Street property to the Westmoreland County Land Bank”. The property in question is the old Monsour Medical clinic. Mr. Hartman motioned to consent to the transfer of Race Street property to the Westmoreland County Land Bank. Seconded by Mr. Matrisch the motion carried unanimously.
- Consideration “to approve payment request from Tresco Paving Corporation”. Mr. Matrisch motioned to pay \$330,839.58 to Tresco Paving Corporation, holding 10% retainage in the amount of \$36,759.95. Seconded by Mr. Nemitz, the motion carried unanimously.
- Consideration “to award General Liability and Workers Compensation Insurance package for 2016”. After receiving several quotes, Mr. Lapia recommends remaining with EMC Insurance and SWIF (State Workers Insurance Fund). Mr. Matrisch motioned to award the General Liability and Workers Compensation Insurance to EMC Insurance and SWIF. Seconded by Mr. Hartman, the motion carried unanimously.

Correspondence (Ms. Lynn)

- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of October 22, 2015, as presented” was made by Mr. Hartman and seconded by Mr. Matrisch. The motion carried unanimously.

A motion to go into executive session for matters of personnel and potential litigation was made by Mr. Woy and seconded by Mr. Nemitz. The motion carried unanimously at 8:12 P.M.

A motion to return to council regular session was made by Mr. Hartman and seconded by Mr. Woy. The motion carried unanimously at 8:53 P.M.

Mr. Matrisch motioned to approve the tentative Police Contract and submit the contract to the union for review and approval. Seconded by Mr. Nemitz, the motion carried unanimously.

Public Comment –

Mr. David Gongaware, 16 Observatory Street, Manor wanted to address Council regarding the sewer project. Mr. Gongaware left before he could make comments.

Ms. Lynn congratulated all those on Council who were re-elected.

Mr. Woy wanted to inform of House Bill 1683 dealing with volunteer fire fighters in Pennsylvania. To get more people to volunteer, the House is proposing to give tax credits to those who currently are and who become volunteer fire fighters. Mr. Woy urges everyone to contact Representative George Dunbar’s office in support of this bill.

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

Joseph N. Lapia
Borough Manager