

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – November 19, 2014

The Manor Borough Council held its monthly business meeting on Wednesday, November 19, 2014 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
Steve Ira	Christine Marchand
Mike Matrisch	Jim Morgan
Jeremy Dixon, Mayor	John Campfield, Solicitor
Mike Radakovich, Tax/Sewer Collector	
(Absent) Brian Woy, Vice-President	Ed Antonacci, Engineer
Edwin Howley, Planning & Zoning Officer	

Minutes – A motion “to accept the minutes of the meeting held on October 15, 2014, as read” was made by Ms. Marchand, and seconded by Mr. Hartman. Motion carried unanimously.

Citizen Comments –

- Joy Clontz of 123 Brandywine Drive, Irwin (Manor) regarding the benefits of PTARC and the reduction of costs for Manor Borough. Ms. Clontz is the PTARC delegate for Manor Borough and wanted to ask Council to reconsider dropping out of PTARC as the dues have changed and many Manor residents participate in PTARC programs and activities which she feels benefits the residents and the community.
- Roy G. Bauer of 73 Main Street, Manor regarding the Manor House Tavern. Mr. Bauer has an issue with the Manor Police parking in his parking lot. He claimed this is his first time coming to a council meeting, but Council reminded him of prior attendance a few years ago. Upon occasion of visiting the Borough Office, he spoke with Mr. Lapia regarding the police parking in the parking lot and was told, “They can do anything they want.” Mr. Bauer claims he is losing business when the police park in his parking lot and doesn’t think it is fair. He also claims Mr. Lapia refused to discuss the issue and refused to give him the mayor’s telephone number. [It is Borough policy to not give out telephone numbers but an offer is made to relay information, or mail can be left in the Mayor’s mailbox.] Shortly after, Mr. Bauer received a letter regarding the signs and banners outside of the Manor Tavern, referencing ordinance violations. Mr. Bauer feels this is not a legal document as it was not certified or registered, and it was addressed to him, not him and his wife (who is ill). He was given 3 days to remove the signs. Mr. Bauer called Mr. Howley regarding compliance and was told he had to remove all the signs, which he did. There was supposed to be a scheduled meeting with Mr. Bauer and Mr. Howley that never occurred due to scheduling conflict that was not communicated and Mr. Bauer asserts Mr. Howley was rude. Mr. Bauer is frustrated that he cannot contact the Mayor when needed. Mr. Bauer also talked to Chief Valmassoni about the police parking in his lot and the suggested remedy was to ask the patrolman to move since he is on private property. Mr. Bauer claims the police presence is hurting his revenue and when he spoke with the one patrolman, the patrolman suggested a \$100 payment from a reserve fund for the inconvenience. Mr. Bauer is threatening legal action against the Borough if there is no immediate resolution. When asked, Chief Valmassoni reports police cars are parking on the bus depot property and have been parking there (checking vehicle inspection stickers) since the issue was brought to their attention. President Ms. Lynn requested the parties have a meeting later to resolve the issue. In the meantime, it was requested of Mr. Bauer to photograph, with date, a picture of a Manor Police vehicle should it be parked in his lot.

Mayor's Report (Mr. Dixon) – The Mayor distributed the monthly Police log report. He also mentioned they are in the process of training updates (CPR) and in the process of vehicle selection for the next purchase.

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

Engineer's Report (Mr. Antonacci) – Mr. Antonacci could not make it however, Mr. Lapia updated those present regarding the Sewer Separation Project. The restoration is in progress as well as the trench line paving. Work halted due to the weather. The project is wrapping up. Mr. Hensell's steps have been re-installed.

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

Borough Manager's Report (Mr. Lapia) – Property value assessment from the county increased \$878,448.00 from last year. The total value of all properties in the Borough is assessed at \$33,495,890.00. Which means 1 mill of tax revenue equals \$33,495.89. There is a minor leak in the Public Works Building roof and some of the rubber roofing tore away from the edge. LIKAR Roofing came out to inspect and gave an estimate of \$1,125 to repair. LIKAR will return in 2 weeks, weather permitting, to make the repair as approved by the Public Works Committee chairperson Mr. Matrisch. Mr. Lapia thanked Council Vice-President Mr. Woy (absent) who was able to get Kingston Supply to donate some pavers, placed in front of 3 of the benches in Manor Park. The Veteran's Memorial, located across the street from Manor Bank, had the brick repointed by Raimondo's, who has generously donated their time and materials. The lights were changed in the Borough Administration Office parking lot to provide better lighting. The Accident and Sickness Policy for Borough employees provided by Sentinel Insurance is no longer renewing such policies after 2014. Mr. Lapia is in the process of getting quotes from 2 other insurance agencies to replace the plan being abandoned by Sentinel Insurance.

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

Tax & Sewer Collector's Report – A motion “to approve both reports for the month of October, as prepared by Mr. Radakovich” was made by Mr. Matrisch and seconded by Mr. Morgan. Motion carried unanimously.

Committee Reports

Administration (Mr. Morgan) – Westmoreland County Tax Collection Committee (WCTCC) entered into a 3 year contract extension with Berkheimer Tax Administrator. The WCTCC Meetings are changing from an evening meeting to a daytime meeting in 2015 and Mr. Morgan has advised council he cannot attend the daytime meetings due to his work schedule. Mr. Morgan has suggested a new delegate be selected to WCTCC.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – The Holiday Celebration is December 12, 2014 at 6:00 P.M. in conjunction with the Manor Library. The celebration will start in the Library with crafts and then will move to the Manor Community Room for light refreshments, the Magician and the arrival of Santa Claus. The Recreation Committee requests \$800.00 in funding. Mr. Hartman thanked Mr. Lapia for having the Christmas tree stand welded by the Public Works department.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – There will be a Planning Commission meeting Monday, November 24, 2014. The Cummins property is on the agenda for the meeting.

Public Safety (Mr. Woy) – None.

Public Works (Mr. Matrisch) – None

Unfinished Business

- Consideration to approve the 2014-2015 Local Share Assessment with Westmoreland County Transit Authority (WCTA). No additional information could be gathered as to why Manor Borough pays the high amount, only that it is based on population and the number of bus trips through the community. Mr. Morgan and Mr. Woy have reached out to WCTA for more information, but their calls and emails have not been returned. Council is frustrated by the vague formula WCTA uses to establish the Local Share amount. If the Borough does not pay the Local Share amount, then the bus will not stop in Manor Borough. Ms. Marchand motioned to approve the \$1,244.00 payment for the 2014-2015 Local Share Assessment with the understanding that Manor Borough will pursue ways to reduce the rate in the future. Mr. Matrisch seconded. Mr. Hartman commented on the lack of response from the WCTA. Mr. Lapia noted WCTA has responded to his calls. The motion carried unanimously.
- Discussion on updating the Borough Sign Ordinance. Mr. Campfield suggests the Ordinance needs to be reviewed to ensure compatibility with Zoning and mention needs to be made regarding billboards. Mr. Campfield feels this is an important consideration based on past events, and definitions have to be established for electronic media. Mr. Lapia appealed to the timeliness of the matter as Manor Bank would like to order a new sign by the end of November. Council then reviewed a letter from the sign company Manor Bank is dealing with that attempts to explain the electronic sign illumination, intensity and NITS. Manor Banks wants a similar sign like they have in Level Green that is 3 foot by 7 foot and an illuminated area that is 2 foot by 6 foot and a 1 foot by 7 foot logo on the top. Mr. Campfield advised that the proposed new Sign Ordinance will be incorporated into the Zoning Ordinance therefore a public hearing needs to be held prior to adopting the new Sign Ordinance. Council also discussed Zoning Ordinances from neighboring boroughs regarding electronic signs, their brightness, coloring, adjustability and how the brightness is measured. Mr. Matrisch motioned to have the Solicitor rewrite and clean up the Sign Ordinance, and then advertise the Sign Ordinance. Seconded by Ms. Marchand, the motion carried unanimously.

Mr. Matrisch motioned to set a Public Hearing December 17, 2014 at 6:30 P.M. for a Zoning Amendment to the Sign Ordinance. Seconded by Ms. Marchand, the motion carried unanimously.

New Business

- Consideration “to approve payment request from Morgan Excavating.” Ms. Marchand moved to approve payment to Morgan Excavating in the amount of \$34,598.25. Mr. Morgan seconded the motion. The motion carried unanimously.
- Consideration “to approve release of funds for Woods of Brandywine Phase V SubPhase A.” Mr. Antonacci, Borough Engineer approves of releasing \$52,704.40 of the \$102,179.40 requested due to some outstanding earth work. Mr. Hartman motioned to approve the release of funds in the amount of \$52,704.40 for the Woods of Brandywine Phase V SubPhase A. Ms. Marchand seconded the motion. Motion carried unanimously.

- Consideration “to approve payment request from A. Folino Construction for 2014 street paving.” Mr. Antonacci recommended the Borough pay \$67,997.20 of the \$75,552.45. A motion to pay A. Folino Construction \$67,997.20 was made by Mr. Hartman. Seconded by Mr. Morgan, the motion carried unanimously.
- Consideration “to approve Resolution 2014-13 appointing Brian Woy to the Civil Service Commission”. Mr. Hartman motioned to appoint Brian Woy to the Civil Service Commission. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to approve Resolution 2014-14 requiring Manor VFD to submit an annual financial audit.” Mr. Hartman motioned to approve the Resolution to require the Manor VFD to submit an annual financial audit to the Borough. Ms. Marchand seconded the motion. The motion carried unanimously.
- Consideration “to advertise Ordinance 552-14-02 terminating participation in PTARC.” Mr. Hartman voiced his opinion, in support of Ms. Clontz’s earlier comment to remain a member of PTARC. He further commented that the cost to participate in PTARC works out to be about .72¢ per resident and Manor Summer Parks Program benefits from such participation. Mr. Morgan brought up the issue with Manor’s PTARC representative and how they voted opposite of how instructed by Manor Council at the particular PTARC meeting. Mr. Lapia also mentioned the inaccuracy of PTARC’s attendance figures. Council discussed there is no benefit for the Borough to pay a yearly membership fee to PTARC. Mr. Matrisch motioned to advertise the Ordinance 522-14-02 terminating participation in PTARC. Mr. Morgan seconded the motion. Mr. Hartman voted “No”. The motion carries by majority vote.
- Request from Manor VFD for use of community room. The Manor VFD is requesting use of the Manor Community Room for their annual dinner, February 7, 2015, and Lenten Fish Frys beginning Ash Wednesday February 18 and including the Friday dates of February 20, 27; March 6, 13, 20, 27; and April 3. Mr. Morgan motioned to grant the Manor VFD use of the Community Room for the dates requested provided they issue a security deposit check. Mr. Ira seconded the motion. The motion carried unanimously.
- Discussion on purchasing a pressure washer for Public Works. Public Works would like to purchase a hot water/steam pressure washer and after considerable research has decided on a Karcher-Shark at \$4,940.00. The current pressure washer is old and becoming difficult to repair. Mr. Morgan motioned to allow for the purchase of the pressure washer. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to renew membership in Central Westmoreland Council of Governments (CWCOG).” Manor Borough’s Building Inspector is through CWCOG, plus they offer vehicle bidding. Ms. Marchand motioned to renew the membership in CWCOG for the annual renewal fee of \$195.00. Mr. Hartman seconded the motion. The motion carried unanimously.
- Consideration “to adopt Ordinance 553-14-03 accepting certain streets and easements in the Crimson Pointe Phase I and III Plans of Lots. Ms. Marchand motioned to adopt Ordinance 553-14-03 to accept streets and easements in the Crimson Pointe Plan of Lots. Seconded by Mr. Hartman, the motion carried unanimously.

Correspondence (Ms. Lynn)

- Letter from Mr. Campfield notifying the Borough of a \$5 per hour increase in the hourly rate for services in 2015.
- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of October 15, 2014, as presented” was made by Mr. Matrisch and seconded by Mr. Hartman. Motion carried unanimously.

Ms. Marchand motioned to go into executive session for personnel matters and matters of potential litigation. Mr. Matrisch seconded the motion. The motion carried unanimously at 9:02 P.M.

A motion to return to the meeting from executive session was made by Mr. Morgan and seconded by Ms. Marchand. The motion carried unanimously at 9:55 P.M.

Public Comment – None.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Marchand and seconded by Mr. Morgan. Motion carried unanimously. The meeting adjourned at 9:56 P.M.

Joseph N. Lapia
Borough Manager