

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – December 17, 2014

The Manor Borough Council held its monthly business meeting on Wednesday, December 17, 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
Mike Matrisch
Jeremy Dixon, Mayor
Ed Antonacci, Engineer

Brian Woy, Vice-President
Jim Morgan
John Campfield, Solicitor

(Absent) Bruce Hartman
Christine Marchand
Mike Radakovich, Tax/Sewer Collector

Steve Ira
Edwin Howley, Planning & Zoning Officer

Prior to the meeting, Manor Council held Executive Session for personnel matters and matters of potential litigation.

Minutes – A motion “to accept the minutes of the meeting held on November 19, 2014, as read” was made by Mr. Matrisch, and seconded by Mr. Morgan. The Motion carried unanimously.

A motion “to accept the minutes of the special meeting held on December 3, 2014 as read” was made by Mr. Matrisch and seconded by Mr. Morgan. The 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 correct misinformation presented at last meeting in regards to park inspection. Manor residents are not charged an additional fee to participate in PTARC events. In regards to not voting as instructed by Manor Council at PTARC meetings, Ms. Clontz asserts she voted as instructed, but when the voted item was altered, she voted in favor of the altered motion, not in favor of the original motion. She stated she doesn't feel Manor Council is interested in PTARC and cited no one on Council asked her for results of the PTARC meetings, nor did Council have her provide any input to the PTARC meetings. She feels there was a lack of communication. Ms. Lynn clarified that Mr. Lapia was asked to act on Council's behalf to be an intermediary between Council and her role as PTARC representative. That said, Ms. Clontz resigned as the PTARC representative for Manor Borough and suggested someone from Council become a PTARC representative for the final year of participation.

Mayor's Report (Mr. Dixon) – The Mayor distributed the monthly Police log report. He also mentioned the software training has been updated (CPR, First Aid) for the patrolmen that needed the training.

Solicitor's Report (Mr. Campfield) – Mr. Campfield wished everyone a Merry Christmas and a Happy New Year.

Engineer's Report (Mr. Antonacci) – The Borough received the MS4 Permit in June for stormwater discharge. The Borough is applying for a “Dirt Road” grant in hopes it will receive money to help out with minimizing illicit discharge.

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

Borough Manager's Report (Mr. Lapia) – One seat on the Planning Commission, One seat on the Zoning Board, and One seat on the Recreation Board are available. There is someone already interested in the Recreation Board position and a Resolution needs to be done in January to make it official. Keith Kitterman holds the current seat on the Planning Commission expiring December 31st and Mr. Kitterman wishes to be reappointed to another term. Mr. Lapia will contact the person on the Zoning Board to see if they wish to stay for another term. Ms. Lynn decided there would be no need to advertise the vacancies.

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

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

Committee Reports

Administration (Mr. Morgan) – None.

Finance (Mr. Ira) – None.

Parks & Recreation (Mr. Hartman) – In Mr. Hartman / Ms. Marchand absence Mr. Lapia reported 50 children attended the joint Library/Borough Holiday Celebration.

Personnel (Ms. Marchand) – None.

Planning & Zoning (Ms. Lynn) – The Planning Commission will not have a meeting in December. It will meet January 26, 2015.

Public Safety (Mr. Woy) – The Manor VFD has decided not to hold a Labor Day Celebration in 2015. The Fire Truck Payment in the budget has not been paid. Mr. Woy motioned to take the \$22,400 and move it into the Capital Expenditure Fund for a future public safety vehicle use. Mr. Matrisch seconded the motion. The motion carried unanimously.

Mr. Woy also requested the Borough to take \$100,000 out of the General Fund and move it to the General Fund Reserve account. Mr. Lapia recommend we look at this at a later date so the Borough is in compliance with reserve account limitations in the Borough Code.

Public Works (Mr. Matrisch) – Mr. Lapia reported the pressure washer has been purchased and tested by the Public Works employees. Bob, Jeremy and Brandon asked Mr. Lapia to thank Council for approving the purchase.

Unfinished Business

- Consideration “to adopt Ordinance 552-14-02 terminating joinder and participation in PTARC.” Mr. Matrisch motioned to adopt Ordinance 553-14-02 to terminate the joinder and participation in PTARC. Mr. Morgan seconded. The motion carried unanimously.
- Consideration “to adopt Ordinance 554-14-04 amending Zoning Ordinances adding Sign Regulations.” Mr. Woy motioned to adopt Ordinance 554-14-04 amending the Zoning Ordinances adding Sign Regulations. Mr. Morgan seconded. The motion carried unanimously.
- Consideration “to adopt the Borough Budget for 2015.” Mr. Morgan motioned to adopt the Budget for 2015. Mr. Woy seconded. The motion carried unanimously.

- Consideration “to adopt Ordinance 555-14-05 setting the Tax Millage Rate for 2015.” The rate is not changing and remains at 16.5 mills. Mr. Woy motioned to adopt Ordinance 555-14-05 setting the Tax Millage Rate for 2015. Mr. Matrisch seconded. The motion carried unanimously.
- Consideration “to adopt Ordinance 556-14-06 entering into the Inter-Municipal Agreements with the Municipal Authority of Westmoreland County (MAWC) for the collection of sewer rates, rents, and other charges.” Mr. Woy motioned to adopt Ordinance 556-14-06 entering into the Inter-Municipal Agreements with the MAWC for the collection of sewer rates, rents, and other charges. Mr. Matrisch seconded. The motion carried unanimously.
- Consideration “to approve Resolution 2014-17 Functions and Responsibilities related to sewage collections not undertaken by the Municipal Authority of Westmoreland County (MAWC).” Mr. Woy motioned to approve Resolution 2014-17 Functions and Responsibilities related to sewage collections not undertaken by the MAWC. Mr. Matrisch seconded. The motion carried unanimously.
- Consideration “to send a Letter to Michael Radakovich advising him of the appointment of the Municipal Authority of Westmoreland County (MAWC) as Sewage Collector and thanking him for his services as Sewage Collector for the Borough.” Mr. Morgan motioned to send a Letter to Michael Radakovich advising him of the appointment of MAWC as Sewage Collector and thanking him for his services. Mr. Woy seconded. The motion carried unanimously.

New Business

- Consideration “to approve payment request from Morgan Excavating.” Mr. Antonacci clarified this payment is for the alley paving (\$18,992.81) and for Atlantic Avenue, for which MAWC paid \$3,448.98 for patchwork on Atlantic Avenue. Mr. Morgan moved to approve payment to Morgan Excavating for the amounts of \$18,992.81 and \$3,448.98. Mr. Matrisch seconded the motion. The motion carried unanimously.
- Consideration “to award General Liability and Worker’s Compensation Insurance Package for 2015.” Mr. Lapia presented the quote from EMC for General Liability and Workers Comp for Borough Employees and SWIF (State Workers Insurance Fund) for VFD Workers Comp. Additional quotes are pending for Workers Comp insurance will be looked at. Mr. Morgan motioned to accept the Insurance Premiums as submitted for 2015 and if a lower rate for Workers Comp is received it will be accepted. Mr. Woy seconded the motion. Motion carried unanimously.
- Consideration “to approve Resolution 2014-15 Changing Sewer Rates Effective Fourth Quarter 2014 Billing.” Mr. Lapia noted due to changes in Sewage Collection and a slight reduction in Penn Township Sewage Authority’s rate, the base rate in District A has decreased \$1.09 and the base rate for District B has decreased \$3.84. Mr. Morgan motioned to accept the Sewer Rates Effective Fourth Quarter 2014. Seconded by Mr. Woy, the motion carried unanimously.
- Consideration “to approve Resolution 2014-16 waiving the employee contribution to the pension plan.” Mr. Matrisch motioned to waive the employee contribution to the pension plan. Mr. Morgan seconded the motion. The motion carried unanimously.
- Consideration “to advertise meeting dates for 2015.” Ms. Lynn pointed out there will be no December Planning Commission meeting in 2015, unless it is needed. Mr. Morgan motioned to advertise the meeting dates for 2015. Mr. Woy seconded the motion. The motion carried unanimously.
- Consideration “to name the Penn Trafford News as the Borough’s Official newspaper for 2015.” Mr. Woy motioned to name the Penn Trafford News as the Borough’s Official newspaper for 2015. Seconded by Mr. Morgan, the motion carried unanimously.
- Request from Westmoreland City VFD for use of the Community Room Saturday, May 2, 2015 from 5:00 – 11:00 PM, for a “Night At The Races” at the same discounted rate the Borough granted last year. Mr. Matrisch motioned to grant the Westmorland City VFD use of the

Community Room for May 2, 2015 for \$50 rental and \$100 security deposit check. Mr. Morgan seconded the motion. The motion carried unanimously.

- Consideration “to approve payment request from A. Folino Construction for 2014 street paving project.” The amount requested is \$6,055.25 which reflects a \$1,500 reduction in what the Borough has held. Mr. Matrisch motioned to approve the payment request to A. Folino Construction for \$6,055.25. Mr. Morgan seconded the motion. The motion carried unanimously.
- Request from the Bortz Family for an extension of time to submit all required documents for the Bortz Plan of Lots. The extension is required for the legal representatives for the respective parties to clarify several points. Mr. Matrisch motioned to extend the time until January 22, 2015. Mr. Morgan seconded the motion. Mr. Woy voted “No” to the extension. The motion carried by majority.

Correspondence (Ms. Lynn)

- Letter from Borough Engineer Mr. Edward Antonacci notifying the Borough of an increase in his hourly rate in 2015.
- Animal Control Report, Ferree Kennels.

Payment of Bills – A motion “to approve payment of the bills as of December 17, 2014, as presented” was made by Mr. Woy and seconded by Mr. Matrisch. Motion carried unanimously.

Public Comment – None.

Mr. Morgan motioned to change the Part-Time Administrative Assistant to Full-Time effective January 1, 2015 with benefits. Seconded by Mr. Woy, the motion carried unanimously.

Mr. Morgan motioned to obtain additional quotes for short term and long term Sick/Accident and Life Insurance, authorizing Mr. Lapia to work with the Personnel Committee to work on the approval of the final quote. Seconded by Mr. Woy, the motion carried unanimously.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Mr. Woy and seconded by Mr. Matrisch. Motion carried unanimously. The meeting adjourned at 7:48 P.M.

Joseph N. Lapia
Borough Manager