

MANOR BOROUGH COUNCIL
MONTHLY BUSINESS MEETING – December 18, 2019

The Manor Borough Council held its monthly business meeting on Wednesday, December 18, 2019 at 7:00 P.M., in the Manor Borough Building.

Roll Call of Attendance:

(Present)	Brian Woy, President Dawn Lynn Jim Vacha John Campfield, Solicitor Mike Radakovich, Tax Collector	Dave Gongaware Christine Marchand Mike Matrisch, Mayor Ed Antonacci, Engineer George Valmassoni, Chief of Police
(Absent)	Bruce Hartman, Vice President Jason Krainbucher, Zoning Office	Ralph Hensell

Minutes – A motion “to accept the minutes of the meeting held on November 13, 2019, as read” was made by Ms. Lynn, and seconded by Mr. Gongaware. The motion carried unanimously.

Public Comment on Agenda Items – None.

Mayor’s Report (Mr. Matrisch) – The Mayor reported the data collection speed sign was taken down for the winter.

Solicitor’s Report (Mr. Campfield) – TowerCo appealed the Zoning decision made by North Huntingdon Township. The case was argued on November 25, 2019 and both parties are awaiting a decision. The Borough received Escrow money from Jana Development/Territ from Attorney Hergenroeder, who was holding the money.

Engineer’s Report (Mr. Antonacci) – None.

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

Borough Manager’s Report (Mr. Lapia) – The rest of the rubber mulch has been installed in the Mt. Manor Playground so that project is complete. The Police Pension plan, PMRS, is redoing the pension plans to comply with IRS rules and regulations. A conference call with PMRS will be scheduled to review the changes. The Borough needs to move to a more secure email platform which will incur an expense per mailbox and the IT line item in the budget should be increased. Mr. Lapia presented a map of McKelvey Street with sewer lines marked on it. Due to recent findings, the sewer lines in that area should be separated. Mr. Lapia is proposing this separation of 250 feet of sewer line be done in conjunction with the Oak Street sewer project, but bid separately. Preliminary estimates for the McKelvey project should be around \$100,000. Ms. Lynn motioned to proceed adding McKelvey Street sewer line separation and replacement to the Oak Street Sewer line project. Seconded by Ms. Marchand, the motion carried unanimously. The funds to cover this project will come out of the Sewer Fund.

Treasurer’s Report – A motion “to approve the Treasurer’s Report for the month of November 2019, as prepared” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Tax Collector’s Report – A motion “to approve the Tax Collector’s report for the month of November 2019, as prepared by Mr. Radakovich” was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously.

Committee Reports

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – None.
- **Public Safety** – Mr. Gongaware reported on December 5th he, Mike Radakovich and Henry Yost met with Alex Shubert, Supervisor of the person who did the ISO Audit for the Manor VFD. The 4 Rating will not change to a 5 unless the Manor VFD does nothing. Mr. Gongaware submitted 4 emails to Mr. Shubert, one being a letter of intent, along with a plan of improvement and documentation from the Manor VFD for Hazmat training. Mr. Gongaware stated if the Manor VFD makes an effort and reports these to the ISO, then the rating should not change. There was a Letter to The Editor submitted to Penn Trafford News clarifying the misunderstandings on funding. After discussions, Mr. Woy pointed out in 2014 the lump sum given to the Manor VFD was including money for buying a new truck. He noted the Borough budget never included budgeted money for a new fire truck from 2015 onward. He appreciated the Manor VFD for reaching out to ISO budget. Mr. Woy also requested, per Borough Ordinance, the Manor VFD submit to Council a Roster for 2020, a list of activities planned, and issues with parking lot improvements by January 31, 2020. Mr. Woy noted at last month's meeting it was noted the Manor VFD has a lease on the parking lot. Upon research it was determined the 99-year lease originating in 1971 was specifically for a 5-week period around the Labor Day holiday. The lease states the Borough is responsible for maintaining the parking lot and sidewalk.

Mr. Gongaware presented, on behalf of the Irwin Miners, a plaque to the Borough.

Unfinished Business

- Consideration “to adopt Ordinance 585-19-05 Amending the Zoning Ordinance for Accessory Structures.” A public hearing was held prior to the council meeting. No one attended to voice any opinion. Ms.Lynn motioned to adopt Ordinance 585-19-05 Amending the Zoning Ordinance for Accessory Structures and Uses. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on Access Drive Ordinance update. Mr. Lapia and the Borough Engineer met to discuss fees for application, review and inspection. Also included in the update are sketches for the variation of access drives. After a brief discussion, Ms. Lynn motioned to advertise the Ordinance update and hold a Public Hearing at 6:30 P.M., January 15, 2020, just prior to the council meeting. Seconded by Ms. Marchand, the motion carried unanimously.

New Business

- Consideration “to hire a full time Police Officer.” The Civil Service Commission met December 3, 2019 and prepared a list of the top 3 eligible candidates. Justin Hall is the third name on the list however, he has been a part-time officer since 2016. Ms. Lynn motioned to hire Justin Hall as a full time police officer pending the required testing. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to adopt Budget for 2020.” Due to a revision to the pump station service expense, that amount had to be increased. Also, the IT budget needed to increase due to email hosting expense. Ms. Lynn motioned to amend the pump station service expense to \$7,056 and to increase the IT budget to \$8,500. Seconded by Mr. Vacha the motion carried unanimously. Then, Ms. Lynn motioned to adopt the budget for 2020 as amended. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve Resolution 2019-13 setting real estate tax millage for 2020.” Ms. Lynn motioned to keep the real estate millage for 2020 at 17.5 mills. Seconded by Ms. Marchand the motion carried unanimously.

- Consideration “to set meeting dates for 2020.” With January 6, 2020 being a reorganization meeting at 6:00 P.M. in the Manor Community Room, all other meetings will start at 7:00 P.M., Ms. Lynn motioned to approve the set meeting dates for 2020. Seconded by Mr. Vacha, the motion carried unanimously.
- Consideration “to approve Resolution 2019-14 setting sewer rates for 2020.” Ms. Lynn motioned to approve Resolution 2019-14. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to renew Geese Management Contract with Crespo Wildlife Services.” Ms. Lynn motioned to renew the Geese Management Contract with Crespo Wildlife Services. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve payment request from Mele & Mele & Sons.” The contractor completed the job slightly under budget and completed all punch list items. Mr. Vacha motioned to pay Mele & Mele & Sons Inc \$162,122.78 for the 2019 Borough Paving projects on Gregory Drive, Crimson Drive and Rowe Road. Seconded by Ms. Lynn, the motion carried unanimously.
- Consideration “to approve payment request from KGD Contracting.” KGD Contracting cleaned out the pond, put in an asphalt road to access the pond, and grassy pavers between the houses. Mr. Vacha motioned to pay KGD Contracting \$110,913.30 for the Brandywine Phase II pond access road. Seconded by Ms. Lynn the motion carried unanimously.
- Consideration “to name Penn Trafford News as the Official Borough Newspaper.” Ms. Lynn motioned to name the Penn Trafford News as the Official Borough Newspaper. Seconded by Ms. Marchand, the motion carried unanimously.
- Request from Manor VFD for use of the Community Room. The Manor VFD requests use of the Community Room for February 1 and 28, March 6, 13, 20, and 27, and April 3 and 10. Mr. Gongaware motioned to grant the Manor VFD free use of the Manor Community Room for the Lenten fish fries, but paying \$75/use for a cleaning fee. Seconded by Mr. Vacha, the motion carried by majority. Ms. Marchand voted “No”.
- Discussion on Irwin Miners use of baseball field. Mr. Gongaware met with the Irwin Miners. They have a list of items they want Council to consider. Mr. Gongaware turned the floor over to the Irwin Miners Assistant Manager Keith Howard. Regarding the baseball field lease renewal, they want a longer length of lease term rather than year to year. They also want their schedule to take precedence with a Right to Refusal to let anyone else use the ballfield. Mr. Howard stated since they are maintaining and upgrading the field, they want to make sure whoever uses the field will not harm the field or the progress they have made. He feels the initial lease was signed under duress. The Borough Manager pointed out the team manager had the lease for over a month and had to be reminded several times to sign the lease. Mr. Howard then ran down a list of requests and concerns. Ms. Lynn pointed out the Irwin Miners does not own the baseball field property and the Borough does the scheduling of the field. The Borough has a long standing intermunicipal agreement with PTARC allowing PTARC precedence using the baseball field. Ms. Lynn asked how many Irwin Miners are from Manor. Mr. Howard replied there are none. In regards to scheduling, Mr. Lapia reminded Mr. Howard last year they included the use dates in the lease which gave the Borough an idea when they would be using the field. Mr. Howard stated they do not have the schedule at this time and will let the Borough know what specifics dates they need as soon as they know. Mr. Lapia noted that PTARC is willing to work with them on dates. Mr. Woy brought up the baseball field is in a flood plain and suggested to Mr. Howard that they take that into consideration with their plans for improving the baseball field. A Committee of Mr. Gongaware, Ms. Lynn, and Mr. Vacha is willing to meet and discuss further leasing arrangements with the Irwin Miners. Mr. Lapia, on behalf of the Public Works Department, noted the Irwin Miners left the portable fencing up which prohibits maintenance on the field after the season ends and requests they take it down periodically so the grass can be mowed.

Correspondence

None

Payment of Bills – A motion “to approve payment of the bills as of December 18, 2019, as presented” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried unanimously.

Ms. Lynn motioned to go into Executive Session for personnel matters and matters of potential litigation. Seconded by Ms. Marchand, the motion carried unanimously at 8:09 P.M.

Ms. Lynn motioned to return to the Council Meeting. Seconded by Ms. Marchand, the motion carried unanimously at 8:35 P.M.

Citizen Comments – None.

Mr. Woy thanked everyone for allowing him to serve as President the past 2 years and wished everyone Happy Holidays.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously. The meeting adjourned at 8:36 P.M.

Joseph N. Lapia
Borough Manager