
MINUTES

Call to Order:

Mr. Belmonte

Pledge of Allegiance

Mayor Heller

Roll Call:

Ms. Liscio	Yes	Mr. Belmonte	Yes
Mr. Meshanko	Yes	Mayor Heller	Yes
Mr. Mrazik	Absent	Janet Sullivan, Tax Collector	Absent
Mr. O'Malley	Yes	Blaine Lucas, Solicitor	Yes
Mr. Porco	Yes	Paul Gaus, Engineer	Yes
Mr. Tomasic	Yes	Steven Morus, Manager	Yes

President's Report

Mr. Belmonte

Announced that executive sessions were held re: personnel matters on 12/4/2007 and 12/6/2007.

Also noted that Steve Morus hosted a luncheon with several communities; Wilkins Twp., Braddock, Braddock Hills, Churchill and Woodland Hills School District representatives.

Mayor's Report

Mayor Heller

No report.

Tax Collector's Report

Ms. Sullivan

No report.

Police Chief's Report

Chief Fabrizi

No report.

Volunteer Fire Department Report

Chief Heller

No report.

Woodland Hills EMS Report

Adam Knight

No report.

Solicitor's Report

Blaine Lucas

Noted that the codification approval will be considered next month. Also thanked Mr. Meshanko and Mr. Belmonte who will be leaving council at the end of the year.

Wilkesburg Penn Joint Water Authority Report

Vivian Broz

Ms. Broz reported on authority activities and discussed an increase in rates to assist with repair of water lines as well as the major line replacement that has occurred in Forest Hills.

Mr. Belmonte asked what measures are being taken to cut costs. Ms. Broz noted that overtime has been a problem and that is where the major emphasis has been. Employees there do not contribute to health care costs.

Public Comment

No comments.

Mr. Tomasic asked if the order of the meeting could be changed to allow public safety to come first since we had an officer present (Karl Probola). All agreed.

Committee Reports

PUBLIC SAFETY COMMITTEE

Ms. Liscio

General Report:

1. The committee continues to review alternatives to the crime alert computer system.
2. The borough was notified by the state that the study on establishing a regional police department is completed. The committee asked that the state arrange a meeting with the officers first to answer their questions before scheduling a meeting with council on the results of the study.

PUBLIC WORKS COMMITTEE

Mr. Porco

Motion: Move to approve an agreement with the county for snow removal by the borough crew on county roads in Forest Hills, specifically a portion of Yost Blvd and a portion of Braddock Road, in the following amounts by winter season:

2007-08 - \$2,888.76
2008-09 - \$2,975.21
2009-10 - \$3,064.32

Moved: Mr. Porco
Second: Mr. Tomasic

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

Motion: Move to award the sewer point repair contract for 2008 to Mongiovi & Sons in the amount of \$336,485.00 with the final contract price dependent on the amount of work discovered during the televising of the sanitary sewers.

Moved: Mr. Porco
Second: Ms. Liscio

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

General Report:

1. The committee continues to review the snow and ice program conducted by the borough and to consider creating a written policy. Noted also that the borough may wish to discuss compensatory time with the crew as an alternative to overtime.
2. Members reviewed the proposed increase in the 2008 rate schedule for Gateway Engineers which will result in 4.1% increase for specific

engineering fees with the retainer unchanged. Gateway indicated that they will work to save the borough money by having more routine work handled by engineers at a lower pay rate.

FINANCE COMMITTEE

Mr. Tomasic

Motion: Move to approve disbursements for the month of November in the following amounts:

\$420,741.89 General Fund
\$ 58,541.40 Capital Improvements Plan
\$ 16,727.67 Corrective Action/Capital 2
\$ 5,885.20 Bond Issue (2002)

Moved: Mr. Tomasic
Second: Mr. Meshanko

Detail of non-general fund items:

Capital Imp Plan: Dump truck, salt spreader & garage addition
Capital 2: Sanitary Sewer corrective action work
Bond Issue: PW metal garage building

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

Motion: Move to approve the final budget for 2008 as follows:

General Fund Budget:	\$5,033,843
Capital Improvements Plan Budget:	\$ 93,500
Road Improvement Fund Budget:	\$ 328,860
Corrective Action Budget:	\$1,960,667
Liquid Fuels Budget:	\$ 160,823

Moved: Mr. Tomasic
Second: Mr. Meshanko

NOTE: Summary information on the final 2008 budget and fee and tax rates are attached to this agenda beginning on page 9.

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

Motion: Move to approve ordinance number 975 fixing the tax rate for the year 2008 at 8.35 mills and specifying that one mill be designated for a pavement improvement program.

Moved: Mr. Tomasic
Second: Mr. Porco

NOTE: The millage rate is based on the assessed value (\$306,964,380) provided by the county on its real estate website:

<http://www.county.allegheny.pa.us/munimap/profile.asp?muni=42>)

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

Mr. Tomasic comments one of the problems that we have in terms of taxes, that other municipalities might not have to deal with, is the fact that our mileage rate is basically stagnant. Neighboring communities without any tax increase have relatively modest increases in their revenues, whereas we do not. We must consider this now and on a monthly basis as we move through the next year.

Mr. Meshanko comments that there has been a significant decline in property assessments.

Mr. Tomasic states that the taxes are the main source of revenue for the borough.

Motion: Move to adopt resolution no. 1069 establishing and updating fees for various borough services and permits approved in the 2008 budget.

Moved: Mr. Tomasic
Second: Mr. Porco

Note: resolution includes an increase in the trash fee as indicated on the last page of this agenda as well as increases in recreation related fees

(e.g., swimming pool admission, tennis fees, facility rentals) and engineering fees.

Resolution Title Reads as Follows:

A RESOLUTION OF THE BOROUGH OF FOREST HILLS, ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING A GENERAL FEE SCHEDULE AND REPEALING ALL RESOLUTIONS INCONSISTENT THEREWITH.

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

Motion: Move to approve an investment policy for all borough funds outlining the requirements of the borough code and establishing the primary objective for investing borough funds to earn interest on idle cash with safety and liquidity paramount.

Moved: Mr. Tomasic
Second: Mr. Porco

Mr. Morus recaps the investment policy adding that the policy also serves as a guide for staff so that we have council's will as to what it wants to have done at any given time with excess funds.

Mr. Tomasic comments that we are required by state law to have safety built into our investments, and now we are adding liquidity.

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

General Report:

None

General Report:

1. The Committee reviewed a list of items prepared by outgoing Chairperson Tom Meshanko that described items the chair recommends continue as a priority for 2008.
2. Members are reviewing a proposal by the police association for use of the Forest Hills/Westinghouse Recreation Center basement as a gym.
3. Committee members are reviewing an estimate prepared by Omega Security for the installation of security cameras at the main park and the pool parking lot.

OPERATIONS & POLICY COMMITTEE

Mr. O'Malley

Motion: Move to approve the minutes of council for the October 23, 2007 special meeting.

Moved: Mr. O'Malley
Second: Mr. Tomasic

Voice Vote – all in favor

Motion: Move to approve the minutes of council for the November 21, 2007 meeting.

Moved: Mr. O'Malley
Second: Mr. Porco

Voice Vote – all in favor

Motion: Move to authorize the manager to advertise the following meeting dates in January with the remainder of 2008 meeting dates to be established by council in January and times for the January meeting established at 7 PM:

Organization Meeting: January 7, 2008
Meeting – All Committees: January 10, 2008
Council Business Meeting: January 16, 2008

Moved: Mr. O'Malley
Second: Mr. Tomasic

Voice Vote – all in favor

General Report:

1. The manager noted that he is considering securing identification cards for use by all borough employees in dealing with the public.

2. The committee continues to seek individuals willing to serve on various committees as previously advertised. Interested individuals should contact the borough office for further information.
3. Two residents have applied for appointment to represent the borough on the Wilkesburg Penn Joint Water Authority board. They are Vivian Broz, incumbent board member, and Richard Kotler. A motion considering appointment to this board will be on the agenda for the January 7, 2008 organization meeting for council consideration of these and any other candidates.
4. Mayor Heller agreed to coordinate a clean up day in April 2008 with the Citizen's Against Litter.
5. The committee discussed a proposal to change the Tree City Times newsletter from a quarterly publication to one that would only be published 3 times a year. No decision has been made on this suggestion.

PLANNING & ZONING COMMITTEE

Mr. O'Malley

Motion: Move to approve the appointment of Ron Willard as part time code enforcement officer effective January 7, 2008 at a starting salary of \$12/hour with a 6 month probationary period after which council may consider an increase in salary.

Moved: Mr. O'Malley
Second: Mr. Tomasic

Roll Call Vote:

Ms. Liscio	Yes
Mr. Meshanko	Yes
Mr. O'Malley	Yes
Mr. Porco	Yes
Mr. Tomasic	Yes
Mr. Belmonte	Yes

General Report:

1. The manager asked the committee whether it wanted to move any further on the proposed rental property ordinance. Committee members suggested that the manager meet with the solicitor to discuss possible changes in the ordinance that would then be reviewed by members at a future committee meeting.

Old Business

None.

New Business

Mr. Tomasic comments – police cars are currently washed at a place in Monroeville, which is ten miles away. Should consider directing the chief to have the officers have the cars washed across the street keeping the officers in the borough and promoting business in the borough.

Ms. Liscio would like to discuss this at the next public safety committee meeting.

Mr. Tomasic comments on a grievance procedure item – was going to make a motion tonight concerning an internal policy. Spoke to solicitor, Mike Palombo who suggested that it may be in the contract and we should wait. However, Mr. Palombo suggested that an internal policy as I have outlined might not be bad idea regardless.

Mr. Tomasic comments on the current longevity grievance.

Ms. Liscio reports that she received a letter this evening stating that they will not be going forward with the issue and they apologize for any inconvenience.

Mr. Tomasic comments on lunch time for police officers - 45 minutes vs. 30 minutes...Celeste will talk to the Chief.

Mr. Tomasic also comments on lifting weights on duty – spoke to other police officers from other communities and they said that was a procedure that they would never follow.

Mr. Tomasic comments on discipline procedures – 3 different policies - the language in one doesn't agree with another – consider using Mike Palombo to codify the various procedures.

Also promotion procedure for police – Celeste concerned about discrepancies – will bring it up in January to hire a consulting group.

Mr. Belmonte recognized two incoming council members present – Steve Karas and Faith Katchmar.

Tonight is the last meeting for Mr. Meshanko and Mr. Belmonte.

Tom Meshanko comments that it has been a good road, a little rough at times but overall a good road.

Mr. Belmonte comments that in the eight years he has been on council one thing he really noticed was the dedication on the parts of the people that participated on council. It has been very gratifying.

Adjourn

Motion to adjourn by acclamation without objection

- **Organization Meeting – Monday, January 7, 2008 at 7 PM**

- **Next Council Committee meetings scheduled for Thursday January 10, 2008 (all committees that have business to meet briefly) at 7:00 PM.**
- **Next Council business meeting scheduled for Wednesday, January 16, 2008 at 7:00 PM.**

2008 General Fund Budget Summary

Fee	2007	2008
Sewer Fee (per thousand gallons)	\$ 3.00	\$ 3.00
Trash/Recycling (per unit)	\$165.00	\$171.00*
Millage rate	8.35	8.35**
<p><i>Notes:</i></p> <p><i>* Seniors qualifying under the borough's ordinance (Act 77) for a property tax reduction will also qualify for a trash fee of \$121. Property owners may pay the full fee by March 1, 2008 or may pay in two installments of \$86 with the first due by March 1, 2008.</i></p> <p><i>** Millage rate subject to change pending receipt of the borough's final 2008 total assessed value as determined by Allegheny County.</i></p>		

2008 General Fund Budget

2007	2008	% Change
\$5,012,274	\$5,033,843	0.43% increase

2008 Capital One Budget (revenues & expenditures)

Non Bond Issue Projects \$ 93,500 (decrease of \$161,500)

2008 Road Improvement Budget

Projected Budget (dedicated at 1 mill) \$ 328,860

2008 Corrective Action/Capital Two Budget

Projects (revenues & expenditures) \$1,960,667 (decrease of \$86,621)

2008 Liquid Fuels Budget

Projects (revenues & expenditures) \$ 160,823 (increase of \$16,499)

Borough of Forest Hills						
2008 Budget Summary by Category						
		2007	2007	% of Total Revenues	2008	% of Total Revenues
<i>Acc't No.</i>	<i>Revenues</i>	Budget	Actual to date	2007 Budget	Budget	2008 Budget
	Taxes					
301	Real Property	2,535,080	2,477,270	50.58%	2,525,626	50.17%
310	Act 511	<u>910,000</u>	<u>859,302</u>	18.16%	<u>833,000</u>	16.55%
	TOTAL TAXES	3,445,080	3,336,571	68.73%	3,358,626	66.72%
320	Licenses & Permits	26,600	43,697	0.53%	38,100	0.76%
321	Cable TV Franchise	88,500	86,369	1.77%	88,700	1.76%
330	Fees & Fines	65,000	55,653	1.30%	60,500	1.20%
340	Interest, Rents & Royalties	97,600	115,305	1.95%	98,770	1.96%
	State					
354	Grants	31,100	5,360	0.62%	26,500	0.53%
355	Shared Revenue	<u>63,956</u>	<u>62,716</u>	1.28%	<u>92,000</u>	1.83%
	TOTAL STATE	95,056	68,076	1.90%	118,500	2.35%
357	Local Government Grants (RAD)	155,000	158,579	3.09%	155,000	3.08%
360	Charges for Services	185,000	173,261	3.69%	181,511	3.61%
	Reimbursements					
362	Public Safety	74,746	78,046	1.49%	76,096	1.51%
363	Public Works	<u>45,000</u>	<u>36,663</u>	0.90%	<u>44,000</u>	0.87%
	TOTAL REIMBURSEMENTS	119,746	114,709	2.39%	120,096	2.39%
364	Sanitation	506,714	471,677	10.11%	529,850	10.53%
367	Recreation					
	Pool	99,300	109,569	1.98%	107,600	2.14%
	Programs	13,325	14,980	0.27%	14,650	0.29%
	Tennis & Misc.	<u>11,100</u>	<u>10,415</u>	0.22%	<u>10,700</u>	0.21%
	TOTAL RECREATION	123,725	134,964	2.47%	132,950	2.64%
380	Miscellaneous	104,253	63,396	2.08%	151,240	3.00%
	TOTAL REVENUES	5,012,274	4,822,258	100.00%	5,033,843	100.00%

Borough of Forest Hills						
2008 Budget Summary by Category						
		2007	2007	% of Total Expenditures	2008	% of Total Expenditures
Acc't No.	Expenditures	Budget	Actual to date	2007 Budget	Budget	2008 Budget
Borough Administration						
400	Legislative	22,094	18,605	0.44%	21,394	0.43%
401	Administration	623,137	564,981	12.43%	679,241	13.49%
403	Tax Collection	41,964	37,197	0.84%	43,189	0.86%
404	Legal Services	78,000	116,909	1.56%	73,000	1.45%
	TOTAL ADMINISTRATION	765,195	737,693	15.27%	816,824	16.23%
Public Safety						
410	Police	1,313,947	1,137,854	26.21%	1,363,324	27.08%
411	Fire	124,883	106,321	2.49%	123,921	2.46%
412	Ambulance	9,789	9,663	0.20%	9,689	0.19%
413	Joint Communications	0	12,243	0.00%	0	0.00%
415	Neighborhood Crime Resistance	2,925	3,443	0.06%	2,535	0.05%
416	Auxiliary Police	5,500	2,500	0.11%	5,000	0.10%
419	School Crossing Guards	51,024	46,421	1.02%	51,201	1.02%
	TOTAL PUBLIC SAFETY	1,508,067	1,318,445	30.09%	1,555,669	30.90%
414	Planning & Zoning	37,500	48,026	0.75%	38,409	0.76%
Sewage/Sanitation						
429	ALCOSAN	0	631	0.00%	0	0.00%
427	Refuse Collection	395,646	378,780	7.89%	414,463	8.23%
426	Recycling Collection	91,934	80,715	1.83%	97,287	1.93%
	TOTAL SEWAGE/SANITATION	487,580	460,126	9.73%	511,750	10.17%
Public Works/Maintenance						
406	Magistrate's Office Building	7,700	4,588	0%	7,900	0.16%
409	Building Maintenance	93,419	94,853	1.86%	96,195	1.91%
430	Public Works	638,434	659,431	12.74%	650,249	12.92%
431	Street Maintenance	122,950	104,229	2.45%	116,750	2.32%
436	Sewer Maintenance	58,238	50,632	1.16%	69,553	1.38%
	TOTAL PUBLIC WORKS/MAINT.	920,741	913,733	18.37%	940,647	18.69%
Recreation						
451	Programming	13,064	10,956	0.26%	11,856	0.24%
452	Swimming Pool	135,586	154,955	2.71%	133,765	2.66%
453	Tennis	11,634	11,820	0.23%	11,555	0.23%
454	Parks	108,057	94,377	2.16%	108,949	2.16%
459	Recreation Center (Westinghouse)	81,999	90,456	1.64%	76,376	1.52%
	TOTAL RECREATION	350,340	362,563	6.99%	342,502	6.80%
455	Tree Service	75,915	65,913	1.51%	70,748	1.41%
458	Senior Citizen Center	11,050	11,418	0.22%	9,900	0.20%
471-475	Debt Service - Capital Projects	396,510	396,570	7.91%	270,524	5.37%
492	Reserve for Capital Funds	370,817	362,768	7.40%	369,686	7.34%
480/490	Miscellaneous	88,559	87,571	1.77%	107,185	2.13%
	TOTAL EXPENDITURES	5,012,274	4,764,826	100.00%	5,033,843	100.00%