
Minutes

Call to Order: Mr. Porco

Pledge of Allegiance: Mayor Heller

Roll Call:

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

President's Report: Mr. Porco

Noted that there would be a multi-municipal planning meeting on June 24th in Rankin with neighboring municipalities.

Discussed the police regionalization study and earlier discussions with Wilkins Township. He noted that it is very preliminary and that a tentative meeting with Wilkins is set for July 9th with a back up of July 15th involving 3 representatives from borough council.

Mayor's Report: Mayor Heller

No report.

Tax Collector's Report: Ms. Sullivan

Ms. Sullivan was absent.

Police Chief's Report: Chief Fabrizi

Chief Fabrizi provided his official report for the month.

He noted that 2 lanes of Greensburg Pike will be closed while PennDOT does inspection work there. The Brinton Road Bridge will not be closed until after July 4th.

Noted summer safety programs handled by police officers.

Commented on the Memorial Day ceremony and praised all who participated.

Officers went through 96 hours of training last month including officer safety training among other items.

Speed trailer is on Greensburg Pike.

Commented on Hosanna House activities and reported there have been no incidents.

Mr. Belmonte noted that the music was loud at the site last week. He received a call from a resident and Wilkinsburg police were called but did not address the issue.

Fire Chief's Report: Chief Heller

No Report.

Woodland Hills EMS Report: Adam Knight

No report.

Solicitor's Report: Blaine Lucas

Mr. Lucas had no report. Noted there is a personnel matter and legal matter for discussion in executive session following tonight's meeting.

Wilkinsburg Penn Joint Water Authority Report: Ms. Broz

Ms. Broz presented her monthly report on authority activities.

Public Comment

No comments offered.

Committee Reports:

PUBLIC WORKS COMMITTEE

Mr. Belmonte

Motion: Move to approve the joint purchase of an Envirosite camera, Rover Steerable Crawler and Zoom Keyboard Pendant from A&H Equipment with Wilkins Township in the amount of \$36,295.84 total and further authorizing the trade in of the current camera and crawler for a quoted amount of \$11,500 with Wilkins authorized to handle the purchase on behalf of the borough and with the cost of the purchase and trade in shared equally between Forest Hills and Wilkins through the borough's corrective action budget.

Moved: Mr. Belmonte

Second: Mr. Tomasic

Roll Call Vote:	Mr. Belmonte	Yes
	Ms. Katchmar	Yes
	Ms. Liscio	Yes
	Mr. O'Malley	Yes
	Mr. Tomasic	Yes
	Mr. Porco	Yes

Motion: Move to authorize the manager and public works foreman to enter into an agreement with Wilkins Township that would permit the borough to service the township's traffic signals when necessary with the township responsible to pay the full cost of any overtime required.

Moved: Mr. Belmonte
Second: Mr. Tomasic

Roll Call Vote:	Mr. Belmonte	Yes
	Ms. Katchmar	Yes
	Ms. Liscio	Yes
	Mr. O'Malley	Yes
	Mr. Tomasic	Yes
	Mr. Porco	Yes

General Report:

1. The committee chair will discuss continuation of the contract with Chalfant Borough for public works services. The current agreement expires at the end of this year.
2. This year's paving program will begin once contract details have been completed. The increased cost of asphalt prices may impact the overall contract and number of streets completed and may be discussed further at this meeting.

Mr. Lucas, Mr. Belmonte and Mr. Porco explained the issues raised by the contractor re: the increase in asphalt prices and the contractor's attempt to renegotiate.

Ms. Liscio asks if the contractor is getting back to us on the original contract or the additional 3 streets because right now we don't know if we have a contractor.

Mr. Porco states that the contractor is bound by the original contract and must adhere to that contract.

Mr. Lucas comments that you have a legally bound contractor and a performance bond in place – if the contractor reneges the bonding company would be faced with procuring its own substitute contractor or advise the borough to procure somebody and commit to pay the difference between the bid amount versus whatever the cost may end up being.

Mr. Tomasic – now that we have established that the original list of streets will be done, how can we get the additional 3 streets bid?

Mr. Lucas recommends council make a motion to authorize the borough engineer to prepare bid documents for the 3 additional streets and if this was to be done tonight the timing would be right so the bids could be opened on or before the next regular meeting.

3. The Turtle Creek Valley Council of Governments will open bids for the work to renovate the bathrooms at the main park in order to make them ADA accessible on June 26.

Motion: Move to authorize the engineer to prepare and advertise bid specs for paving for Atlantic Ave from Avenue K to Sumner, Forest Hills Road from Woodside to Niagara and Avenue E as well as the driveway at the Forest Hills/Westinghouse Recreation Center, the latter of which is covered by a grant and not the paving program funds.

Moved: Mr. Tomasic
Second: Ms. Katchmar

Roll Call Vote:	Mr. Belmonte	Yes
	Ms. Katchmar	Yes
	Ms. Liscio	Yes
	Mr. O'Malley	Yes
	Mr. Tomasic	Yes
	Mr. Porco	Yes

FINANCE COMMITTEE

Mr. Tomasic

Motion: Move to approve payment of bills for the month of May in the following amounts:

General Fund Budget:	\$142,856.97
Capital Improvements Plan:	\$ 14,806.16
Corrective Action Budget:	\$226,434.37
Road Improvement Fund	\$ 3,066.25
2002 Bond Issue:	\$ 4,760.28

Moved: Mr. Tomasic
Second: Ms. Liscio

Roll Call Vote:	Mr. Belmonte	Yes
	Ms. Katchmar	Yes
	Ms. Liscio	Yes
	Mr. O'Malley	Yes
	Mr. Tomasic	Yes
	Mr. Porco	Yes

Detail of non general Fund Items:

Capital Improvements Plan:	Pool joint repairs, rec center activity area repair, computer upgrades and senior center wall materials
Corrective Action Budget:	Sanitary sewer consent order work
Road Improvement:	Engineering costs and curb work
2002 Bond Issue:	New public works garage and Ryan Glen Park Playground equipment

Motion: Move to approve ordinance number 977 amending the borough's senior citizen property tax relief program to authorize the borough to use the Allegheny County list of residents for its program as well.

Moved: Mr. Tomasic
Second: Mr. Belmonte

Ordinance title reads as follows:

AN ORDINANCE OF THE BOROUGH OF FOREST HILLS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING PART 7 OF CHAPTER 24 OF THE FOREST HILLS BOROUGH CODE OF ORDINANCES, TAXATION; SPECIAL, TO ELIMINATE THE REQUIREMENT TO SUBMIT AN APPLICATION FOR PROPERTY TAX RELIEF WITH THE BOROUGH AND TO AUTHORIZE THE BOROUGH TO USE THE LIST OF QUALIFIED RESIDENTS MAINTAINED BY THE COUNTY OF ALLEGHENY, PENNSYLVANIA.

Note: this ordinance would require long time senior citizen property owners to apply only to Allegheny County to be accepted into the borough's tax relief program.

Roll Call Vote:	Mr. Belmonte	Yes
	Ms. Katchmar	Yes
	Ms. Liscio	Yes
	Mr. O'Malley	Yes
	Mr. Tomasic	Yes
	Mr. Porco	Yes

General Report:

1. The committee held a brief executive session at its June 5 meeting to discuss potential litigation related to a personnel matter.
2. The manager reviewed a number of financial matters with the committee including:
 - a. A draft budget reserve policy for council consideration. The borough's general fund budget reserve is at about \$528,000 which is about 10% of the borough's total budget (the state recommends that municipalities maintain a reserve of 5-10% for each fund). A policy would establish how funds are used, how much should be established for each fund (for example, there is no capital improvements reserve fund), how interest would be handled, etc.
 - b. Last year, the borough's total assessed value was reduced by approximately \$2.75 million through appeals. This amounts to a loss in tax dollars of almost \$23,000. To date this year, the borough has lost an additional \$27,400 in total assessed value due to appeals.
 - c. A draft 2009 budget that shows a deficit of approximately \$191,000
 - d. The expenditure section of the general fund monthly financial report.
3. The committee asked the manager to respond favorably to a survey by Allegheny County Councils of Governments requesting that the legislature considering reinstating the business privilege and mercantile taxes for all municipalities.
4. Unless there is objection from council, the committee determined that the representatives from council to the borough's pension board should include Faith Katchmar, Frank Porco and Bill Tomasic replacing other members who had served prior to 2000.

Motion: Move to approve an increase in rental fees for borough facilities in 2009 as recommended by Marketing & Events Coordinator, Cindy Simm, and as shown on the attachment to this agenda and to subsequently include these fee changes in a new fee resolution which will be considered later this year.

Moved: Ms. Katchmar
Second: Mr. Tomasic

Roll Call Vote: Mr. Belmonte Yes
 Ms. Katchmar Yes
 Ms. Liscio Yes
 Mr. O'Malley Yes
 Mr. Tomasic Yes
 Mr. Porco Yes

Motion: Move to approve a new agreement with the Dalzell Cleaning Service for janitorial services at the Forest Hills/Westinghouse Recreation Center beginning in 2009 and as shown on the attachment to this agenda.

Moved: Ms. Katchmar
Second: Mr. Tomasic

Roll Call Vote: Mr. Belmonte Yes
 Ms. Katchmar Yes
 Ms. Liscio Yes
 Mr. O'Malley Yes
 Mr. Tomasic Yes
 Mr. Porco Yes

Motion: Move to authorize the borough engineer to prepare bid specifications and to advertise for bids for replacement of the roof at the Forest Hills/Westinghouse Recreation Center with bids to be opened at the council business meeting in July.

Moved: Ms. Katchmar
Second: Mr. Tomasic

Voice Vote – all in favor

Motion: Move to permit Girl Scout troop 692 to use the senior center on Tuesday evenings from 6:30 PM to 8:30 PM on a trial basis beginning in September through December 2008 with details to be determined with the manager and Marketing & Events Coordinator.

Moved: Ms. Katchmar
Second: Ms. Liscio

Voice Vote – all present in favor except Ms. Liscio

Motion: Move to name the ball fields at the Forest Hills/Westinghouse Recreation Center in honor of Sen. Jay Costa for all the work he has accomplished with the baseball association and for his cooperation with the borough.

Moved: Ms. Katchmar
Second: Mr. Tomasic

Voice Vote – all in favor

General Report:

1. The public works foreman updated the committee on the status of work at Ryan Glen Park. He believes the work cannot be done before July due to the other jobs required of the crew.
2. The manager indicated that he has asked the engineer to undertake a minor study of the pool area tennis courts to determine the condition of the subsurface which cracks and heaves over the winter and requires maintenance time and money each spring to repair.

PUBLIC SAFETY

Mr. O'Malley

General Report:

1. Committee members reviewed comments from the police officers association on the preliminary police regionalization study prepared by the state. The committee asked that members Faith Katchmar, Mike Belmonte and Steve Karas serve on a committee to meet with Wilkins Township representatives to discuss the study further. Mr. Belmonte approached the township's board to inform them of this decision and to schedule a meeting. Mr. Porco and Mr. O'Malley will serve as alternates. This committee will report to the full council at a public meeting.
2. The manager noted that we received approval of an \$11,000 grant to acquire a new computerized crime alert system. He suggested that funds are not spent in anticipation of receipt of funds, however.
3. The committee chair will discuss continuation of the contract with Chalfant Borough for police services. The current agreement expires at the end of this year.

4. The committee will meet with consultant Bill Gamble at the July meeting to discuss an update of police job descriptions and mutual aid agreements.
5. The committee accepted Mr. Karas' offer to put together a draft policy for the consideration of the installation of traffic calming devices such as speed humps.
6. The borough announces that the following surplus computer equipment will be considered for disposal and is available for sale to the highest bidder:

3 Compaq Deskpro CPU's with associated monitors and hardware valued at less than \$100 each and originally purchased in 2000.

The equipment may be inspected at the borough police department during normal office hours. Sealed bids for this equipment will be accepted at the borough office no later than 4 PM on Friday, July 11 with any bids received opened during the public safety portion of the July 16 business meeting of council. Such property will be transferred to the highest bidder upon receipt of the bid amount in cash or by certified check. This notice will be posted as required on the bulletin board outside the main entrance to the borough building.

OPERATIONS & POLICY

Ms. Liscio

Motion: Move to approve the minutes from the May 14, 2008 council meeting.

Moved: Ms. Liscio
Second: Ms. Katchmar

Voice Vote – all in favor

General Report:

1. The committee is awaiting a review of the draft workplace violence policy language from both employee associations.
2. The trash and recycling subcommittee is constructing a survey that will be used to gather input from residents on the trash/recycling system used by the borough. Ms. Liscio noted that she had been sick and delayed further action here.
3. The manager asked committee members to review draft brochures that may be used for public information that describe how borough council and committee meetings operate and that list the various boards and committees appointed by council.

4. The manager announced that he is pursuing a grant that will study greenhouse gas emissions in the borough in cooperation with Duquesne University's Center for Environmental Research & Education.
5. The manager noted that he is reviewing office operations and may consider making changes in office hours if a method can be found to better serve the public while not infringing on contracts with borough employees. He may experiment with different hours and days as early as Fall of this year pending further study.
6. At the request of resident Matt Rodrigues, the committee recommends naming the horseshoe pits at the main park in honor of his grandfather, Marion S. Srdoch who directed and maintained the area for over 50 years and was a resident of the borough since 1952 before his passing last year. Mr. Rodrigues would take care of costs for a plaque to commemorate his grandfather's work. The committee asks that council approve without objection.

Mr. Tomasic would like to set up a meeting with Waste Management for discussion on trash/recycling.

Ms. Liscio comments that we will meet as a committee, not individually, and she will set something up as soon as possible.

Mr. Tomasic - is there anyone that we can have talk to someone at Waste Management, that's all it may take is a phone call.

Ms. Liscio inquires if we can ask Siobhan for assistance in setting up a phone meeting with someone from Waste Management. Siobhan has all the necessary information and then Mr. Morus, Mr. Tomasic and Siobhan can be there for the phone call.

PLANNING & ZONING

Ms. Katchmar

General Report:

1. The committee reviewed the condemnation proceedings for an abandoned home at 375 Avenue D. Procedures for handling this issue were outlined by the borough solicitor. Building Inspector Bill McChesney will start the process following these procedures.
2. The committee reviewed comments from Jane Freund, resident of the Bryn Mawr section of the borough re: landscaping issues and an agreement with the Cost Corporation as to requirements.
3. The manager reviewed a memo and procedure he issued to the office staff including the code officer and building inspector re: issuing permits for projects

that have failed to provide an escrow or to reimburse the borough for the cost of legal, engineering and other consulting work related to land developments/projects in the borough. While the solicitor will review the policy, the manager notified all that no permits would be issued before any payments were received and that permits will be suspended if the developer does not maintain the required escrow amount or fails to reimburse the borough. The manager also suggests and has instituted temporary (or 90 day) occupancy permits that will only be made permanent once a developer has settled all accounts with the borough. Committee members met with Ron Ciotti of Action Housing regarding related issues involving the senior apartment building on Ardmore.

4. The borough is investigating the displays and signs at the T-Shirt store on Ardmore Blvd. to determine if it complies with borough ordinances.
5. Committee members asked that the solicitor suspends activity on the CBS property at the bottom of Avenue F/West Street pending a determination of any conflict of interest issues.

Old Business:

None.

New Business:

Mr. Porco reiterated that council will move to executive session following this meeting.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic
Second: Mr. Belmonte

Voice Vote – all in favor

- Next Scheduled Council Meeting: July 16, 2008
- Next Scheduled Committee Meetings (order to be determined): Tuesday, July 1, 2008 (Borough Property, Public Works, & Planning & Zoning) and Thursday, July 3, 2008 (Finance, Operations & Policy, & Public Safety).

FOREST HILLS/WESTINGHOUSE LODGE					
2009 RENTAL INCREASE PROPOSAL					
Event	Current 2008 Prices (non-residents)	Resident Discount 2008 -- 20%	Proposed 2009 Prices (non-residents)	Resident Discount 2009 -- 20%	
Eight Hours					
50-100 guests	\$485.00	\$388.00	\$585.00	\$468.00	
101-200 guests	\$560.00	\$448.00	\$660.00	\$528.00	
201-300 guests	\$635.00	\$508.00	\$735.00	\$588.00	
301-400 guests	\$710.00	\$568.00	\$810.00	\$648.00	
401-500 guests	\$785.00	\$628.00	\$895.00	\$708.00	
Four Hours					
25-50 guests	\$315.00	\$252.00	\$415.00	\$332.00	
50-100 guests	\$365.00	\$292.00	\$465.00	\$372.00	
Residents and Non-residents					
Additional Hours	\$20/hr.		\$25/hr.		
Security Deposit	Eight hours -- \$250		Eight hours -- \$350		
FOREST HILLS POOL LODGE					
2009 RENTAL INCREASE PROPOSAL					
Peak Season	Current 2008 Prices		Proposed 2009 Prices		
Up to 40 guests	\$255.00		\$305.00		
41-60 guests	\$305.00		\$355.00		
61-80 guests	\$350.00		\$400.00		
81-100 guests	\$385.00		\$435.00		
Residents and Non-residents					
Off-Peak Season					
Four-hours	\$195.00		\$245.00		
Eight-hours	\$250.00		\$300.00		
Additional Hours	\$20/hr.		\$25/hr.		
Security Deposit	\$150.00		\$200.00		

DALZELL CLEANING SERVICE
122 Painter Street
Level Green, PA 15085
(412) 380-9324

JANITORIAL AGREEMENT

<u>Submitted to</u>	<u>Date</u>
Forest Hills Borough Forest Hills/Westinghouse Lodge 2071 Ardmore Boulevard Forest Hills, PA 15221 Representative: Cindy M. Simm, Marketing and Events Director (412) 351-7330 x220	2009

Dalzell Cleaning Service proposes to provide the following janitorial service to the Forest Hills/Westinghouse Lodge.

1. Before each event, set-up of all tables and chairs inside the lodge area (according to floor diagrams provided by the renter).
2. Empty trash containers in bathrooms, empty other trash containers located inside the lodge. The trash cans located throughout the grounds of the lodge are emptied by the borough.
3. Replace all liners for bathrooms and interior trash cans (liners are supplied by the borough). The outside trash cans (located on the grounds) are replenished with liners by the borough.
4. Clean and sanitize all restrooms
 - wipe down counters
 - wipe down sinks
 - wipe down toilets (inside and outside)
5. Re-stock restroom supplies (supplied by the borough)
 - toilet paper
 - paper towels
 - hand soap
6. Dry sweep all floors.
7. Damp mop all floors
 - kitchen
 - bathrooms
 - hallways
 - main area of lodge (both sides of the fireplace)
8. Clean area around the fireplace located inside the lodge
9. Wipe down all window ledges
10. Pick up debris on deck and sweep deck area.

11. Clean all entry doors and their windows

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Dalzell Cleaning Service Janitorial Agreement

12. Removal of all unwanted decorations left by renter.

13. Inspect all kitchen appliances, and discard any unwanted food left by renter in refrigerator/freezer.

- Stove-top
- Ovens
- Grill
- Griddle
- Refrigerator/freezer
- Ice Bin
- Microwave

14. Wipe down (with damp rag) all kitchen counters

15. Tear down of tables and chairs inside the lodge area.

16. Inspection of the facility's grounds area – checking for litter left and damages done to the area.

(Basement area of lodge not included in proposal)

Any additional services needed to prepare facility for events, caused by the renter's negligence to the rental agreement, will be charged to the renter's security deposit on a case-by-case basis.

We Hereby Propose and agree to provide janitorial services complete in accordance with the above specifications, and subject to the terms and conditions found in this agreement, for the following:

50-100 people = \$115.00
101-200 people = \$135.00
201-300 people = \$160.00
301-400 people = \$185.00
401-500 people = \$210.00

Acceptance of Proposal – The fees, specifications and terms outlined are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

This agreement shall take effect as of _____, 20__. This contract may be reviewed and updated (if necessary) every year.

Cindy M. Simm
Representative/Forest Hills Borough

Date _____
William J. Dalzell
Dalzell Cleaning Service

Date _____