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**Minutes**

Call to Order: Mr. Porco

Pledge of Allegiance: Mayor Heller

Roll Call:

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

Swearing In Ceremony – Mike Belmonte, Member of Council – handled by District Justice Susan Evashavik.

President's Report: Mr. Porco

Thanked Mr. Belmonte for volunteering his time to serve again.

Recognition of Officer Len Mesarchik as Woodland Progress Citizen of the Year by council and County Councilman Chuck Martoni. Mr. Porco commented on all the work Officer Mesarchik does including the fall hayride and complimented him on this. We are lucky to have Officer Mesarchik.

Public Hearing – Conditional Use Mr. Lucas

Council conducted a hearing on Dr. Levari's application for a family medical practice at 1713 Ardmore Blvd. Mr. Lucas conducted the hearing and it was recorded by a court reporter. The transcript of the hearing will detail the information and those who testified and it will not be included in these minutes.

Mr. Tomasic moved and Ms. Katchmar seconded that the hearing be closed. On a voice vote all present are in favor.

Mayor's Report: Mayor Heller

No report.

Tax Collector's Report: Ms. Sullivan

Ms. Sullivan had no report.

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Police Chief's Report:

Chief Fabrizi

Chief Fabrizi presented his monthly report.

The Chief also praised Officer Mesarchik for his hard work and dedication and he commended him.

He attended a meeting with PennDOT on the Parkway East reconstruction near the Forest Hills exit. The Wilkinsburg on ramp will be closed for 27 consecutive days. The Brinton Road bridge will close for 30 consecutive days.

Classes on tactical communications will be held with borough police officers. Mr. Tomasic commended the Chief for arranging for this training.

Fire Chief's Report:

Chief Heller

No report.

Woodland Hills EMS Report:

Adam Knight

No report.

Solicitor's Report:

Blaine Lucas

Noted the amendment to the Rite Aid plan that was reviewed by the planning commission. The zoning hearing board has not made a decision yet on the variance applications. It will be considered by council possibly at the April meeting.

Noted that the rental property ordinance has been revised and he is willing to attend the meeting on Thursday April 3rd to discuss.

Two matters, one personnel and one property acquisition, must be discussed in executive session following the meeting.

Mr. Tomasic asked for information on the property near Kenmore that Mr. Lucas was investigating.

Wilkinsburg Penn Joint Water Authority Report:

Ms. Broz

Ms. Broz presented a report on Authority activities and the annual report. Also, she praised Officer Mesarchik for his work with her as manager of the senior center.

The water authority will be working on Greensburg Pike near Marion on the water line.

Public Comment

No comments.

Committee Reports:

**PUBLIC WORKS COMMITTEE**

Mr. Belmonte

**Motion:** Move to authorize the borough engineer to prepare specifications for paving the following streets under consideration for the 2008 paving program:

- Barclay Avenue from Perry to Lenox
- Berlin Road
- Demmer Ave.
- Marwood Ave.
- Radnor Ave.
- Sylvan Road
- Woodside Road from Forest Hills to Cherry Valley

Moved: Mr. Belmonte

Second: Ms. Liscio

Note: final list of roads to be paved will depend on paving costs in bids submitted.

Mr. Tomasic noted that the list is not finalized until the bids are received. Mr. Porco confirmed this is a plan.

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 foreman indicated that the borough has used over 2,275 tons of salt so far this winter at a cost of about \$100,000. Costs have been impacted by fuel costs as there is a fuel surcharge in the salt contracts.
2. The committee determined that cost of crack sealing borough roads will come from the pavement program budget again this year. The foreman is investigating

the amount of curb work that will be necessary with this year's paving program and will report to the committee on his findings.

3. The manager and engineer reported that the long term outlook for sewer work in ALCOSAN communities is that the program will continue long after the current consent order is completed. There will be future requirements for property owners to repair laterals connecting their homes and businesses to the main sewer line and county wide solutions potentially using detention tanks and satellite treatment plants to ensure compliance with the Clean Water Act.
4. The manager is seeking an intern, preferably a college student, who would work for the borough approximately 8 to 10 weeks this summer inventorying and cataloguing equipment in all departments. Anyone interested may contact the borough office for further information on applying.

**FINANCE COMMITTEE**

Mr. Tomasic

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

General Fund Budget:	\$188,534.75
Capital Improvements Plan:	\$ 5,510.00
Corrective Action Budget:	\$ 14,790.11
Road Improvement Fund	\$ 370.50
Liquid Fuels:	\$ 39,780.95
2002 Bond Issue:	\$ 1,700.00

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:	accessories for new dump truck and for used bucket truck
Corrective Action Budget:	Sanitary Sewer consent decree work and service on vactor/camera equipment
Liquid Fuels:	Salt

Road Improvement:                      Engineering costs  
2002 Bond Issue:                      Garage Building

**Motion:** Move to amend the borough's investment policy appendix B on pension investments as shown on the attachment to this agenda.

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

**Motion:** Move to approve resolution number 1071 authorizing the borough staff to establish a checking account with First Commonwealth Bank to deposit the proceeds from the 2007 bond issue refunding with no fees attached to the account or for any subsequent transfers into or out of the account.

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

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 discussed the borough's insurance program with its agent, Brian Higbee. The committee will likely recommend maintaining Mr. Higbee as its insurance agent pending further review.
2. The manager noted that the borough's complete 2008 budget can be found on the borough website ([www.foresthillspa.org](http://www.foresthillspa.org)) along with a copy of the capital improvements plan and road improvement program for 2008. He urged all members of council to review the narrative accompanying both budgets.
3. The manager is investigating whether the borough should consider offering residents the option of using credit cards to pay bills like the sewer fee and trash

fee. Such a program would require that a service charge be added to the payment to cover the cost of the program. The program would allow residents to pay these bills online as well as pay by credit card in the office. Further information will be discussed at the April committee meeting. The manager encourages anyone with an opinion either for or against use of credit cards to contact the borough office via phone, mail or in person at the office to express their thoughts.

**BOROUGH PROPERTY**

Ms. Katchmar

*General Report:*

1. The committee continues to review a proposal for the installation of security cameras at the main park and the pool parking lot.
2. The committee recommended continuing the current contract for janitorial services at the Forest Hills/Westinghouse Recreation Center through the end of this year. The contract will be updated and a new copy signed for the record. Changes in next year's fees and rental requirements may bring a change to how the borough contracts for this service.
3. The borough engineer will create specifications for replacement of the roof at the Forest Hills/Westinghouse Recreation Center with bids to be solicited in June or July and work to be accomplished in September or October.
4. The manager noted that the borough will purchase a floor buffing machine to eliminate the need to contract for this service once or twice a year. The machine will enable the borough to buff the floors at the pool lodge and rec center more often and save money.
5. The Turtle Creek Valley Council of Governments (COG) indicated that the borough's request for funding of ADA improvements to the main park restrooms has been approved. Funds will come from the Community Development Block Grant (CDBG) program in the amount of \$30,936. The engineer will review requirements and the COG will solicit bids for the work in the next few months. Work would likely not begin before fall at the earliest.
6. The committee reviewed a request from Bryn Mawr resident Jane Freund that she be permitted to seek a grant for improvements to the wall along Sherwood Road near Bright Park. Improvements will include the use of planters and facing along the concrete wall to improve its appearance. The committee asked Ms. Freund to handle all the paperwork for the grant so that office staff will only have to place it on borough letterhead and send in.

**PUBLIC SAFETY**

Mr. O'Malley

**Motion:** Move to approve a one time, non precedent setting payment for the cost of a uniform for the police secretary in the amount of \$250.70.

Moved: Mr. O'Malley  
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 recommended that the manager place preliminary information on the progress of the police regionalization study on the borough's website. The state asked that the borough review the information in the study for any changes or corrections and submit them as soon as possible. Members were asked to send any corrections to the borough manager by the end of last week (none were submitted). The full study will be placed on the borough's website once it has been revised. Council will review the study and discuss it with Wilkins Township officials before action, if any, is taken at a public meeting. Further information can be found on the borough's website ([www.foresthillspa.org](http://www.foresthillspa.org)) on the news & events page.
2. Because of a pending court case involving promotions, the committee determined that council should wait on considering promotion of an officer to the rank of sergeant until it has been resolved.
3. The committee continues to work with the Neighborhood Crime Resistance committee on the replacement of the borough's computerized crime alert system. A grant for \$11,000 has been submitted through Sen. Jay Costa and it has been preliminarily approved for funding later this year.

**OPERATIONS & POLICY**

Ms. Liscio

**Motion:** Move to approve the minutes from the February 20, 2008 council meeting.

Moved: Ms. Liscio  
Second: Mr. Tomasic

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Voice Vote – all in favor

*General Report:*

1. The committee continues to discuss the suggestion presented by Mr. Morus for a restructuring of the council committee system. As part of the proposal he noted areas where he feels the current system needs improvement.
2. The committee will establish a sub committee to study the borough's trash fee and trash collection system as well as potential for adding a "pay as you throw" system. Ms. Liscio asked that anyone interested in serving contact the office.

Ms. Liscio comments that if by the next council meeting there is anyone in the community interested in sitting on this sub committee to please send a letter to Mr. Morus with information and note on there how you can be reached. Hoping that after the next council meeting in April a sub committee meeting can be scheduled. This will take some time to put together and plan on what we want to do and how we can be cost effective and yet service the community.

Mr. Morus reviews April's meeting calendar and the 23<sup>rd</sup> of April is scheduled for the sub committee meeting.

Mr. Tomasic comments that council will welcome suggestions in terms of how we can try to change the present methods that we have in terms of picking up trash.

Ms. Liscio hopes they can meet with Waste Management prior to the meeting on the 23<sup>rd</sup> of April.

3. The committee is reviewing a proposed policy prohibiting violence in the workplace.
4. Members agreed with the safety committee's recommendation for recognition of departments who maintain an accident free environment. The committee will discuss specifics during their monthly meetings that may include awarding gift cards or similar items to departments that remain accident free.
5. Ms. Liscio noted that she was honored to present a proclamation at the Chalfant council meeting honoring mayor Steve Orosz
6. Ms. Liscio commented on the work of Officer Mesarchik and thanked him noting that we are a grateful community and that she is part of a grateful family. You embody what is right with Forest Hills and she thanked him.

Motion: Move to approve Dr. Levari's conditional use application for the use of 1713 Ardmore Blvd. as a family medical practice subject to the following condition: Subject to compliance with conditions noted in the engineer's review letter and the recommendations of the planning commission to the satisfaction of the borough engineer's.

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

*General Report:*

1. The committee reviewed the planning commission's suggestion for items to implement in the borough comprehensive plan and asked that they first study the "emerald necklace" idea, along with zoning on Kenmore and the property on Kite Hill.
2. The committee continues to review the draft rental property ordinance revised by the solicitor which eliminates the requirement that landlords monitor tenant behavior.
3. Members remind all borough property owners of the need to repair sidewalks that may be out of alignment or otherwise in disrepair.
4. The committee is reviewing possible uses for the old research center property owned by CBS above Ardmore Blvd. at the bottom of Avenue F.
5. Planning commission minutes for 2008 are posted on the internet at the borough's website ([www.foresthillspa.org](http://www.foresthillspa.org)). Go to the "information for residents" tab and look under "Meeting Minutes – All Boards/Committees." Council meeting minutes and recreation board meeting minutes can be found there as well.
6. The committee asked the manager to secure a solicitor and part time secretary for the zoning hearing board. Anyone interested in serving as secretary for the zoning hearing board should contact the borough office for information and to apply.

Mr. Tomasic asked if council should discuss the resolution associated with working with property owners whose sidewalks are impacted by borough trees that assists them in costs for repairing. The resolution is number 930.

Old Business:

None.

New Business:

None.

Adjourn: Motion to adjourn.

Moved: Mr. Tomasic  
Second: Mr. Belmonte

Voice Vote – all in favor

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

INVESTMENT POLICY (SEE UNDERLINED CHANGES)  
Attachment B

The following is the investment policy for the Forest Hills Borough Police Pension Fund and the Forest Hills Borough Non-Uniform Employee Pension Funds.

Borough Council and the pension committee believe that pension funds should be diversified among appropriate investments. These include government securities, common stocks, bonds, money market instruments, and other appropriate investments authorized by council and as mandated by the Pennsylvania Borough Code. It is the policy of the borough to invest these funds with care in those instruments which preserve the principal while recognizing the need for income and appreciation with minimal risk.

This policy will be carried out in a prudent manner by borough council with the assistance of reputable professional money managers, consultants, insurance companies and banks to make the investments. The performance of these investments will be reviewed periodically by borough council and/or the pension committee using various evaluation techniques that prove reliable and face to face review and discussion among the parties.

These long range objectives are subject to such flexibility as may be necessary to conform to changing economic conditions and the each fund's actuarial needs. Accordingly this statement of investment philosophy will be reviewed periodically by council and/or the pension committee so they may be assured the professional managers, consultants, insurance companies and banks to whom each fund's monies are entrusted from time to time are performing their functions within the framework of this investment philosophy.

General Policy on Pension Investments

1. It is the intention of council to allow the investment manager(s) full discretion within the scope of the agreed upon investment guidelines and restrictions. The manager's performance in meeting the funds' objectives will be reviewed on a regular periodic basis. Results based on a total rate of return as used herein shall include realized and unrealized capital gains and losses, dividends and interest income, brokerage cost, administrative fees and investment manager fees.
2. Investment manager(s) shall provide monthly reports to the borough in the requested format. The reports shall include review of previous actions, current status of the portfolio, recommendations, etc. If changing market or economic conditions or other events suggest that a special meeting or action of council is necessary it is expected that

the manager(s) will communicate with council promptly rather than waiting for submission of the scheduled report.

3. Investment managers will provide each fund with a quarterly written statement identifying they are in compliance with each fund's guidelines. If, in the judgment of the investment manager, strict adherence to one or more of the following investment guidelines in connection with a specific transaction is not in the best interests of one or both funds or would produce an undesirable investment result, the manager shall consult council before proceeding with the transaction.

#### Investment Guidelines

1. Pension fund investments shall be invested and managed as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the funds. In satisfying this standard, the trustee shall exercise reasonable care, skill, and caution. Investment and management decisions respecting individual assets must be evaluated not in isolation but in the context of the portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the funds. Investments are also limited to holdings permitted under the borough code and/or PA Act 205.
2. Each fund may utilize both balanced and specialty managers to accomplish the overall objectives of each.
3. Bond investments, except as identified in specific manager addendums, hereafter provided, shall be limited to federal or federal agency obligations or corporate bonds of the first four quality ratings (AAA, AA, A, BBB) at the time of purchase as established by 2 of the 3 (Moody's, S & P, Fitch) Bond Rating Services. In the event a security is downgraded after purchase, sale of that holding will be at the discretion of the manager. The investment manager is required to notify the fund and council of the downgrade and advise the fund and council of their decision to "hold or sell." In no event shall the debts securities of any one corporation (excluding quasi-governmental agencies such as Federal National Mortgage Association and Federal Home Mortgage) exceed 5% of total fund assets under management.
4. Fixed Income: Domestic fixed income securities shall consist of: obligations issued or guaranteed by the U.S. government, its agencies or instrumentalities and repurchase agreements collateralized by such obligations, mortgaged-backed securities, collateralized mortgage obligations, asset-backed securities, Yankee bonds, taxable municipals, Eurobonds and investment grade domestic corporate obligations. Preferred stock of Yankee and domestic issuers are permissible provided they do not exceed 5% of the portfolio's market value and where the issuer of the stock is of investment-grade quality. Purchases of commercial paper, certificates of deposit, banker's acceptances, and floating-rate notes are permissible provided they are of investment-grade quality. Direct

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investments in non-U.S. dollar-denominated securities are not permitted. The fixed income portfolio should maintain an overall quality rating of "AA" or higher at all times.

#### Investment Policy

1. The overall benchmark for each fund will be 50% Russell 3000 or S & P 500 for equities and 10% MSCI EAFE International Stock Index (net) and 40% Lehman Brothers Aggregate for fixed.
2. On approval of council, real estate investments in co-mingled funds are allowed but shall be limited to 10% of the total fund assets at time of purchase.
3. Neither fund will engage in investment transactions involving stock options, short sales, purchase on margin, letter stocks, venture capital, unregistered or restricted stock, commodities (including gold or currency futures), conditional sales contracts, fixed income futures and options, and various rate transactions such as swaps, caps, floors, or collars, unless authorized by council.
4. Uninvested cash balances should be kept to a minimum through the prompt investment of available funds in short term or more permanent securities.
5. If over a calendar quarter the turnover of common stock investments exceeds 50% of total market value, the investment manager will promptly submit to council a detailed explanation of the reasons such trading activity occurred.
6. Any portion of the equity or fixed income portions of the portfolio may be held in short term reserve. Such funds will be invested in prime quality short term, liquid assets to obtain a reasonable rate of interest while providing liquidity. The following types of investment may be used for this purpose: US Government and Agency securities, certificates of deposit, commercial paper, master notes, and the custodian's short term investment fund. The amount, timing and type of investment shall be at the discretion of the investment manager.
7. It should be assumed that employment opportunities in the area covered by each fund will be stable over the foreseeable future. The Funds will not, in all probability, need to liquidate securities to meet benefit obligations in the near future.

If the borough's investment manager believes that a particular guideline is too broad or too restrictive, requires further definition or should be altered or deleted, it is the responsibility of the borough's investment manager to make appropriate recommendations in writing to borough council and the borough manager.