
Minutes

Call to Order: Mr. Porco

Pledge of Allegiance: Mayor Heller

Roll Call:

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

President's Report: Mr. Porco

Mr. Porco encouraged all to attend tonight's light up night festivities.

Mayor's Report: Mayor Heller

No report.

Tax Collector's Report: Ms. Sullivan

Ms. Sullivan presented a report for the month of October.

Police Chief's Report: Chief Fabrizi

No report.

Fire Chief's Report: Chief Heller

No report.

Woodland Hills EMS Report: Adam Knight

No report.

Solicitor's Report:

Steve Korbelt

Mr. Korbelt noted the following:

Legal fees: Blaine will get back to council in early December with a proposal.

Right to Know Law: revising the resolution that goes along with the new law that will be effective January 1, 2009. Resolution will be available to council at the Dec. committee meetings.

Fee Res: will also be available to council for Dec. committee meetings.

Parking Study: Trans Associates transmitted a proposal to council for the parking study. We ask council to take a look at it and consider it.

An ordinance to reduce the height of weed and plant growth in the borough from 10" to 6" should also be available for Dec. committee meetings.

Interim Assessment Issues: spoke to the school district solicitor regarding a few properties renovated or recently built on the Ardmore and questioning what the process is to retain and interim assessment. Sent Bill McChesney and Steve Morus an e-mail outlining the process to handle those types of issues.

No bids received on the natural gas contract – can re-advertise and after 45 days have elapsed without bids the borough can enter into any contract for natural gas services.

Mr. O'Malley comments that there is no big advantage in getting bids in Jan. or Feb. because gas prices are at there max then.

Wilkesburg Penn Joint Water Authority Report:

Ms. Broz

No report.

Public Comment

No comments.

Committee Reports:

PUBLIC WORKS COMMITTEE

Mr. Belmonte

Motion: Move to approve ordinance number 980 which authorizes the borough to enter into a contract with Chalfant Borough for public works services effective January 1, 2009.

Moved: Mr. Belmonte

Second: Ms. Liscio

Note: The contract specifies an increase of 3.8% over the current contract cost and a 3.8% increase during each year of the agreement. The 5 year agreement will reimburse the borough annually as follows:

For calendar year 2009.	\$41,520 per year
For calendar year 2010.	\$43,098 per year
For calendar year 2011.	\$44,736 per year
For calendar year 2012.	\$46,436 per year
For calendar year 2013.	\$48,201 per year

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

General Report:

1. The committee recommended that all submitted capital improvements plan projects for the 2009 plan be approved by the finance committee for the final budget. The projects are included in the preliminary budget that the finance committee will consider later in the meeting and will review again at its December committee meeting.
2. The borough has submitted an erosion and sedimentation plan to the Allegheny Conservation District in order to place clean fill material behind the recreation center and ball fields for the purpose of their eventual expansion.
3. The committee reviewed snow and ice removal procedures with the foreman. Salt prices recently decreased due to the built in fuel surcharge clause in the contract.
4. Foreman Jim Theilacker reviewed the new requirements for safety equipment put in place by the federal government for work on all state highways. It will require purchasing new lime green vests and related items for both the crew and the Volunteer Fire Department.

5. Paul Gaus reported that the last of the road improvement projects is completed and that both projects came in under budget.
6. Members reviewed the proposed increase in the 2009 rate schedule for Gateway Engineers which will result in 3.8% increase for specific engineering fees with the retainer unchanged.

FINANCE COMMITTEE

Mr. Tomasic

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

General Fund Budget:	\$536,569.07
Capital Improvements Plan:	\$ 8,661.40
Corrective Action Budget:	\$203,568.95
Road Improvement Fund:	\$ 1,068.90
Liquid Fuels	\$ 630.68

Moved: Mr. Tomasic
Second: Ms. Liscio

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

Detail of non general Fund Items:

Capital Improvements Plan:	ballfield work at rec center (grant funded), borough building repair/improvements
Corrective Action Budget:	Consent order sanitary sewer work
Road Improvement:	Engineer Expense & curbs
Bond Issue:	Salt purchases

Motion: Move to prepare and advertise an ordinance fixing the tax rate for the year 2009 and appropriating specific sums estimated to be required for the specific purposes of the municipal government.

Moved: Mr. Tomasic
Second: Ms. Liscio

NOTE: Summary information on the preliminary 2009 budget and fee and tax rates are attached to this agenda starting on page 11. The millage

rate is based on the assessed value provided by the county on its real estate website:
(<http://www.county.allegheny.pa.us/munimap/profile.asp?muni=42>)

Voice Vote – all in favor

Motion: Move to authorize the borough manager to advertise the preliminary 2009 budget and capital improvements plan which may be considered for approval as a final budget at the December 17, 2008 regular meeting of Council.

Moved: Mr. Tomasic
Second: Mr. Belmonte

Note: The full preliminary budget will also be advertised on the borough's website at www.foreshillspa.org.

Voice Vote – all in favor

Motion: Move to approve the amended Minimum Municipal Obligation (MMO) calculation received from actuary Mike Pisula specifying that the borough's obligation to the police pension fund is estimated to be \$90,706 in 2008.

Moved: Mr. Tomasic
Second: Ms. Liscio

Note: Original approval had been given to an MMO totaling \$102,625.

Voice Vote – all in favor

General Report:

1. The committee discussed possible changes in compensation with Tax Collector, Janet Sullivan. Because next year is an election year for the tax collector council must make any changes in compensation and any benefits by ordinance no later than February 15.
2. The committee is considering changing the trash fee billing from once during the year to quarterly collection coupled with the sewer fee billings. This change would apply to all accounts. The 2009 fee shown on the summary attached to this agenda is an estimate that may increase or decrease once the final budget is approved in December.
3. The committee recommends that council update its fee resolution at the December 17, 2008 meeting to include changes to recreation, rental, trash and other fees discussed at recent committee meetings.

4. The committee will review the 2009 preliminary budget and capital improvements plan approved tonight at its December 4 committee meeting and consider any changes or adjustments that might be necessary. This meeting and all meetings related to budget preparation are open to the public. At this time council intends to approve a final budget for 2009 at its December 17, 2008 business meeting.
5. The manager reviewed changes that will be made to earned income tax collection by 2012 based on the new state law that will reduce the number of tax collectors state wide. The change will affect all municipalities and school districts in the state.
6. The committee asked the manager to draft the language for an ordinance that specifies that the sewer fee is dedicated only to sanitary and storm sewer work. The borough currently only uses this fee for this work but a policy has never been established to specify that.

BOROUGH PROPERTY

Mr. Karas

General Report:

1. Committee members encouraged Cindy Simm to publicize the availability of 2009 pool passes for anyone who may want to give them as a gift during the holidays.
2. The manager noted that the borough will replace the wooden fence at the pool from the concession stand to the baby pool with a new aluminum fence. Funds will come from the 2007 bond issue. The old fence is falling apart in places and it is becoming difficult to find replacement ties that match.
3. The committee recommended that all submitted capital improvements plan projects for the 2009 plan be approved by the finance committee for the final budget. The projects are included in the preliminary budget that the finance committee considered in this meeting and will review again at its December committee meeting.

PUBLIC SAFETY

Mr. O'Malley

Motion: Move to approve ordinance number 981 which authorizes the borough to enter into a contract with Chalfant Borough for police services effective January 1, 2009.

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

Note: The contract specifies an increase of 3.8% over the current contract cost and a 3.8% increase during each year of the agreement. The 5 year agreement will reimburse the borough annually as follows:

For calendar year 2009.	\$36,430
For calendar year 2010.	\$37,814
For calendar year 2011.	\$39,251
For calendar year 2012.	\$40,743
For calendar year 2013.	\$42,291

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

Motion: Move to accept the recommendation of the Chief of Police and manager that the borough join with Wilkins Township and Churchill Borough in soliciting a grant from Rep. Paul Costa to replace the laptop computers in borough police cars with the latest technology.

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

Voice Vote – all in favor

Motion: Move to approve the job description for police secretary which expands the duties of the position to provide secretarial support to the public works foreman.

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

Voice Vote – all in favor

Motion: Move to approve the job description for Chief of Police as drafted by the borough's consultant and solicitor for personnel affairs.

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

Voice Vote – all in favor

Motion: Move to approve the job descriptions for the police personnel listed below as drafted by the borough's consultant and solicitor for personnel affairs:

Police Sergeant
Police Officer
DARE Officer
Canine Officer

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

Ms. Liscio comments that she made a suggestion about making the Dare Officer, K-9 Officer and Weapons Officers separate. Was this taken into consideration and is it in there?

Mr. Tomasic – there was discussion and it was stated that there is particular training associated with the assignment of these positions. A firearms officer trained specifically for that then comes back to the force and does training with the other officers.

Ms. Liscio – does this mean we don't have the ability to make sure 3 different people do it?

Mr. Tomasic – we can, we would have to go back through and as council we could say we don't think it should go in that direction and send everyone to be trained at the Allegheny County firearms facility.

Ms. Liscio – right now we limit are officers, if one person wants to do all three he gets all the training and there is no reason for anyone to feel they are a part of the force or getting any extra training.

Mr. Tomasic – training was discussed we asked how it was set up and why different personnel had different training. Basically the answer was that an individual had gone to training, then took additional training on their own and the way it was set up was appropriate based on their desire to train the other officers.

Ms. Liscio – we need to insure that the officers feel engaged to do their jobs and take on extra training. At this point there are 2 officers doing 3 jobs and I think in the future council would want 3 different people to do 3 different jobs so everyone is engaged.

Mr. Tomasic – suggests visiting this issue with the Chief of Police at the next public safety meeting and deciding whether or not as council if we would like a different hand in terms as how this process goes forth in the future.

Voice Vote – all in favor

General Report:

1. The committee recommended that all submitted capital improvements plan projects for the 2009 plan be approved by the finance committee for the final budget. The projects are included in the preliminary budget that the finance committee considered in this meeting and will review again at its December committee meeting.
2. The committee anticipates approving a new animal control contract with Hoffman Kennels for 2009 at the December business meeting.
3. Committee members asked the Chief to have one of the sergeants check several street lights along Greensburg Pike and Sharon Drive to determine if any of the lights may be removed. The committee is concerned with safety but believes that several lights may be overlapping with other lights nearby and therefore unnecessary.

OPERATIONS & POLICY

Ms. Liscio

Motion: Move to approve the minutes from the October 15, 2008 council meeting.

Moved: Ms. Liscio
Second: Mr. Tomasic

Voice Vote – all in favor

Motion: Move to approve the minutes from the October 22, 2008 special council meeting.

Moved: Ms. Liscio
Second: Mr. Tomasic

Voice Vote – all in favor

Motion: Move to authorize the manager to advertise any open positions and positions set to expire in late 2008 and early 2009 on borough boards and committees and contact those who currently hold the position to determine if they are interested in reapplying for their positions.

Moved: Ms. Liscio
Second: Mr. O'Malley

Voice Vote – all in favor

Motion: Move to accept the bid of Ray's Tree Service for 2009 tree removals in the amount of \$8,846 as recommended by the Tree & Shrub Committee.

Moved: Ms. Liscio
Second: Mr. Tomasic

The Tree and Shrub committee received the following bids for the 21 trees included in this project:

Company	Bid
Carl's Tree Service	\$ 9,465.00
Ray's Tree Service	\$ 8,846.00
Investment Enterprise	\$73,000.00

Roll Call Vote:

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

General Report:

1. The committee anticipates consideration and approval of a new employment agreement with Borough Manager Steve Morus that will provide an increase in several benefits including personal days and severance and that will correct a possible error in the manager's pension contribution. This may occur at the December business meeting but may be delayed until 2009 while council's finance committee considers a new administrator for borough pension plans as that would affect the agreement.
2. The borough did not receive any bids for energy suppliers. The solicitor is reviewing the situation to determine if we must bid again or if we can now negotiate an agreement without going to bid.
3. The committee is reviewing the 2009 meeting date calendar and will discuss establishing committee and business meeting dates at its December meeting.
4. Members are discussing ways in which the borough may save on legal costs and will discuss this further with the solicitor.

Motion: Move to approve Eagle Scout Luke Gormley's plans to establish a flag plaza and flag retirement area at the Forest Hills/Westinghouse Recreation Center along Greensburg Pike at Perry St. as part of his eagle scout project and as he explained to the committee at its November meeting.

Moved: Mr. Belmonte
Second: Mr. Karas

Voice Vote – all in favor

General Report:

1. The committee noted that the conditional use application for the Simple Gourmet Sandwich Shop on Ardmore Blvd. does not require council consideration as such a business is a permitted use there and not a conditional use.
2. Members reviewed an updated activity report from code officer Ron Willard.

Old Business:

Frank Porco – placement of cell phones in police vehicles that was proposed by the Chief at the last public safety meeting. Chief's points were valid – room in budget for costs that would be incurred – recommend moving it to committee in December for discussion and try to approve for the December business meeting so we can begin using them in fiscal year 2009.

Steve Karas – opposed to the idea – how would we monitor what calls were made – would they hand in monthly reports to see how the phones were used

Mr. Porco – some high level thoughts would be the Chief of Police is requesting this and obviously would bare the responsibility of it and insure the phone privileges aren't abused and they don't exceed the minutes plan that was selected. The minute plan the Chief mentioned would more than meet the required amount of minutes his officers would use the phone. Any personal calls would be used on each officers own personal phone.

Steve Karas – when we were discussing it the Chief was not here to justify why they were needed when they have radios.

Mr. Porco – The Chief made a multitude of reasons why. When we had dispatch we owned are frequencies and gave up those frequencies when we moved to 911 dispatch center. The air traffic has exceeded significantly since then and there are times when the officers have to communicate about inter borough stuff such as setting up a traffic detail for public works or when the officers are asked to contact defendants that are about to appear for court.

Mr. Karas – would like to have prepaid cell phones placed on committee agenda for discussion and also to move the budget amount out of public safety.

Mr. Tomasic – there should be a procedure to follow, establish a budget then decide where to go from there.

Mr. Korbel, Solicitor – recommends that a cell phone usage policy be adopted. This type of policy has been adopted by other municipalities. A brief explanation of the contents of the policy is given outlining specific areas.

Mr. Porco – suggests putting the cell phone usage policy on the December agenda.

New Business:

Mr. Karas – quick clarification: the budget process is based on what comes out of committees at the December finance meeting and the final budget approved at the December business meeting.

Mr. Porco – tonight council approved to advertise the preliminary 2009 budget which may be considered for approval as a final budget at the Dec. 17th regular meeting of council.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic

Second: Mr. Karas

Voice Vote – all in favor

- Next Scheduled Council Meeting: December 17, 2008
- Next Scheduled Committee Meetings (order to be determined): Tuesday, December 2, 2008 (Borough Property, Public Works, & Planning & Zoning) and Thursday, December 4, 2008 (Finance, Operations & Policy, & Public Safety).

2009 Preliminary General Fund Budget Summary

This information is an estimate that may change before the final budget is approved on December 17. It will be advertised as the borough's preliminary budget for 2009. Council will continue to discuss the budget at the finance committee meeting on December 4 and may make further changes. The meeting is open to the public.

Fee	2008	2009
Sewer Fee (per thousand gallons)	\$ 3.00	\$ 3.00
Trash/Recycling (per unit)	\$171.00	\$180.00*
Millage rate	8.35	8.35**
<i>Notes:</i> * Seniors qualifying under the borough's ordinance (Act 77) for a property tax reduction will also qualify for a trash fee of \$130. ** Millage rate subject to change pending receipt of the borough's final 2009 total assessed value as determined by Allegheny County.		

2009 Preliminary General Fund Budget

2008	2009	% Change
\$5,033,843	\$5,124,695	1.8% increase

2009 Preliminary Capital One Budget (revenues & expenditures)

Non Bond Issue Projects \$228,917 (increase of \$67,417)

2009 Preliminary Road Improvement Budget (revenues & expenditures)

Road Improvements \$298,593 (decrease of \$30,267)

2009 Preliminary Corrective Action/Capital Two Budget

Projects (revenues & expenditures) \$ 1,685,667 (decrease of \$ 263,885 pending receipt of ALCOSAN's final 2009 calculation)

2009 Preliminary Liquid Fuels Budget

Projects (revenues & expenditures) \$ 160,000 (decrease of \$823)