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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	Yes	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

Mr. Porco announced that an executive session was held on Tuesday, Oct. 7<sup>th</sup> and that another will be held following this meeting, both to discuss personnel issues.

He noted that the hayride will occur this Saturday, Oct. 18<sup>th</sup> beginning at 6:00 PM.

Mayor's Report:

Mayor Heller

Mayor Heller also noted the hay ride and arranged for the group that won the Mayor's Cup on National Night Out to be on one of the first rides. It is the group from Sharon Drive. He thanked Ms. Liscio for substituting for him on National Night Out.

He noted the farmer's market will continue through Oct. 31<sup>st</sup>.

Trick or Treating will be celebrated on Oct. 31<sup>st</sup> from 6:00 PM to 8:00 PM.

Tax Collector's Report:

Ms. Sullivan

No report.

Police Chief's Report:

Chief Fabrizi

Chief Fabrizi provided his monthly report.

He discussed the "smooth operator" program where the state is targeting aggressive driving.

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He discussed a major drug bust following an ongoing investigation of our department. We brought in the state attorney general's office and arrests were made last week. The investigation started after the observations of two of our officers who noted suspicious activity.

Fire Chief's Report:

Chief Heller

No report.

Woodland Hills EMS Report:

Adam Knight

No report.

Solicitor's Report:

Blaine Lucas

Noted several items:

We have been working with the manager re: zoning flow charts and they have now been completed. We need to modify several fees and address several other issues that have come up. We will work with Mr. Morus on that.

He discussed the committee meeting held with Mark Magalotti from Trans Associates and anticipates having a proposal soon.

Next month, following the planning commission review, a hearing will be held for a conditional use for a sandwich shop called Simple Gourmet.

Wilkinsburg Penn Joint Water Authority Report:

Ms. Broz

Ms. Broz presented a report on authority activities. She noted another water break on Greensburg Pike that has been repaired. Paving for the excavation areas should occur next week.

Public Comment

Jim Busa, Atlantic Avenue – questioned some of the items on tonight's agenda under finance committee. He asked for clarification of item number 4 on fees.

Mr. Tomasic – municipal services fees: the one fee everyone understands is the garbage fee. Most of the communities in the past used to have a tax for the garbage and it was included in the general fund. A lot of communities decided to take that out and make it a separate fee so the residents would know exactly what the cost of the fee

was and know what it was going toward. One of the expenses that we have encountered is the new fire truck. Council is considering having a specific fee dedicated to the fire truck cost only. Instead of raising taxes we would have a payment schedule for the next number of years and ask each household to assist the borough by paying a 10\$ - \$20 fee. Once the fee payment was set for the fire truck it would remain the same for the next 10 to 20 years.

Mr. Busa – item #2 increase in the millage.

Mr. Tomasic – item #2 is a proposal for the year 2010. The intent is not to raise taxes but everyone has to be made aware that things are not very good in the economy and if costs continue to escalate an increase in millage may be a possibility.

Mr. Busa – comments that he is confused because it sounds like the trash fees will go up in addition to the 15 year per household fee of \$10 to \$20.

Mr. Tomasic – the garbage fee may go up because of an increase in cost but the per household fee for the fire truck would remain the same for the 15 years.

Committee Reports:

**PUBLIC WORKS COMMITTEE**

Mr. Belmonte

**Motion:** Move to authorize preparation and advertisement of an ordinance to approve a 5 year contract with Chalfant Borough for public works services.

Moved: Mr. Belmonte

Second: Mr. Tomasic

Voice Vote – all in favor

*General Report:*

1. The committee reviewed capital improvements plan projects for the 2009 plan that were submitted by borough staff.
2. Mr. Belmonte reported on information he received from the Turtle Creek Valley Council of Governments re: possible joint bidding on paving contracts in the future in an effort to reduce costs.
3. The contractor for the remaining 3 road segments to be paved as part of the 2008 contract began work this week. The segments include Forest Hills Road from Woodside to Niagara, Avenue E, and Atlantic Ave from Lenox to Ave. K.

We are also resurfacing the driveway at the recreation center under a grant for improvements to that facility.

4. The borough will consider undertaking an erosion and sedimentation plan prior to further work in placing clean fill material behind the recreation center and ball fields.

## FINANCE COMMITTEE

Mr. Tomasic

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

General Fund Budget:	\$103,358.75
Capital Improvements Plan:	\$ 11,250.34
Corrective Action Budget:	\$ 58,783.20
Road Improvement Fund:	\$ 792.75
Bond Issue ('02):	\$ 781.16
Bond Issue ('07):	\$ 3,134.35

Moved: Mr. Tomasic  
Second: Ms. Liscio

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Karas	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:	Office furniture (grant funded), ballfield work at rec center (grant funded), walkway improvements
Corrective Action Budget:	Consent order sanitary sewer work
Road Improvement:	Engineer Expense
Bond Issue:	Ryan Glen Park (2002), accessories for new Ford F-350 (2007)

### *General Report:*

1. The manager provided a first draft of the 2009 Budget and Capital Improvements Plan to the committee for review. It included several alternatives to balance the budget with a potential millage rate increase of just under 0.7 mills as one

alternative. The budget likely will include a \$7 per household increase in the trash fee. At this time, the committee does not anticipate an increase in the sewage fee.

2. The manager provided a preliminary 2010 budget which could require a tax increase of at least 1.3 mills to balance the budget if all estimates hold. Projections include a further increase in the trash fee as well for 2010.
3. The finance committee and council will hold a special meeting to review the 2009 budget at 6:30 PM on Wednesday, October 22, 2008 in council chambers. Members will continue to review the 2009 budget and capital improvements plan during future finance committee meetings on November 6 and December 4. Council anticipates approving a preliminary budget at the November 19 business meeting and a final budget at the December 17 business meeting.
4. This committee discussed options for modifying or adding certain fees in the borough including a municipal services fee which would include the trash fee as part of it and a separate 15 year fee of \$10 - \$20 per household to assist the borough and Volunteer Fire Department in paying for the new truck purchased last year. The committee will continue to discuss these and other options as part of its budget deliberations.

## **BOROUGH PROPERTY**

Mr. Karas

### *General Report:*

1. Committee members reviewed items for inclusion in the 2009 Capital Improvements Plan.
2. A free energy audit of borough buildings will be conducted by students in Duquesne University's environmental and business program beginning later this year.
3. Wilkinsburg asked the borough's permission to borrow an old fire truck for several weeks while their truck undergoes some work. The borough agreed provided that Wilkinsburg provides a specific time period for its use and insurance coverage that is acceptable to our insurance company.
4. The committee is reviewing several policy and procedure improvements for the Fun in the Park program submitted by the Marketing and Events Director.
5. Mr. Gaus reported that roof replacement work on the recreation center lodge will begin soon.

6. Mr. Karas reviewed a number of recreation items with committee members including adjustments in salaries for the synchro swim team coaches and several improvements to the pool that the assistant recreation director/pool manager, Lynn Cassidy, is investigating.

**PUBLIC SAFETY**

Mr. O'Malley

**Motion:** Move to authorize preparation and advertisement of an ordinance to approve a 5 year contract with Chalfant Borough for police services.

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

Voice Vote – all in favor

*General Report:*

No report

**OPERATIONS & POLICY**

Ms. Liscio

**Motion:** Move to approve the minutes from the September 17, 2008 council meeting.

Moved: Ms. Liscio  
Second: Mr. Karas

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

**Motion:** Move to approve a workplace violence policy as prepared by the borough solicitor for personnel matters and as attached to this agenda.

Moved: Ms. Liscio  
Second: Ms. Katchmar

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Karas	Yes
	Ms. Katchmar	Yes
	Ms. Liscio	Yes

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Mr. O'Malley	Yes
Mr. Tomasic	Yes
Mr. Porco	Yes

**Motion:** Move to authorize the solicitor to prepare and advertise bids for energy suppliers for borough use with bid opening to be at council committee meetings on November 11, 2008 at 7 PM.

Moved: Ms. Liscio  
Second: Mr. Tomasic

Voice Vote – all in favor

**Motion:** Move to authorize the arborist and tree and shrub committee to advertise for bids for tree removals in 2009 with bids to be open by the committee at a date and time so designated in the advertisement and with a report on bids to be reviewed by council for final approval.

Moved: Ms. Liscio  
Second: Mr. Tomasic

Voice Vote – all in favor

*General Report:*

1. The manager proposed that council consider permitting an option for paying the borough's annual trash fee by dividing the fee into quarterly payments that can be billed as an itemized charge along with the sewer fee. The quarterly payment would include a service charge but may allow residents to better afford payments. The committee will consider this change along with the borough's finance committee.
2. The committee reviewed the policy for placing announcements on the swimming pool entrance sign board and agreed that it should remain exclusive to Borough of Forest Hills notices only.
3. Members noted that the hayride is scheduled for this Saturday, October 18 beginning at 6 PM at the rec center.

**PLANNING & ZONING**

Ms. Katchmar

*General Report:*

1. The committee reviewed the rental property inspection and permitting requirements of the adopted property maintenance code and asked that the manager and zoning officer prepare to inform landlords that this will be enforced in a few months. The borough delayed enforcing this portion of the code while council considered a stronger rental property ordinance which has since been tabled. Anyone interested in viewing the rental property requirements can find it on line at foresthillspa.org or may view a hard copy in the borough office during business hours as part of Chapter 5 of the code of ordinances.
2. Members asked the solicitor to review requirements for the height of grass and weeds and recommended that the maximum height be reduced from 10 inches to 6 inches.
3. The manager provided the committee with several charts and summaries that will be used to provide interested parties with a short hand version of requirements for conditional uses, subdivisions and land developments and fees. The committee agreed that the forms were appropriate to use.
4. The committee reviewed the sign permit application form prepared by zoning officer Bill McChesney and solicitor Steve Korbel and authorized its use.
5. Mr. Belmonte noted that he is investigating the borough's participation in a joint comprehensive plan with neighboring municipalities.

Mr. Tomasic commented that he noted a considerable amount of clean up in the borough and added that it is because we have a code enforcement officer dedicated to handle these issues.

Mr. Porco noted that we must begin looking at borough steps and sidewalks that require repairs.

#### Old Business:

Mr. Porco discussed the economic situation that is impacting everyone in the United States and discussed the \$700 billion stimulus project approved by Congress. He cautioned all to be watchful as it will have a trickle down effect and will impact our budget next year and beyond. We must look at combined efforts to save money.

#### New Business:

Mayor Heller asked Ms. Katchmar to discuss Light Up Night. It will be held on Wednesday, November 19<sup>th</sup> from 6:00 PM to 9:30 PM. This will conflict with the council meeting but Mr. Porco promises to move the meeting along.

Suggestion to start the council meeting earlier and time the conditional use hearing for later in the evening. Meeting will be rescheduled to begin at 6:00 PM that evening and schedule the conditional use for sometime during the meeting.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic

Second: Mr. O'Malley

Voice Vote – all in favor

- Next Scheduled Council Meeting: November 19, 2008
- Next Scheduled Committee Meetings (order to be determined): Tuesday, November 11, 2008 (Borough Property, Public Works, & Planning & Zoning) and Thursday, November 6, 2008 (Finance, Operations & Policy, & Public Safety).
- Special Meeting of Finance Committee and Council: Wednesday, October 22, 2008.

## **The Borough of Forest Hills Policy on Workplace Violence**

### **Zero Tolerance:**

**The Borough has zero tolerance for acts of workplace violence or the threat by an employee to use violence in the workplace.**

### **Coverage:**

This Policy applies to all employees within the Borough of Forest Hills and to those persons who do business with the Borough or use the Borough's facilities. Each employee will be required to sign an acknowledgement that he or she has received this Policy and understands its contents and intent. Any employee who refuses to sign the acknowledgement may be subject to discipline up to and including termination.

### **Definitions:**

The language and words in this policy should be given their common, ordinary, common sense meaning unless a specific definition is set forth herein.

1. **Workplace Violence** – Includes, but is not limited to intimidation, threats, physical attack, racial, gender, sexual preference and/or ethnic comments, or property damage.
2. **Threat** - The expression of an intent to cause physical or mental harm, without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.
3. **Physical Attack** – Unwanted or hostile physical contact, such as hitting, fighting, pushing, shoving or throwing objects.
4. **Property Damage** – Intentional damage to property, which includes property owned by the Borough, employees, or residents.
5. **Intimidation** – Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce duress.
6. **Possession** – Includes, but is not limited to, the presence of a weapon on the employee, in any Borough owned vehicle or vehicle used for Borough business, lunch box, locker, tool kit, bag, purse, cabinets, office, etc.
7. **Weapon** - Any gun, knife, pepper-spray or other item, unless specifically authorized as tools for the performance of job duties, which is typically identified as an instrument to inflict harm or to physically defend oneself.

**Prohibited Activities:**

The following acts are prohibited:

1. Engaging in workplace violence as defined herein.
2. Using, possessing or storing any weapon in a locker, desk, Borough owned vehicle or vehicle used for Borough business, lunch box, tool kit, bag, purse or other repository on the work site or Borough premises (This section does not apply to actively employed law enforcement officers).
3. Refusing to turn over a weapon at the request of the Borough Manager after the Borough Manager has received a credible report that the employee is in possession of a weapon.
4. Refusing to sign a statement to comply with the Borough's policy on Workplace Violence.

**Site Security and Safety Measures:**

In an effort to fulfill the commitment to a safe work environment for employees, customers, and visitors, a site security and safety measures must be followed:

- (1) Access to the Borough's property is limited to those with a legitimate business interest.
- (2) All visitors must appear at the registration desk and sign in identifying their name and who they are seeing.
- (3) Desks, telephones, and computers are the property of the Borough. We reserve the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice.
- (4) The fax, copier, and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems.

**Procedures:**

It is the responsibility of all employees of the Borough to report any act of workplace violence of which he or she becomes aware of. All complaints will be promptly and thoroughly investigated. This policy does not, however, conflict or interfere with the ability or duty of any employee to report an incident to the proper authorities. Furthermore, employees should take any action they deem necessary, within the law, to protect their own safety.

1. Employees who witness or who are victims of workplace violence should immediately report it to their supervisor or to any other supervisor if it would be obvious that the employee's immediate supervisor is not the appropriate person to whom to make the report.

2. Supervisors must react immediately so that the matter is promptly and thoroughly investigated and resolved. All reports or complaints under this policy must be investigated.
3. Supervisors must also immediately report to the Borough Manager and the Chief of Police all workplace violence brought to their attention, directly or indirectly, by any person.
4. The supervisor or Borough Manager may immediately take the appropriate action to suspend the individual(s) involved, pending the results of an investigation. If the individual(s) refuses to leave, the supervisor or Borough Manager shall contact the Police Department to escort the individual(s) off the premises.
5. The Borough Manager and the employee's direct supervisor, unless the direct supervisor is the alleged perpetrator of workplace violence in which case another neutral employee should be included, will discuss and complete the investigation of the allegations. This includes contacting law enforcement authorities if the incident warrants this response.
6. At the conclusion of the investigation, the employee will be notified of the action taken. The action to be taken must be reviewed by the Borough's legal counsel before it is communicated to the employee.
7. If, as a result of the investigation, disciplinary action is taken against an employee, documentation of the incident will be placed in the employee's personnel file. If, as a result of the investigation it is determined that there is no basis to support disciplinary action, a record of the incident and the investigation will be maintained in a separate investigation file.
8. The Borough reserves the right to take all criminal or potentially criminal activity to the proper authorities for further or additional investigation.

**Discipline:**

1. A violation of this policy shall be considered unacceptable personal conduct and shall subject the employee to disciplinary action up to and including dismissal.
2. Retaliation or harassment against a person making a report in good faith will not be tolerated and may subject the person engaging in alleged retaliation to discipline. The Borough will undertake all reasonable steps, including cooperation with the Police Department, to insure that someone who has reported violence or the threat of violence will suffer no adverse consequences from so doing.
3. Discipline under this section shall be in accordance with any applicable collective bargaining agreement, and nothing in this policy shall be read to conflict with the provisions of such agreements.

**Miscellaneous**

1. If any member of the public threatens an employee, or acts violently toward an employee, this matter should also be reported immediately as described above, and a prompt investigation will be undertaken which will, in turn, be followed by appropriate action.
2. Off duty violent conduct may be considered by the Borough of Forest Hills to form the basis of disciplinary action.

# **The Borough of Forest Hills**

## **Policy on Workplace Violence**

**Adopted by the Borough of Forest Hills on**

I have read this policy regarding violence in the work place and I understand its contents and intent.

\_\_\_\_\_  
*Employee Signature*