
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	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 council met in an executive session on May 7th to discuss bargaining matters and that another executive session was held earlier this evening to discuss pending litigation and personnel issues.

Mr. Porco noted that council met with two consultants re: selection of a police chief. This will be discussed further later this evening.

Mayor's Report: Mayor Heller

No report.

Tax Collector's Report: Ms. Sullivan

No report.

Officer in Charge Report: Sgt. Williams

Sgt. Williams presented a monthly report and noted that an internet safety class was held at St. Maurice. Other activities were also outlined in his report.

He noted that CPR training was held among other training issues.

Fire Chief's Report: Chief Heller

No report.

Woodland Hills EMS Report: Adam Knight

No report.

Solicitor's Report:

Blaine Lucas

Mr. Lucas noted two pending matters:

Suggested background check policy will be presented at June committees.

Status of mutual aid agreements are under review and further information will be provided in committee.

Wilkinsburg Penn Joint Water Authority Report:

Ms. Broz

Ms. Broz had no report.

Public Comment

Tami Kaylo, 708 Filmore Road – Business Manager for Speedy Mart states that she alone initiated the petition, unknown to Officer Mesarchik, for Chief of Police. The petition was given to Mr. Porco in April. Ms. Kaylo comments that she meant no discredit to any of the other individuals who may be interested in the position.

Mr. Porco comments that council as a whole has decided to follow a very specific process in the selection of a chief. Council will enlist the help of a consultant to assist in the hiring of a new police chief.

Jim Busa, Atlantic Avenue – inquires about the proposed school that was to be located at the EPI building.

Mr. Porco comments they are reversing there course on the decision to locate the school. He will contact Senator Costa for further information.

Mr. Busa – inquires if one of the improvements for Koch Park will include paving the area in front of the park?

Mr. Belmonte – comments that the committee discussed having some easy things done at Koch Park this season, with a more extensive plan in place for next year. Some items for this year would be painting fences, paving tennis courts and repairing the backboards.

Joe Ladik, 115 Ashley Court – comments on the material being piled up in the parking lot adjacent to the Westinghouse/Forest Hills recreation center stating that it is an eyesore.

Mr. Porco – this has been an ongoing discussion – will take it back to committee – a staging area is needed for different projects going on in the borough.

Committee Reports:

PUBLIC WORKS COMMITTEE

Mr. Belmonte

Motion: Move to accept the bid of A. Folino Construction in the amount of \$145,541.78 for asphalt paving in the borough.

Moved: Mr. Belmonte
Second: Mr. Tomasic

Bids opened on May 5 as follows:

Company	Bid	EMS Parking	Bid Bond (Yes or No)
Peter J. Caruso & Sons	\$204,297.00	\$16,650.00	Yes
Derry Construction Co.	\$168,062.10	\$18,205.00	Yes
El Grande Industries	\$190,747.60	\$13,620.00	Yes
Michael Facchiano Contracting	\$198,306.70	\$18,608.90	Yes
A. Folino Construction	\$145,541.78	\$17,271.00	Yes
Glenn Johnston Inc.	\$177,435.60	\$15,695.00	Yes
Morgan Excavating LP	\$168,996.19	\$14,266.85	Yes

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 authorize the solicitor and engineer to prepare and advertise an ordinance amending the borough's stormwater ordinance.

Moved: Mr. Belmonte
Second: Mr. Tomasic

Voice Vote – all in favor

Motion: Move to authorize the engineer to prepare and advertise for bids for a sewer lining contract as part of the borough's corrective action plan.

Moved: Mr. Belmonte
Second: Ms. Katchmar

Voice Vote – all in favor

General Report:

1. The committee understands that a speed limit study of Sherwood Road between Morrow and Glasgow will be undertaken by the engineer now that the speed trailer is repaired.
2. Committee members were informed by the engineer and public works foreman of the progress on grading and fill behind the recreation center. The roadway to access the area behind the ballfields will be closer to the fence initially to allow for removing brush and dead trees and preserve other trees further behind the center. Also, old concrete from road work this year will be broken up and used as part of the fill area behind the fields.
3. The committee will review bids for concrete paving work with the engineer at the June meeting to determine if the borough can afford to undertake this work in 2009.

FINANCE COMMITTEE

Mr. Tomasic

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

General Fund Budget:	\$578,813.71
Capital Improvements Plan	\$ 499.90
Corrective Action Budget:	\$ 25,351.31
Liquid Fuels:	\$ 2,698.10
Road Improvement Fund:	\$ 2,137.50
2002 Bond Issue	\$ 10,210.48
2007 Bond Issue:	\$ 7,897.55

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

Ms. Liscio noted that she would abstain from approving any invoices that may be there from Reinhart Food Service. She will submit a memo to that effect.

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:	Police laptops phone cards
Corrective Action Budget:	Sanitary Sewer consent order work
Liquid Fuels:	Salt
Road Improvement:	Engineering
2002 Bond Issue:	Public works garage
2007 Bond Issue:	Office improvements

Motion: Move to approve the proposal of Ameriserv to serve as the manager and administrator of borough pension funds as soon as such funds may be appropriately transferred and with minimal disruption to those receiving pension checks.

Moved: Mr. Tomasic
Second: Ms. Liscio

Ms. Katchmar – thought council was going to review the financial stability of these two companies and make a decision based on the review – quotes ratings for both companies stating that BNY/Mellon has a AA-minus rating which means it carries a very high credit quality with a low default risk – until the economy is more stable stay with Mellon.

Mr. Tomasic – there have been several months of discussion – the ratings have been checked and the difference between them is so small – an independent consultant was brought in to review the proposal – there is a savings of \$12,000 per year – can't see any reason to delay the vote.

Motion: Move to table the motion

Moved: Ms. Katchmar
Second: failed without a second

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Karas	Yes

Ms. Katchmar	No
Ms. Liscio	No
Mr. O'Malley	Yes
Mr. Tomasic	Yes
Mr. Porco	Yes

General Report:

1. At the May meeting, the manager reviewed a number of items in the general fund. While the borough's finances are stable, the manager pointed out several areas of concern when comparing funds received and expended this year with those received and expended a year ago at this time. All members of council are urged to review the full material provided by the manager. The manager provided the following chart, among other information, as an example of the comparison:

<i>Year to Date Figures May 1</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
Real Estate Tax	\$1,624,834.46	\$1,874,893.53	\$1,597,536.04
Earned Income Tax	\$ 189,140.05	\$ 217,987.76	\$ 200,937.42
Total Revenues	\$2,671,785.18	\$2,891,330.43	\$2,302,735.64
Total Expenditures	\$1,789,427.08	\$1,933,615.91	\$1,948,729.82

2. The 2008 audit is complete and will be forwarded to the borough soon. The auditors found the borough's books to be in good order. Also, the manager recommended that council consider picking up the option year for the auditor, Case Sabatini, which will allow them to audit 2009 finances at the same cost as the last three years. This will be discussed at the June meeting.
3. The manager noted that funds available from the federal stimulus package are unlikely to trickle down to the borough unless we are able to take advantage of the COPs grant or apply for low interest borrowing for sewer work from Pennvest. Most of the stimulus money is available only to larger governments.

BOROUGH PROPERTY

Mr. Karas

General Report:

1. Committee members reviewed a number of items including:
 - a. Establishing a catering policy for the Forest Hills/Westinghouse Recreation Center
 - b. Creating an ordinance re: no smoking at borough parks
 - c. Koch Park and other park improvements including placing 3 trees at

- certain locations in Bright Park
d. Limiting use of the fields at the recreation center to use by permit only

PUBLIC SAFETY

Mr. O'Malley

Motion: Move to remove from the table a motion to approve heart and lung insurance from AmeriHealth Casualty Insurance so that it may be considered by council.

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

Voice Vote – all in favor

Motion: Move to accept a proposal from AmeriHealth Casualty Services via our insurance broker, the Higbee Agency, for Heart & Lung insurance coverage at an annual premium cost of \$7,634.

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

Ms. Liscio – this was not a budgeted item – where will the money come from to pay for it – we are asking people to stay within the budget and we are not.

Mr. O'Malley – we are covering a cost that has been repeatedly occurring over and over again and exposing ourselves to a greater cost.

Discussion related to 3 officers being shot and costing the borough nearly \$38,000.

Mr. Porco – paying \$7,600 over 10 years adds up – if no major injuries occur that money could be put to better use.

Mr. Belmonte – comments on the reserve account being available for situations like this.

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Karas	No
	Ms. Katchmar	Yes
	Ms. Liscio	No
	Mr. O'Malley	Yes
	Mr. Tomasic	No
	Mr. Porco	No

Motion: Move to hire Mr. Ogden as a consultant to council in the interviewing and hiring of a new police chief at a rate of \$100 per hour.

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

Mr. Karas – do we have an approximate amount of time that this would take?

Mr. O'Malley – the other consultant said a typical expenditure for this type of a project would be \$2,000 - \$3,000.

Ms. Liscio – Mr. Ogden would be \$5,000 not \$3,000, can you explain why Mr. Ogden was chosen over Mr. Gamble?

Mr. O'Malley – both men are extremely well qualified – his opinion is that Mr. Ogden seemed better, more concise manner and would do the job at a more rapid pace than the other consultant, so we would not be spending more than \$3,000.

Mr. Porco – encourages everyone not to think only about the hourly rates, cost is always a concern, but think about the approach we want to take in developing a profile for the police chief. Mr. Gamble's approach was very functional – Mr. Ogden summarized his approach as a more holistic approach to the position. Where do you want this department to be in 5 to 10 years – what is your vision for the department and community.

Mr. Tomasic – liked Mr. Ogden's method of dealing with the interview process – he would list the pluses and minus related to each candidate and then give them to council to evaluate – he does not recommend a candidate

Ms. Liscio – would like to see a blind question put together by Mr. Ogden – state a situation that a police chief would come upon – have each candidate complete the question on how they would handle the situation, what the protocol should be – this has been very successful in other places.

Roll Call Vote:	Mr. Belmonte	No
	Mr. Karas	Yes
	Ms. Katchmar	No
	Ms. Liscio	Yes
	Mr. O'Malley	Yes
	Mr. Tomasic	Yes
	Mr. Porco	Yes

Motion: Move to approve a policy for handling hostage situations as modeled by the International Association of Chiefs of Police.

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

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

General Report:

1. The committee reviewed the borough's policy on false alarms and new language in the borough's code that requires anyone installing a security system to apply for a permit from the borough.
2. Members asked the solicitor to continue work on updating Mutual Aid policies and ordinances with neighboring municipalities. As noted by Sgt. Williams, the borough's police manual may require updating as well.
3. The manager was asked to contact solicitor Mike Palombo to ask for assistance in updating the borough's civil service regulations re: promotions in order to be consistent with the Colella v. Wilkinsburg decision.

Mr. Tomasic asked Sgt. Williams for a copy of the mutual aid section that is currently in our policy. Mr. Lucas noted that will be included in the packet that he will provide on this issue.

OPERATIONS & POLICY

Ms. Liscio

Motion: Move to approve the minutes from the April 15, 2009 council meeting.

Moved: Ms. Liscio
Second: Ms. Katchmar

Voice Vote – all in favor

Motion: Move to approve the following policy:

Any and all requested changes to employee salary and benefits shall only be accomplished following a minimum two week period following the date the request is received to allow staff such time as may be necessary to review any resolutions, ordinances or contracts that may control or impact the requested change. This includes changes governed by a labor contract although such change may require the initiation of the grievance procedure in order to bring the need for such change to light.

Where staff members involved in researching such requests may also be affected by it, said request shall go to the proper committee of council for review at its normal monthly meeting followed by a full vote of council. Further it is the sole responsibility of council to make, amend, reduce, award, or change a negotiated obligation of the borough or its employees. Such a change requires that any request to do so must be written, forwarded to a council committee and submitted to the full council for a vote at a public 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 as policy the Forest Hills protocol on conduct by elected officials attached to this agenda.

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

General Report:

1. Ron Willard, code officer, reviewed the process for enforcing commercial recycling and reporting.
2. Mr. Karas is pursuing options for amending the recycling process in the borough and reviewing with committee members the current trash and recycling agreement with Waste Management.

PLANNING & ZONING

Ms. Katchmar

Motion: Move to authorize the solicitor to prepare and advertise an ordinance re: house and building numbering requirements.

Moved: Mr. Katchmar
Second: Mr. Karas

Voice Vote – all in favor

General Report:

1. The committee reviewed the condition of several properties and agreed that without objection council authorizes the solicitor to begin condemnation proceedings for 326 Avenue A.
2. Mr. Morus discussed potential fee requirements with Building Inspection Underwriters re: adding a requirement for residential occupancy permits under the borough's property maintenance ordinance whenever a property is sold.
3. The solicitor informed the committee that Jodi B's Restaurant has submitted an application to the PLCB to transfer a liquor license to the restaurant.

Old Business:

New Business:

Mr. Porco noted the Memorial Day ceremony at 11 AM this Monday.

Ms. Katchmar asked for an executive session following this meeting re: Sunshine Act requirements.

Adjourn: Motion to adjourn or adjourn by acclamation

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

Voice Vote – all in favor

- Next Scheduled Council Meeting: June 17, 2009
- Next Scheduled Committee Meetings (order to be determined): Tuesday, June 2, 2009 (Borough Property, Public Works, & Planning & Zoning) and Thursday, June 4, 2009 (Finance, Operations & Policy, & Public Safety).

Forest Hills Protocol on Conduct by Elected Officials

Preamble

Forest Hills elected officials believe that there is no higher calling than public service. To that end, the borough's elected officials share a common bond regardless of party or political consideration and establish this statement of protocol which shall govern the conduct and behavior of all elected officials and establish recommendations for those running for office in the borough.

The foremost goal of all Forest Hills elected officials must be to promote, protect and preserve the community at large. We recognize that no one person, no single group and no separate entity is greater or more worthy of advancement than the whole community of Forest Hills.

Officials recognize that politics is a necessary part of the process initially but that once the political function is completed the governing function must take precedence in order to move the borough forward. Forest Hills elected officials agree that the political function must take place in an atmosphere of honest debate and that honest debate requires a respect for the right of an individual to run for and attain office regardless of the positions he or she holds. This concept of honest debate carries into the office that he or she holds recognizing that policy discussions and implementation do not come at the cost of engendering disrespect among colleagues and do not include personal attacks as part of promoting what one believes to be in the best interest of Forest Hills.

This code is therefore established to encourage a high standard of behavior among all Forest Hills elected officials so as to provide a higher level of public confidence in borough government and guide elected officials in making decisions and interacting with the public and each other.

Principles

1. Whatever personal disagreements I have had with other elected officials, whether imposed upon me by others or inflicted by me on others, ended with the adoption of this protocol and a clean slate exists with my fellow elected officials so that we may together promote the principles noted here.
2. I recognize that all of my fellow officials share a common bond with me that is unique to the American political system and seek and hold office in order to serve, maintain and improve the Borough of Forest Hills regardless of the views each holds and regardless of whether I agree with those views and opinions.
3. I recognize that allowing the dignity of a fellow official to be sullied or denigrated by others only serves to reduce the dignity and respect for my position as well. My actions and words will reflect the tone and dignity with which I wish to be treated.

4. I will treat others with respect even though I may have serious disagreements. That means that the tone of my voice and my words will be used only to explain my position on matters and not to disparage others or impose my will.
5. Should I run for office against a fellow official or support others who may oppose a fellow official I will do so with respect, courtesy and dignity and will refrain from innuendo, half truths and distortion. I will encourage those running for office to follow these values as well. Further I will encourage those running for office to educate themselves on the workings of the borough in advance of seeking public office and participate in any orientation offered by the manager and staff.
6. I will not allow others who may have a disagreement with a fellow official to attempt to influence me nor will I listen to or spread the words of anyone, be they employee, citizen, the media or other, which impugns the dignity or integrity of a fellow official and will request that any such individual or group bring matters of disagreement to the official in question.
7. I will only seek to make decisions that serve to further the best interests of the Borough of Forest Hills and to that end will not allow partisanship to enter into my decision making.
8. I approach my work informed of issues, enthusiastic, energized, interested, ready to participate, and focused. I prepare by reading agendas and other material before meetings and asking the staff ahead of time informational questions to assist my preparation. In meetings and otherwise, I ask relevant questions that will advance the discussion and assist decision-making.
9. I respect the manager's position as an apolitical, nonpartisan employee. I will allow the manager to do his job and refrain from involving him in a disagreement with another official. Further I assume that the manager's recommendations, actions, and ideas are made after careful consideration and regardless of who may support a particular side and is done so only in the best interests of Forest Hills.