
MINUTES

Call to Order: Mr. Porco

Pledge of Allegiance: Mayor Heller

Following the pledge, those assembled stood for a moment of silence in honor of Bill Homze who passed away yesterday.

Roll Call:

Mr. Belmonte	Yes	Mr. Porco	Yes
Mr. Karas	Yes	Mayor Heller	Yes
Ms. Katchmar	Yes	Janet Sullivan, Tax Collector	Yes
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

He noted an executive session was held on May 2nd to discuss personnel and collective bargaining issues.

He noted the passing of Bill Homze and that the Mayor would discuss Mr. Homze's passing further under his report.

He noted the flag retirement ceremony held last month under the direction of Eagle Scout Luke Gormley.

Mr. Porco also noted that the Rotary Club will be holding the Chili Cook Off on April 26th at the Westinghouse/Forest Hills recreation center.

He recognized the 3 Pittsburgh Police Officers who were killed in the line of duty earlier this month.

Mayor's Report: Mayor Heller

Mayor Heller discussed the passing of former officer Bill Homze and paid tribute to his memory.

The Mayor also noted the tragedy at St. Maurice Church that resulted in one fatality and several others injured. Certificates of recognition were presented to those who assisted during the tragedy.

Tax Collector's Report: Ms. Sullivan

Ms. Sullivan presented her monthly report.

Officer in Charge Report: Sgt. Williams

Sgt. Williams presented a monthly activity report.

Noted that the Probola's had a baby boy very early this morning.

Fire Chief's Report: Chief Heller

No report.

Woodland Hills EMS Report: Adam Knight

No report.

Solicitor's Report: Blaine Lucas

Mr. Lucas noted several items:

Working with engineer, Paul Gaus, on a draft storm water ordinance amendment.

In the process of finalizing the zoning forms.

Provided council with a tax assessment appeal notice.

Wilkinsburg Penn Joint Water Authority Report: Ms. Broz

Ms. Broz presented her monthly activity report. She noted that permanent repairs will be made to the section of Glasgow Road that was under construction late last year.

Public Comment

Meghan McQuade, 1444 Brinton Road, Senior at Woodland Hills High School - a request to paint wolverine paw prints in the parking lots of the Forest Hills main park, pool parking lot and the Westinghouse/Forest Hills recreation center in hopes of increasing support of the 12 districts within the school district and promoting team spirit.

Committee Reports:

PUBLIC WORKS COMMITTEE

Mr. Belmonte

Motion: Move to authorize the manager and public works foreman to prepare and advertise a legal ad for the sale of the old 1997 International dump truck with ten foot snow plow and salt spreader.

Moved: Mr. Belmonte
Second: Ms. Liscio

Voice Vote – all in favor

Motion: Move to approve an ordinance that would reverse the direction of traffic flow on Kenmore and restrict parking on the following roadways:

- Arnold Avenue
- Portage Lane
- Leon Way

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

Ordinance Title Reads as Follows:

AN ORDINANCE OF THE BOROUGH OF FOREST HILLS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 15 OF THE CODE OF ORDINANCES OF THE BOROUGH OF FOREST HILLS, MOTOR VEHICLES, TO ESTABLISH NO PARKING ZONES ON ARNOLD AVENUE, LEON WAY, PORTAGE LANE AND ALL CUL-DE-SACS AT DESIGNATED LOCATIONS AND TIMES AND TRAFFIC FLOW ON KENMORE AVENUE.

Note: *The ordinance would:*

Prohibit parking at all times on:

Arnold Avenue, South side from Barclay Avenue to Greensburg Pike

Leon Way, West side Between Signs Posted behind 1821 Ardmore

Prohibit parking at certain hours on:

Arnold Avenue, North side from Barclay Avenue to Greensburg Pike from 2 A.M. to 6 A.M.

Portage Lane, East side Between Signs Posted from 8 A.M. to 7 P.M.

Prohibit parking during the months of November through March on:

Portage Lane, Both sides 11 AM to 3 PM when snow covered

In all cul-de-sacs or end of streets as listed below when snow covered:

*Ashley Court
Cara-Lin Dr.
Carmel Court
Chalet Dr.
Dinell Dr.
Fieldcrest Rd.
Forest Ridge Dr.*

*Hawthorne Court
Hazel Place
LeGrande Dr.
Parise Drive
Patrice Court
Sheryl Lane
Tanglewood Dr.*

Reverse the one way direction of traffic on Kenmore beginning at Thorn Alley to Rockwood

Mr. Tomasic asked if all were in agreement with the flow on Kenmore and if a survey had been completed. Sgt. Williams noted that the residents didn't agree with the change. He explained the reasoning for the change including traffic safety issue at Yost and protection for the bank from robberies.

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

General Report:

1. The committee reviewed the draft cell phone policy and agreed that it should be approved through the public safety committee.
2. Members discussed the installation of speed humps on Sherwood Road.

3. Jim Theilacker reported at the finance committee meeting that the total cost of the new dump truck amounts to \$153,067. Funds will come from the bond issue (\$110,000), the sale of the old truck authorized tonight and a projected grant from the PA Department of Environmental Protection which may cover 35% of the cost of the truck. The purchase was approved by council at the last meeting.

FINANCE COMMITTEE

Mr. Tomasic

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

General Fund Budget:	\$248,573.43
Capital Improvements Plan:	\$ 2,536.06
Corrective Action Budget:	\$ 19,182.06
Liquid Fuels:	\$ 80,507.68
Road Improvement Fund:	\$ 2,792.50

Moved: Mr. Tomasic
Second: Ms. Katchmar

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:	Pool lodge maintenance, police laptop air cards, borough building repairs
Corrective Action Budget:	Sanitary Sewer consent order work
Liquid Fuels:	Salt, cinders, traffic signals
Road Improvement:	Engineer expense

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

General Fund Budget:	\$173,345.73
Corrective Action Budget:	\$163,817.64
Liquid Fuels:	\$ 4,572.36
Road Improvement Fund:	\$ 3,114.25

2007 Bond Issue: \$ 70,678.29

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:

Corrective Action Budget:	Sanitary Sewer consent order work
Liquid Fuels:	Salt
Road Improvement:	Engineer expense
2007 Bond Issue:	2 nd payment on new fire truck

Motion: Move to approve resolution number 1080 agreeing to PennDOT's requirements for utilizing an online version of liquid fuels reports.

Moved: Mr. Tomasic
Second: Ms. Katchmar

Voice Vote – all in favor

Motion: *This motion will be held for the next meeting -* Move to approve the proposal of (**insert name **) to serve as the manager and administrator of borough pension funds.

Motion: Move to approve the use of the borough's budget reserve fund as the source for funds for installation of two permanent speed humps on Sherwood Road.

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

Roll Call Vote:

Mr. Belmonte	Yes
Mr. Karas	yes
Ms. Katchmar	Yes
Ms. Liscio	No

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

General Report:

1. At the April meeting, committee members discussed how best to engage the public in preparing the budget for 2010 and beyond. Members would like to solicit input from citizens on spending, tax issues and related budget numbers over the next several months to assist council in making decisions on the 2010 budget initially. The suggestion is that the committee will use future business meetings to discuss various aspects of the budget with all citizens interested in attending.
2. The manager reviewed several financial issues with members including the status of proceeds from the two bond issues, 2009 revenue items and a starting point for consideration of a 2010 budget.

BOROUGH PROPERTY

Mr. Karas

Motion: Move to approve the hiring of Mike Mattone of Tarentum as part time pool operator at a wage of \$10/hour and to replace Don Gerken who will leave in mid May.

Moved: Mr. Karas
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

General Report:

1. Committee members noted that administrative assistant Siobhan Nicklow negotiated better rates with the supplier of new playground equipment at Bright Park. The borough will save \$334 in shipping costs thanks to Siobhan.
2. Cindy Simm reported that Fun in the Park will have sufficient staff to operate this summer although total number of children admitted to the program will be limited to 8 per camp counselor.

PUBLIC SAFETY

Mr. O'Malley

Motion: Move to approve the job description for the police firearms instructor as drafted by the borough's consultant and solicitor for personnel affairs.

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

Voice Vote – all in favor

Motion: Move to authorize the solicitor to prepare and advertise an ordinance requiring that house numbers be placed in one of several specified locations that provide a "line of site" view of them for emergency personnel.

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

Mr. Karas: will this change the size of the numbers?

Mr. Lucas: No.

Voice Vote – all in favor

Motion: Move to approve a form and policy established by council on citizen's complaints for emergency personnel as attached to this agenda.

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

Note: form for complaints is not attached here.

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 cell phone policy as follows:

It is unsafe to operate a vehicle or equipment while using a cell phone. Employees should not operate a vehicle or equipment while using a cell phone except in extraordinary circumstances. Employees who absolutely must use a cell phone while operating equipment or driving a vehicle, must use a hands-free device or stop the equipment or vehicle and safely pull to the side of the road. Where it is prohibited by law to drive a vehicle while using a cell phone, the law must be observed at all times.

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

Motion: Move to amend the title of the policy.
Title the policy: Cell phone policy for employees while on borough business

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 manager reviewed selected items learned at a recent conference on public safety items including staffing and the new COPS grant.

OPERATIONS & POLICY

Ms. Liscio

Motion: Move to approve the minutes from the March 18, 2009 council meeting.

Moved: Ms. Liscio
Second: Ms. Katchmar

Voice Vote – all in favor

General Report:

1. The manager reviewed selected items learned at a recent conference including highlights of the new right to know law and the state ethics act.

2. Members discussed the use of the various attorneys employed by the borough in an effort to control costs.
3. The office staff will continue the new office hours through the end of the summer at least to provide sufficient time for residents to use them and staff to evaluate. As a reminder the main change keeps the office open on Wednesdays until 7 PM to provide time for those who work to visit and closes the office at Noon on Fridays.

PLANNING & ZONING

Ms. Katchmar

General Report:

1. The committee will discuss the use of occupancy permits for residences which would be required upon the sale of a home. The discussion will continue at the May meeting.
2. Council continues to look for volunteers to serve on the Environmental Advisory Council and the Code Appeals Board. Interested residents should contact the office.
3. Members asked the building inspector and solicitor to investigate the need for an ordinance that would require building permits for buildings under 1,000 square feet under the UCC.

Old Business:

Mr. Tomasic – the motion to purchase the heart and lung insurance was tabled at the last meeting. Committee discussed this and thought it was a good idea. What is the process for bringing this back to the table?

Mr. O'Malley – we can discuss it at the next committee meeting and if committee is in agreement we can move on it at next month's meeting.

Mr. Porco – Adopt a policy to perform background checks for new employees.

New Business:

Mr. Belmonte announces that on April 28th at 6:00 PM at the Turtle Creek Borough building there will be a multi-municipal comprehensive planning dinner.

Mr. Belmonte reports that he attended the ALOM conference at 7-Springs and found it to be very informative.

Adjourn: Motion to adjourn in honor of and memory of Bill Homze

Moved: Ms. Liscio
Second: Mr. Tomasic

Voice Vote – all in favor

- Next Scheduled Council Meeting: May 20, 2009
- Next Scheduled Committee Meetings (order to be determined): Tuesday, May 5, 2009 (Borough Property, Public Works, & Planning & Zoning) and Thursday, May 7, 2009 (Finance, Operations & Policy, & Public Safety).

SECTION 07

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DISCIPLINARY ACTION

COMPLAINTS AGAINST POLICE OFFICERS

COMPLAINT DEFINED

A complaint is an allegation of improper or unlawful acts or omissions by a Forest Hills Borough Police Officer or relating to an improper or unlawful condition which exists on account of, or may be occasioned by such act or omission.

CIVILIAN COMPLAINTS/POLICY

I. PURPOSE

The purpose of this regulation is to establish a prompt, fair, thorough, factual and impartial means to investigate complaints against Forest Hills Borough Police Officers. This procedure and any complaint forms will be made readily available at the Borough Offices and on the Borough website.

II. GOALS OF THE POLICY

- A. Protection of the Public: The public has the right to expect efficient, fair and impartial law enforcement. Any misconduct by Police Officers must be detected, thoroughly investigated and properly adjudicated to assure these goals.
- B. Protection of the Department: The integrity of the Department depends on the personal integrity and self-discipline of all Police Officers. When an informed public knows that the Borough honestly and fairly investigates and adjudicates all allegations of misconduct against its personnel, confidence will be promoted and public support will be enhanced.
- C. Protection of Police Officers: A thorough investigation of all allegations of misconduct serves to protect the integrity of personnel and will safeguard against false or malicious complaints.

III. COMPLAINT PROCEDURE

- A. All complaints against Police Officers must be submitted in writing to the Chief of Police or Borough Manager. In the event that the complaint is not complete with all information necessary to initiate an investigation, the Chief-of-Police or Borough Manager may request additional information for completion. All complaints will be reported to the Mayor and Council on a monthly basis. The

Chief of Police or Borough Manager shall accept and investigate any and all complaints against any member or employee of the FHPD. Each complaint shall be reviewed and will be "sustained" or "not sustained".

- B. The Chief-of-Police and/or the Borough Manager will commence an investigation within 72 hours of receipt of the written complaint describing the incident. The Chief and/or the Manager will, in the course of their investigation immediately begin the process of collecting all relevant documents, tapes and/or other evidence and keep it in a secure area, interview the complainant, interview witnesses, interview the Officer(s) involved, consult legal counsel if necessary and do all things necessary to insure a fair and impartial review of the facts. The Chief and/or Manager will log the process and file a written report every 30 days on a continuing basis.
- C. The Chief-of-Police and/or Borough Manager will notify the complainant and the Officers(s) involved, in writing, of the results of the investigation at the conclusion of the investigation. The result will also be sent to Borough Council, together with the entire report.
- D. The Borough will hold complainants accountable for the filing of false and/or malicious allegations against Police Officers. Complainants who file false allegations will have appropriate legal proceedings initiated against them.
- E. Officer(s) will be required to cooperate with the investigation and refusal to do so will result in disciplinary action.

COMPLAINANTS APPEARING AT BOROUGH BUILDING

Complainants appearing in person at the Municipal Building shall be instructed to fill out the "citizen complaint form". The complaint form will include the complainant's name, address, and home and work telephone numbers. The complainant must describe in detail the complaint against the member or employee and sign the bottom of each page of the complaint. The member or employee receiving the complaint form will place it in a sealed envelope and deliver it to the Chief of Police.

At no time will a member or employee accept any complaint over the telephone, or accept any complaint where the complainant wishes to remain anonymous.

MEMBERS AND EMPLOYEES ACCUSED OF MISCONDUCT

Accused members and/or employees of the Forest Hills Police Department, shall be required to appear when summoned and shall answer any and all questions asked by the supervisor investigation the complaint. Failing to appear, remaining silent, or otherwise failing to cooperate with any departmental investigation or proceedings, may result in disciplinary action.

MEMBERS AND EMPLOYEES NOT ACCUSED OF MISCONDUCT

Members and Employees not accused of misconduct but who are witnesses or who are otherwise involved in an investigation shall be required to appear if summoned. He/ She shall answer all questions asked and shall otherwise cooperate with the investigation.