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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	Absent	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	Absent

President's Report: Mr. Porco

Reports council met in an executive session to discuss a personnel matter relative to the evaluation of candidates for the position of police chief. A decision should be made within the next few weeks.

Mayor's Report: Mayor Heller

Kids will be going back to school reminds everyone to be extra cautious.

Halloween will be celebrated on Saturday, October 31<sup>st</sup> from 6:00 – 8:00 PM

Reports on National Night Out and awards the Mayor's Cup to the East Edgewood Acres neighborhood.

This year marks the 90<sup>th</sup> anniversary for the borough and the 70<sup>th</sup> anniversary for the fire department.

Mr. Porco – FEMA appeal was denied without any details as to why it was denied - letter was sent but to date no official response has been received – FEMA representatives did come back for a second tour of the borough to assess damages. Any information received will be posted on the Forest Hills website to ensure the residents are kept informed.

Tax Collector's Report: Ms. Sullivan

Mrs. Sullivan presented her monthly report.

Officer in Charge Report: Sgt. Williams

Sgt. Williams presented his monthly report and discussed training. Regarding the theft of vehicles and lawn equipment within the borough actors were apprehended.

Fire Chief's Report:

Chief Heller

No report.

Woodland Hills EMS Report:

Adam Knight

No report.

Solicitor's Report:

Blaine Lucas

Reports that Action Housing filed a variance application for the potential renovations to the Kelly Building located at 2145 – 2147 Ardmore Boulevard. The hearing will be on 9/21/09.

Rite Aid – on two different occasions, council approved plans for the shopping center project and then the project went into limbo for a while and some variances under borough ordinance expire after 1 year if the construction doesn't begin. They are now interested in applying once again for those variances.

Wilkesburg Penn Joint Water Authority Report:

Ms. Broz

No Report.

Army Corps of Engineers Representatives

The Army Corps of Engineers is aware of the flood issues the communities have been facing. The Corps has the authority to undertake local flood damage reduction projects, study the problem and determine what is causing the flood damage. If there is a federal interest there and the benefits outweigh the cost we can move forward with the project. This is a 205 Process that can be initiated by communities submitting a letter of intent to the Pittsburgh District. Unfortunately, Congress has placed a temporary hold on new projects but it is important that a letter be submitted so in the event the hold is lifted we want the borough to be able to benefit from services when it becomes possible.

The Army Corps of Engineers received authorization from Congress last year to study in a comprehensive way the problems in the entire Turtle Creek Watershed, however the funding is not available. In order to address the problem in a fundamental and a long term way we need to think about the watershed as a whole and this study will allow us to do this.

A community wide effort is needed the more letters of intent that are received lets congress know that there is a need for these projects.

Question and answer session is held among the residents in attendance. The Corps provided contact information to council.

Public Comment

Lila Shaara, 303 Forest Hills Road – Advocate for C.C. Mellor Library requesting council to consider increasing the allocation for the library in the 2009 budget.

Paul Caswell, 130 Cherry Valley Road – was present at the public works meeting held last week and would like to comment on the engineer's report listed on page 3 of the agenda. It appears that Churchill's involvement is being minimized because at the meeting it was stated that Churchill has a defective pipe that is causing the storm water to enter are system. Churchill should be notified and some action taken.

Mr. Gaus – states that as of today, August 19<sup>th</sup>, the sanitary sewer line from Churchill down to Cherry Valley Road was televised and there was a significant defect found. We feel that the water is essentially inter-connecting with the storm sewer. We had the Churchill borough manager come out and we were talking about lining the entire section and sealing it off, of course this will need to be discussed with Churchill's council.

Mr. Lucas inquires if there are breaks in both lines.

Mr. Gaus responds yes. The initial solution is to line the entire sanitary system but they also have to deal with the storm sewer which is a corrugated metal pipe that is rotted out and that is a larger expense problem.

Council agrees that if a letter has not already been sent to send one to Churchill.

Committee Reports:

**PUBLIC WORKS COMMITTEE**

Mr. Belmonte

**Motion:** Move to approve resolution number 1081 authorizing the borough to participate in the Southwestern Pennsylvania Commission's grant for traffic signal improvements along the route 30 corridor.

Moved: Mr. Belmonte  
Second: Mr. Tomasic

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 approve a salt contract with Cargill as bid through the joint process undertaken by the South Hills Area Council of Governments at a rate of \$52.75 per ton.

Moved: Mr. Belmonte  
Second: Mr. Tomasic

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 approve a salt contract with American Rock Salt as bid through the joint process undertaken by PennDOT through the Co-Stars process at a rate of \$52.29 per ton.

Moved: Mr. Belmonte  
Second: Mr. Tomasic

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 listened to a report from engineer Paul Gaus re: June storm damage and sewer issues. Mr. Gaus presented a written summary and a course of action to address the problems. The crew televised the Cherry Valley sewer line again to determine where problems may lie. Excess flow coming from Churchill was viewed and is likely at least part of the cause of the flooding and backup problems. Local engineer Joe Ferarro offered to provide the committee with a proposal for consulting and assisting on storm water and sewer issues. These issues will be discussed again at the September committee meeting.
2. The committee referred several grievance and contract issues to the negotiating committee for review and discussion with the public works crew team.
3. FEMA toured the borough to discuss damage to borough property and other costs incurred by the borough in the June storm clean up. Tentatively over \$220,000 in costs would be eligible for reimbursement.

4. FEMA notified the borough that it would be willing to consider updating the flood plain map if the borough were to undertake a study and report results to them. The study is likely to be expensive.
5. The borough has received several hundred storm drain markers and door hangers that notify residents and others of storm inlets that drain to streams. Several years ago, the scouts painted these notices on the storm inlets but many of them have worn away. The borough may ask the scouts for help again or will look for other volunteers to assist in placing these.

**FINANCE COMMITTEE**

Mr. Tomasic

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

General Fund Budget:	\$187,029.57
Corrective Action Budget:	\$169,801.40
Liquid Fuels:	\$ 938.23
Road Improvement Fund:	\$ 4,788.68
2007 Bond Issue	\$ 11,337.00

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:

Corrective Action Budget:	Sanitary Sewer consent decree work
Liquid Fuels:	Traffic signal electric
Road Improvement:	Curb work
2007 Bond Issue:	New fence at pool

*General Report:*

1. Forms for completion of the 2010 budget and capital improvements plan were distributed to committee members, council, mayor and staff this month. Deliberations on the budget will continue at all committee meetings through the end of the year and any special meetings will be advertised. All are welcome to attend.

2. Rick Gusic from the Thompson Gusic Agency was present to address the committee on flood insurance.
3. Members reviewed options with the solicitor for implementing a municipal services fee or an increase in the millage rate in order to pay the cost of the new fire truck. Solicitor Blaine Lucas asked the committee to notify him in what direction it would like to proceed.

**BOROUGH PROPERTY**

Mr. Karas

*General Report:*

1. Committee members discussed a number of issues including erosion in the main park with storm water flow from the pool parking lot and a grant proposal for stream improvements.
2. The "no smoking" signs for all the parks are ordered and will be installed by the crew when time permits once they arrive.
3. Foreman Jim Theilacker will discuss the need to replace several damaged pieces of playground equipment with a local supplier and report back to the committee.

Mr. Karas reports that he will meet with the recreation board in September to discuss budget and revenue items.

**PUBLIC SAFETY**

Mr. O'Malley

**Motion:** Move to accept the bid of All Traffic Solutions for two compact speed measuring devices in the amount of \$4,982 per unit plus the cost of extra mounting brackets and batteries.

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

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

**Motion:** Move to approve an ordinance that would rescind a section of a previous ordinance that reversed traffic flow on Kenmore Ave.

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

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 authorize the solicitor to prepare and advertise an ordinance that would reduce the speed limit on Sherwood Road to 15 or 20 MPH.

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

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

*General Report:*

1. The committee reviewed requirements for NIMS (National Incident Management System) training as submitted by Rick Colella of the FHVFD.
2. Administrative Assistant Siobhan Nicklow reviewed emergency procedures with the Red Cross for providing emergency shelters and has contacted borough churches to determine if they can assist with the service.
3. The committee reviewed complaints from Fairfax Road residents regarding speeding on their street.
4. Members discussed a letter submitted to the Forest Hills Police Association indicating an option that should a chief be appointed from the ranks that the officer would have the option to return to the ranks after a certain time period if he so indicated. The union did not respond. Sgt. Williams noted that their attorney advised that it was the officers' concern that returning someone to a position could result in a lay off or the need to bump someone from an upper position to a lower position. There was no consensus from the officers. The committee determined therefore that if the union did not accept the option council would assume the answer was no to the proposal and it would not be implemented.
5. An issue was raised in another committee re: the need for a helmet law in the borough. It was determined that there was no need for such a law since the

state of Pennsylvania already has one.

**OPERATIONS & POLICY**

Ms. Liscio

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

Moved: Ms. Liscio  
Second: Mr. Tomasic

***Voice Vote – all in favor***

**Motion:** Move to approve an ordinance that would prohibit the sale of fireworks in the borough.

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

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 endorse the manager's policy on handling requests for copies of original documents as established in the copy of the memo attached to this agenda on the last page.

Moved: Ms. Liscio  
Second: Mr. Tomasic

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 continues to review several issues including:
  - a. A background check policy for new hires. The solicitor has been asked to draft a policy for review.

- b. An employee evaluation system
  - c. Succession planning in order to maintain continuity should an employee leave or retire
2. Members discussed procedures for the use of legal services provided by the borough's solicitors.
3. The committee did not recommend pursuing the purchase of a building on Ardmore Blvd that might be used to provide a parking lot or for other borough uses.
4. Members reviewed expansion of the materials recycled in the borough by Waste Management as well as the process and number of recycle bins and are discussing it with the company and the borough solicitor.

## **PLANNING & ZONING**

Ms. Liscio

### *General Report:*

1. The committee further reviewed the plans for the Kelly Buildings at Ardmore and Lenox with Action Housing. Action Housing will likely apply for one or more variances to follow requirements in the borough's zoning ordinance.
2. Members also reviewed procedures in the zoning ordinance that affect renovations like that proposed for the Kelly properties.
3. The committee is reviewing laws currently on the books to control the distribution of handbills on resident's properties. Under borough regulations, residents should be able to notify those distributing this material in writing that they should cease and desist and that the borough's police department will enforce it.

### Old Business:

Mr. Porco – to be duly noted that the comments made about the televising of the storm line for Churchill Borough, etc., are in the meeting minutes that go out to council and that they are an official part of the record, detailed so we are clear on dates, when the infiltration was discovered, time frames, and also to ensure that the letter went out to Churchill Borough regarding officially notifying them of the infiltration and making sure they have been made aware by the borough.

### New Business:

Mr. Tomasic – related to storm sewer and sanitary sewer problems - the borough needs to re-organize, record details of the step by step process and have those records readily

accessible. Mr. Ferarro offered to provide the borough with a proposal for consulting and assisting with these issues at the last meeting – would like council to give the borough manager the authority to work with Mr. Ferarro.

Mr. Lucas – recommends this be done in a formal motion.

**Motion:** Move to authorize Mr. Ferarro to undertake a complimentary analysis of the storm water system.

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

Ms. Liscio inquires if Mr. Ferarro will be work independent of Mr. Gaus?

Mr. Porco replies he would work somewhat with Mr. Gaus and share notes.

Mr. Gaus does not have a problem interacting with Mr. Ferarro.

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

Nancy O'Neil, 134 Cherry Valley Road – comments that she received a letter from the health department, and states that she has contacted Norma Ruffing at the health department numerous times about filing a complaint against the borough, not for punitive damages, but to essentially have this issue on record. Ms. Ruffing said they have a big file on Cherry Valley Road, but they have had no reports since 1999, no residents have called. This flooding has occurred 3 times within the past 10 years and they have had no reports about the flooding. It is essential that official letters be sent reporting what happened, otherwise no action is taken.

Mr. Belmonte suggests sending someone to the Churchill council meeting to follow up on the letter that was sent.

Mr. Belmonte – CDC update: the arches have been constructed and are in storage the hold up is that Duquesne Light needs to move some poles, lamps posts are in and crosswalks are ready and will be installed, the Palmer Building is finished, the gas station is doing another site plan to include 12 or 13 parking spaces and Spee-d-Mart is working with an architect to develop a new façade. The CDC was formed in January of 2000 and they meet monthly to achieve what we will hopefully see within the next few months.

Mr. Porco comments about the trees that were removed from the medial – thought a few of the pines, not the flowering trees, were the ones to be taken out need to discuss this further under borough property.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic

Second: Mr. O'Malley

***Voice Vote – all in favor***

- Next Scheduled Council Meeting: September 23, 2009 (***one week later than the usual monthly date***)
- Next Scheduled Committee Meetings (order to be determined): Tuesday, September 1, 2009 (Borough Property, Public Works, & Planning & Zoning) and Thursday, September 3, 2009 (Finance, Operations & Policy, & Public Safety).

Memo to: Office Staff

From: Steve Morus, Manager

RE: Handling of requests for borough files, documents, records and bills

July 15, 2009

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When you receive a request for documents, files, records, bills and any other related item from an elected official or from a citizen:

#### Elected Official

1. After reviewing the request determine the approximate time it will take to fulfill the request and inform the official
2. If the official only wants to view the file, record, etc., provide them with a place in the office to do so and ensure that the file, record, etc they are viewing is returned in its entirety.
3. If the official wants a copy of the file do not release the original file but inform them of the length of time it will take to fulfill their request and make a copy of the file. For large files, please inform the official that it may take up to a week to provide them with the information (except in cases of emergency).
4. In no case should an original document of any kind leave the borough office.

#### Citizen

1. Follow the procedures already established in the open records law and our ordinances in all cases.
2. Require that any citizen complete the form we have in place detailing their request.