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## MINUTES

### Call to Order:

Mr. Porco

Mr. Porco noted that Fire Chief Ray Heller, Sr. passed away last night and he asked for a moment of silence following the pledge in his honor.

### Pledge of Allegiance:

Mayor O'Malley

### Roll Call:

Mr. Belmonte	Yes	Mr. Porco	Yes
Mr. Erbedinger	Yes	Mayor O'Malley	Yes
Mr. Karas	Yes	Janet Sullivan, Tax Collector	Absent
Mr. Tomasic	Yes	Blaine Lucas, Solicitor	Yes
Ms. Wood	Yes	Paul Gaus, Engineer	Yes
		Steven Morus, Manager	Yes

### President's Report:

Mr. Porco

Mr. Porco commented further on the passing of Chief Heller and his public service to the community and noted the funeral arrangements. He described him as the "consummate public servant."

Mr. Porco noted the tree burning ceremony held on January 15<sup>th</sup>.

Mr. Porco noted that candidates for a vacancy on council were interviewed several weeks ago.

Mr. Porco and Mr. Tomasic conducted the evaluation for Mr. Morus earlier this week.

He noted the swearing in of Chief Williams earlier this month.

A strategic planning meeting will be held on Saturday, Feb. 6th.

He later noted that private investors approached the borough about acquiring the magistrate's building for use as a Dunkin Donuts. However, the borough advised them that there was no interest.

### Mayor's Report:

Mayor O'Malley

Mayor O'Malley commented on the tree burning festivities and thanked those involved including the FHVFD, Lions Club, Civic Association and public works crew.

The mayor commented on Chief Heller's passing, calling him a professional and noted that the borough will miss him. We will be unable to replace him, he added.

Tax Collector's Report: Ms. Sullivan

No report.

Chief of Police Report: Chief Williams

Chief Williams provided his monthly report of activities.

Fire Chief's Report: Chief Heller

No report.

Woodland Hills EMS Report: Adam Knight

No report.

Solicitor's Report: Blaine Lucas

Mr. Lucas commented on several items and expressed his condolences to the Heller family noting that he will be missed.

He updated council on the status of land use matters including the EPI Building, the Shell Gas Station, and the Rite Aid project.

He noted two code enforcement matters: 375 Avenue D – problems were rectified but there are over \$8,000 in delinquent taxes and fees. Portnoff asks if the borough would like to proceed to Sherriff's sale. There would be no additional costs to the borough. Council may want to authorize them to proceed under new business.

326 Avenue A – the bank is proceeding with a foreclosure action.

Wilkesburg Penn Joint Water Authority Report: Ms. Broz

Ms. Broz presented a report of activities of the authority.

#### Public Comment

James Noschese, 1327 Brinton Road – re: suggestion to bury telephone / utility lines as an economic stimulus.

Mary Ann Capezzuto, 25 Marwood Ave. – welcomed our new police chief and congratulated him.

Committee Reports:

**PUBLIC WORKS COMMITTEE**

Mr. Belmonte

**Motion:** Move to approve the sale of the 1999 Ford F350 4 WD pickup truck to the Braddock VFD in the amount of \$5,500.

Moved: Mr. Belmonte  
Second: Mr. Tomasic

Roll Call Vote: Mr. Belmonte Yes  
Mr. Erbeldinger Yes  
Mr. Karas Yes  
Mr. Tomasic Yes  
Ms. Wood Yes  
Mr. Porco Yes

**Motion:** Move to accept the bid of Hydro Technical Services Inc. in the amount of \$11,552.50 for 2010 Sanitary Sewer CCTV Inspections.

Bids were opened in public at the January 7, 2010 committee meeting as follows:

Company	Bid	Bid Bond?
Hydro Technical Services Inc.	\$11,552.50	✓
Sewer Specialty Services	\$12,673.40	✓
Roto-Rooter Services	\$13,148.50	✓
Jet Jack, Inc.	\$13,148.50	✓
Pipe Eye Sewer Services	\$22,285.90	✓
Insight Pipe Contracting	\$23,956.00	✓
Robinson Pipe Cleaning	\$24,892.00	✓
State Pipe Services	\$25,480.00	✓

Moved: Mr. Belmonte  
Second: Mr. Tomasic

Mr. Tomasic – asks the engineer to briefly give a reason on why these bids are so vastly different.

Mr. Gaus – comments there appears to be two groups and within those groups there really isn't that much difference in cost. Can't explain why the other group is so much higher other than maybe of there work load so they bid it high and if they get it great and if not they weren't really going after the job.

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

Mr. Tomasic            Yes  
Ms. Wood                Yes  
Mr. Porco                Yes

Note on 2010 Sanitary Sewer Point Repairs:

Bids were opened in public at the January 7, 2010 committee meeting as follows:

<b>Company</b>	<b>Bid</b>	<b>Bid Bond?</b>
Fleming Walker Inc.	\$641,358.00	✓
Niando Construction	\$472,914.50	✓
Mongiovi & Son	\$444,200.00	✓
Creative Enterprises	\$345,535.00	✓
Roto Rooter Services	\$327,795.00	✓
Independent Enterprises	\$516,580.00	✓

Both the solicitor and engineer recommend deferring consideration of this bid until they have further investigated the qualifications of the low bidder.

*General Report:*

1. The engineer and foreman reviewed the cost of installing gabion baskets along the stream bank at Bright Park.
2. A meeting with Gateway Engineers will be held for council members and the mayor at 6 PM on Thursday, February 4 in the small conference room.
3. Paul Gaus, borough engineer, reports that the Cherry Valley sewer has been lined with the work extending into Churchill Borough to Marbury.

**FINANCE COMMITTEE**

Mr. Erbeldinger

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

General Fund Budget:            \$239,511.76  
Capital Improvements Plan:    \$    3,099.70  
Corrective Action Budget:       \$186,587.14  
Liquid Fuels:                     \$     938.24  
Road Improvement Fund:        \$192,924.84  
2007 Bond Issue:                 \$     453.09

Moved:                    Mr. Erbeldinger  
Second:                   Mr. Karas

Roll Call Vote:            Mr. Belmonte            Yes

Mr. Erbeldinger	Yes
Mr. Karas	Yes
Mr. Tomasic	Yes
Ms. Wood	Yes
Mr. Porco	Yes

Detail of non general Fund Items:

Capital Improvements Plan:	Comprehensive plan update and grant funded projects including police breath tester, paving at the rec center and computer upgrades
Corrective Action Budget:	Sanitary Sewer consent decree work; ALCOSAN bill
Liquid Fuels:	Traffic signals
Road Improvement:	2009 paving program balance
2007 Bond Issue:	Partial payment, new dump truck and spreader

*General Report:*

1. The committee reviewed several items at the January committee meetings including the sale of the fire truck, a policy for the sale of old vehicles when new are purchased (for discussion at a future committee meeting), regular review of borough financial statements, and the municipal services fee (to be discussed with the solicitor at the February 4 meeting).

**BOROUGH PROPERTY**

Mr. Karas

*General Report:*

1. Committee members asked that Cindy Simm prepare a policy for use and rental of borough facilities for the use of government and non profit agencies.
2. The committee will discuss the plan with Keystone Health Club on use of the borough pool at the February 2 meeting. Members of the recreation board are invited to join the discussion.
3. Waste Management will place a dumpster near the borough garage for the collection of corrugated cardboard for recycling.
4. The committee is reviewing a proposal to allow entities other than the public works department and borough contractors to use the area behind the recreation center to dump clean fill material.

**PUBLIC SAFETY**

Mr. Tomasic

**Motion:** Move to authorize the manager and solicitor to advertise for sale the 1983 American LaFrance 100 foot ladder truck.

Moved: Mr. Tomasic  
Second: Mr. Karas

Mr. Tomasic – what is the process for advertising - can this be in multiple locations – what is the length of time associated with this advertisement

Mr. Lucas – by law you would advertise in what is called a newspaper of general circulation – Post Gazette and Tribune – advertise twice, 3 days apart the second ad being no less than 10 days before the bid opening – expanding by using the internet is fine as long as you still meet those minimum requirements.

Mr. Tomasic – what is the time frame on these 2 advertisements?

Mr. Lucas – there is a 60 day window then you'll need to advertise again- a sealed bid type of arrangement with a deadline – once the deadline passes and there are no bids your obligated to go through that process twice and at that point you can negotiate with anyone you want.

Mr. Noschese – why are you selling this truck if it is in good condition?

Mr. Porco – a larger truck was purchased to replace the old one. The new truck is more modern and safer and has a larger capacity.

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Erbeldinger	Yes
	Mr. Karas	Yes
	Mr. Tomasic	Yes
	Ms. Wood	Yes
	Mr. Porco	Yes

**Motion:** Motion to approve an ordinance authorizing the borough to enter into a memorandum of understanding with the Township of Wilkins and the Borough of Churchill to authorize a joint grant from the state for laptop computers for police cars.

Moved Mr. Tomasic  
Second Mr. Erbeldinger

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Erbeldinger	Yes
	Mr. Karas	Yes
	Mr. Tomasic	Yes
	Ms. Wood	Yes
	Mr. Porco	Yes

*General Report:*

1. The committee discussed the request of Woodland Hills High School for use of the canine officer at one of their basketball games.
2. The manager was asked to contact attorney Randy Rhoades to complete an agreement with the police association re: killed in services changes recently implemented by the state.
3. Mr. Karas requests that the committee review options for snow removal from sidewalks under the borough's ordinance and suggests that council may want to consider the idea that the police should be responsible for issuing citations for those who fail to remove snow in a timely manner.

**OPERATIONS & POLICY**

Ms. Wood

**Motion:** Move to approve the minutes from the December 16, 2009 council meeting.

Moved: Ms. Wood  
Second: Mr. Tomasic

***Voice Vote – all in favor***

**Motion:** Move to approve the following language in handling grievances that may be submitted by either borough union:

*Council shall appoint as the chair of its Grievance Committee one of the three members of the current Negotiating Team (Finance, Public Safety, Public Works). At the appropriate level this committee or team will hear the grievance as prescribed by contract and report back to the council with a recommendation. The full council will then direct the committee to respond in writing with its decision. During all phases of the process this committee must comply with all provisions of the contract."*

Moved: Ms. Wood  
Second: Mr. Tomasic

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Erbeldinger	Yes
	Mr. Karas	Yes
	Mr. Tomasic	Yes
	Ms. Wood	Yes
	Mr. Porco	Yes

**Motion:** Move to approve the recycling policy attached to the end of this agenda.

Moved: Ms. Wood  
Second: Mr. Karas

Mr. Porco – in committee there was discussion about this being more robust and involved and we were concerned about whether or not it would fall within the budget.

Ms. Wood – this policy if feasible.

Mr. Morus – there doesn't appear to be any significant cost.

Ms. Wood – if we don't do this we will not be in compliance with Pennsylvania state laws.

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Erbeldinger	Yes
	Mr. Karas	Yes
	Mr. Tomasic	Yes
	Ms. Wood	Yes
	Mr. Porco	Yes

Mr. Porco – appointment of council candidates – William Burleigh and Richard Kotler are the candidates - open to council for discussion

Mr. Karas asked Mr. Burleigh to comment on community involvement.

Mr. Burleigh gave an outline of his qualifications and experiences.

Ms. Wood asked Mr. Kotler since you were once a member of council, what changed your mind about coming back?

Mr. Kotler comments on his past experience of being a member of council and outlines what he can contribute to the borough.

Mr. Karas – asked the solicitor to explain the procedure for appointment and what happens if we fail to appointment someone tonight.

Mr. Lucas – a period of 30 days from date of the vacancy – if you didn't do it tonight there would have to be a special meeting – advertise the meeting and make the appointment on Feb. 2<sup>nd</sup> – if you fail to do that it then rolls to the vacancy board

Mr. Lucas explains the procedures for making an appointment tonight.

**Motion:** Move to appoint Bill Burleigh to fill the Council vacancy for the term expiring on January 3, 2012.

Moved: Mr. Belmonte  
Second: Ms. Wood

Mr. Markus comments that it is a difficult decision because both candidates are qualified.

Bill Tomasic nominates Richard Kotler

Mike withdrew the motion so that each candidate could be nominated.

Mr. Tomasic moved to close nominations.

Roll Call Vote:	Mr. Belmonte	Mr. Burleigh
	Mr. Erbedinger	Mr. Burleigh
	Mr. Karas	Mr. Burleigh
	Mr. Tomasic	Mr. Kotler
	Ms. Wood	Mr. Burleigh
	Mr. Porco	Mr. Kotler

Mr. Burleigh was sworn in following the vote by Mayor O'Malley.

*General Report:*

1. The committee was asked to craft a policy re: establishing council liaisons with various boards and committees including planning commission, CDC, tree and shrub and possibly zoning hearing board. At this time the following council members serve as liaison as indicated:
  - a. Bill Tomasic, Crime Alert
  - b. Steve Karas, Recreation Board
2. Members asked that council and/or the negotiating team establishes a single member of the negotiating team to conduct negotiations with the two unions and to handle grievances in order that council may speak as one voice in each of these matters.
3. The committee determined that it is best for the borough to accept the final option year of the trash/recycling contract with Waste Management for 2011 rather than rebid. The rates for 2010 and 2011 are likely to be much lower than anything submitted in a new bid. The committee may choose to revisit this determination later this year prior to formally asking council to accept the option year.

**PLANNING & ZONING**

*General Report:*

1. After meeting with other borough organizations, the committee rejected the idea of selling borough property to Dunkin Donuts and asked the manager to inform the realtor of that fact.

2. The committee recommends that, without objection, the CDC install timers in the new business district street lights that will allow for changes due to daylight savings time automatically. The committee preferred this option to light sensors.
3. The committee asks Ted Gilbert, Borough Arborist, to present his suggestions for correction of the tree problems in the business district in writing to the CDC. Members of the committee will schedule a meeting with the CDC to discuss these issues.
4. Members reviewed a list of items that would be part of a residential occupancy permit inspection similar to the type of inspection now conducted for rental properties. No decision was made on whether to continue consideration of occupancy permit inspections for non rental units.

Old Business:

Mr. Karas requests funding for three items through the capital budget.

**Motion:** Move to advertise for bids for stream bank rehabilitation at Bright Park.

Moved: Mr. Karas  
Second: Mr. Markus

Mr. Porco inquires if this is related to the gabion boxes and was this project ever officially funded in the 2010 budget.

Mr. Morus comments the capital improvement plan was approved but not all dollars were allocated to projects. There was an estimate placed in the capital improvements plan for projects – different level of projects – some are grant funded projects that are continuing – some are existing projects that started before and have funding – some are new projects that would compete with whatever remaining dollars there are in that budget and any other money you may want to allocate to it from another source.

Mr. Burleigh – do these projects have priority – have they been set up according to there importance.

Ms. Broz – is this necessary, is there stream erosion?

Mr. Karas – since 1993 the stream has been flooding when we have a heavy rain.

Mr. Keller – the borough entered into an agreement with other communities for storm water run off - Fall Run which is what runs by Bright Park is one of the major storm sewer run off areas - would hesitate to take any action – the park does get flooded but it's not a harmful problem.

Roll Call Vote: Mr. Belmonte No  
Mr. Burleigh Yes  
Mr. Erbedinger Yes

Mr. Karas	Yes
Mr. Tomasic	Yes
Ms. Wood	Yes
Mr. Porco	No

Engineer will draw up specs and prepare an advertisement.

Steve Karas: funding proposal for Avenue L park – place on borough property for next month.

Mr. Porco – would like to have a discussion on the dumping area behind the rec center

Mr. Karas – there appeared to be an opportunity to have UPMC dump clean fill at the rec center – the purpose is to extend the baseball field

Council discussed in length the dumping area at the Westinghouse Recreation Center.

Mr. Karas – keep the lines of communications open with the UPMC contractors – should be no cost to the borough and they should do some of the work for us – the engineer has contacted two contractors for UPMC and is waiting to hear back from them.

Mr. Porco believes it is a terrible idea – heavy tri-axle trucks using Barclay Ave. and Perry Street to haul in the clean fill – additional cost to repair roads that we just repaired within the last year – cost of preparing the ball field – cost to prepare the site for dumping and cutting ourselves out of a dumping area

Mr. Noschese – there is a need for two interpreters at the meetings.

Mr. Porco – asked for a decision – should this stay open or should we close out discussion with UPMC.

Mr. Karas believes the process should stay open.

Mr. Tomasic commented that committees don't decide policy. Would like to see all get together and determine the long term goal. Suggests discussing at strategic planning.

Bill Tomasic – Policy on the police secretary – there has been a question as who can supervise the police secretary, based upon the job description it would be the manager and any of the designees underneath him which in the job description lists the public works foreman, police chief and mayor. Asks the solicitor for an interpretation.

Mr. Lucas – if your question is can that person undertake functions beyond the police department the description you showed me does that. Based on what's been presented I think that person can clearly serve in that dual function with the authority you outlined.

Discussion and comments from various council members and mayor.

Mr. Porco - in the event that the manager needs to have some coverage in the office and the police secretary has availability the manager will work that out with the police chief, because her primary responsibility is to support the police department, but the one point that needs to be called out here is that she is represented under the non-uniform police agreement, she is not a police officer. The majority of her daily directives will come from the police chief and the mayor she actually is a borough employee that can be used by anyone who works here.

New Business:

Motion: Authorize Portnoff Law Associates to commence sheriff sale proceedings with respect to 375 Avenue D.

Moved: Mr. Tomasic

Second: Mr. Karas

Roll Call Vote:	Mr. Belmonte	Yes
	Mr. Burleigh	Yes
	Mr. Erbedinger	Yes
	Mr. Karas	Yes
	Mr. Tomasic	Yes
	Ms. Wood	Yes
	Mr. Porco	Yes

Training – Conferences – PELRAS

Mr. Porco – suggests sending possibly only 2 to 3 members at a time to a conference or training session in order to keep costs down.

**Snow Removal:** Mr. Karas requests that the committee review options for snow removal from sidewalks under the borough's ordinance and suggests that council may want to consider the idea that the police should be responsible for issuing citations for those who fail to remove snow in a timely manner.

Mr. Lucas – will review the current ordinances and change the wording to make it clearer and present a sample at the public safety meeting.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic

Second: Mr. Karas

***Voice Vote – all in favor***

- Next Scheduled Council Meeting: February 17, 2010
- Next Scheduled Committee Meetings (order to be determined): Tuesday, February 2, 2010 (Public Safety, Public Works, Borough Property, Operations & Policy) and Thursday, February 4, 2010 (Planning & Zoning, Finance, Committee of the Whole).

### **Recycling Policy for Forest Hills Borough Property**

This is to announce the implementation of the following Recycling Policy for all borough property including ball parks, pool, Westinghouse Lodge, parks, borough building, and all other property maintained by the borough. All Forest Hills borough facilities and employees will be covered by this policy. This policy is in keeping with Borough Ordinance No. 935.

Forest Hills is committed to comprehensive community wide recycling for residents, businesses, and borough properties. We have high expectations of our borough staff to lead the way in efforts that protect our environment by conserving resources and reducing non-hazardous waste. Public Works is responsible for enforcement of Forest Hill's borough property recycling program in consultation with and supervision by the Borough Manager. Individual managers of each borough area will be responsible for implementation of the recycling program including clearly marked signage for recycling, collection of all items, and assigning moving bins to the collection site. Forest Hill's council will assess the Recycling Policy for Forest Hills borough property three times per year in July, October, and April.

The following standards will be implemented and enforced:

- Each property area will have indoor recycling bins clearly marked recycling.
- Areas with outdoor use (parks, pool, etc.) will have bins for outdoor use with lids clearly marked.
- Recycling bins will not be used for garbage collection.
- Office paper will be collected in a basic box and emptied at the ABITIBI bin when full as part of an employee's shift. Should the ABITIBI bin be removed, these products will be collected as part of the standard recycling. Corrugated cardboard will be taken to the FH municipal area to the Waste Management bin as long as it is there.
- Facilities used by citizens and renters (pool, Westinghouse Lodge, fields) will have appropriate signage that is prominently and clearly displayed.
- All contracts given to future renters will clearly explain our recycling policy and our expectation that they will comply in full.
- We will encourage any contracted cleaning services to comply with our recycling policy.
- The new Waste Management contract and items eligible for recycling will be reviewed yearly.