

Call to Order:

Mr. Porco

Pledge of Allegiance:

Mayor O'Malley

Roll Call:

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

President's Report:

Mr. Porco

Mr. Porco announced executive sessions held on June 1 and June 3, as well as this evening re: personnel issues.

Mr. Porco noted the Farmer's Market is open and discussed the St. Maurice festival and the July 5 Community Day. He also mentioned that contract talks with both unions have begun.

Mayor's Report:

Mayor O'Malley

The Mayor noted the Memorial Day ceremony and updated all on his activities during the past month.

Tax Collector's Report:

Ms. Sullivan

No report

Chief of Police Report:

Chief Williams

Chief Williams provided a monthly activity report for the department.

Fire Chief's Report:

Chief Theilacker

No report

Woodland Hills EMS Report:

Adam Knight

No report

Solicitor's Report:

Blaine Lucas

Mr. Lucas reported on several land development projects pending. He also noted a minor change in the code enforcement policy, adding paragraph 11.

Wilkesburg Penn Joint Water Authority Report:

Ms. Broz

Ms. Broz presented a monthly report of authority activities including the Barclay water problem and Greensburg Pike service line.

Mosaic and Banners Project

Ms. Amick

Ms. Amick discussed a proposal to install banners and mosaics in Woodland Hills School District municipalities serving as a decoration and identifying them as member municipalities in the school district.

Public Comment – Agenda Items

At this time citizens may address council on any issue appearing on today's agenda. Comments on non agenda items will be taken at the end of tonight's meeting. Citizens are asked to use the microphone at the speaker's stand, clearly state their name and address for the record and keep comments brief and to the point (5 minutes or less). It would be helpful to spell the last name for the record.

Scott Horowitz, 302 Cascade Road – discussed the flooding on his property.

Committee Reports:

PUBLIC WORKS COMMITTEE

Mr. Belmonte

Motion: Move to authorize the engineer to add curbs on the following streets to the sidewalk and curb bid in addition to the Filmore curbs and sidewalks already included in the Capital Improvements Plan should funds be available:
Parise, Sharon and Avenue F.

Moved: Mr. Belmonte
Second: Mr. Tomasic

Mr. Tomasic raised the issue and Council discussed the use of a bituminous wedge curb along Filmore instead of a concrete curb with the engineer. The use of bituminous wedge was recommended from Forest Glen down to Ardmore.

Dollars available for spending will be approximately \$20,000 pending money reserved for pool work.

Roll Call Vote: Mr. Belmonte Yes
Mr. Burleigh Yes
Mr. Erbedinger Yes

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

Motion: Move to authorize the Turtle Creek Valley Council of Governments to accept the bid of Victor Paving & Construction Inc. for the paving of West Street under a grant in the amount of \$106,400 provided to Chalfant and Forest Hills with the borough's share of the matching cost totaling \$438.50.

Moved: Mr. Belmonte
Second: Mr. Erbedinger

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

Motion: Move to approve a resolution authorizing the borough to enter into a three year agreement with PennDOT re: street sweeping maintenance services on state owned roads increasing the amount reimbursed to the borough from \$90.43 per hour to \$99.65 per hour.

Moved: Mr. Belmonte
Second: Mr. Tomasic

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

General Report:

1. The committee of the whole will meet with three of the engineering firms providing proposals during the July or August Committee of the Whole meeting.
2. The borough is using a new public works uniform and building floor mat company, UFirst, beginning in July at a savings over the current arrangement with Cintas of approximately \$3,500 per year.

3. Foreman Jim Theilacker is working with office staff to ensure that all required paperwork from the February snow storm is filed with FEMA so that the borough will be eligible for reimbursement due to the emergency declaration.
4. Jim Theilacker reported on issues related to the recent rain storm. He and the crew have been working on numerous complaints and issues received related to sewer back ups and storm overflows and will continue until all are addressed. The Committee of the Whole also reviewed the borough requirements for addressing sewer back up issues as outlined in the administrative consent order (ACO) in effect with the health department and the borough's policy previously approved by council on sewer back ups – restated here as follows:

Residents who have sanitary sewer line trouble shall contact the public works department before calling a plumber so that the borough can check the main line first; further if the public works crew determines that the owner must call a plumber and a discrepancy is discovered with the borough's findings, the homeowner has 30 days to file a claim with the public works committee of council concerning the discrepancy.

FINANCE COMMITTEE

Mr. Erbedinger

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

General Fund Budget:	\$183,716.33
Capital Improvements Plan:	\$ 11,270.05
Corrective Action Budget:	\$ 18,989.92
Liquid Fuels:	\$ 939.19
Road Improvement:	\$ 3,063.00

Moved: Mr. Belmonte
Second: Ms. Wood

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

Detail of Non General Fund Items:

Capital Improvements Plan: Grant funded items including AED's for buildings, crane for the public works garage, and chemical distribution tank plus a new controller for the baby pool

Corrective Action Budget:	Sanitary Sewer consent decree work; maintenance to Vactor and Camera trucks
Liquid Fuels:	Traffic signals
Road Improvement:	Engineering work on 2010 program

General Report:

1. The committee received proposals from two audit firms for future borough audits and will discuss them at the July committee meeting.
2. The committee continued its review of a potential municipal services fee that may be implemented in 2011 with funds assessed per property owner and all money received used to make payments on the fire truck purchased four years ago. The manager will discuss several examples at the July meeting.

BOROUGH PROPERTY

Mr. Karas

General Report:

1. The committee reviewed the condition of the Senior Center restroom floors with the foreman and asked that he schedule this for repair in the winter.
2. The committee will review use of borough parks and regulations there based on the solicitor's report presented at the June meeting.
3. Members will review plans for Bright Park with the engineer at the July meeting.
4. Committee members reviewed the issue of sidewalks and requirements to construct them on properties that do not have them and asked that the Committee of the Whole review. Based on the engineer's review of borough regulations (Ch 21.301) that committee discussed the requirement that sidewalks that are removed for construction or other reasons must be replaced.
5. The manager will seek proposals from one or more electricity brokers to determine if the borough may save money by purchasing the service through a broker as part of a consortium rather than from the electric company or other sources.

PUBLIC SAFETY

Mr. Tomasic

Motion: Motion to authorize the solicitor to prepare and advertise an ordinance establishing the speed limit on Fairfax at 15 MPH based on a traffic study conducted by Gateway Engineers.

Moved: Mr. Tomasic

Second: Mr. Erbedinger

Mr. Porco asked for the current posted limit. Mr. Erbedinger noted it is at 20 MPH. Mr. Porco noted that enforcement is the key to having people slow down.

Ms. Wood also asked about parking on both sides of the street.

Mr. Tomasic noted that stop signs also were under consideration. He hesitated to endorse a solution making the road one way in either direction.

Chief Williams noted the traffic monitoring that the police have done there and discussed enforcement.

Mayor O'Malley spoke in favor of the motion.

Voice Vote – all in favor

General Report:

1. The committee reviewed several outstanding items including the curfew change to 11 PM which was maintained, the tape policy in the police department which remains as drafted by the Chief, and the policy on false alarms which remains as is.
2. Committee members are compiling a list of potential volunteer organizations that may be able to assist borough residents in maintaining their walkways during winter snowfalls. An appeal for assistance will be included in an upcoming issue of the Tree City Times.
3. Members discussed a potential municipal services fee (also discussed in Finance committee) with representatives from the Forest Hills Volunteer Fire Department.

OPERATIONS & POLICY

Ms. Wood

Motion: Move to approve the minutes from the May 19, 2010 council meeting.

Moved: Ms. Wood
Second: Mr. Tomasic

Voice Vote – all in favor

Motion: Motion to accept the code enforcement policy drafted by the manager as attached to this agenda.

Moved: Ms. Wood

Second: Mr. Tomasic

Mr. Lucas mentioned that he added paragraph 11 to the policy.

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

Motion: Motion to authorize the naming of the Forest Hills/Westinghouse ball field in honor of Sen. Jay Costa with official naming to occur at an all star game event at the field at a date to be determined.

Moved: Ms. Wood
Second: Mr. Belmonte

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

Motion: Motion to accept the job descriptions for Administrative Assistant – Finance and Administrative Assistant/Secretary as drafted by the manager and reviewed by the Committee of the Whole.

Moved: Ms. Wood
Second: Mr. Tomasic

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

General Report:

No report

Motion: Move to approve a resolution authorizing the borough to apply for demolition funds through the Community Development Block Grant program for the property at 375 Avenue D and 213 Beaver Dr. thereby declaring that such structures in the borough constitute blighted property under the Urban Redevelopment Law.

Note: full resolution is attached.

Moved: Mr. Burleigh
Second: Ms. Wood

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

General Report:

No report

Old Business:

None

New Business:

Public Comment – Other Items

At this time citizens may address council on any issue. Citizens are asked to use the microphone at the speaker's stand, clearly state their name and address for the record and keep comments brief and to the point (5 minutes or less). It would be helpful to spell the last name for the record.

Tom Meshanko, 348 Barclay Ave – discussed the water problem on Barclay and asked for a date when it will be corrected.

No further comments

Mr. Porco asked that council recess so that it could move to executive session to discuss contract issues.

Following executive session:

Council reconvened and the following motion was made under new business:

Motion: Move to direct the Chief of Police to follow the contract and not assign any overtime unless it is mandatory per the contract effective July 1 and that he reduce overtime costs by an amount of 5 shifts per week and additionally the Chief should take over the responsibility of taking over the scheduling.

Note: full resolution is attached.

Moved: Mr. Tomasic
Second: Ms. Burleigh

Mr. Belmonte commented that he has no problem with the Chief taking over scheduling but he prefers not to see the reduction in shifts.

Roll Call Vote:	Mr. Belmonte	No
	Mr. Burleigh	Yes
	Mr. Erbeldinger	Yes
	Mr. Karas	Yes
	Mr. Tomasic	Yes
	Ms. Wood	Yes
	Mr. Porco	Yes

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic
Second: Mr. Karas

Voice Vote – all in favor

- Next Scheduled Council Meeting: July 21, 2010
- Next Scheduled Committee Meetings (order to be determined): Thursday, July 1, 2010 (Public Safety, Public Works, Borough Property, Operations & Policy) and Tuesday, July 6, 2010 (Planning & Zoning, Finance, Committee of the Whole).

Forest Hills Code Enforcement Policy

The goals of the code enforcement program are to ensure the safety of residents, maintain property values, ensure that all commercial and residential properties are consistent with community standards established by council via ordinance and directives and gain compliance by those in violation of borough regulations. To accomplish these goals, the Code Officer shall follow the steps outlined here to the best of his/her ability.

1. First contact with a property owner may be by phone or in person. At that time the property owner shall be informed that this contact will be followed by a written notice of violation within the next 3 days. The written notice shall include:
 - a. A date to comply that is within 14 days of the date of first contact
 - b. A description of the problem
 - c. Notice that failure to comply will result in a second notice sent via certified mail return receipt requested on the 15th day.
2. If property owner is not home a door hanger may be used to serve as first contact. The door hanger shall be immediately followed by a written notice of violation within the next 3 days. This notice shall include items outlined in number 1.
3. If compliance is not met at the end of 14 days, a second notice shall be sent immediately via certified mail return receipt requested AND by regular mail. The second notice shall include:
 - a. A date to comply that is within 14 days of the date of the second notice
 - b. A description of the problem
 - c. Notice that failure to comply will result in the issuance of a citation on the 15th day.
4. In attempting to gain compliance the code officer shall
 - a. Attempt to make personal contact first either in person, by phone or via a door hanger.
 - b. Take pictures of all violations
 - c. Issue a notice that details each violation and section of the ordinance that is in violation
 - d. If notice of violation is hand delivered but no one is home the notice shall be secured to the door with a picture taken for the record.
5. The code officer shall maintain regular patrol hours via car or on foot to acquire information and note any potential violations. While patrol shall be varied, the code officer shall organize patrol locations to maximize visibility and the opportunity to find potential violations. At least two thirds of the officer's time will be spent in the field.
6. All paperwork shall be handled in the office with only minor paperwork completed while in the vehicle so as to maintain visibility and to seek problem areas.
7. The Code Officer shall maintain a computerized file organized by property of all violators and shall periodically view these properties for compliance. The Code Officer shall maintain a brief written log of daily activities in a computer file that includes

- a. The date,
 - b. List of activities for the day and approximate time of activity
 - c. All violations noted
 - d. Any other relevant information that may be helpful.
8. The Code Officer shall prepare and file a monthly activity report with council no later than the first of the following month. The report shall be in computer format. The report may be filed with the office secretary for inclusion in a future manager's report. The monthly activity report shall detail:
 - a. The date,
 - b. Address of all properties investigated,
 - c. Violations noted, actions taken at those properties,
 - d. The result of past actions, and
 - e. Any other relevant information that may be helpful.
9. The Code Officer shall attend a council and/or committee meeting monthly to report on activities and answer questions.
10. The code officer shall use the police secretary to assist with and complete written documentation outlined here to maximize the officer's time in the field.
11. Deviations from this policy may be authorized by the Manager or Solicitor when required by law or otherwise deemed to be in the best interests of the Borough.

DRAFT: May 28, 2010

OFFICIAL

BOROUGH OF FOREST HILLS
RESOLUTION NO. _____

A RESOLUTION OF THE BOROUGH OF FOREST HILLS, ALLEGHENY COUNTY, PENNSYLVANIA, DECLARING THE STRUCTURES AND PROPERTIES LOCATED AT 375 AVENUE D AND 213 BEAVER ROAD BLIGHTED PURSUANT TO THE URBAN REDEVELOPMENT LAW.

WHEREAS, the structures and properties located at 375 Avenue D and 213 Beaver Road within the Borough of Forest Hills are dilapidated and constitute a health and safety hazard to the residents of the Borough of Forest Hills; and

WHEREAS, the structures and properties located at 375 Avenue D and 213 Beaver Road have been declared public nuisances due to the hazardous and dangerous conditions of the structures; and

WHEREAS, the structures and properties located at 375 Avenue D and 213 Beaver Road have been identified for demolition and have been condemned in accordance with the proceedings outlined within Chapter 5, Part 2 of the Forest Hills Borough Code of Ordinances, Property Maintenance Code; and

WHEREAS, the Allegheny County Department of Economic Development, through the Community Development Block Grant Program, has grant funds available for the demolition and removal of the structures located at 375 Avenue D and 213 Beaver Road; and

WHEREAS, the Borough of Forest Hills desires to obtain such Community Development Block Grant Program grant funds and has submitted an application to the Turtle Creek Valley Council of Governments in furtherance of that objective.

NOW, THEREFORE, that the Council of the Borough of Forest Hills hereby resolves as follows, incorporating the above recitals by reference:

SECTION 1: The Borough of Forest Hills determines and declares that the structures and properties located at 375 Avenue D and 213 Beaver Road individually and collectively constitute blighted property in the Borough of Forest Hills as defined by the Urban Redevelopment Law, 35 P.S. §1701 et seq., as amended.

SECTION 2: All prior resolutions are hereby repealed in whole or in part to the extent inconsistent herewith.

SECTION 3: This resolution shall take effect in accordance with applicable law.