
Minutes

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. Erbedinger	Yes	Janet Sullivan, Tax Collector	Yes
Mr. Karas	Yes	Blaine Lucas, Solicitor	Yes
Mr. Tomasic	Yes	Paul Gaus, Engineer	Yes
Ms. Wood	Yes	Steven Morus, Manager	Absent

Bid Opening – Paving Program Mr. Belmonte & Mr. Gaus

Motion: Move to accept the lowest bid pending the review of the borough engineer and borough solicitor.

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

President's Report: Mr. Porco

Borough council held an executive session to discuss personnel matters following their committee meetings on May 4th and May 6th, 2010.

Borough council along with the borough manager convened a strategic planning meeting on May 13th at 6:30 PM at the Westinghouse Recreation Center. The meetings are advertised and open to the public. Council plans to hold these meetings every other month.

Borough council issues the following 2 proclamations:

A PROCLAMATION RECOGNIZING DYLAN WILDING OF ST. MAURICE
SCHOOL IN HIS EFFORTS TO RAISE MONEY FOR THE AMERICAN HEART
ASSOCIATION

And

A PROCLAMATION HONORING WOODLAND HILLS HIGH SCHOOL
STUDENTS AND STAFF FOR THEIR TALENT AND PROFICIENCY IN THE
PRODUCTION OF THE MUSICAL "ANNIE"

Mayor's Report:

Mayor O'Malley

Reports on various meetings, events and seminars that he has attended or will be attending: Race for the Cure, UMPC rally in Pittsburgh, Chalfant's dedication of the stone steps that was part of the WPA Project in the mid 1930's, Green Pathways event, Food Bank, Mutual Aid Seminar, United Nations Environmental Day which is being hosted by the City of Pittsburgh.

Memorial Day Ceremony will be held on May 31st at 11:00 AM at the borough building.

Tax Collector's Report:

Ms. Sullivan

Ms. Sullivan presented her monthly report.

Chief of Police Report:

Chief Williams

Chief Williams presented his monthly activity report.

Firearms training has been completed.

Proceeds from the Chili cook-off, which was sponsored by the Rotary Club, will be used to purchase bullet proof vests.

Fire Chief's Report:

Chief Theilacker

No Report.

Woodland Hills EMS Report:

Adam Knight

No Report.

Solicitor's Report:

Blaine Lucas

The ordinance items we have been working on are on tonight's agenda.

Pending land development projects: no development as it relates to EPI, Car Wash, and Rite Aid. Although with respect of the car wash a demolition permit has been issued.

Code enforcement matter: 326 Ave. A - was sold at sheriff's sale and the borough received a check for \$3,582 for lien costs that had occurred.

Gives council a Golden Jubilee Book from 1969 that was given to him by Art Murphy, a former borough solicitor.

Wilkesburg Penn Joint Water Authority Report: Ms. Broz

Congratulates Mr. Lucas for once again being listed as one of the best lawyers in Pittsburgh.

Ms. Broz presents her monthly report.

Actuary – Proposal from Mockenhaupt Dave Stimpson from
Mockenhaupt

Mr. Stimpson is the Vice President of actuarial services for Mockenhaupt Benefits Group. He will be the borough's primary actuary for the pension plans and Colleen Deer, Vice President of Mockenhaupt Benefits Group and Senior Consultant will be the Borough's point of contact. Mockenhaupt has been dedicated exclusively to the business of public employee benefits. They are confident that their experience with hundreds of governmental pension plans provides them with the expertise council is looking for in an actuarial firm.

Public Comment – Agenda Items

Mr. Busa, 471 Atlantic Ave. – municipal service fee: what type of impact will this have on the contributions the residents make to the fire department's annual fund drive – residents will not do both

Mr. Porco – No decision has been formally taken, council is looking at different options.

Mr. Busa – enforcement of snow removal ordinance: understands the enforcement of snow removal but what does certain other violations mean?

Mr. Lucas – the ordinance itself lays out specifically the other violations, this simply makes it clear that the police, in addition to certain other borough officers, have the authority to issue notices of violations.

Mr. Busa – comments on signs in the median – the signs become a distraction on the boulevard.

Committee Reports:

PUBLIC WORKS COMMITTEE

Mr. Belmonte

Motion: Move to authorize the engineer to prepare specifications and advertise for bids for the repair of selected borough owned curbs and sidewalks with exact locations to be reviewed and approved by the public works committee.

Moved: Mr. Belmonte
Second: Mr. Karas

Mr. Tomasic – a committee of council cannot alone approve, they recommend to full council.

Motion: Move to amend the motion to read exact locations to be reviewed and recommended to full council for approval.

Moved: Mr. Belmonte
Second: Mr. Tomasic

Roll Call Vote:

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

Motion: Move to advertise for a part time hire to work with the Public Works department and as a certified pool operator.

Moved: Mr. Belmonte
Second: Mr. Karas

Roll Call Vote:

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

General Report:

1. The committee will discuss the engineering proposals at the June meeting and remind all members to review them and provide a list of their top 4 selections to the manager as soon as possible.
2. The manager and foreman are working with FEMA to secure reimbursement of funds for approved expenses during the February snow emergency. The borough submitted approximately \$41,000 in claims but it will be up to FEMA

- to approve exactly how much money they borough may receive via reimbursement.
3. The borough continues to participate with other Woodland Hills communities in using public works crew members to accept and store donations from Home Depot for needy residents.
 4. The committee accepted the foreman's recommendation that the backhoe attachment be removed as an item from the 2010 capital improvements fund with the dollars added to the cost of purchasing a new riding mower. The riding mower acquisition will be moved to the 2011 capital improvements plan.
 5. The engineer continues to study the Cherry Valley storm sewer line. Repairs were made by the crew to repair a section that had collapsed but the foreman will review the entire line to determine other potential problems that may exist and will report back to the committee. A similar review of other storm sewers in the borough is under consideration by the committee.
 6. Under the Committee of the Whole, council recommended consideration of the addition of a part of Sharon Drive to the paving program to coincide with repairs that Verizon must complete on the street. Funds from the program may also be devoted to concrete repairs on Windsor if dollars are available and if the crew has the time to perform such work. Final determination will be made by council when paving bids are submitted.
 7. The committee recognized the retirement of crew member Don Burkhart and thanked him for his 37 plus years of service to the borough.
 8. In Committee of the Whole, council recognized the need to complete the painting of the swimming pool in time to allow opening on the final weekend of the month even if there is a need to work overtime. Council asked the manager to discuss possible alternatives to overtime payment with the crew's negotiating team in an effort to relieve budget pressures.

FINANCE COMMITTEE

Mr. Erbedinger

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

General Fund Budget:	\$240,276.59
Capital Improvements Plan:	\$ 13,173.36
Corrective Action Budget:	\$ 66,183.22
Liquid Fuels:	\$ 70,051.98
2007 Bond Issue:	\$ 87,243.29

Moved: Mr. Erbeldinger
Second: Mr. Burleigh

Roll Call Vote: Mr. Belmonte Yes
Mr. Burleigh 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: Pool Maintenance, GIS work
Corrective Action Budget: Sanitary Sewer consent decree work;
maintenance to Vactor and Camera trucks
Liquid Fuels: Salt; Traffic signals
2007 Bond Issue: new dump truck plow and annual payment –
fire truck.

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

General Fund Budget: \$ 614,283.48
Capital Improvements Plan: \$ 6,113.97
Corrective Action Budget: \$ 225,565.46
Liquid Fuels: \$ 939.19
Road Improvement Fund: \$ 3,987.75

Moved: Mr. Erbeldinger
Second: Mr. Karas

Roll Call Vote: Mr. Belmonte Yes
Mr. Burleigh 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: Crane for new garage & fencing work at rec center (both grant funded)
Corrective Action Budget: Sanitary Sewer consent decree work;
ALCOSAN bill
Liquid Fuels: Traffic signals
Road Improvement: 2010 paving program engineering

Motion: Move to accept the proposal for actuarial services from Mockenhaupt Benefits Group at the costs outlined in their written proposal dated April 5, 2010 (as attached to this agenda).

Moved: Mr. Erbedinger
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 commended Treasurer Barbara Livingstone for arranging for the early repayment of the tax anticipation note, thus saving the borough \$6,348.44 in interest costs.
2. Members received and reviewed the monthly financial statements and the latest cash flow statement both effective through April 30, 2010.
3. 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.

BOROUGH PROPERTY

Mr. Karas

Motion: Motion to incorporate the following language into the appropriate sections of the borough's fee resolution, the facility rental contracts and all marketing materials for the Forest Hills/Westinghouse Recreation Center, the Pool Lodge and the Forest Hills Senior Center:

"The borough will permit non-profit entities -- i.e., government agencies, school districts, church groups, or any non-profit group not collecting any profits for their organization -- to rent out the Forest Hills/Westinghouse Lodge, the Forest Hills Pool Recreation Lodge or the Forest Hills Senior Center at a discount rate of 25% off of the regular rental price (all rental prices are listed in the borough's fee resolution document)."

Moved: Mr. Karas
Second: Mr. Burleigh

Roll Call Vote: Mr. Belmonte Yes

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

Motion: Motion to implement as soon as practical by including in future rental contracts the policy on recycling for rental facilities as developed by Marketing and Events Director Cindy Simm and stated as follows:

"The Forest Hills Borough has a recycling program in place, and ask that Renters make sure that you and all your guests abide by the rule of recycling materials that are discarded during the event (glass, plastic, paper) in the bins marked in and around the facility. If you fail to follow this requirement, the security deposit check that we are holding (or a portion thereof) may be in jeopardy."

Moved: Mr. Karas
Second: Mr. Erbeldinger

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

Motion: Motion to amend the fee resolution by inserting the following language in both section 19 part B for pool lodge rental and in Section 22 Fees and Policies for the Forest Hills – Westinghouse Recreation Center:

Up to three hours of rental time – Less than 25 guests:
\$25.00

Moved: Mr. Karas
Second: Mr. Tomasic

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

Motion: Motion to instruct the Public Works department to address and complete the prior approved Ave L project by August 2010 and the prior approved Bright Park project by September 2010.

Moved: Mr. Karas
Second: Mr. Erbedinger

Mr. Porco – questions whether or not it is necessary to time stamp these projects – public works lost a full time employee to retirement and soon the paving program will start.

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

Motion: Motion to update the following recreation job descriptions inserting specific details about knowledge of AED's and specifying pre and post season work requirements:

- Utility Worker
- Tennis Director
- Assistant Tennis Director
- Pool Manager
- Assistant Pool Manager
- Lifeguards
- Concession Stand Worker
- Maintenance Worker
- Cashier

Moved: Mr. Karas
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: Motion to authorize the foreman to contact Waste Management for the placement of 4 two yard recycling containers at the Main Park, Pool Lot, Public Works Garage and Forest Hills/Westinghouse Recreation Center at

a cost of \$15 each (permitting one collection per month) plus the one time cost of a lock for each at \$75 per box with council to determine where funds from the budget will come to pay for this service.

Moved: Mr. Karas
Second: Mr. Tomasic

Mr. Tomasic – comments there was a discussion in committee that we would get locks for other boxes specifically the senior center because there have been complaints that it is becoming a garbage can for the vicinity and also a lock for the box at the pool. This can go back to committee for a motion next month.

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 approve a matching grant to the Bryn Mawr Gateway Project not to exceed \$5,000 with the stipulation that the Bryn Mawr group provide in writing details of their plans, drawings and an itemized list of funds raised to council for final approval.

Moved: Mr. Karas
Second: Mr. Burleigh

Mr. Porco – where is this matching grant coming from and where is the borough getting the matching funds? How can we consider matching funds when we have no information or details?

Mr. Karas – the funds will come out of the bond issue – this was decided at the Committee of the Whole.

Motion: Move to table this motion.

Moved: Mr. Tomasic
Second: Mr. Burleigh

Voice Vote to table the motion: 2 yes votes / 5 no votes

Roll Call Vote:

On original motion	Mr. Belmonte	Yes
	Mr. Burleigh	Yes
	Mr. Erbedinger	Yes
	Mr. Karas	Yes
	Mr. Tomasic	No
	Ms. Wood	Yes

Mr. Porco No

General Report:

1. The Heinz History Center is working with the borough to place a historical marker in the vicinity of the old Westinghouse Recreation Center noting the presence of the atom smasher and its historical significance.
2. The committee asked the engineer to review the stone wall surrounding the main park and prepare a report on what improvements may be needed to maintain it.
3. In order to increase interest and attendance at the pool, the recreation board has developed a letter to be circulated among residents and other promotional ideas.
4. In the Committee of the Whole, council asked the arborist to ensure that tree companies contracted for removal or pruning turn over the chips created to the borough for temporary storage behind the recreation center on Barclay for use in creating a trail through the woods there as well as other borough uses.

PUBLIC SAFETY

Mr. Tomasic

Motion: Motion to approve an ordinance establishing a tow away zone at the corner of Ardmore and Sumner.

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

Motion: Motion to approve an ordinance concerning the enforcement of snow removal and certain other violations of the Forest Hills Borough Code of Ordinances by granting the authority to issue notices of violation to Borough police officers and the authority to issue tickets to the code enforcement officer, Chief of Police, police officers and Borough Manager.

Moved: Mr. Tomasic
Second: Mr. Karas

Mr. Belmonte comments that the committee had brought up the idea of contacting groups, kids, etc. to help seniors who may need help removing

the snow.

Ms. Wood comments that council is taking a proactive approach by providing some resources.

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 borough has acquired 5 AED's plus an AED trainer for the Borough Building, Senior Center, Recreation Center and Pool through a grant from Sen. Costa. The AED's will be installed by the public works crew soon.
2. The committee asked that the civil service commission work with attorney Mike Palombo to begin the process of preparing rules for testing and hiring part time police officers and asked Mr. Palombo to review the provisional officer rules. The manager notified both parties in writing of the request.
3. Members directed the public works foreman to work with the Hosanna House in sharing the cost of the installation of a speed hump at the entrance to their property on Sherwood.

OPERATIONS & POLICY

Ms. Wood

Motion: Move to approve the minutes from the April 21, 2010 council meeting.

Moved: Ms. Wood
Second: Mr. Tomasic

All in Favor Voice Vote

Motion: Motion to approve new rules for council business meetings as drafted by the manager and incorporating the changes to the public comment period instituted by the council president in April.

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

Motion: Motion to approve resolution number 1095 directing and authorizing the proper borough officials to dispose of municipal records pursuant to ordinance 723 and as directed by the authority contained in the PA Municipal Records Act.

Moved: Ms. Wood
Second: Mr. Tomasic

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

General Report:

1. The manager's recommendation on staffing adjustments in the main office with the retirement of Bobbie McGreevy in July 2010 was accepted and the new position of Administrative Assistant – Finance which will replace Ms. McGreevy's position will be filled by current Administrative Assistant Siobhan Nicklow at an annual salary rate of \$32,032. The borough will advertise for a new administrative assistant to replace Ms. Nicklow as soon as possible.
2. The arborist reported on the meeting he held with the CDC and their contractors re: tree problems in the business district. He noted that corrections to tree planting problems will be made and monitored by him. He also noted that 3 street trees have died and the contractor is willing to replace them at no further cost. The committee, in Committee of the Whole, directed that they be replaced if the trees are ones acceptable to the arborist. Otherwise the matter should return to the committee for further discussion.
3. Without objection, the committee asks that the current policy on median sign requests be amended to include the following language:

For borough organizations that have an annual event previously approved by the committee, the operations and policy committee authorizes the borough manager to approve median signs under the same conditions stated here without the need to seek further approval of the committee.

PLANNING & ZONING

Mr. Burleigh

Motion: Motion to approve an ordinance that amends the Borough construction code in accordance with the Pennsylvania Uniform Construction Code and with Pennsylvania Department of Labor and Industry regulations.

Moved: Mr. Burleigh
Second: Mr. Tomasic

Roll Call Vote:

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

Motion: Motion to approve an ordinance to adopt the 2009 international property maintenance code as the Borough property maintenance code and to revise the regulations relating thereto.

Moved: Mr. Burleigh
Second: Mr. Karas

Roll Call Vote:

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

General Report:

1. Members discussed the borough's code enforcement operations with code officer Ron Willard at the May committee meeting.
2. As part of discussion during the Committee of the Whole meeting, council authorized the manager to apply for Community Development Block Grant (CDBG) funding for the demolition of one or more condemned buildings with the primary building located at 375 Avenue D and a second building located at 213 Beaver Dr. The manager has contacted both the engineer and solicitor to prepare the proper paperwork for the final application to be prepared before the end of June.

Old Business:

None.

New Business:

None.

Public Comment – Other Items

Frank O’Neill, 134 Cherry Valley Road - is there a time line on the storm sewer report that was stated in the agenda?

Mr. Gaus – spot repair was made will be checking the condition of the remaining stretch of pipe, but will need to talk to the public works foreman about the schedule.

Mr. Porco – comments that once the schedule has been set someone will contact Mr. O’Neill.

Mr. Meshanko, 348 Barclay Drive – reports that at the top of Sharon Drive and Barclay work had been done by Verizon- some cold patch was placed but now the patch is gone leaving a big ditch which has become a safety hazard.

Mr. Tomasic – Verizon was going to repair that section of the road at a cost of \$3,500 – Jim Theilacker said the borough would make the repair and Verizon can pay the borough the \$3,500 which would go towards the paving program.

Mr. Meshanko – reports that at 350 Barclay Avenue water is constantly pouring out of the driveway onto the street. There may be an under ground spring.

Mr. Tomasic comments this is not a new condition it has been ongoing.

Mr. Meshanko comments that it has never been this bad

Mr. Porco directs the borough engineer to take a look at the situation.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic
Second: Mr. Belmonte

All in favor voice vote

- Next Scheduled Council Meeting: June 16, 2010
- Next Scheduled Committee Meetings (order to be determined): Tuesday, June 1, 2010 (Public Safety, Public Works, Borough Property, Operations & Policy) and Thursday, June 3, 2010 (Planning & Zoning, Finance, Committee of the Whole).

Mockenhaupt Proposed Fees:

FEEES

REGULAR ACTUARIAL SERVICES:

Service	Police Plan	Non-Uniformed Plan
Preparation of Actuarial Valuation Report, individual employee benefit statements, GASB 25 and 27 disclosure, and client meeting to review report results (biennial fee)	\$3,015	\$3,111
Act 205 Reporting Form (biennial fee)	\$550	\$550
Employee Benefit Statements, if requested on non-valuation years (no charge on valuation years) (biennial fee)	\$350	\$350
Minimum Municipal Obligation calculation (annual fee)	\$325	\$325

ADDITIONAL SERVICES:

Retirement Benefit Calculations (fee charged as needed)	\$250	\$250
COLA Calculations (fee charged as needed)	\$175	n/a
All other consulting and actuarial services and projects related to the pension plans are charged based on time spent on the project and the hourly billing rates for personnel assigned to the plan		
Actuary		\$180
Senior Consultant		\$165
Actuarial Analyst		\$110
Administrative Assistant		\$160
OPEB Actuarial Valuation, if requested, of liability under Governmental Accounting Standards Board Statement No. 45, other post-employment benefits (OPEB). First valuation, if needed, for the Borough of Forest Hills, would be as of January 1, 2009. Valuation would cover all eligible employees. (triennial fee)		\$3,800

Fees are invoiced upon completion and payable upon receipt. Most fees (except for the OPEB Valuation) are payable from pension plan assets. The flat fees above are guaranteed through the end of 2011. The hourly rates will remain in effect through the end of 2010, but may be subject to change thereafter.