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**AGENDA**

Call to Order: Mr. Tomasic

Pledge of Allegiance: Mayor O'Malley

Roll Call:

Mr. Belmonte	Present	Mr. Porco	Present
Mr. Burleigh	Present	Mayor O'Malley	Present
Mr. Erbdinger	Present	Janet Sullivan, Tax Collector	Present
Mr. Karas	Not Present	Steve Korbel, Solicitor	Present
Mr. Tomasic	Present	David Gilliland, Engineer	Present
Ms. Wood	Via Phone	Steven Morus, Manager	Present

Mr. Tomasic presided at the meeting as President Pro Tem

Conditional Use Hearing – Kliment Development Mr. Korbel

Mr. Korbel opened the hearing and read the background information and conditional use requests. A court reporter is present and detail from the hearing can be found in his transcript.

Mr. Porco arrived during the conditional use hearing and Mr. Tomasic relinquished the chair.

Motion to continue the public hearing on the conditional use and the development plan –

Mr. Tomasic moved and Mr. Erbdinger seconded:

Roll Call Vote:	Mr. Belmonte	yes
	Mr. Burleigh	yes
	Mr. Erbdinger	yes
	Mr. Tomasic	yes
	Ms. Wood	yes
	Mr. Porco	yes

President's Report: Mr. Porco

No report

Mayor's Report: Mayor O'Malley

No report

The Mayor will submit a written report of activities.

Tax Collector's Report:

Ms. Sullivan

Ms. Sullivan presented her monthly report.

Chief of Police Report:

Chief Williams

Chief Williams presented his monthly report.

Fire Chief's Report:

Chief Theilacker

No report

Woodland Hills EMS Report:

Adam Knight

No report

Solicitor's Report:

Mr. Korbel

Mr. Korbel noted the following:

That an executive session was held on Feb. 7 to discuss personnel items and he requests another brief one after this meeting for the same.

Wilkesburg Penn Joint Water Authority Report:

Ms. Broz

Ms. Broz reported on water authority business.

Public Comment – Agenda Items

*At this time, citizens may address council on any issue appearing on today's agenda. Only residents and taxpayers of the Borough of Forest Hills will be permitted to address council. Comments on non-agenda items will be taken at the end of tonight's meeting. Speakers will be permitted to speak for a maximum of 5 minutes. Groups of people will be required to designate a spokesperson to represent them before council who may speak for a maximum of 10 minutes. 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. Please spell the name for the record.*

No comments

Committee Reports:

**PUBLIC WORKS COMMITTEE**

Mr. Belmonte

**Motion:** Move to authorize the borough engineer to prepare and advertise specifications for paving the following streets or street segments under consideration for the 2012 paving program with the final determination of streets or segments to be paved subject to change depending on bids received and funds available:

- Barclay Ave. (Marion – Forest Ridge)
- Braddock Rd. (Ardmore – Glasgow)
- Edgewood Rd. (#510 to Wellington)
- Windsor Ave. (Marion to Dead end)
- Geisler Dr. (Filmore – Main)
- Wilkins Rd. (Sherwood – Woodside)
- Forest Hills Rd (#311-End)

Alternates:

- Virginia Avenue (Barclay to Greensburg Pike)
- Avenue F (Ave D to Borough Line)

Slurry Seal

- Marion Avenue (Ardmore to Greensburg Pike)
- Lenox Avenue (Ardmore to Greensburg Pike)
- Filmore Road

Moved: Mr. Belmonte  
Second: Mr. Tomasic

Roll Call Vote:

Mr. Belmonte	yes
Mr. Burleigh	yes
Mr. Erbeldinger	yes
Mr. Tomasic	yes
Ms. Wood	yes
Mr. Porco	yes

**Motion:** Move to approve bid of State Pipe Services in the amount of \$269,900 for sewer lining work in 2012 as recommended by Glenn Engineering.

Moved: Mr. Belmonte  
Second: Mr. Erbeldinger

Company	Bid
State Pipe Services Inc.	\$269,900
Insight Pipe Contracting, LP	\$367,420
United Survey	\$278,880

*Note: all bidders submitted a 10% bid bond*

Roll Call Vote:      Mr. Belmonte      yes  
                             Mr. Burleigh      yes  
                             Mr. Erbelinger    yes  
                             Mr. Tomasic      yes  
                             Ms. Wood        yes  
                             Mr. Porco        yes

*General Report:*

1. The borough engineer submitted the following report to the committee (paving information is shown as reported in committee and not as in motion above):
  - A. Significant Deficiency Sewer Repairs – Liner Project  
Twelve of 36 sites have been completed under Phase I of this project. Phase II is in progress.
  - B. CD 37 Demolition  
This project has been awarded. Work will begin the week of January 30. Now 90% complete – both homes are down, both basements inspected; backfill needs replaced; remains the same.
  - C. 2012 Sewer work for the Consent Decree  
The liner project has been advertised. Bids will be opened February 6, 2012. We may have a small “dig” contract later this year for some locations where liners will not work.
  - D. 2012 Paving Project  
The following streets are to be considered for paving in 2012 using the Paser software. Jim Theilacker and I toured the streets on January 4 and offer our recommendations. Once Council reviews and approves a final list of streets, I recommend advertising for bids in March, 2012. The budget for this project is \$291,500.

<u>Street</u>	<u>Est. Cost</u>	<u>Recommendation</u>
A. Barclay Ave. (Marion – Forest Ridge)	\$10,700	Pave
B. Bevington Rd. (Burlington – Cascade)	\$9,500	Defer to 2013
C. Braddock Rd. (Ardmore – Glasgow)	\$78,500	Pave
D. Carmel Court (Filmore – dead end)	\$19,400	Defer to 2013
E. Edgewood Rd. (#510 to Wellington)	\$43,200	Pave
F. Fieldcrest Dr. (Glasgow – End)	\$51,000	Defer to 2013
G. Kenmore Ave. (Rockwood – Ardmore)	\$42,200	Defer until Rite Aid built
H. Overdale Dr (Castlegate–Hawthorne)	\$66,200	Defer to 2013
I. Rockwood Ave. (Kenmore-Yost)	\$14,000	Defer until Rite Aid built
J. Windsor Ave. (Marion to Dead end)	\$97,500	Pave
K. Geisler Dr. (Filmore – Main)	\$11,300	Pave
L. Wilkins Rd. (Sherwood – Woodside)	\$50,000	Pave
M. Forest Hills Rd (#311-End)	<u>\$6,300</u>	Pave
Total (recommended):		\$297,500

Alternates:

Virginia Avenue (Barclay to Greensburg Pike)  
Avenue F (Ave D to Borough Line)

Slurry Seal

Marion Avenue (Ardmore to Greensburg Pike)  
Lenox Avenue (Ardmore to Greensburg Pike)  
Filmore Road

Council will approve by motion an authorization for the engineer to prepare and advertise bid specifications for all listed above except those noted as deferred.

2. The following was an update received by 3 Rivers Wet Weather on sanitary sewer consent order issues & ALCOSAN:

Our January Manager's Minute focused on the Feasibility Studies that municipalities must submit to the regulatory agencies by July 2013. In keeping with this topic, we want to update you on a Feasibility Study guidance document that the regulatory agencies provided to the municipal engineers at the January Feasibility Study Work Group Meeting. PADEP and the ACHD created a draft outline of the items that municipalities should address in their Feasibility Studies. Although the municipalities and regulatory agencies aren't bound by the content of the outline, it was designed to create technical uniformity, while helping municipalities meet consent order obligations. We strongly encourage you to consult with your engineer on this guidance document and the current status of your community in completing the items noted in the document.

Your municipal engineer may want to attend the February Feasibility Study Work Group Meeting (Feb. 9th, 9 a.m. at the Green Tree Municipal Building), at which time this draft guidance document will be discussed in greater detail. If you have any questions or concerns regarding this document or the Feasibility Study process, please contact Jerry Brown, Municipal Support Manager

3. Members discussed several complaints re: curbs and curb replacement and requests that several concrete curbs be replaced with cement rather than follow the council policy of replacing with asphalt.

**FINANCE COMMITTEE**

Mr. Erbedinger

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

General Fund Budget:	\$ 204,316.81
Corrective Action Budget:	\$ 9,541.97



***Voice Vote – all in favor***

**Motion:** Move to authorize the manager to advertise for and otherwise seek proposals from appropriate parties for the refinancing of the borough's 2007 bond issue.

Moved: Mr. Erbeldinger  
Second: Mr. Tomasic

***Voice Vote – all in favor***

**Motion:** Move to authorize the manager to send a letter to county officials requesting that they authorize assistance to residents of the county, especially the elderly, by holding assessment appeal hearings in local municipalities and offering the use of Forest Hills buildings to hold such hearings for borough residents.

Moved: Mr. Erbeldinger  
Second: Mr. Tomasic

Mr. Tomasic made the following comments:

He asked the County that formal appeals be held in the buildings that we have access to in our area. Unfortunately, they can't do it, because it has to be tied into the County computers. I can access all the information from my home computer that I am using to appeal my assessment. I just don't understand the technical problem that exists here for them not coming out. I assume that this is going to be denied. The company that was hired to do the appraisal, that when you go to appeal, you do not have access to the information that the company has. You can only get what is on the website on your computer at home and that all the information you have to base your appeal on. However that company has information that they have used to determine these assessments that we pay for as County residents.

***Voice Vote – all in favor***

*General Report:*

1. The tax collector informed the committee that tax bills will go out later due to problems the county has with printing bills. The discount and face payment periods will be adjusted accordingly.

2. The committee will meet with representatives from Ameriserv Trust at the April committee meeting to discuss pension plan investments.

**BOROUGH PROPERTY**

Mr. Belmonte

**Motion:** Move to approve the summer hires as shown on the list attached to this agenda and pending applicant's adherence to our hiring policy on background checks.

Moved: Mr. Belmonte  
Second: Mr. Tomasic

Note: the committee agreed that Adam Neidig would be hired as assistant tennis coach rather than pool guard at the same rate he was scheduled to make at the pool. Cindy explained that the tennis director normally is paid less than Adam would make as a guard.

Roll Call Vote:

Mr. Belmonte	yes
Mr. Burleigh	yes
Mr. Erbeldinger	yes
Mr. Tomasic	yes
Ms. Wood	yes
Mr. Porco	yes

**Motion:** Move to amend the job description for the Marketing and Events Director to include the following:

- Under Essential Job Functions/Duties: "Travel to each recreational facility including all parks, swimming pool and pool area, the Forest Hills/Westinghouse Recreation Center, Senior Citizen's Center, and attend any and all meetings with council, boards, the borough manager, instructors, clients, and other essential personnel."
- Expand to say: "Travel to each recreational facility including all parks, swimming pool and pool area, the Forest Hills/Westinghouse Recreation Center, Senior Citizen's Center while an activity is occurring such as a swim meet, tennis tournament, family fun night, basketball training, synchronized swimming, etc.," and attend any and all meetings with council, boards, the borough manager, instructors, clients, and other essential personnel."

Moved: Mr. Belmonte  
Second: Mr. Tomasic

***Voice Vote – all in favor***

*General Report:*

1. The chair reviewed the proposal of Citizen's Power re: wind energy as a source of electrical power for residents. Discussion will continue at the March meeting.
2. The Committee reviewed the following report from the borough engineer:
  - A. DCNR Grant (formerly Bright Park Project)  
We have received verbal (but not written) approval of our plans from DCNR. The project can be bid with construction to follow in the Spring of 2012. We have submitted the Streambank Rehabilitation Permit application to DEP. (Note: this grant is on hold and work and permits will be delayed pending receipt of a contract from DCNR.)
  - B. Fire Dept Roof  
This project will be ready for advertisement for bids in February. I am investigating the feasibility of installing solar skylights and hope to have more info on this for your regular meeting in February.
  - C. Westinghouse Rec Center  
We will be seeking quotes and bids for lighting, heating/AC, doors and landscaping improvements to utilize the remaining funds in the DCNR grant as discussed in my meeting of January 26 with Cindy and Steve Morus.
3. The committee reviewed the status of the dog park grant with Cindy Simm and Lynn Cassidy.
4. Ms. Simm also provided a requested report to all members on revenue and expenses for the Forest Hills Westinghouse Recreation Center. She also noted she is investigating a Braddock Hills day care that wishes to expand to Forest Hills and use the rec center.
5. The manager reviewed the status of the recreation center grant work involving electrical, HVAC, landscaping and replacement of doors.

**PUBLIC SAFETY**

Mr. Tomasic

**Motion:** Move to approve ordinance number 1020 establishing a stop intersection on Avenue L at the intersection of Second Street.

Moved: Mr. Tomasic  
Second: Mr. Erbedinger

***Voice Vote – all in favor***

**Motion:** Move to ratify the agreement and Benefit Election Form between Officer Matt Livingstone and the borough approving his disability retirement from the police department.

Moved: Mr. Tomasic  
Second: Mr. Erbedinger

Roll Call Vote:

Mr. Belmonte	yes
Mr. Burleigh	yes
Mr. Erbedinger	yes
Mr. Tomasic	yes
Ms. Wood	yes
Mr. Porco	yes

*General Report:*

1. Chief Williams reported that total police overtime for January amounted to only \$1,631 compared with \$12,566 from January 2011.
2. A report on the parking survey from the Tree City Times found that of the
3. surveys received 35 out of 46 voted against the sale of overnight parking permits. An article in a future newsletter will discuss this further.
4. Members will review the updated Allegheny County Hazard Mitigation Plan once it is received. The county asks that the borough then approve participation in the plan via a resolution which will be considered as soon as possible.
5. Rick Colella of the fire department noted that Kamin Realty is allowing the department to use the old part of the Ardmore Shopping Center for training prior to its demolition for a new Rite Aid store. The department will send a letter to all involved on behalf of the department and the borough to thank them for permitting this use.

**OPERATIONS & POLICY**

Mr. Burleigh

**Motion:** Move to approve the minutes from the January 18, 2012 council meeting.

Moved: Mr. Burleigh  
Second: Mr. Tomasic

***Voice Vote – all in favor***

**Motion:** Move to approve ordinance number 1021 to increase the total members of the Forest hills Shade Tree and Shrub Committee from five to six members.

Moved: Mr. Burleigh  
Second: Mr. Tomasic

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

**Motion:** Move to approve ordinance number 1022 to authorize the environmental advisory council to maintain the bird and wildlife sanctuary and to eliminate the Forest Hills Bird and Wildlife Committee.

Moved: Mr. Burleigh  
Second: Ms. Wood

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

**Motion:** Move to authorize the manager to hire Wendy Archer for the position of Finance Officer/Treasurer at an annual salary of \$40,000.

Moved: Mr. Burleigh  
Second: Mr. Erbeldinger

Mr. Porco noted Wendy Archer will be replacing Barbara Livingstone who will be retiring the end of March. We are not hiring an additional person, we are just replacing a very important integral part of our office staff.

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

**Motion:** Move to approve the appointment of the following residents to the committee shown and for the term indicated:

Committee	First Name	Last Name	Expiration	Duration
Shade Tree and Shrub Committee	Barbara	Cavanaugh	28-Feb-15	3 years
Shade Tree and Shrub Committee	Nina	Sowiski	28-Feb-15	3 years
Recreation Board	Roseann	Litzinger	28-Feb-17	5 years
Recreation Board	Scott	Glasser	28-Feb-13	(fill unexpired term)
Neighborhood Crime Resistance	Jeffrey	Kooser	28-Feb-14	2 years
Neighborhood Crime Resistance	Patricia	Aiello	28-Feb-14	2 years
Neighborhood Crime Resistance	Kay	Powderly	28-Feb-14	2 years
Civil Service Commission	Daniel	Joscak	28-Feb-18	6 years
Environmental Advisory Council	Patricia	Brown	28-Feb-16	4 years
Environmental Advisory Council	Patricia	DeMarco	28-Feb-16	4 years
Environmental Advisory Council	Dick	Esterle	28-Feb-15	3 years
Environmental Advisory Council	Molly Gail	Mehling	28-Feb-15	3 years
Environmental Advisory Council	John	Lawrence	28-Feb-17	5 years
Planning Commission	Norm	Keller	28-Feb-16	4 years
Planning Commission	Steven	Greenberg	28-Feb-16	4 years
Zoning Hearing Board	Vivian	Broz	28-Feb-15	3 years

Moved: Mr. Burleigh  
 Second: Mr. Tomasic

Note: Environmental Advisory Council term is 5 years. However, since a number of slots were vacant and terms are required to be staggered new members are shown with less than 5 year terms. Council may choose to rearrange these at its discretion.

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

**Motion:** Move to approve a resolution opposing the Port Authority plan to discontinue bus service through the borough, requesting state and county officials to address the county's transportation funding crisis and authorizing the manager to send a letter to state and county officials requesting their assistance and informing them of the borough's concerns.

Moved: Mr. Burleigh  
 Second: Mr. Belmonte

Mr. Belmonte thanked resident Brian Kurtz for bringing this to council's attention.

***Voice Vote – all in favor***

**Motion:** Move to adopt the Forest Hills Borough Negotiation Committee Policy.

Moved: Mr. Burleigh  
Second: Mr. Tomasic

Ms. Wood asked Mr. Korbel to explain the policy and if this is standard in all Boroughs and questioned the wording. Mr. Korbel advised that he took the policy that was adopted from another one of their communities seven or eight years ago. From the language standpoint, it is fairly standard and directive and he doesn't think will be many misunderstandings.

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

*General Report:*

1. The borough continues to seek volunteers for the 2019 Centennial Committee. Please contact the office if interested.
2. Volunteers are needed for various committees. Vacancies exist on a number of committees as follows (pending acceptance of positions for tonight's appointments):
  - a. Code Appeals board (1)
  - b. Crime Resistance (2)
  - c. Planning Commission (2)
  - d. Recreation Board (3)
  - e. Zoning Hearing Board (1 alternate)
  - f. Environmental Advisory (2 – min. of 3, max of 7 members total)
3. Members are reviewing recreation board duties under borough ordinance and the borough code and will continue the review in March.
4. Members listened to Sharon Svitek of the PA DEP discuss requirements for leaf/yard waste. She noted that grass clippings are not included in the list and that residents may dispose of them in trash. However, remaining yard waste must be recycled. The borough collects leaves in the Fall and collects and chips brush in the spring but Ms. Svitek notes that monthly collection of some type should be available year round. This could be via a drop off box from a private contractor or by the borough's construction of a compost site. If the latter is selected there are site requirements that DEP imposes that must be met.

5. The committee is reviewing these requirements to ensure that the borough is in compliance and considering options.

## **PLANNING & ZONING**

Mr. Burleigh

**Motion:** Move to authorize the solicitor to prepare and advertise an ordinance to permit sandwich board signs in the Business and Town Center Overlay Districts.

Moved: Mr. Burleigh  
Second: Mr. Tomasic

***Voice Vote – all in favor***

### *General Report:*

1. Members reviewed the time line for the Kliment Building development as prepared by the solicitor
2. The manager will forward to committee members and the remainder of council a proposal from the Turtle Creek Valley Council of Governments re: the formation of a joint code appeals board to serve member communities. The committee will review at the March meeting
3. The committee will begin a review of the zoning ordinance section by section at the March meeting and continuing for the next several months.

### Old Business:

Mr. Porco questioned that during the Conditional Use Hearing were the developers alluding that the delay with the county stems from this office. We did everything we could to expedite.

Mr. Morus was directed to send a letter indicating what we offered to do and what they did not take us up on. All must be approved together not piecemeal. We offered to reschedule regularly scheduled meetings and offered to allow a meeting with the solicitor.

Ms. Wood's phone connection was lost and not restored.

New Business:

Mr. Tomasic raised the issue of the assessment process and needs a letter to the county re: potential withholding of information; concerned that this may be a legal issue.

Motion to submit a letter from the solicitor on behalf of council to the county raising Mr. Tomasic's concerns re: the property assessment appeal process as well as a right to know request on potential withholding of underlying data gathered by the company conducting the assessment.

Moved: Mr. Tomasic

Second: Mr. Erbedinger

Roll Call Vote:	Mr. Belmonte	yes
	Mr. Burleigh	yes
	Mr. Erbedinger	yes
	Mr. Tomasic	yes
	Mr. Porco	yes

Public Comment – Other Items

*At this time citizens may address council on any issue. Only residents and taxpayers of the Borough of Forest Hills will be permitted to address council. Speakers will be permitted to speak for a maximum of 5 minutes. Groups of people will be required to designate a spokesperson to represent them before council who may speak for a maximum of 10 minutes. 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. Please spell the name for the record.*

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic

Second: Mr. Burleigh

***Voice Vote – all in favor***

- Next Scheduled Council Meeting: March 21, 2012
- Next Scheduled Committee Meetings (order to be determined): Thursday, March 1, 2012 – Borough Property, Operations & Policy, Public Safety, Public Works.  
Tuesday, March 6, 2012 – Finance, Planning & Zoning, Committee of the Whole.

<b>2012 Summer Staff Recommendations</b>		
	<b>Yrs. Prev.</b>	
<b>Name</b>	<b>Worked/Pool</b>	<b>Recommended Positions</b>
Bodner, Giovanni	5	Lifeguard
Bodner, Graham	8	Swim Team Head Coach
Cassidy, Lynn	24	Pool Manager
Cassidy, Shannon	8	Assistant Pool Manager
DeLuca, Amanda	6	Assistant Synchronized Swim Coach
Finlay, Andrew	5	Assistant Swim Team Coach
Gormley, Rebecca	4	Concession Stand
Holzinger, Michael	1	Sub-Lifeguard
Kennedy, Colleen	5	Lifeguard
Kimicata, Lauren	2	Sub-Lifeguard
Layton, Jacob	2	Lifeguard
Longo, Brenna	5	Concession Stand
MacCamy, Renee	2	Cashier
Orriola, Lexy	5	Lifeguard
Ricci, Angela	4	Maintenance
Rodrigues, Annmarie	8	Synchronized Head Coach/Sub-Lifeguard
Schwoegl, Erin	2	Cashier/Lifeguard
Shovlin, Shea	2	Assistant Swim Team Coach
Sorek, Gregory	2	Utility
Stein, Chelsea	6	Lifeguard
Usouski, Mariska	2	Sub-Lifeguard
<b>First-time Lifeguards</b>		
Bonacci, Lindsay	0	First-year Sub-Lifeguard
Galloway, Lauren	0	First-year Sub-Lifeguard
Houstinger, Hailey	0	First-year Sub-Lifeguard
Huang, Erin	0	First-year Sub-Lifeguard
Johnston, Merrick	0	First-year Sub-Lifeguard
Johnston, Miranda	0	First-year Sub-Lifeguard
Scifo, Emily	0	First-year Sub-Lifeguard
Thomas, Blair	0	First-year Sub-Lifeguard
Usouski, Dakota	0	First-year Sub-Lifeguard
<b>Former Lifeguards</b>		
Bonacci, Nicole	3	Sub-lifeguard -- to work during staff vacations
Ricci, Nicholas	4	Sub-lifeguard -- to work during staff vacations
Sciulli, Emily	1	Sub-lifeguard -- to work during staff vacations
<b>Tennis Program</b>		
Neidig, Adam	5	Assistant Tennis Director
Paull, Mark	15	Tennis Director