

Call to Order: Mr. Karas

Pledge of Allegiance: Mayor O'Malley

Roll Call:

Mr. Belmonte	present	Mr. Karas	present
Mr. Burleigh	absent	Mayor O'Malley	present
Mr. Erbdinger	absent	Janet Sullivan, Tax Collector	absent
Mr. Porco	present	Steve Korbel, Solicitor	present
Mr. Tomasic	present	David Gilliland, Engineer	present
Ms. Wood	present	Steven Morus, Manager	present

President's Report: Mr. Karas

Mr. Karas thanked the staff and council members for picking up the slack during the past few weeks when he has had some family members to deal with.

May 16 – a meeting will be held with Hosanna House and other borough officials to discuss activities and work there.

He reminded all to submit petitions in an understandable and accurate manner

He also announced an executive session was held on April 4 and will be held again tonight to discuss personnel issues.

Mayor's Report: Mayor O'Malley

No report

Tax Collector's Report: Ms. Sullivan

No report

Chief of Police Report: Chief Williams

Chief Williams presented his activity report and asked residents to call 911 if they notice solicitors in the borough without a permit. He also cautioned people about letting someone in their home claiming to be a utility worker. He advised them to call 911.

Fire Chief's Report: Chief Theilacker

No report

Woodland Hills EMS Report:

Keith Morse

No report

Solicitor's Report:

Mr. Korbel

No report

Wilkesburg Penn Joint Water Authority Report:

Ms. Broz

Ms. Broz reported on Authority activities.

#### 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.*

Doug Berthold, 328 Ridge Ave – re: approval for a subdivision. Will be considered under planning and zoning which can be moved up if council prefers. Council moved to planning and zoning committee to handle the matter immediately as shown on these minutes later in the meeting.

Rebecca Studer, 157 Fairfax Road – spoke in favor of the bee ordinance proposal.

Gloria Madden, 646 Cascade Road – represented residents opposing the bee and chicken ordinance proposal and provided information supporting her points.

Ann Chorazy, 130 Washington Road – noted that we used to have chickens in Forest Hills and they were such a nuisance that council eliminated them. She asked what has changed. She is concerned about the illnesses that could be created and the size of the lots in the borough. She is not necessarily opposed to bees.

Joann Meier, 306 Castlegate Road – spoke regarding scientific information and noted researched information they have found on both sides. She cited several and discussed the importance of the will of the neighbors in making these decisions. Spoke in opposition to the proposed ordinance.

Page Forrest, 31 Roxbury Road – discussed CDC diseases that can come from other animals. He is a physician and psychiatrist and spoke in favor of the proposed ordinance.

Eve Duda, Cascade Road – discussed other animals that are permitted in the borough and spoke in favor.

Noreen Begg, 712 Cascade Road – discussed the bee presentation and was complimentary but it did not convince her to support a proposal for beekeeping in Forest Hills. She expressed concern about code enforcement operation in enforcing and about informing the electorate.

Harry White, 438 Decatur – asked that more research is done on bees and discussed controlling bees. Concerned about use of pesticides to control. Spoke generally against the proposal for bees. Discussed chickens and suggested using unused property for either or both.

Jim Reed, 517 Sherwood Road – Hosanna House issues with noise, traffic and crowds. Concerned about the new construction. Spoke about drainage issues from the property and the zoning hearing that Wilksburg held. Concerned that the residents were not involved. Asked for a follow up for the meeting on the 16<sup>th</sup>.

Ben Tengelsen, 518 Braddock Road – he and his wife are residents for about 1 year. Discussed the things that attracted them to Forest Hills. Spoke in favor of the bees and chickens proposal.

June Simmons, 3 Cherry Valley Road – Hosanna House property concerns. Noted that there were no signs along Sherwood to notify residents about the development. Also noted that the Penguins are involved in the development.

Sylvia Shipp, 516 Sherwood Road – Hosanna House property concerns. Expressed concern about the safety there. There is noise from May through September. Concerned about the run off in the area along the street. Concerned about the safety of children in the area. Invited council members to come to her home to listen to the noise.

Kevin Connelly, 509 Sherwood – agreed with Ms. Shipp's comments. Believes that people will begin leaving the area. The owner of the Hosanna House is an absentee owner. Asked council for answers.

Mr. Porco asked when the speeding occurs. Mr. Connelly says it happens always.

Michelle Amato, 204 Forest Hills Road – also spoke about Hosanna House and noted it is an unacceptable situation and unsafe. Also noted the noise. Asked for Wilkinsburg access through a Wilkinsburg property.

Committee Reports:

**PUBLIC WORKS COMMITTEE**

Mr. Belmonte

**Motion:** Move to award the 2013 paving contract to Victor Paving in the amount of \$314,248.60 with final list of streets to be determined pending actual dollars received.

Moved: Mr. Belmonte  
Second: Mr. Porco

Note: see bid information in engineer's report below.

Mr. Belmonte outlined how the borough affords this each year and the process we use to evaluate roads

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

*General Report:*

1. The borough engineer submitted the following report to the committee:

Engineer's Report for April, 2013

Public Works Committee

A. 2012-13 Sewer Work for the Consent Decree

- i. This project is in progress with 58% of the \$160,000 worth of work completed.
- ii. Later in 2013 we will be advertising for bids for the next round of sewer liners and sewer repairs by excavation as funds become available.
- iii. CCTV inspections to comply with the Operation & Maintenance Plan will be done in 2013 by in-house personnel.

B. 2013 Paving

Bids for the 2013 Paving Project were opened March 29 with the following results:

<u>Youngblood</u>	<u>Victor</u>	<u>Folino</u>	<u>Morgan</u>	<u>El Grande</u>
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1. Forest Hills Road \$16,704.30 (#311 to end)	\$12,112.50	\$17,260.20	\$21,100.20	\$18,317.88
2. Virginia Avenue \$15,194.25 (Barclay to Pike)	\$13,831.25	\$14,487.05	\$17,042.00	\$15,130.00
3. Hawthorne \$28,088.25 (Castlegate - Overdale)	\$25,506.25	\$26,914.45	\$31,740.50	\$27,672.50
4. Fieldcrest \$59,196.25 (Glasgow to cul de sac)	\$41,687.00	\$54,805.55	\$62,132.50	\$56,247.50
5. Rockwood \$28,100.75 (Kenmore to Yost)	\$25,631.25	\$27,569.45	\$31,990.50	\$27,897.50
6. Barclay \$62,896.00 \$63,770.70 (Arnold to dead end)		\$57,937.50	\$62,000.95	\$72,918.80
7. Marion \$159,342.50 \$184,704.00 (Ardmore to Gbg Pike)	\$123,661.10	\$141,329.00	\$182,644.05	
8. Windsor \$17,165.25 (Lennox to Clover)	\$16,881.75	\$17,288.60	\$19,363.50	\$17,728.75
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TOTAL:	\$314,248.60	\$361,660.45	\$438,932.05	\$385,232.63
	\$367,923.75			

ALTERNATES

9. Wellington \$16,149.50 (Burlington to Brinton)	\$15,195.50	\$16,540.00	\$19,191.50	\$11,957.50
10. Windsor \$6,820.25 (Marion to Vine)	\$6,474.75	\$7,367.25	\$31,171.75	\$7,258.75
11. Windsor \$17,144.50 (Lennox to house # 531)	\$16,175.75	\$18,010.50	\$20,691.50	\$18,020.00
12. Windsor \$19,190.65 (Marion to Glenn Ay.)	\$13,889.10	\$20,599.50	\$25,464.05	\$22,421.50
13. Hawthorne \$13,569.40 (Castlegate to Cascade)	\$12,460.00	\$14,275.20	\$16,182.80	\$14,269.00

As can be seen, the low bid was from Victor Paving at \$314,248.60. Victor has done good work for the borough in the past. We recommend the committee and Council award the project to Victor for an amount that fits within your budget.

- c. I met with Hosanna House, their engineer and Wilkesburg Code officials on Friday February 15, 2013 regarding their Storm Water Management Plan for their Sherwood Road property. They are planning to regrade the parking area, add a deck hockey court, improve drainage around the tennis courts, add a maintenance building, construct a trail from Niagara Rd in Forest Hills through their property to Elmhill Road in Churchill, and construct a soccer field. Their storm water management plan was submitted to Wilkesburg and myself for review and approved. The plan includes three rain gardens and a retention pond as well as various piping and inlets. When completed, it should alleviate the excessive storm water flows on Sherwood Road in Forest Hills.
2. The foreman submitted an activity report for the first quarter of 2013 and noted that the gas company will provide \$1,875 toward repair of Marion in lieu of making repairs themselves. These funds will be incorporated into the paving program for the work to be done on Marion.
3. The committee received the following report from 3 Rivers Wet Weather on sewer & consent decree issues:

After nearly 18 months of research, an independent 34-member review panel released its findings of the "Sewer Regionalization Evaluation," which concluded that a more regional approach to stormwater and wastewater management would provide better service and water quality for residents, businesses, and communities in the ALCOSAN service area. The panel, chaired by Carnegie Mellon University President Jared Cohon, was convened by the Allegheny Conference on Community Development at the request of ALCOSAN.

We strongly encourage municipalities to review the recommendations of the study as it will have an impact on the final regional wet weather plan. (The executive summary is attached and the full report can be viewed on ALCOSAN's website.) 3RWW is planning a joint Elected Officials Basin Group Meeting for the last week in April. The agenda will include a presentation on the regionalization study, as well as an opportunity for attendees to ask questions about how the review panel's findings might impact municipal wet weather plans.

## FINANCE COMMITTEE

Mr. Tomasic

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

General Fund Budget:	\$ 341,466.59
Corrective Action Budget:	\$ 186,514.57

Liquid Fuels: \$ 36,714.06  
Fire Protection: \$ 104,295.48  
Capital Improvements: \$ 312.80

Moved: Mr. Tomasic  
Second: Mr. Porco

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

Detail of Non-General Fund Items:

Corrective Action Budget: Sewage fee refunds, engineering, truck repair,  
ALCOSAN bill  
Liquid Fuels: salt, street lights  
Fire: Fire Truck lease payment; Forest Hills VFD  
first payment (\$33,617.19)  
Capital: Pool filter room improvements

**Motion:** Move to approve the policy on delinquent fees and collections as attached to this agenda.

Moved: Mr. Tomasic  
Second: Ms. Wood

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

**Motion:** Move to approve PNC Bank as the official depository for borough funds and remove Citizen's Bank.

Moved: Mr. Tomasic  
Second: Mr. Porco

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

**Motion:** Motion to approve a two year agreement with Official Payments with automatic renewal for a one year term under the following conditions:

- Must provide written 60 day notice to terminate contract or for non-renewal.
- All credit/debit cards/e-check fees to be charged to the customer
- There will be a \$90.00 cost to the borough for a magnetic card reader
- The fee on returned transactions is established at \$5.95 on e-checks with the borough's normal NSF check fee applied to the payer as outlined in the fee resolution.

Moved: Mr. Tomasic

Second: Mr. Porco

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

*General Report:*

1. The manager noted that staff will begin working on the 2014 capital improvements plan in May.
2. The committee discussed alternate methods for setting daily admissions rates at the pool and asked that Cindy Simm submit suggestions in time for next year's budget.
3. The manager updated council on the status of appeals for the 2013 assessment and its effect on the borough's total assessed value. Here is a summary:

Disposition notices sent to us by the county re: appeals show that:

- Through the end of March, the overall 2013 assessed value has decreased by 77.5% based on 364 appeals settled (*to clarify, does not reflect the actual reduction in value overall but only on these 364 appeals*).
- Almost 61% of these properties have had their assessment changed (including 1 property whose assessed value went up).
- The last round of reported appeals featured the first of the commercial appeals which settled in the owner's favor decreasing the taxable assessed value of those 4 properties by \$11,500,000.

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Original reported Assessed value:	\$421,815,300 (as of Feb. 2012)
Certified Value as of 12/20/2012:	\$414,169,815
Value as of 3/29/2013:	\$399,354,415
Break Even Value at 8 mills:	\$322,350,000 (approx.)

Mr. Tomasic noted that taxes haven't been raised since 2007. The assessments required that the millage rate be adjusted. Council made what it considered to be the best estimate and included in the law that amounts in excess would be refunded.

## **BOROUGH PROPERTY**

Mr. Porco

### *General Report:*

1. The Committee reviewed the following report from the borough engineer:

#### Borough Property

##### A. Tennis Courts

This project has not been advertised due to concerns raised by USTA regarding the layout of the courts. USTA has recommended three layouts. The committee needs to decide which layout to build.

##### B. Pool Projects for 2013

The Pool Caulking Project has been awarded. Work should begin in May when the weather is suitable.

The contract for the replacement of the sliding glass doors and windows with 3 sliding glass doors and 2 windows will be awarded pending final grant approval for changes by the state. Construction will be underway within 4-8 weeks after approval.

We received two quotes for the gas logs:

Manear's Fireplace & Hearth \$1,500.00  
The Fireplace & Patio Shop \$1,575.00

This is for a 36" gas log. Prices do not include brick repair of the hearth and cleaning of the flue. A question was raised about installing a flue liner. The low bidder stated we should inspect the flue via camera to see if a liner is necessary. The cost of this camera work would be \$150. In the event a liner is needed the cost would be \$2,000 however he will deduct the \$150 cost of the camera work from this total.

Members later discussed the recommendation that only a gas fire place be installed and not gas logs. The cost is estimated at about \$5,000 with venting through the chimney.

C. Senior Center

We are holding off on the solicitation of quotes for the replacement of the floors in the rest rooms and the re-alignment of the stalls for ADA compliance.

Members directed the engineer to proceed with advertising for bids for these repairs without further objection by council.

2. The manager reported that the fire hall accessible restroom project is eligible for funding via the Community Development Block Grant program but funds are insufficient and therefore the project will not be funded by the county. There is still a chance that TCVCOG CDBG funds may be available, however. If that were the case, council would have to decide fairly quickly whether the COG's funds are sufficient to handle the job and consult with the engineer. If insufficient funds are available, council would have to determine if it could pay a portion of the cost out of borough funds.

Mr. Gilliland noted that bids for the tennis courts will be opened on May 2 in the office.

**PUBLIC SAFETY**

Mr. Tomasic

**Motion:** Move to approve resolution number 1131 designating Dave Gilliland as the agent representing the borough for the PEMA grant for a generator to establish an emergency shelter at the rec lodge on Barclay.

Moved: Mr. Tomasic  
Second: Ms. Wood

Note: if approved, the grant would provide 75% of the funding.

***Voice Vote – all in favor***

**Motion:** Move to authorize the manager to send a letter to the Civil Service Commission requesting that they institute a formal process to consider and approve Civil Service protection for Chief Charles Williams.

Moved: Mr. Tomasic  
Second: Mr. Belmonte

***Voice Vote – all in favor***

*General Report:*

1. PEMA reported that the official designation of Keith Morse as Emergency Management Coordinator for the borough is before the Governor for final approval.
2. At the next Public Safety committee meeting discussion will take place concerning Braddock Hills and fire protection services. There is no present proposal /nor has there been any proposal made by any Forest Hills Borough officials to Braddock Hills about fire protection. However it should be noted that a proposal was made to the Braddock Hills council by the FHVFD without the knowledge or consent of Forest Hills council. WTAE broadcast there was negotiations going on, but there are no negotiations involving Forest Hills Council.
3. The Volunteer Fire Department expressed concern about parking availability in the borough lots.

**OPERATIONS & POLICY**

Ms. Wood

**Motion:** Move to approve the minutes from the March 27, 2013 council meeting.

Moved: Ms. Wood  
Second: Mr. Porco

***Voice Vote – all in favor***

**Motion:** Move to approve the appointment of Donnalee Dodson of 1912 Ardmore Blvd. to the Environmental Advisory Council with a term to expire on Feb. 28, 2017.

Moved: Ms. Wood  
Second: Mr. Tomasic

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

***General Report:***

1. The borough continues to seek volunteers for the 2019 Centennial Committee. Please contact the office if interested.
2. The borough continues to seek volunteers to serve on various boards and committees (e.g., planning commission, zoning hearing board, code

appeals board, etc.) and asks interested residents to contact the manager at the borough office for further information.

3. The committee continues to review language for an ordinance that would permit property owners to own and raise a limited number of chickens and/or own a bee apiary, both with prescribed restrictions and limits. The April meeting concentrated on raising bees with Stephen Repasky, Master Beekeeper.

At the committee meeting on May 2, they will look at specific language regarding fees and further details will be discussed such as requiring an annual permit, which will not be given without best management practices of PA Department of Agriculture, have proof of attending a class, show a site plan, have a minimum of 2,000 square feet for two hives and a ten foot set-back. Dimensions of specific hives will be outlined. Stephen Repasky clarifies status of honey bees in urban areas. He could provide examples of city hives existing in Pittsburgh. Swarming only looks intimidating—however it is not dangerous. Honey does not take on pesticides.

Mr. Tomasic discusses the borough's role in code enforcement as it would pertain to bee and chicken issues to conform with whatever ordinances may be made regarding keeping them in the borough.

## **PLANNING & ZONING**

Ms. Wood

This portion of the meeting immediately followed Mr. Berthold comments earlier in the meeting.

**Motion:** Move to authorize the solicitor to prepare and advertise an ordinance that would amend the zoning ordinance regarding the installation of solar panels, storage and sale of propane and posting of temporary signs.

Moved: Ms. Wood  
Second: Mr. Belmonte

### ***Voice Vote – all in favor***

**Motion:** Motion to approve the application of Doug Berthold (the "Developer") for combined preliminary and final minor subdivision approval for property located at 328 Ridge Avenue, currently identified as Allegheny County Block and Lot No. 299-G-30, located in the R-1 Zoning District, in accordance with Section 22-313 of Chapter 22 of the Forest Hills Borough Code of Ordinances, Subdivision and Land Development, as amended, (the "SALDO") subject to the following conditions:

1. Reimbursement of Borough Review Fees and Expenses: The Developer shall reimburse the Borough for all Engineer, Solicitor and other professional consultant fees and all other expenses incurred by the Borough as a result of the proposed development on the subject properties. Chapter 27 of the Forest Hills Borough Code of Ordinance, Zoning, as amended (the "Zoning Ordinance"), §27-1303.
2. Compliance with Laws: The Developer must comply with any and all applicable Borough land use, building and other codes and apply for and obtain any necessary building, occupancy and other permits from the Borough Zoning Officer and Building Code Official.
3. Failure to Comply. Failure to comply with the terms and conditions of the minor subdivision plan approval granted by Council shall result in said approval being rendered null and void. SALDO §§ 22-902 and 22-301.

Moved: Ms. Wood  
Second: Mr. Tomasic

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

*General Report:*

1. Members reviewed code enforcement activities with the borough's code officer, Don Branzel.
2. The committee discussed a proposed development at the former Westinghouse research center site and noted that the proposed development at the EPI Building was no longer in play.

Old Business:

Pool admission rates, is the pool financially viable? Some people say rates are too high. What can be done to keep rates low for the borough residents—i.e. fund raising projects? We have been running a deficit on the pool for many years, but most would like to keep it open and running. Council is open to any ideas that would help keep the pool open for residents.

Mr. Karas commented about open communications with the public, via meetings, internet, phone calls, etc.

New Business:

Members of East Catholic School would like to advertise their open house on Ardmore Blvd. and requested permission to place signs in the Ardmore median. They asked to extend the time of display of the signs to a week. Permission was granted by council.

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.*

Joann Meier, 306 Castlegate – thanked members of council for their consideration of this issue.

Tom Raible, 304 Overdale Road – discussed the bee issue and noted the experience of his brother who served as an apprentice beekeeper who had many bee stings in a particular incident. Asks that if this is approved that there should be a fence around a hive to protect kids who may accidentally get near. He also discussed pool prices and commented that Sandcastle costs \$50 a year for membership.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic  
Second: Ms. Wood

***Voice Vote – all in favor***

- Next Scheduled Council Meeting: May 15, 2013
- Next Scheduled Committee Meetings (order to be determined): Thursday, May 2, 2013 – Borough Property, Operations & Policy, Public Safety, Public Works.  
Tuesday, May 7, 2013 – Finance, Planning & Zoning, Committee of the Whole.  
*Council may choose to meet as a whole on these dates and conduct business if necessary.*

*Draft Policy on delinquents*

**Forest Hills Borough Council Policy 01 - 2013**

**Delinquent Collections and Payment Plans for Delinquent Rate Payers**

Borough Council hereby establishes that any and all delinquent fee payers requesting a payment plan to settle their account must submit such a request in writing to the Borough Manager. The request for a payment plan will be presented to Borough Council for consideration. The Borough will notify the delinquent fee payer of the date and time the payment plan request will be presented to Borough Council. Upon its review, Borough Council shall have the authority to authorize a payment plan and outline and establish any and all payment plan parameters, if any, with the following exceptions:

1. Any rate payer owing \$600 or less in delinquent fees for a particular service or fee may be granted a payment plan by Borough staff which allows payments over a 6 month period provided that staff follows established procedure that includes, among other established procedures not specifically set forth herein:
  - a. That all penalties owed to date as of the beginning of the plan are included in what is owed
  - b. That all penalties on the remaining balance are included in the plan, and
  - c. That failure to follow the prescribed plan, including failing to remit payment on the day it is due, results in the full amount owed including penalty/interest is due immediately and is subject to the borough's established collection procedures for the fee in question.
  
2. Any rate payer owing \$1,200 or less in delinquent fees for a particular service or fee may be granted a payment plan by Borough staff which allows payments over a 12 month period provided that staff follows established procedure that includes, among other established procedures not specifically set forth herein:
  - a. That all penalties owed to date as of the beginning of the plan are included in what is owed
  - b. That all penalties on the remaining balance are included in the plan, and
  - c. That failure to follow the proscribed plan, including failing to remit payment on the day it is due, results in the full amount owed including penalty/interest is due immediately and is subject to the borough's established collection procedures for the fee in question.

In all cases, a request for a payment plan will mean that the accrual of penalties and interest will be temporarily suspended during the period of time from the Borough's receipt of the payment plan request and review by council (or staff as in the case of the exceptions above). Council or Borough staff will prepare a written response that will be provided to the delinquent rate payer with specifications of the payment plan. The payment plan must be signed and returned to the Borough within 7 days of the date of the letter transmitting the payment plan.

In this policy the following applies:

1. "Established collection procedures" may mean water shut off in the case of delinquent sewer fees or other penalty, interest and activity in the case of all fees including submission of the fee to the borough's collection agent which may add additional penalties and interest on the existing amount owed.
2. "Payment plan" means any such determination from council (or staff as in the case of the exceptions noted above) that specifies the length of the plan, due dates for receipt of payments, and notice that failure to make any payment will result in immediate implementation of the prescribed penalty.
3. Once a water shut off notice is issued to Wilkesburg Penn Joint Water Authority it cannot be rescinded even if the bill is subsequently paid in full on the date of the scheduled shut off. Further, the delinquent payer is fully responsible for any associated fees and penalties including fees associated with restoring water service. We cannot control when the water authority will restore service once the bill is paid.
4. Staff is not permitted to make exceptions or alterations to any fees, payment schedules, amounts owed, penalties, payment plan procedures, collection activities, etc. as these are established by council via ordinance, resolution or policy and may only be altered with approval of council.
5. It is the responsibility of any property owner to ensure that payments referred to tenants are made on time as the ultimate responsibility for the payment of all fees, penalty and interest rests with the property owner.
6. This policy is in effect immediately upon approval of council in a public meeting. Any procedures, wording, etc. that may conflict with any borough ordinance or resolution is hereby changed so as to comply in full with the ordinance or resolution without further action by council on this policy.

DRAFT: April 10, 2013