

Call to Order:

Mr. Erbeldinger

Pledge of Allegiance:

Mayor O'Malley

Roll Call:

Mr. Burleigh	present	Mr. Erbeldinger	present
Mr. Karas	absent	Mayor O'Malley	present
Mr. Kiley	present	Janet Sullivan, Tax Collector	absent
Ms. Sowiski	present	Stephen Korbel, Solicitor	present
Mr. Tomasic	present	David Gilliland, Engineer	present
Ms. Wood	absent	Steven Morus, Manager	present

President's Report:

Mr. Erbeldinger

Mr. Erbeldinger announced that they had an executive session after the November 11th committee meeting on litigation and personnel issues.

Mayor's Report:

Mayor O'Malley

Mayor O'Malley noted that following the upcoming tree burning, the health department will no longer issue permits for this activity.

Tax Collector's Report:

Ms. Sullivan

No report

Chief of Police Report:

Chief Williams

Chief Williams provided a report on activities and asked people to take care of valuables, purses and wallets during holiday shopping.

Fire Chief's Report:

Chief Theilacker

No report

Woodland Hills EMS Report:

Chief Morse

No report

Solicitor's Report:

Mr. Korbelt

Mr. Korbelt noted that he needs to discuss 3 matters in executive session following the meeting.

Wilkesburg Penn Joint Water Authority Report:

Ms. Broz

Note: Ms. Broz is unavailable but asked that it be noted that the authority is currently working on next year's budget. Mr. Gilliland noted they were not raising rates for 2015.

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

Ms. Sowiski

Motion: Move to approve a change order for sewer work with contractor Lawson Excavating in the amount of \$4,600 to cover additional work for manhole replacement.

Moved: Ms. Sowiski

Second: Mr. Kiley

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes
	Mr. Tomasic	yes
	Mr. Erbedinger	yes

General Report:

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

Public Works Committee

- A. 2013-14 Sewer Work for the Consent Decree

The Trenchless Project is 90% complete and will be completed by the end of November. The Conventional Excavation project has been completed.

Change order: Add \$4,600 to the Lawson contract for November meeting due to additional manhole work at Patrice and behind Forest Glen.

B. 2013 & 2014 Paving

Line painting and stop bars to complete these projects will be done the week of November 3.

2. The committee reviewed the following update from 3 Rivers Wet Weather on sanitary/stormwater issues:

With increased focus on regionalization, municipalities will have a higher level of obligation for operation and maintenance of their sewer systems. Asset management enables municipalities to use their limited resources to address system priorities, regulatory requirements, and financial obligations to better serve their customers.

At 3 Rivers Wet Weather's annual sewer conference in October, Rich McGillis, Director of Collection Systems for Sanitary District 1 (SD1) in Northern Kentucky, shared the authority's experience with implementing an asset management system.

Although asset management can be challenging, SD 1 recognized the importance of using it as a tool to improve its level of customer service. It helps to make more cost-effective decisions on managing aging assets, and it can also provide transparency to justify increased costs to the public, governing bodies, and stakeholders. SD1 has found that maintenance and renewal of the collection system at a sufficient rate to avoid critical failures and excessive costs is key to their operation and ultimately will allow them to meet customer service and water quality goals.

To help municipalities further understand the elements of a good asset management program . . . 3RWW will continue to work to identify the best tools and approaches for managing regional sewer system assets to deliver services to customers in the most efficient and cost-effective ways.

3. The foreman reported on work planned for November including the following tentative jobs (subject to change due to weather, emergencies, etc. and not including normal maintenance and Chalfant work):

- Sanitary Sewer Work (some overtime)
- Leaf collection
- Prepare snow removal equipment for season
- Repair all lights on all trucks for snow season
- Repair pole lights - Ardmore
- Work on fire hall repairs (exterior)

4. Members reviewed a detailed capital plan through 2019 for public works vehicle/equipment replacement prepared by the manager and foreman.
5. The manager reviewed a draft of the 2015 corrective action budget in this committee and in finance committee.

FINANCE COMMITTEE

Mr. Tomasic

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

General Fund Budget:	\$ 206,619.01
Corrective Action Budget:	\$ 57,812.87
Fire Protection fee	\$ 43,704.07
Capital Improvements	\$ 4,821.00
Road Improvement	\$ 32,988.03
2013 Real Est. Tax Ref.	\$ 4,463.12
2014 Real Est. Tax Ref.	\$ 5,159.12
K-9 Fund	\$ 11,150.00

Moved: Mr. Tomasic
Second: Mr. Burleigh

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes
	Mr. Tomasic	yes
	Mr. Erbedinger	yes

Detail of Non-General Fund Items:

Corrective Action Budget:	Storm Sewer Repairs, Engineering
Fire:	Utility bills, Foreign Fire Insurance transfer
Road:	2014 paving project
Capital Improvements	Playground equipment
K-9	New vehicle (purchased used)

Motion: Move to authorize the solicitor to prepare and advertise an ordinance fixing the tax rate for the year 2015 and appropriating specific sums estimated to be required for the specific purposes of the municipal government.

Moved: Mr. Tomasic
Second: Ms. Sowiski

NOTE: Summary information on the preliminary 2015 budget and fee and tax rates are attached to this agenda starting on page 11. The millage rate is estimated based on current information provided by Allegheny County on the current taxable assessed value for 2015 and is subject to change.

Voice Vote – all in favor

Motion: Move to authorize the borough manager to advertise the preliminary 2015 budget and capital improvements plan which may be considered for approval as a final budget at the December 17, 2014 regular meeting of Council.

Moved: Mr. Tomasic
Second: Mr. Burleigh

Note: The full preliminary budget will also be advertised on the borough's website at www.foresthillspa.org in about a week. Preliminary budget, tax and fee information is subject to change prior to council's final approval in December. See summary information for the preliminary budget attached to this agenda.

Voice Vote – all in favor

General Report:

1. The finance committee will review the final draft of the full budget at its meeting in December. All committee meetings are open to the public.
2. The committee is reviewing the borough's fee resolution for changes in the new year and will report to council at the December business meeting for approval.

BOROUGH PROPERTY

Mr. Kiley

Motion: Move to approve an agreement with Town Center Associates for preliminary coordination and basic property appraisal and building diagrams for possible sale of borough property with total not exceeding \$4,500, distributed as follows:

Project Coordinator	\$1,000.00
Project Appraiser	1,500.00
Project Architect	<u>2,000.00</u>
Total Fee:	\$4,500.00

Moved: Mr. Kiley
Second: Mr. Tomasic

Mr. Tomasic comments that some people after having read the minutes and

looking through the ideas and concepts, like green building, moving the location, etc., said that it makes sense.

Mr. Erbedinger suggests outlining their plans in the Tree City Times about the new building, so that residents would have an opportunity to give their input and ideas.

Mr. Tomasic suggests having an open meeting sometime in the future to gather input from residents.

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes
	Mr. Tomasic	yes
	Mr. Erbedinger	yes

Motion: Move to direct the solicitor to review the deeds to all borough parks and any other undeveloped borough properties to determine what steps should be taken to determine what encumbrances, if any, should be placed on the deeds to prohibit future development.

Moved: Mr. Kiley
Second: Mr. Burleigh

Mr. Tomasic has a quick question for Mr. Korb—he was talking to some people about this and the word covenant came up. Mr. Korb replied that that was an encumbrance.

Mayor O'Malley asks if this council puts an encumbrance on a property, can another council remove it? Mr. Korb replies that yes, they could. It depends on the nature of the covenant or the encumbrance. But typically yes it could be removed in the future.

Mr. Tomasic says that he agrees and the question wasn't designed so that you are putting something in place in perpetuity that can never be changed, and when you pass an ordinance there is a step by step set of rules, it takes time, so that people have time to recognize what is going on and comment and give their input. So it does put a time delay on that.

Mr. Korb says that this is not an ordinance it is amending the deeds and it would need to be discussed in a committee meeting and follow the sunshine act, etc. So it could not be changed. There would have to be deeds prepared, you would have to authorize my office to prepare them, based on current council procedure. etc. It would be a several month process for this to happen. Mr. Tomasic agrees that this would satisfy most people.

Voice Vote – all in favor

General Report:

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

Borough Property

A. Tennis Courts

The small rust stains that appeared in the surface paint were repaired but were not done satisfactorily. We are still withholding payment until the repairs are done correctly.

B. Walkways

I have broken down the handrail item to separate the length that needs repaired from that which is missing:

1. Washington to Cascade – 21 LF missing
2. Forest Hills Rd to Sherwood – 62 LF; 32 Lf missing, 30 LF loose.
3. Woodside to Woodside – 47 LF; 12 LF missing, 35 LF loose.
4. Filmore to Barclay – 13 LF loose.
5. LeGrande to West – 71 LF loose.

If the 'loose' hand rails are repaired instead of replaced, the estimated cost of new handrail is reduced to:

New Handrail – 65 LF = \$6,500.00

Plans are for completion in the spring.

2. Members discussed library activities and funding with C. C. Mellor Librarian Sally Bogie.
3. The foreman reported that the problem with the lights at the Forest Hills/Westinghouse Recreation Center was discovered and repaired by the crew.

PUBLIC SAFETY

Mr. Tomasic

Motion: Move to approve the continuation of an agreement with Hoffman Kennels for animal control services in the borough increasing the base fee from \$160/month to \$165/month and increasing emergency and after hours call outs from \$60 to \$65.

Moved: Mr. Tomasic

Second: Mr. Burleigh

Mr. Kiley was curious about what this would cost the borough over the course of a year? Mr. Tomasic replies that the increases are very small and insignificant, and not everyone has this service. They have had increases on a regular basis, but they were small. Mr. Erbeldinger comments that we usually pay only our monthly fee. Mr. Tomasic says that the only time we had to use them was when we had the skunk problem several years ago.

Mr. Burleigh also comments that residents he has spoken with have been satisfied with the animal control in the borough.

Mr. Tomasic comments that we went out and did some trapping and made sure people had lids on their cans and that money came out of public safety budget and off the Mayor.

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes
	Mr. Tomasic	yes
	Mr. Erbedinger	yes

General Report:

1. The committee continues to review the use of body cameras and their feasibility for use in the Forest Hills Police Department.
2. The manager reported on a safety committee meeting wherein the committee reviewed internal safety and security procedures for borough employees and buildings with Keith Morse, Emergency Management Coordinator, and Chief Charles Williams. This discussion will continue with recommendations made by the committee in the future.
3. Members reviewed before and after photos of work done to the exterior of the fire hall. We are required to do that through the lease agreement.
4. Members directed the manager to prepare a letter for inclusion in the 2015 fire fee billing that reviews and briefly explains the fire fee budget revenues and expenditures to ratepayers. So that instead of having a letter sent out to them, they will have the budget out in black and white. People will be able to review it and if they have any questions they are welcome call us. He would also like to state that they have per the last right to know request, about \$400,000 cash available that they have gotten mostly either directly or indirectly from the residents and taxpayers of the borough, going back quite some time. Also, that we bought that fire truck and that was a significant part of that fee.

Mr. Tomasic comments about the use of body cameras for our police officers. If an officer has someone pulled over there might be 50 people driving by, taking shots and getting their own version of what happened. He thinks it would be a good thing to have for our Police Department.

Mr. Erbedinger asks the Chief how his officers feel on this issue. The Chief responds that it is mixed at the moment. They are very well aware of the fact that people drive by taking pictures with their cell phones.

OPERATIONS & POLICY

Mr. Burleigh

Motion: Move to approve the minutes from the October 15, 2014 council meeting.

Moved: Mr. Burleigh
Second: Mr. Tomasic

Voice Vote – all in favor

Motion: Move to accept the bid of Carl's Tree Service in the amount of \$12,800 for tree removals in 2015 as recommended by the Tree and Shrub committee.

Moved: Mr. Burleigh
Second: Mr. Kiley

Note: in a public meeting on 11/12/14, the Tree and Shrub Committee received and opened bids as follows:

Carl's Tree Service	\$12,800
Taylor's Tree Service	\$13,175
Ray's Tree Service	\$13,700

Roll Call Vote: Mr. Burleigh yes
Mr. Kiley yes
Ms. Sowiski yes
Mr. Tomasic yes
Mr. Erbedinger yes

Motion: Move to authorize the manager to advertise any open positions and positions set to expire in early 2015 on borough boards and committees and contact those who currently hold the position to determine if they are interested in reapplying for the positions.

Moved: Mr. Burleigh
Second: Mr. Sowiski

Voice Vote – all in favor

Motion: Move to nominate Tom Nunnally, a member of the Forest Hills Rotary, as this year's Citizen of the Year with recognition to be made at the December business meeting.

Moved: Mr. Burleigh
Second: Mr. Tomasic

Voice Vote – all in favor

General Report:

1. Members reviewed a proposed 2015 meeting calendar at the November meeting and will finalize and approve it in December.
2. The committee continues to review draft policies on social media and has asked the solicitor to review and comment.
3. In Committee of the Whole, members discussed regulations re: dogs in parks including leash requirements, and asked the solicitor to review.
4. In Committee of the Whole, members discussed a proposal from the PA Municipal League (PML) which is offering a membership discount over the course of a five year period and agreed that it would be worth changing from membership in the PA borough's association to the PML for this period without further objection from the full council.
5. In Committee of the Whole, members discussed a proposal from CGI Communications. CGI would prepare a free video featuring an overview of the borough while at the same time solicit area businesses for sponsorships on this and other videos highlighting features of the borough. The videos would be at no cost to the borough.
6. President Erbedinger noted that he and Vice President Tomasic will continue to serve as delegate and alternate to the Allegheny County borough's association district II.
7. The solicitor noted he is reviewing the status of food trucks under the borough's code of ordinances.
8. The borough continues to seek volunteers for the 2019 Centennial Committee. A separate committee is important for planning, organization and fund raising purposes. Please contact the office if interested.
9. The borough continues to seek volunteers to serve on various boards and committees and asks interested residents to contact the manager at the borough office for further information.

PLANNING & ZONING

Mr. Burleigh

Motion: Move to authorize the solicitor to prepare and advertise an ordinance amending the zoning ordinance to permit daycare centers that care for more than 6 children in certain zoning districts within the borough.

Moved: Mr. Burleigh
Second: Mr. Kiley

Voice Vote – all in favor

General Report:

1. Members reviewed code enforcement work with Officer Don Branzel including several problem properties that he is working on currently.
2. The manager reviewed information provided by the Turtle Creek Valley COG on a new trend that has not reached this area yet re: the installation of small cell towers or Distributed Antenna Systems (DAS) as well as installation of Data Collection Units (DCU's). The solicitor is aware of the issues and will review our ordinances to determine if council should consider future action.
3. Members discussed information received from Barry Cassidy, representative of the Silversmith group, who indicated that they have no plans or interest in demolishing the atom smasher located at the former Westinghouse research site.
4. The solicitor and building inspector continue to review the status of the former EPI Building site at Ardmore and Braddock and the borough is taking action as allowed to move toward having the owner demolition the building as he promised. Mr. Morus comments that the County Health Department sent notice to the owners of the EPI regarding rat and possibly bat control.

Old Business:

None

New Business:

Mr. Erbedinger says that we have a conflict for the second committee meeting in December. He asks if both committee meetings could be held on the first Tuesday. However, Mr. Morus responds that he already has people coming for the second committee meeting on December 9th.

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.

No comments

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Tomasic
 Second: Mr. Kiley

Voice Vote

- Next Scheduled Council Meeting: December 17, 2014 beginning at 7 PM.
- Next Scheduled Committee Meetings (order to be determined): Tuesday, Dec 2, 2014 – Borough Property, Operations & Policy, Public Safety, Public Works.
 Tuesday, Dec. 9, 2014 – Finance, Planning & Zoning, Committee of the Whole.
 Council may choose to meet as a whole on these dates and conduct business if necessary. Meetings begin at 7 PM.

2015 Preliminary General Fund Budget Summary

All information here subject to change pending council consideration of final budget in December

This information is an estimate that may change before the final budget is approved on December 17. It will be advertised as the borough's preliminary budget for 2015. Council will continue to discuss the budget at the finance committee meeting on December 9 and may make further changes in the budget, taxes and fees. The meeting is open to the public.

Fee	2014	2015
Sewer Fee (per thousand gallons)	\$ 4.75	\$4.75
Trash/Recycling (per unit)	\$200.00	\$211.00*
Millage rate	8.00	8.00**
Fire Protection Services Fee	\$45/22.50/90***	\$45/22.50/90***

Notes:

** Seniors qualifying under the borough's ordinance (Act 77) for a property tax reduction will also qualify for a reduced trash fee pending council approval.*

*** Millage rate subject to change pending receipt of the borough's final 2015 total assessed value as determined by Allegheny County.*

**** Homeowner/Rental Unit/Business per year- pending approval of 2015 fee resolution.*

2015 Preliminary General Fund Budget

2014	2015	% Change
\$6,106,199	\$5,696,478	6.71% decrease

(General Fund Summary - Note: any differences in totals due to rounding)

Borough of Forest Hills						
2015 Budget Summary by Category						
		2014	2014	% of Total Revenues	2015	% of Total Revenues
Acc't No.	Revenues	Budget	Actual to date	2014 Budget	Budget	2015 Budget
	Taxes					
301	Real Property	2,674,528	2,953,286	43.80%	2,812,000	49.36%
310	Act 511	<u>976,000</u>	<u>1,044,068</u>	15.98%	<u>1,010,000</u>	17.73%
	TOTAL TAXES	3,650,528	3,997,354	59.78%	3,822,000	67.09%
320	Licenses & Permits	41,200	29,028	0.67%	34,350	0.60%
321	Cable TV Franchise	132,000	133,845	2.16%	136,000	2.39%
330	Fees & Fines	65,800	45,578	1.08%	54,000	0.95%
340	Interest, Rents & Royalties	81,150	81,587	1.33%	65,500	1.15%
	State					
354	Grants	38,700	49,537	0.63%	34,000	0.60%
355	Shared Revenue	<u>112,200</u>	<u>113,707</u>	1.84%	<u>111,200</u>	1.95%
	TOTAL STATE	150,900	163,244	2.47%	145,200	2.55%
357	Local Government Grants (RAD)	185,500	187,825	3.04%	190,000	3.34%
360	Charges for Services	216,500	175,473	3.55%	200,185	3.51%
	Reimbursements					
362	Public Safety	47,973	48,256	0.79%	49,652	0.87%
363	Public Works	<u>58,340</u>	<u>56,108</u>	0.96%	<u>60,201</u>	1.06%
	TOTAL REIMBURSEMENTS	106,313	104,365	1.74%	109,853	1.93%
364	Sanitation	604,508	547,645	9.90%	647,050	11.36%
367	Recreation					
	Pool	109,500	97,433	1.79%	102,800	1.80%
	Programs	14,600	13,203	0.24%	14,700	0.26%
	Tennis & Misc.	<u>8,000</u>	<u>6,813</u>	0.13%	<u>8,540</u>	0.15%
	TOTAL RECREATION	132,100	117,449	2.16%	126,040	2.21%
380	Miscellaneous	739,700	691,117	12.11%	166,300	2.92%
	TOTAL REVENUES	6,106,199	6,274,511	100.00%	5,696,478	100.00%

Borough of Forest Hills						
2015 Budget Summary by Category						
		2014	2014	% of Total Expenditures	2015	% of Total Expenditures
Acc't No.	Expenditures	Budget	Actual to date	2014 Budget	Budget	2015 Budget
Borough Administration						
400	Legislative	21,518	16,313	0.35%	21,118	0.37%
401	Administration	679,038	602,158	11.12%	700,621	12.30%
403	Tax Collection	28,215	25,794	0.46%	28,715	0.50%
404	Legal Services	<u>118,000</u>	<u>135,845</u>	1.93%	<u>119,500</u>	2.10%
	TOTAL ADMINISTRATION	846,771	780,110	13.87%	869,954	15.27%
Public Safety						
410	Police	1,762,034	1,405,435	28.86%	1,765,325	30.99%
411	Fire	0	0	0.00%	0	0.00%
412	Ambulance	9,648	9,667	0.16%	9,673	0.17%
415	Neighborhood Crime Resistance	8,650	3,983	0.14%	8,950	0.16%
416	Auxiliary Police	5,000	2,185	0.08%	5,000	0.09%
419	School Crossing Guards	<u>23,818</u>	<u>14,835</u>	0.39%	<u>11,019</u>	0.19%
	TOTAL PUBLIC SAFETY	1,809,150	1,436,106	29.63%	1,799,967	31.60%
414	Planning & Zoning	42,894	64,314	0.70%	44,717	0.78%
Sewage/Sanitation						
427	Refuse Collection	559,248	454,195	9.16%	592,188	10.40%
426	Recycling Collection	<u>4,124</u>	<u>3,903</u>	0.07%	<u>4,200</u>	0.07%
	TOTAL SEWAGE/SANITATION	563,372	458,099	9.23%	596,388	10.47%
Public Works/Maintenance						
406	Magistrate's Office Building	6,005	5,271	0%	2,375	0.04%
409	Building Maintenance	101,566	81,046	1.66%	98,210	1.72%
430	Public Works	614,768	616,051	10.07%	615,351	10.80%
431	Street Maintenance	91,500	78,864	1.50%	90,200	1.58%
436	Sewer Maintenance	<u>81,430</u>	<u>70,014</u>	1.33%	<u>80,413</u>	1.41%
	TOTAL PUBLIC WORKS/MAINT.	895,269	851,247	14.66%	886,549	15.56%
Recreation						
451	Programming	6,488	5,906	0.11%	6,516	0.11%
452	Swimming Pool	154,055	168,581	2.52%	165,508	2.91%
453	Tennis	7,595	5,809	0.12%	7,873	0.14%
454	Parks	106,947	90,758	1.75%	111,144	1.95%
459	Recreation Center (Westinghouse)	<u>65,683</u>	<u>49,636</u>	1.08%	<u>66,652</u>	1.17%
	TOTAL RECREATION	340,768	320,690	5.58%	357,694	6.28%
455	Tree Service	89,173	85,003	1.46%	102,054	1.79%
458	Senior Citizen Center	9,270	12,324	0.15%	12,975	0.23%
471-475	Debt Service - Capital Projects	979,319	930,691	16.04%	368,639	6.47%
492	Reserve for Capital Funds	351,000	447,655	5.75%	466,541	8.19%
480/490	Miscellaneous	179,214	15,565	2.93%	191,000	3.35%
	TOTAL EXPENDITURES	6,106,199	5,401,803	100.00%	5,696,478	100.00%