



**BOROUGH OF WHITEHALL**  
**Notice of Meeting**  
**October 19, 2016**  
**8:00 PM**

The Council of the Borough of Whitehall will meet Wednesday, October 19, 2016, at 8:00 PM, at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, for a regular meeting.

**AGENDA FOR REGULAR MEETING**  
**October 19, 2016**

- I. Announcement - Residents to Sign In to Speak during Citizens' Requests; Speakers Allotted Three Minutes to Present their Initial Comments; All Meetings will be Recorded Auditorily and Visually
- II. Call to Order
- III. Pledge of Allegiance
- IV. Roll Call
- V. Consideration of Bills and Payroll – McKown
- VI. Consideration of the Minutes of October 5, 2016
- VII. Citizens' Requests
- VIII. Reports of the Following Officers:
  - A. Mayor - Nowalk
  - B. Solicitor - Firman
  - C. Engineer – Omer
  - D. Manager – Leventry
- IX. Reports of the Following Committees:
  - A. Administrative Services – McKown, Veith, Nagy
  - B. Library – Barton, Book, DePuy
  - C. Planning & Zoning – DePuy, Veith, Book
  - D. Public Works – Book, Barton, Nagy
  - E. Public Safety – Veith, McKown, Barton
  - F. Recreation – Nagy, DePuy, McKown
- X. New Business
- XI. Adjournment



BOROUGH OF WHITEHALL

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## BOROUGH OF WHITEHALL

Regular Meeting October 19, 2016

The Council of the Borough of Whitehall met at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, Wednesday, October 19, 2016, at 8:00 PM, for a regular meeting. President Lahr called the meeting to order, followed by the Pledge of Allegiance led by Peter Koltas of Troop 323.

ROLL CALL:

Present: Ryan Barton  
Linda J. Book  
Kathleen N. DePuy  
Philip J. Lahr  
Robert J. McKown  
Glenn P. Nagy  
William J. Veith  
James F. Nowalk, Mayor  
Irving S. Firman, Solicitor  
Ruthann Omer, Engineer

STAFF:

James E. Leventry, Manager  
Donald R. Dolfi, Chief of Police  
Courtney M. Wertz, Administrative Assistant

CONSIDERATION OF BILLS & PAYROLL

- M-1 Mr. McKown moved, seconded by Ms. Book, that the bills contained on the bill list presented to Council on October 19, 2016 for \$221,176.59 from the General Fund, \$49,383.44 from the Storm Sewer Fund, \$177,719.01 from the Sanitary Sewer Fund and \$846.75 from the Capital Projects Fund be approved. The motion carried unanimously.
- M-2 Mr. McKown moved, seconded by Ms. Book that checks and transfers for \$5,022.00 from the General Fund and \$50,825.83 from the Payroll Fund be ratified. The motion carried unanimously.
- M-3 Mr. McKown moved, seconded by Ms. Book, that General Fund payroll for the period ending October 14, 2016 for \$142,869.14 as presented to Council on October 19, 2016, be ratified. The motion carried unanimously.

CONSIDERATION OF MINUTES

M-4 Mr. McKown moved, seconded by Mr. Veith to approve the Minutes of the October 5, 2016 meeting as presented. The motion carried unanimously.

CITIZENS' REQUESTS:

Thomas Barchfeld, 1 Glen Elm Drive, appeared before Council to request that Council reject any requests from Mr. Martin Schmotzer. Mr. Barchfeld does not believe Mr. Schmotzer can be trusted.

Daniel Hutchison, 5285 Meadowgreen Drive, appeared before Council to discuss the property at 5300 Meadowgreen Drive. He stated that the property has been abandoned since last November. There is an unregistered vehicle in the driveway and no utilities at the house. He and the neighbors have been maintaining the lawn. He wanted to know a timeline for correcting the problems. Mr. Lahr stated that Mr. Hutchison should stop cutting the grass. Code Enforcement will then be able to cite the property owner and lien the property. Mr. Leventry explained the process of identifying the owner and notifying them of the citations. He stated that he will follow up with Mr. Merrell on Friday.

MAYOR:

Mayor Nowalk introduced Boy Scout Peter Koltas from Troop 323. He is seeking to become an Eagle Scout. Mr. Koltas presented Council with information on his proposed outdoor storytime/activity area in Brennan Plaza. He consulted with Denise Ignasky and Paula Kelly from the Library on the project and is looking to begin work on the project next spring. Mr. Leventry stated that he would follow up with Mr. Koltas to do a walkthrough of the proposed site with Mr. King to identify any potential issues with construction.

M-5 Mr. McKown moved, seconded by Ms. Book to tentatively approve the project, pending the outcome of Mr. Koltas' meeting with Mr. Leventry and Mr. King. The motion carried unanimously.

Mayor Nowalk also reported on the following items:

- The Borough reported 3.85 percent of the calls to animal control services in September.
- Mayor Nowalk stated that he received a letter from Brentwood Chief of Police commending Officer Mayburn on administering Narcan and saving a man's life.

- Mayor Nowalk stated that the Chief reports that during the week of October 10th all department patrol officers qualified with their side arms and patrol rifles. This training was conducted at the Twin Rivers COG and Officer Mike Farrell conducted the qualifications.
  - Mayor Nowalk stated that Region 13 is sponsoring the 2016 Emergency Preparedness Conference November 1-4, 2016 at Station Square. Allegheny County has paid the registration fee for all LEPC members. The Chief will be attending.
  - Mayor Nowalk stated that he received a copy of the 2016 Annual Report for the Baldwin-Whitehall School District.
  - Mayor Nowalk stated that Senate Bill 535 has passed the State Senate. SB 535 allows for the use of radar by local police. He is optimistic it will pass the State House of Representatives. Chief Dolfi will call Representative Kortz tomorrow to advocate for the House Bill.
  - Mayor Nowalk stated that the Whitehall Water Warriors came in 3<sup>rd</sup> place in the Dragon Boat tournament.
  - Mayor Nowalk stated that he prepared a Resolution in honor of Whitehall Fire Company's 70<sup>th</sup> Anniversary.
- M-6 Mr. McKown moved, seconded by Ms. Book to read the Resolution. The motion carried unanimously.
- M-7 After the reading of the Resolution, Mr. McKown moved for adoption. Ms. Book seconded the motion. On a roll call vote Mr. Barton, Ms. Book, Mrs. DePuy, Mr. Lahr, Mr. McKown, Mr. Nagy and Mr. Veith voted yes. The motion carried unanimously. The Resolution No. is 930.

SOLICITOR:

Mr. Firman stated that he received comments from Council members on the ordinances he discussed at the last meeting. Mrs. DePuy had some questions about grandfather exceptions, the removal of a 72 hour restriction and the definition of loading and unloading as it pertains to trailers and commercial vehicles. Mr. Firman will revise the ordinances for clarification. Chief Dolfi stated that Council's intent should be explained and defined for future reference. Mr. Barton had questions about how a trailer in someone's driveway affects property values in the neighborhood. Mr. Lahr stated that his main concern is visibility of the trailers on corner lots. Mr. Barton stated that he doesn't want to see unintended consequences arise from the ordinances. Mr. Firman will review all comments; make changes and report at the next Council Meeting.

ENGINEER:

Ms. Omer reported on the following items; members of Council received written copies of the Engineer's report:

- Doverdell Drive Storm and Sanitary Sewer Project –24 of the 39 easements have been signed. Gateway is working with the remaining property owners.
- Operations & Maintenance Plan – The 2016 Sanitary Sewer Open Cut Point Repair Contract is underway. Roto Rooter is completing the work.

M- 8 Ms. Book moved, seconded by Mr. Barton to approve Payment Application No. 4 in the amount of \$78,851.43 to Roto Rooter Service Company. The motion carried unanimously.

- Echo Glen Stormwater Design – A meeting is scheduled with the South Hills Country Club next week. Mr. Leventry will be attending.
- Capital Lining Project – The 2016 Capital Lining Project contract was awarded to Jet Jack Inc. and is underway. The contractor began work in August and the initial data was reviewed and approved for completeness.

M-9 Ms. Book moved, seconded by Mr. Barton to approve Payment Application No. 1 in the amount of \$85,487.22 to Jet Jack Inc. The motion carried unanimously.

- 2016 Road Program – Michael Facchiano Contracting, Inc. has completed all work.

M-10 Ms. Book moved, seconded by Mr. Barton to approve Payment Application No. 6 and Final in the amount of \$13,541.94 to Michael Facchiano Contracting, Inc. subject to approval of the maintenance bond by the Solicitor. The motion carried unanimously.

- Park Research – Gateway Engineers provided Council with a Project Status Report for a Master Park Plan. Ms. Omer requested a meeting with the Parks Committee to review the plan and discuss DCNR Grant opportunities. Miss Wertz will be attending a DCNR workshop next month. Mrs. DePuy requested that the meeting be postponed until after Mr. Leventry meets with Jim Pashek, a park specialist who will be submitting a proposal for Frank Park.
- Backwater valves – As directed, Gateway Engineers are working on the backflow preventors. Bids will be opened on October 31<sup>st</sup>. The following properties will receive backflow preventors: (1) 4215 McKee (2) 5394 Spring Valley (3) 5390 Spring Valley (4) 4795 Barone (5) 4624 Rolling Hills (6) 4464 Country Club.

MANAGER:

Mr. Leventry reported on the following items according to the written report given to Council:

- Resident Agreement – The agreement with the residents of 4350 E. Barlind who experienced a problem with their driveway following installation of a new curb have signed the agreement to have the driveway leveled. Council will need to authorize the proper officials of the Borough to sign the agreement.

M-11 Mr. McKown moved, seconded by Mr. Veith to authorize the proper officials of the Borough to sign the agreement. The motion carried unanimously.

- Cell Phone Policy – The Borough currently does not have a policy in place governing usage of personal cell phones during work hours. Mr. Firman provided Council with some language that could be included in the Personnel Policy Manual. If approved, this would need to be done by Ordinance.



Mr. McKown stated that the language did not distinguish between using a personal cell phone and having one that is turned on. He requested that the language in paragraph two be revised. Mr. Barton inquired about how it would affect members of the Fire Company when they are on call during the day. Mr. McKown offered to send his company's policy to Mr. Leventry for review.

- Water Company Paving – PAWC is scheduled to pave Azalea this week. The Streets Run/Teal and Flamingo and the Windvale/Tomfran/Child areas still need to have the service connections made. They are supposed to be paved in November.

Mr. Lahr inquired if PAWC is paving the entire width of the street or half. Mr. Leventry stated that it would depend on if the road has been paved within the past 5 years during the Borough's Road Program. Mayor Nowalk stated that resident Ralph Grabowski put pressure on PAWC to get the streets paved. Mayor Nowalk thinks Mr. Grabowski should be considered for a Community Service Award in the Spring.

- Grant Resolutions – Mr. Leventry prepared two Resolutions pertaining to grant applications for the Doverdell Drive Sewer Project.

M-12 Mr. McKown moved, seconded by Ms. Book to read the Resolutions. The motion carried unanimously.

M-13 After the reading of the Resolution to apply for an ALCOSAN GROW Grant for \$425,000, Mr. McKown moved for adoption. Ms. Book seconded the motion. On a roll call vote Mr. Barton, Ms. Book, Mrs. DePuy, Mr. Lahr, Mr. McKown, Mr. Nagy and Mr. Veith voted yes. The motion carried unanimously. The Resolution No. is 931.

M-14 After the reading of the Resolution to apply for a PA Small Water & Sewer Grant for \$850,000, Mr. McKown moved for adoption. Mr. Veith seconded the motion. On a roll call vote Mr. Barton, Ms. Book, Mrs. DePuy, Mr. Lahr, Mr. McKown, Mr. Nagy and Mr. Veith voted yes. The motion carried unanimously. The Resolution No. is 932.

Mr. Barton inquired about the 5 Year Park Plan. Ms. Omer stated that Gateway Engineers is working on a Master Park Plan which will be used to apply for grants. The Frank Park Project is a separate project.

Mr. McKown clarified the timeline of the committee's work. He inquired about how the committee authorized bringing Mr. Pashek in for a consultation. Mr. Leventry explained that no money is being spent on the consultation, therefore the committee was able to authorize the meeting. They wanted to get an estimate on what the project could cost to have an idea for the budget meetings. Mr. McKown stated that the Parks Committee has a two-prong approach (1) Preparing a Master Plan and (2) Frank Park renovations.

Ms. Omer inquired if the Park Committee intended to apply for grants for the Frank Park project. Mr. Leventry stated that they were not. The Parks Committee was going to wait to apply for grants for the Prospect Park renovations since it will be a larger project and the Borough has a better chance of receiving funds for it. Ms. Omer stated that a Master Park Plan will be needed to apply for grants.

#### ADMINISTRATIVE SERVICES:

Mr. McKown stated that due to some Human Resource issues, the employee evaluations will be performed by Mr. Leventry and reviewed by Mr. Firman. Mr. Firman stated that Council members should not review individual employees.

Mr. McKown stated that the committee will be reviewing the Investment Policy.

There was some discussion between members of Council about switching the Budget Meeting dates. The dates selected at the last meeting will remain. Mr. Lahr stated that next year Council needs to plan and set dates early. He advocated for Saturdays in November. Mrs. DePuy stated that the dates were previously agreed upon and doesn't see why it's an issue now.

#### LIBRARY:

Mr. Barton introduced Chris Lakomy from the Library Board to give a report.

#### PLANNING & ZONING:

Ms. Omer stated that Planning Commission is working on possible rezoning of R7 Districts. They are very busy.

Mr. McKown inquired when work would begin on the Provost Road Building. Mr. Leventry stated the earliest would be next summer.

PUBLIC WORKS:

Ms. Book stated that the Public Works crew is hard at work. She commended Mr. Lahr for his article "Due Diligence" in the recent Borough Bulletin.

PUBLIC SAFETY:

Mr. Veith stated that he received a report from the Fire Company regarding their annual fund drive. They are significantly below the numbers from last year. Mayor Nowalk stated that businesses are not receiving requests to donate. Mr. Lahr stated that large organizations typically don't donate. It is the residents that need to contribute. Mr. Veith stated that it is the same people always contributing.

Mr. Lahr stated that on Monday evening, the Whitehall Fire Company voted to authorize the Borough to use their property for construction of a retention pond for the Echo Glen project.

RECREATION:

Mr. Nagy stated that the Recreation Board is prepping for the Winter Comedy Show in February.

NEW BUSINESS:

Mr. Leventry stated that he wished to amend the cost of the grant in Resolution 932. It should be \$425,000.

M-15 Mr. McKown moved, seconded by Ms. Book to amend the amount in Resolution 932.  
The motion carried unanimously.

ADJORNMENT:

Mr. Lahr adjourned the meeting at 9:16 PM.

READ AND APPROVED THIS DAY OF NOVEMBER 2, 2016:

Manager



