

**BOROUGH OF WHITEHALL**  
**Notice of Meeting**  
**May 2, 2018**  
**8:00 PM**

The Council of the Borough of Whitehall will meet Wednesday, May 2, 2018, at 8:00 PM, at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, for a regular meeting.

**AGENDA FOR REGULAR MEETING**  
**May 2, 2018**

- I. Call to Order
- II. Pledge of Allegiance
- III. 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
- IV. Roll Call
- V. Consideration of Bills and Payroll – DePuy
- VI. Consideration of the Minutes of April 18, 2017
- VII. Citizens' Requests
- VIII. Reports of the Following Officers:
  - A. Mayor - Nowalk
  - B. Solicitor - Firman
  - C. Engineer – Rusmisel
  - D. Manager – Leventry
- IX. Reports of the Following Committees:
  - A. Library – Veith, Lahr, McKown
  - B. Planning & Zoning – Lahr, DePuy, Wotus
  - C. Public Works – Nagy, DePuy, Wotus
  - D. Public Safety – McKown, Veith, Nagy
  - E. Recreation – Wotus, Nagy, Veith
  - F. Administrative Services – DePuy, McKown, Lahr
- X. Delegate Reports:
  - A. Allegheny County Boroughs Association – Book, DePuy
  - B. Chamber of Commerce – Wotus
  - C. Economic Development South -Nagy
  - D. Medical Rescue Team South Authority – McKown, Lahr
  - E. South Hills Area Council of Governments – Veith, Lahr
- XI. New Business
- XII. Adjournment

**BOROUGH OF WHITEHALL**

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## BOROUGH OF WHITEHALL

Regular Meeting May 2, 2018

The Council of the Borough of Whitehall met at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, Wednesday, May 2, 2018, at 8:00 PM, for a regular meeting. President Book called the meeting to order, followed by the Pledge of Allegiance.

President Book announced that all meetings will be recorded auditorily and visually.

ROLL CALL:

Present: Linda J. Book  
Kathleen N. DePuy  
Philip J. Lahr  
Robert J. McKown  
Glenn P. Nagy  
William J. Veith  
John A. Wotus  
James F. Nowalk, Mayor  
Irving S. Firman, Solicitor  
Bryan W. Flaugh, P.E. -- Gateway Engineers

Absent: Scott Rusmiser, Engineer

STAFF: James E. Leventry, Manager  
Keith P. Henderson, Chief of Police  
Courtney M. Wertz, Assistant Manager  
Scott Dellett, AICP, Director of Planning, Zoning & Code Enforcement

CONSIDERATION OF BILLS & PAYROLL

- M-1 Mrs. DePuy moved, seconded by Mr. McKown, that the bills contained on the bill list presented to Council on May 2, 2018 for \$102,634.27 from the General Fund, \$81,771.11 from the Storm Sewer Fund, \$84,766.55 from the Sanitary Sewer Fund, \$105,890.38 from the Doverdell Drive Storm Sewer Fund and \$32,296.24 from the Capital Projects Fund be approved. The motion carried unanimously.
- M-2 Mrs. DePuy moved, seconded by Mr. McKown that checks and transfers for \$13,106.07 from the General Fund and \$56,143.11 from the Payroll Fund be ratified. The motion carried unanimously.
- M-3 Mrs. DePuy moved, seconded by Mr. Lahr, that General Fund payroll for the period ending April 27, 2018 for \$173,364.10, as presented to Council on May 2, 2018, be ratified. The motion carried unanimously.

CONSIDERATION OF MINUTES

M-4 Mr. McKown moved, seconded by Mr. Veith to approve the Minutes of the April 18, 2018 meeting as presented. The motion carried unanimously.

CITIZENS' REQUESTS:

Helen Brincka, 84 Springmeadow Court, appeared before Council to request the painting of lines on the basketball court at Snyder Park to allow for a second Pickelball Court. Ms. Brincka would provide the net and the dimensions for the line painting. Mr. Nagy stated that different color and sized lines could be used to denote basketball lines from Pickleball lines.

M-5 Mr. Wotus moved, seconded by Mr. McKown to paint lines on the basketball court at Snyder Park for a second Pickleball Court. The motion carried unanimously.

MAYOR:

Mayor Nowalk presented his report for April 2018:

EMS Assists.....	144
Court/Hearings/Pretrial . . . . .	77
Accidents . . . . .	14
Criminal Arrests (2 DUI). . . . .	18
Traffic Stops . . . . .	130
Traffic Details . . . . .	49
Written Traffic Citations. . . . .	103
Written Warnings Traffic Violations. . . . .	84

Total amount of money collected and turned over to the Borough during April 2018, amounted to \$4,338.22 the breakdown is as follows:

MVC from District Magistrate .....	\$1,730.32
Crimes Code and Code violations	
from District Magistrate .....	\$1,282.49
Parking Fines .....	\$950.00
Copies .....	\$165.00
Miscellaneous –Solicitor Permit Fees .....	\$0.00
Miscellaneous – Mechanical License .....	\$0.00
Fines from Clerk of Courts.....	\$210.41

Mayor Nowalk reported on the following items:

- Mayor Nowalk stated that on Tuesday, April 24<sup>th</sup>, the Chief and Officer Mayburn along with Fire Chief Harris met with officials from Baldwin Methodist Community Church to assess security measures in place for the pre-school and day care center there.
- Mayor Nowalk stated that the Police Department recently added an Emergency Management section to the Borough website. The new section includes an explanation of Emergency Management, a guide on how to create a family emergency plan and an updated link to the Borough's Emergency Notification System.
- Mayor Nowalk stated that on April 26<sup>th</sup>, the Deputy Chief met with the Library staff to discuss emergency planning. He provided suggestions on how to improve safety in the Children's area and resources to assist staff members with developing an emergency plan.
- Mayor Nowalk stated that Earth Day went well. The Mayor, Ms. Book and Chief Henderson attended, along with approximately 40 residents.
- Mayor Nowalk stated that the Eagle Scout Ceremony went well. Mr. Nagy attended on the Borough's behalf. Mayor Nowalk stated that he received a thank you email from the Scout's mother. Mr. Nagy stated that it was an impressive ceremony and approximately 40 people attended.
- Mayor Nowalk provided an update on RADAR.

Ms. Book stated that Mayor Nowalk wrote an article for the PSAB monthly magazine about Whitehall Borough's 70<sup>th</sup> Anniversary. Hard copies of the article were distributed to the audience. The article has also been posted on the Borough Website.

SOLICITOR:

No report.

ENGINEER:

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

- Doverdell Drive Watershed Project – Merante's crew is finishing the storm sewer construction in the rear yards of Doverdell and Rolling Hills. Gateway is working with Sabo and Borelli to coordinate the back-water valve installations. Storm sewer work between Turkall and Van Antwerp was delayed until the miscellaneous storm sewers and yard drains are installed near Sherwood Drive. Restoration work will be underway by the middle of the month.
- Operations & Maintenance Plan –Roto Rooter is currently completing the work for the 2017 Whitehall Sanitary Sewer Excavation Repair Contract.

M-6 Mr. Lahr moved, seconded by Mr. Wotus to approve Payment Application No. 7 in the amount of \$86,403.97 to Roto Rooter Service Company. The motion carried unanimously.

- Operations & Maintenance Plan – Four bids for the 2018 Sanitary Sewer CCTV Contract were received on April 25, 2018. State Pipe Services was the low bidder at \$79,800.00. This was well below the estimate of \$108,000.00.

M-7 Mr. Lahr moved, seconded by Mr. Wotus to award the 2018 Sanitary Sewer CCTV Contract to State Pipe Services in the amount of \$79,800.00. The motion carried unanimously.

- Operations & Maintenance Plan – Bids for the 2018 Sanitary Sewer Excavation and Lining Projects will be received on May 10<sup>th</sup>.
- 2018 Road Program – The project specifications and bidding documents have been prepared. Bids are scheduled to be received on May 10<sup>th</sup>. An addendum was prepared to add Plymouth Drive as an add alternate to the contract.
- Frank Street Park –Plans and specifications for bidding have been prepared based on the most recent plan revisions requested and discussions with the Borough. The plans include converting the basketball court into parking with installation of access from the road, which is included in the paving project that is currently out for bid. Also included is the construction of a 22' x 34' pavilion with electric, general site restoration. Removal of the existing playgroup equipment, installation of a bocce court and installation of

horseshoe pits are to be considered as add alternates. The project is expected to be advertised starting May 10<sup>th</sup> with the bid opening on May 31<sup>st</sup>.

- Norwin Storm Sewer – A new easement was needed from Mr. Hogan's neighbor. Gateway recommends the Borough sign the easement.

M-8 Mr. Lahr moved, seconded by Mr. Wotus to sign the easement. The motion carried unanimously.

Ms. Wertz provided an update on the DCNR Grant funding the Park Master Plan.

Mr. Lahr requested a report on the status of the Steeplechase development. Mr. Leventry stated that Dan Caste was under the impression that Phase 4 had been completed. It has not. A three-page punchlist was given to Mr. Caste for review. It is the same punchlist that he was given three years ago.

Mr. Lahr requested an update on the status of Village Lane. It is a private road owned by Caste Corporation. Mr. Firman will look into the legality of blocking access to the road for public safety reasons.

Mr. Firman requested clarification on an earlier motion. The motion to sign the Bruce easement for the Norwin Storm Sewer should authorize Mr. Leventry to sign on the Borough's behalf.

M-9 Mr. Lahr moved, seconded by Mr. Wotus to amend the previous motion to authorize Mr. Leventry to sign the Bruce easement on the Borough's behalf. The motion carried unanimously.

Mayor Nowalk stated that residents on Prospect Road claim to not have been notified of the work being done on their street. No complaints have been received.

#### MANAGER:

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

- Swimming Pool Agreement -- The agreement with Baldwin Township concerning limited use of the Whitehall Borough pool by their residents has been received. Council will need to authorize the proper officials to sign on behalf of the Borough.

M-10 Mr. McKown moved, seconded by Mrs. DePuy to authorize the proper Borough officials to sign the Swimming Pool Agreement. The motion carried unanimously.

- My Work Initiative – In speaking with representatives of the staffing service being used by the MWI program, it seems that the Baldwin-Whitehall School District at present has only one interested student. The Brentwood School District has 17. Would Council be agreeable to accepting Brentwood students if the right fit can be determined?

M-11 Mr. McKown moved, seconded by Mr. Wotus to accept Brentwood students if the right fit can be determined. The motion carried unanimously.

- SHCC Letter – Council was provided with a copy of a letter from the SHCC voicing some additional concerns about the Echo Glen Project. Bryan Flaugh is investigating a cover for the drain at the practice range.

Mr. Firman requested an executive session for matters of real estate and potential litigation.

Mrs. DePuy stated that she attended a session about internet security at the 7 Springs Conference. A company has offered a free estimate to check the Borough's security system. She thinks it would be a good idea to receive an estimate before budget season.

Mr. McKown stated that the Borough should have Maher Duessel perform a security assessment to identify the Borough's strengths and weaknesses before looking to a 3<sup>rd</sup> party company. To have a 3<sup>rd</sup> party company perform an assessment requires giving them access to the Borough's system, which Maher Duessel already has.

#### LIBRARY:

Mr. Veith stated that the Annual Friends of the Library campaign is going well. Letters were sent to businesses for the first time this year and the response has been positive.

#### PLANNING & ZONING:

Mr. Dellett stated that staff requests Council to consider a motion to act on the Schaming Plan of Lots/Subdivision Plan Application. The applicant requests subdivision plan approval to convey 0.55 acres (24,056.85 square feet) from existing Allegheny County Parcel No. 314-N-110 to Allegheny County Parcel No. 314-N-116. The subject properties are located in the Residence District R-2. At its April 11, 2018 meeting, the Planning Commission recommended conditional approval of the application. The recommendation letter from the Planning Commission was included in the memorandum dated April 26, 2018 from the Director of Planning, Zoning and Code Enforcement. Staff recommends Council grant approval of the 2018-SLD-02 Schaming Plan of Lots subdivision plan subject to the following conditions:



1. Borough Engineer Review Letter – The applicant shall address all outstanding issues referenced in the Borough Engineer’s review letters dated April 4, 2018 and April 16, 2018 in a manner acceptable to the Borough Engineer. Any additional issues raised by the Borough Engineer shall be resolved to the satisfaction of the Borough Engineer.
2. Borough Director of Planning, Zoning & Code Enforcement Review Memoranda – The applicant shall address all outstanding issues referenced in the Borough Directory of Planning, Zoning & Code Enforcement Officer’s memoranda dated April 6, 2018 in a manner acceptable to the Borough Director of Planning, Zoning and Code Enforcement. Any additional issues raised by the Borough Director of Planning, Zoning and Code Enforcement shall be resolved to the satisfaction of the Borough Director of Planning, Zoning and Code Enforcement.
3. Review Fees – The applicant shall agree to pay all professional fees of the Borough in connection with this application and approval.

M-12 Mr. Lahr moved, seconded by Mr. Nagy to approve the Schaming Plan of Lots/Subdivision Plan Application subject to the aforementioned conditions. The motion carried unanimously.

Mr. Dellett provided Council with the Project Status Report for April.

PUBLIC WORKS:

Mr. Nagy stated that the road crew will install Hydro-Blok at Snyder Park tomorrow.

PUBLIC SAFETY:

Mr. McKown stated that the Chief reports that trainee part-time dispatcher, Rick LaGamba has successfully completed department dispatcher training. The Chief requests that Mr. LaGamba be promoted to Regular Part-Time Dispatcher effective Monday, May 7, 2018.

M-13 Mr. McKown moved, seconded by Mr. Veith to promote Rick LaGamba to Regular Part-Time Dispatcher effective Monday, May 7, 2018. The motion carried unanimously.

Mr. McKown stated that interviews for Police Officer candidates will be Tuesday, May 8<sup>th</sup> at 6 PM in Council Chambers.

M-14 Mr. McKown moved, seconded by Mr. Lahr to hire a 4<sup>th</sup> person from the current list. The motion carried unanimously.

RECREATION

Mr. Wotus stated that the next Recreation Board meeting is May 14<sup>th</sup>. The Senior Social programs are going well. The Recreation Board is working on planning Community Day.

Mr. Wotus stated that he attended a Transportation meeting at 7 Springs. The new Port Authority Director was in attendance and she is a dynamic individual. Discussions were held about increasing bus service to the Mon Valley area.

ADMINISTRATIVE SERVICES:

Mrs. DePuy stated that the first Wednesday in July is July 4<sup>th</sup>. Traditionally Council has cancelled this meeting and only held one meeting in July.

M-15 Mrs. DePuy moved, seconded by Mr. McKown to cancel the July 4<sup>th</sup> Council Meeting. The motion carried unanimously.

Ms. Wertz will advertise the cancellation.

Ms. Book stated that she received a letter from Oxford Development requesting that the Borough provide Police services for the annual fireworks at Caste Village. The Firework Celebration will be June 29<sup>th</sup>.

M-16 Mr. Wotus moved, seconded by Mr. Veith to provide Police services for the Caste Village Fireworks Celebration on June 29<sup>th</sup>. The motion carried unanimously.

DELEGATE REPORTS

ACBA – Ms. Book stated that 900 people attended the ALOM Spring Conference at Seven Springs, including 400 elected officials. Mr. McKown stated that the conference was much better run and more organized this year, compared to past conferences. It was very impressive. Mr. Lahr is to receive an award in June at the PSAB Conference in Hershey. Mrs. DePuy will be swearing in Ms. Book as President of Council Association of PSAB on June 12<sup>th</sup> at the same conference.

CHAMBER OF COMMERCE – Mr. Wotus stated that the next Chamber meeting is tomorrow at South Hills Country Club. Mr. McKown will be attending.

EDS – Mr. Nagy stated that EDS is currently looking at available retail sites for the creation of a small business/entrepreneurship center – housing a variety of agencies focused on both workforce development and small business support.

MRTSA- Mr. McKown stated that the Finance Committee has been working on the upcoming budget. Mr. Wotus stated that if EMS is called out but does not transport a person to the hospital, they are not reimbursed.

SHACOG- Mr. Veith stated that the Annual Dinner was held on April 19<sup>th</sup> at Nevillewood.

NEW BUSINESS:

Mayor Nowalk stated that he received a request from Tomfran/Child/Divine for a block party on August 12<sup>th</sup>.

M-17 Mr. McKown moved, seconded by Mr. Wotus to approve the Block Party on August 12<sup>th</sup>.  
The motion carried unanimously.

Ms. Book stated that the Annual Memorial Day Ceremony will be May 28<sup>th</sup> at 10 AM at Brennan Plaza. Military Banners will be hung in the coming weeks.

ADJORNMENT:

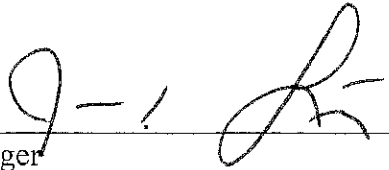
M-18 Mr. Wotus moved, seconded by Mr. Lahr to recess the meeting. The motion carried unanimously.

The meeting recessed at 9:10 PM

M-19 Mr. Lahr moved, seconded by Mr. Wotus to reconvene and adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 9:45 PM.

READ AND APPROVED THIS DAY OF MAY 16, 2018:

  
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Manager

