



BOROUGH OF WHITEHALL
Notice of Meeting
February 3, 2021
7:00 PM

The Council of the Borough of Whitehall will meet Wednesday, February 3, 2021, at 7:00 PM, at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, for a regular meeting.

AGENDA FOR REGULAR MEETING
February 3, 2021

- 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 – Wertz
- VI. Consideration of the Minutes of January 20, 2021
- VII. Citizens' Requests - Call In
 United States: +1 (872) 240-3412
 Access Code: 840-157-933
- VIII. Reports of the Following Officers:
 - A. Mayor - Nowalk
 - B. Solicitor - Firman
 - C. Engineer – Rusmisel
 - D. Manager – Leventry
 - E. Assistant Manager – Wertz
- IX. Reports of the Following Committees:
 - A. Recreation – Veith, Book, DePuy
 - B. Administrative Services – Wotus, Nagy, Veith
 - C. Library – Book, Lahr, Wotus
 - D. Planning & Zoning – DePuy, Book, Wotus
 - E. Public Works – Nagy, Lahr, DePuy
 - F. Public Safety – Lahr, Nagy, Veith
- X. New Business
- XI. Adjournment

BOROUGH OF WHITEHALL

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BOROUGH OF WHITEHALL

Regular Meeting February 3, 2021

The Council of the Borough of Whitehall met at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, Wednesday, February 3, 2021, at 7:00 PM, for a regular meeting. President McKown called the meeting to order, followed by the Pledge of Allegiance.

President McKown announced that all meetings will be recorded auditorily.

ROLL CALL:

Present: Linda J. Book (via telephone)
Kathleen N. DePuy
Philip J. Lahr
Robert J. McKown
Glenn P. Nagy
John A. Wotus (via telephone)
James F. Nowalk, Mayor
Irving S. Firman, Solicitor
Scott Rusmiser, Engineer

Absent: William J. Veith

STAFF: James E. Leventry, Manager
Courtney M. Wertz, Assistant Manager
Keith P. Henderson, Chief of Police

CONSIDERATION OF BILLS & PAYROLL

- M-1 Mrs. DePuy moved, seconded by Mr. Wotus, that the bills contained on the bill list presented to Council on February 3, 2021 for \$154,300.34 from the General Fund, \$22,500.17 from the Storm Sewer Fund, \$29,103.40 from the Sanitary Sewer Fund and \$880.54 from the Capital Projects Fund be approved. The motion carried unanimously.
- M-2 Mrs. DePuy moved, seconded by Mr. Lahr, that checks and transfers for \$14,099.77 from the General Fund and \$49,910.21 from the Payroll Fund be ratified. The motion carried unanimously.
- M-3 Mr. Lahr moved, seconded by Mr. Wotus that General Fund payroll for the period ending January 29, 2021 for \$150,003.21 as presented to Council on February 3, 2021, be ratified. The motion carried unanimously.

CONSIDERATION OF MINUTES

M-4 Mr. Lahr moved, seconded by Mr. Nagy to approve the Minutes of the January 20, 2021 Council Meeting as presented. The motion carried unanimously.

CITIZENS' REQUESTS:

Jordan Kelly, 4700 Old Boston Road, appeared before Council regarding an application for a privacy fence that was denied. He conducted a poll on Facebook and most respondents disagreed with the Borough's current rules regarding privacy fences. Mr. McKown asked that the Planning & Zoning Committee review this issue.

Louise Wolf, 4836 Frich Drive, appeared before Council stating that she and her husband would like to host a fundraising event this year to benefit Officer Bradford and K-9 Finn. Mr. McKown directed her to the Mayor as he oversees the Police Department. Mayor Nowalk and Chief Henderson will follow up with Ms. Wolf.

Mayor Nowalk read a letter from a resident commending Officer Bradford and K-9 Finn for their response to an attempted break-in.

MAYOR:

Mayor Nowalk presented his report for January 2021:

EMS Assists.....	165
Court/Hearings/Pretrial	34
Accidents	13
Criminal Arrests.	16
Traffic Stops	112
Traffic Details	61
Written Traffic Citations.	91
Written Warnings Traffic Violations.	84

Total amount of money collected and turned over to the Borough during January 2021, amounted to \$1,903.43 the breakdown is as follows:

MVC from District Magistrate	\$261.22
Crimes Code and Code violations	
from District Magistrate	\$352.43
Parking Fines	\$840.00
Copies	\$75.00
Miscellaneous –Mechanical License Fees.....	\$374.78
Fines from Clerk of Courts.....	\$1,903.43

Mayor Nowalk reported on the following items:

- Mayor Nowalk stated that the Chief reports that last month 13 officers received training on Tactical Communications: The Art of De-Escalation. The training was presented by the Pennsylvania Institute for Law Enforcement Education.
- Mayor Nowalk stated that the Chief reports all officers are currently out of COVID quarantine protocol and Department Members are scheduled to receive their second vaccines on Thursday, February 18th.

Mayor Nowalk stated that the South Hills Record recently ran an article about Baldwin graduate Susan Orsega being named as acting Surgeon General. The article misidentified her as a Baldwin native. She is a Whitehall resident.

SOLICITOR:

Mr. Firman requested an executive session after the meeting for personnel and litigation matters.

ENGINEER:

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

- Operations & Maintenance – Roto Rooter continues to work on the 2020 Sanitary Sewer Excavation Repair Contract.
- M-5 Mr. Lahr moved, seconded by Mr. Nagy to approve Payment Application No. 3 in the amount of \$25,056.25 for the 2020 Sanitary Sewer Excavation Repair Contract to Roto Rooter Service Company. The motion carried unanimously.
- Streets Run Storm Sewer Construction – A. Folino Construction, Inc. is scheduled to start survey stakeout on the 28th. Material submittals are under review. PNG relocation work has been completed. A pre-construction meeting is scheduled for February 9th.
 - McRoberts Road Slide – JG Contracting Company submitted the soil nail design report. Gateway Engineers reviewed and approved the design. A call with residents in the area is scheduled for February 8th to address their concerns.
 - Pool Evaluation – Gateway Engineers provided Council with a few estimates for the demolition of the existing pool and 3 options for renovations to the existing pool house. Gateway did meet with the Pool Manager and Assistant Manager last week.

Mr. McKown instructed the Recreation and Administration Committees review the information before making recommendations to Council. Mr. Leventry will assist with the financial component to determine what the Borough can afford as there are no funds budgeted for these projects in 2021. Mr. McKown stated that the demolition work is probable for 2021, the bathhouse renovations are most likely not.

- 2021 Road Program -- A road list and estimate for the 2021 Road Program has been submitted for review and approval. The estimate was attached to the report.

M-6 Mrs. DePuy moved, seconded by Mr. Lahr to authorize Gateway Engineers to prepare and advertise documents for the 2021 Road Program. The motion carried unanimously.

Mr. Leventry stated that he received Gateway Engineer's proposal for engineering and inspection services for the 2021 Road Program. It is \$38,500.00 which is less than the usual \$50,000.00. This is due to the Road Program being smaller overall. The cost is a ratio based on the scope of work.

M-7 Mr. Lahr moved, seconded by Ms. Book to authorize the proper Borough officials to sign the agreement. The motion carried unanimously.

Mr. Lahr asked about acquiring a house on Streets Run Road that is part of the upcoming project there to install a retention pond. Mr. Firman stated that was a topic for executive session.

Mr. McKown inquired about the status of items number 4 and 5. Both park projects are on track.

MANAGER:

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

- Tree Agreement – The owner of the property at 4578 Doverdell Drive has signed the agreement whereby the Borough will remove a tree that was damaged during the course of construction. Council will need to authorize the proper officers of the Brough to execute the agreement.

M-8 Mrs. DePuy moved, seconded by Mr. Lahr to authorize the proper officers of the Borough to execute the agreement. The motion carried unanimously.

- First Quarter Storm Water Bills -- Due to a mailing issue, many residents did not receive their first-quarter storm water bills. Mr. Leventry has asked Jordan Tax Service to waive any late fees and penalties for this billing cycle. Residents can contact Jordan to obtain a replacement bill.
- Pool Patron Survey -- Vince Yevins was able to work with the vendor for the pool pass software to make it usable for a survey. It will encompass pass holders from 2018 and 2019. Vince did have to spend a significant amount of time condensing the data to avoid duplication and other minor issues. The total number of surveys to be sent comes to 851. The Borough is unable to produce a mailing of this size, so it will be necessary to have it produced by a printing company. The cost for the mailing, including postage, comes to \$1,138.00. As this amount is not included in the budget, Council will have to authorize the expenditure. A copy of what the survey will look like is attached to the Manager's Report.

Mrs. DePuy inquired if expending funds on the survey was worth it if Council was not going to be open-minded. She would prefer a survey be sent and thinks it will provide additional information.

Mayor Nowalk stated that Council could learn information about the importance of the proposed features from the survey. The new pool will be a project with a 60-year lifespan and it would be worth it to do the survey.

Mr. Nagy stated that it is an ambitious proposal on the table. The existing pool lot is not a large area to work with. He has concerns about the 4-pump design and maintenance. Whitehall Borough is not Upper Saint Clair or Mt. Lebanon. A survey would be helpful.

Mayor Nowalk stated that as many opinions as possible should be received. He suggested putting the survey online and letting people comment.

Mr. Nagy would prefer to target pool patrons as they use it. Council has already decided to build a pool.

Mr. McKown stated that there is not a considerable difference in price between designs. It is not really a dollar consideration at this point. A survey would be worthwhile.

Ms. Book stated that the survey is important to send to pool users.

Mr. Lahr stated that the Borough should build a pool that people will want to come too. All residents pay taxes and should be consulted, not just 800 people.

Mrs. DePuy stated that sending the survey to all Borough residents will delay the process another 4-5 months.

Mayor Nowalk stated that the survey should be put on the website as a compromise.

Mr. McKown stated that the survey is not the “end all”. Council can do other canvassing. Only the demolition of the existing pool can be addressed this year. The design will be finalized by the end of this year. The pool historically sold over 6,000 passes and now sells 1500. The Borough was losing \$150,000.00 annually and taxpayers were subsidizing that cost. His goal is to increase pool pass sales to eliminate the operating deficit. That would free up that \$150,000.00 to be spent towards the debt service.

Mr. Leventry stated that the printer will need 5 days to produce and mail the survey.

Mr. Rusmisl asked that if the survey is put online, a place for respondents to sign their name and address be included to verify their residency.

Mr. Wotus asked if maintenance for the static pool would be lower than the activity pool. Mr. Rusmisl stated that the maintenance costs are very similar. Mayor Nowalk stated that cost factor should not be suggested in the survey. Mr. McKown stated the cost will be upwards of \$5 million regardless of which pool design is selected.

M-9 Mrs. DePuy moved, seconded by Mr. Lahr to proceed with the survey. The motion carried unanimously.

- Steeplechase HOA Agreement – The agreement regarding the landscaping of Borough owned property in the Steeplechase development has been approved. Mr. Lahr will deliver the agreement to the HOA for signature.

ASSISTANT MANAGER:

Ms. Wertz reported on the following items according to the written report given to Council:

- File Purge Resolution – The Resolution regarding the purging of Borough files has been on public display for two weeks now.

M-10 Mr. Lahr moved, seconded by Ms. Book to read the Resolution in summary form. The motion carried unanimously.

M-11 After the reading of the Resolution, Mr. Lahr moved for adoption. Ms. Book seconded the motion. On a roll call vote Ms. Book, Mrs. DePuy, Mr. Lahr, Mr. McKown, Mr. Nagy and Mr. Wotus voted yes. The motion carried unanimously. The Resolution No. is 995.

RECREATION:

Mrs. DePuy stated that the GBWAA has requested permission to place a storage POD at Prospect Park. Council had no objection.

M-12 Mr. Wotus moved, seconded by Ms. Book to authorize the Solicitor to draft an agreement allowing the GBWAA to place a storage POD at Prospect Park with conditions. The motion carried unanimously.

Mrs. DePuy provided an update on the Borough's 5 Year Park Plan. Frank Park has been completed. Prospect Park Phase I is slated to be done this year. Union Park Phase I is on deck for 2022.

The Parks Committee's goal is to give residents surrounding Prospect Park an open grassy area to play soccer on. This project can be done in-house by Public Works crews if/when they have time in their schedule. Mayor Nowalk stated that SHIM would benefit from a grassy area for their summer recreation program as well. The project would not be done until after baseball season.

Mrs. DePuy stated that Baldwin Borough is down 2 baseball fields this year and the Committee does not want to be anymore disruptive to the baseball season which is why the project will be done after the current season.

ADMINISTRATIVE SERVICES:

Mr. Wotus stated that Mr. Leventry has been speaking with the bank regarding the Borough's current and potential new debt obligations.

LIBRARY:

Ms. Book stated that the recent Borough News Magazine had a very informative article about Libraries during COVID. Whitehall Public Library continues to offer curb-side service.

PLANNING & ZONING:

Mrs. DePuy requested an executive session after the meeting.

PUBLIC WORKS:

No report.

PUBLIC SAFETY:

Mr. Lahr stated that the Chief requests that Council direct the Whitehall Civil Service Commission to begin the process of establishing a new Police Officer eligibility list to be presented to Council on May 5, 2021.

M-13 Mr. Lahr moved, seconded by Mr. Nagy to direct the Whitehall Civil Service Commission to begin the process of establishing a new Police Officer eligibility list to be presented to Council on May 5, 2021. The motion carried unanimously.

NEW BUSINESS:

Mrs. DePuy stated that the recent edition of Borough News Magazine had an interesting article about Borough communication with residents and the new ways to do it. Mr. Leventry will circulate it to Council.

Mayor Nowalk presented the report of the Whitehall Fire Company for December 1, 2020 to January 31, 2021.

Calls During Period:

Calls in December 2020	33
Calls in January 2021	27

Notable Calls:

- 1-16-2021 Mutual Aid into Castle Shannon for a house fire on Havelock.
- 1-31-2021 Ammonia leak at Schneider's Dairy.

Membership:

- 26 Firefighters on roster.
- A Junior Emergency Services Program has been established. This allows for 16 and 17-year olds to become members.
- Vaccines were administered to members who were able. Second dose to be received mid-February.

Apparatus, Stations and Equipment:

Apparatus:

- New 301 Engine 2 is in service for the community. The Engine is being housed at Station 1.
- 301 Truck is expected to return to service in mid-February. The truck has gone for paint and parts. Delivery date has been pushed back due to COVID.

Stations:

- Nothing remarkable.

Equipment:

- New equipment in service on new Engine 2.

Mr. McKown requested an executive session for matters of litigation and personnel.

ADJORNMENT:

M-14 Mr. Nagy moved, seconded by Mr. Lahr to adjourn the meeting in honor of former Public Works employee Ray Veri. The motion carried unanimously.

The meeting adjourned at 8:25 PM.

READ AND APPROVED THIS DAY OF FEBRUARY 17, 2021:

Manager



