

BOROUGH OF WHITEHALL

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BOROUGH OF WHITEHALL

Regular Meeting February 1, 2023

The Council of the Borough of Whitehall met at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, Wednesday, February 1, 2023, at 7:00 PM, for a regular meeting. President DePuy announced that all meetings will be recorded auditorily and visually. President DePuy called the meeting to order, followed by the Pledge of Allegiance.

President DePuy stated that an Executive Session regarding matters of litigation and personnel was held on Monday, January 30, 2023 and prior to the Council Meeting.

ROLL CALL:

Present:

Linda J. Book
 Kathleen N. DePuy
 Philip J. Lahr
 Glenn P. Nagy
 Robert J. McKown
 Stone Sobieralski
 William J. Veith – Via Phone
 James F. Nowalk, Mayor
 Irving Firman, Solicitor
 Scott Rusmisl, Engineer

STAFF:

Courtney M. Wertz, Borough Manager
 Jason C. Gagorik, Chief of Police
 Alyssa M. Rogalla, Administrative Assistant

CITIZENS' REQUESTS:

None.

SHADE TREE COMMISSION ACTIVITY REPORT:

Donna McCrea, a representative from the Shade Tree Commission gave a report. The Shade Tree Commission has a full roster of 12 members and have several events planned for 2023.

February – Penn State Extension, Baldwin Borough and a local girl scout troop are partnering with the Shade Tree Commission for a Spotted Lanternfly informational session and trap making workshop.

March – A free Pruning Workshop

April – Tree Adoption Program in partner with Tree Pittsburgh.

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 February 1, 2023 for \$345,302.62 from the General Fund, \$29,512.49 from the Storm Sewer Fund, \$809,060.45 from the Sanitary Sewer Fund, \$23,500.84 from the 2022 Construction Fund and \$1,850.50 from the Local Fiscal Recovery Fund be approved. The motion carried unanimously.
- M-2 Mr. McKown moved, seconded by Ms. Book, that checks and transfers for \$12,291.15 from the General Fund, and \$52,809.53 from the Payroll Fund be ratified. The motion carried unanimously.
- M-3 Mr. Lahr moved, seconded by Ms. Book, that General Fund payroll for the period ending January 27, 2023 for \$164,572.07 as presented to Council on February 1, 2023 be ratified. The motion carried unanimously.

CONSIDERATION OF MINUTES:

- M-4 Mr. Lahr moved, seconded by Ms. Book to approve the Minutes of the January 18, 2023 Council Meeting as presented. The motion carried unanimously.

MAYOR:

Mayor Nowalk presented his Police report for January 2023:

EMS Assists	161
Court/Hearings/Pretrial	86
Accidents	18
Criminal Arrests (DUI – 2)	8
Traffic Stops	133
Traffic Details	99
Written Traffic Citations.	78
Written Warnings Traffic Violations.	111

Total amount of money collected and turned over to the Borough during January 2023 amounted to \$3,315.19 The breakdown is as follows:

MVC from District Magistrate	\$267.80
Crimes Code & Code Violations from District Magistrate....	\$1,400.47
Parking Fines	\$1,120.00
Copies	\$135.00
Fines from Clerk of Courts	\$291.92

Mayor Nowalk stated that Chief Gagorik reports that two of the three new police vehicles were received by Tri-Star Ford in January. The vehicles were sent to our vehicle upfitter to have the emergency equipment and lettering installed. The third new police vehicle is scheduled for production around February 18 and should be delivered sometime in March.

Mayor Nowalk stated that Chief Gagorik reports that Sergeants Budd, Hinkle, and Bowman recently completed a four-week Advanced Supervisory Liability course. This online program covered supervision of proper police practices, use of force investigation, supervision of law enforcement technology, and current trends in police supervision.

Mayor Nowalk stated that the Historical Society has requested funds to create a website.

Mrs. DePuy stated that she is concerned about using taxpayer money to fund outside groups endeavors.

M-5 Mr. McKown moved, seconded by Mr. Lahr to donate \$1,000.00 to the Whitehall Borough Historical Society for the creation of a website. Mrs. DePuy and Mr. Sobieralski voted no. The motion passed 5-2.

SOLICITOR:

No report.

ENGINEER:

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

- Operations & Maintenance Plan -- Roto-Rooter Services Company has started work on the 2022 Sanitary Sewer Excavation Repair Contract.

M-6 Mr. McKown moved, seconded by Mr. Lahr to approve pay application 4 in the amount of \$168,210.89 for the 2022 Whitehall Borough Sanitary Sewer Excavation Repair Contract to Roto Rooter Services Company. The motion carried unanimously.

- Overlook Park -- Project Timeline:
 Bid Ads to Borough -- February 15, 2023
 Date of Publication -- February 23, 2023
 Prequalification due to Manager -- March 9, 2023
 Notice of Prequalification -- March 16, 2023
 Prebid Meeting -- March 22, 2023
 Bid Opening -- March 29, 2023

M-7 Mr. McKown moved, seconded by Mr. Sobieralski to approve advertisement for bids for the Overlook Park Project. The motion carried unanimously.

- 2023 Pavement Maintenance Program – A preliminary cost estimate was prepared based on the street list received from the Public Works Supervisor. Engineers will continue to work with the Borough Manager and Public Works Supervisor to complete the 2023 street list.
- Doverdell Phase II Storm Sewer Extension – Independent Enterprises, Inc. started construction on January 23, 2023. A detour plan was submitted and reviewed. The contractor completed exploratory excavation of utilities.
- Campus Railing Improvements – Independent Enterprises, Inc. completed nearly all the railing. Two sections of railing are stored near the pool house for installation at a later date. Independent Enterprises, Inc have submitted their 2nd pay application.

M-8 Mr. McKown moved, seconded by Mr. Lahr to approve pay application No. 2 in the amount of \$69,011.25 for the Campus Railing Improvements to Independent Enterprises, Inc. The motion carried unanimously.

- RT 51 Grinder Pump – The grinder pump was delivered today, and work is slated to begin on Friday.

MANAGER:

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

- Shade Tree Commission Vacancy – Whitehall Resident, Patrick Connors has expressed interest in serving on the Shade Tree Commission. Mr. Connors is a former assistant municipal manager and is currently Executive Director of the Quaker Valley COG. He has extensive experience working with Tree Commissions in his previous positions. The BBW Shade Tree Commission recommends him for appointment to a term ending December 21, 2024.

M-9 Mr. Lahr moved, seconded by Mr. McKown to appoint Patrick Connors to the Shade Tree Commission for a term ending December 21, 2024. The motion carried unanimously.

- Job Descriptions – As part of the ongoing policy, procedures and job description review; Staff has prepared new job descriptions for the positions in the Planning, Zoning & Code Enforcement Department.

M-10 Mr. Lahr moved, seconded by Mr. McKown to adopt the updated job descriptions for the positions of Director of Planning, Zoning & Code Enforcement; Code Enforcement Officer, and Administrative Assistant – Code Enforcement Office with correction. The motion carried unanimously.

ADMINISTRATIVE SERVICES:

No report.

PLANNING & ZONING:

No report.

LIBRARY:

No report.

PUBLIC WORKS:

Mr. Lahr stated that the Public Works Departments continues to work hard and keep the Borough's streets clean.

PUBLIC SAFETY:

Mr. McKown stated that Chief Gagorik reports that the Civil Service Commission recommends reducing the civil service application fee for the entry-level police officer examination. Several area departments have done the same to attract more candidates. The current civil service fee is \$50. Reducing the fee would not change qualifications for employment.

Chief Gagorik will work with the Civil Service Commission to determine an application fee.

RECREATION:

Ms. Book stated that Council has reviewed the Pool Proposal.

M-11 Ms. Book moved, seconded by Mr. McKown to approve the New Pool Pass Sale Structure. The motion carried unanimously.

- M-12 Ms. Book moved, seconded by Mr. Lahr to approve Hours of Operation for the Whitehall Swimming Pool. The motion carried unanimously.
- M-13 Ms. Book moved, seconded by Mr. Lahr to approve the Whitehall Borough Swimming Pool Rules. The motion carried unanimously.
- M-14 Ms. Book moved, seconded by Mr. McKown to approve the Rules for Use of the Diving Board subject to Manufacturer Weight Limits. The motion carried unanimously.
- M-15 Ms. Book moved, seconded by Mr. Lahr to approve the Rules for Use of Water Slides Subject to Manufacturer Height and Weight Limits. The motion carried unanimously.
- M-16 Ms. Book moved, seconded by Mr. McKown to approve the Rules for Use of the Climbing Wall Subject to Manufacturer Height and Weight Limits. The motion carried unanimously.
- M-17 Ms. Book moved, seconded by Mr. Lahr to approve the Rules for Zero Depth Entry. The motion carried unanimously.
- M-18 Ms. Book moved, seconded by Mr. McKown to approve the Bathhouse Rules. The motion carried unanimously.
- M-19 Ms. Book moved, seconded by Mr. Lahr to approve the Lap Swimming Rules and Times. The motion carried unanimously.
- M-20 Ms. Book moved, seconded by Mr. Lahr to approve the Closing Policy for Weather and Attendance. The motion carried unanimously.
- M-21 Ms. Book moved, seconded by Mr. McKown to approve the Refund Policy for Daily Admissions.
- M-22 Ms. Book moved, seconded by Mr. McKown to advertise for Concession Services Request Proposals. The motion carried unanimously.
- M-23 Ms. Book moved, seconded by Mr. Lahr to amend the Pool Pass Fee for Baldwin Township Residents. The motion carried unanimously.

Recreation Director, Hannah Bower gave a report.

PARKS:

No report.

DELEGATE REPORTS:

ACBA – Ms. Book stated that the meet and greet event on January 19 was a huge success. 10 Senators and House Members were in attendance.

PSAB – Ms. Book stated that the Municipal Retirement Trust meeting will be held next week.

CHAMBER OF COMMERCE – Mr. McKown stated that the Chamber luncheon will be held tomorrow at the South Hills Country Club.

MRTSA – Mr. McKown stated that MRTSA is investigating purchasing another ambulance. The lead time is one year.

SHACOG – Mr. Veith stated that the refuse and recycling contract ends in 2023 and automated recycling may be apart of the new contract.

NEW BUSINESS:

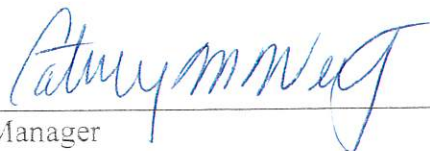
Mr. Firman provided information regarding the common level ratio in Real Estate.

ADJORNMENT:

M-24 Ms. Book moved, seconded by Mr. McKown to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 8:15 PM.

READ AND APPROVED THIS DAY OF FEBRUARY 15, 2023:



Manager