

Caucus Started at 6:30pm

- ❖ Michael Foreman from the Department of Community and Economic Development stated last month the Borough Council adopted a letter of intent to request technical assistance to work with the manager search committee. Foreman provided council with a blank resume matrix that will be used to fill for the selection process. Councilmembers can then identify whom they would want to interview. Foreman has assisted with a couple dozen search committees throughout 20 years. Foreman will also advise the search committee what questions to ask and what not to do.

Present: Mayor Ray Bodnar
Pat Campbell, Police Chief
Ed Pletsch, Deputy Fire Chief
David Cannon, Code Enforcement
Bob Biscey, Public Works
Lindsey Jewart, Chester Engineers
Tim Little, Interim Manager
Greg Evashavik, Borough Solicitor
Harry R. Faulk, Office Assistant

- I. Call to Order by Council President Joe Ballas at 7:00pm
- II. Pledge of Allegiance lead by Mayor Bodnar
 1. Moment of silence for our Veterans
 2. Moment of silence for the Typhoon victims
- III. Preliminary Announcements
 1. PJ Ostrowski, Fire Chief of #1 Fire Department presented a \$10,000 Powerhouse Award from the California Causality Insurance for a firehouse makeover.
 2. Council Falce, chairman of the Community Day Meeting is donating money to the following:
 - \$2,000.00 to Munhall Borough General Fund
 - \$500.00 to each fire department in Munhall.
 - Also Marty Listner will take over the chair of the Community Day Committee.
 3. Mayor Bodnar and Dan Boehme presented an award from AAA for the Traffic Safety Gold Award. The whole police department has worked hard doing commercial vehicle checks, DUI check points, seatbelt talks at the school, our mock crash in the spring, and seat belt checks at the schools.

IV. Roll Call

Councilman Dan Lloyd – Absent
Councilman Harvey Inglis – Present
Councilwomen Dana Ditillo – Absent
Councilman Bernie Shields – Present
President Pro-tem Rich Votedian – Present
Vice President Rob Falce – Present
President Joe Ballas - Present

V. Only one person from the media is recording for the local newspaper.

VI. Notice given to all public speakers.

VII. Public Speakers

1. Michael Orr, 847 Creek Street, Munhall– Creek Street Light-up
 - a. Invites everyone to the 4th Annual Ravine Street Light-Up this Friday the 22nd at 5pm to whenever. Will have fireworks, Santa Clause, drinks, food, games.
2. Brian Pearson 800 Ravine Street, Munhall – Garbage, Water Run-off and Sewage
 - a. Has been having problems with flooding from a house that was torn down near by. Water is seeping into the house and now there is mold. This started when they tore down the three houses. Also are having problems with a Legal Tax Service for a lien on his house to someone else’s garbage bill from 14 years ago. He is trying to work out a deal with Legal Tax Service, however they are not willing to work with him.
 - Borough Solicitor Evashavik replied that if the contractor changed the slop of the land from tearing down the houses and caused an increase of water flow to his property then there is a valid complaint. Have Chest Engineer go out and do an analysis.
 - Borough Engineer Jewart would like to see a copy of the contract, also this was a project from the COG and will speak to them.
 - Borough Solicitor Evashavik mentioned about the lien is that Brian has to work it out with collections.
 - Brian Pearson stated that everything came back with no liens on the property and he owes nothing.
 - President Ballas stated that the engineer will start to look into the water problem.
 - Manger Little will speak with Legal Tax service about the garbage bill.
2. Marty Litscher, 1122 Ravine Street, Munhall. Is looking for permission to hold a fundraiser at West Field to raise money and awareness to

rehabilitate the field on June 7th, 2014. Marty also mentioned there is grant money from Duquesne light, Keystone Block Grant community outreach programs and contractor services.

- President Ballas would like to have Marty bring in more information for next council meeting.
- Borough Solicitor Evashavek question what will be needed from the Borough as for as services. I will need information on that matter.
- Mayor Bodnar stated that he is working with a grant from Duquesne light and will work with Marty.

VIII. Public Comments on Agenda Items

1. Donna Dreshman, 3629 Forest Ave, Munhall.

- Item #2, has this been fully checked over before final payment?
 - Engineer Jewart replied that the final walkthrough was performed and everything checked out.
- Item #5, when will the preliminary budget be open for review?
 - Councilman Falce replied that the next budget meeting is next Tuesday and it could be decided then.
 - Councilman Lloyd stated that cuts were made and it's a work in progress.
 - Councilman Falce stated the nothing has been finalized yet.
- Item # 9, 10, and 11. Council released an office assistant, increasing the interning, and can the intern wear two hats?
 - Manager Little replied that we did release an employee, Mr. Faulk is increasing his hours and will start full time on Dec 16.
 - Donna asked will there be an intern and does the \$15.00 including benefits.
 - Manager Little replied there will not be a intern and it will be \$15.00 an hour with benefits.
- Item #1, under the payroll, for the employees that are getting paid, is the social security being paid.
 - Manager Little replied yes. There is no indication to that effect that social security has not been given to social security administration.

2. Councilman Ballas stated that there will be two motions added to the agenda.

- Establishing a community day fund for next year.
- Is the installation of handicap signs.

3. Robert Kalan, 2410 Charles Street, Munhall
 - What is the amount of the payments to the police pension and public work pension and is that why the budget is short. Also heard a rumor that there is \$200,000 owed to social security that was taken out of paychecks but not forwarded to social security.
 - Manager Little replied that both pension plans have been made whole. Any interest and penalties have been whole as of September. After speaking with the Social Security Administration, the problem is a reporting problem. If money wasn't submitted there would be more notifications to the borough office. W2's from 2011 have not been submitted to the Social Security Administration. That is way they have not posted for individuals employees.
 - Robert Kalan questioned why the computer was removed and why was it gone for a week.
 - Manger Little replied that everyone had reservations about the computer leaving the office on July 23, 2013. Mr. Galla left a packet of an outside payroll company. A packet was given to that payroll company with payroll report of the first two quarters of this year. Mr. Galla printed out a report on June 17, his last day and the last payroll for the second quarter was June 23. It did not capture that last payroll report. Paytime didn't know that. A week later, Paytime said there was a missing payroll report and they needed it. They needed that payroll for liabilities reasons because they need a payroll for a whole year for W2. Coming to the last week in July, Paytime informed Mr. Little that if they didn't have the payroll report by July 26, they would cease being the Borough's Payroll Company. If The Borough didn't get that report to Paytime, employees' would not get paid. Many people tried to get ahold of Mr. Galla with no answer. Councilman Lloyd took the computer to Mr. Galla and received the report to give to Paytime and employees were paid.
 - Robert Kalan stated that he is the President of #3 Fire Hall and shares a driveway with the fire hall and asked council what are they going to do with the building.
 - Councilman Ballas replied that no decisions were made.
 - Kalan wants councilmembers to ask him about the decision of the building versus hearing rumors.

- Walt Viola commented that it's not unusual at all for payroll companies to ask for that information. Also it's not unusual to take a laptop to a formers manager's house because they won't come to you and you must do what you can to get that data. Also commented that people must remain tight-lipped about financial information and it could be damaging. Mr. Viola came out of KPMG and operates his own firm as a public accountant and works with Fortune 500 companies in Manhattan.
- Brian Smith would like to know regarding the books themselves and it was discussed that files were no longer on that computer. Also does Mr. Little have the accounts available to make the decisions and understand the finances from the past?
 - Manager Little replied that we are missing 2011 and 2012 payroll reports. Quarterly report forms 941 were found from 2012 and will work for an audit. 2011 941 reports have not been found. The County Forensics Lab has the computer to see if they can get into the Edmunds program that Mr. Galla used for payroll. Mr. Galls provided many passwords except for this particular program. County Foresnics aren't able to find any records.
 - Brian asked if Mr. Little has everything that is needed to recreate the payroll records for 2011 and 2012.
 - Mr. Little replied no. Once we find the 2011 quarterly reports then we will start to build the payroll and get the process started for audits and it will be labor-intensive work.
 - Brian stated when the work is ready to be started to maybe hire additional staff to start working on the reports.
- Karen Plex asked was the computer taken out of the office, who took it and where did it go and were those reports obtained from that computer?
 - Council Lloyd said he took the computer out of the office. Mr. Little and John Lienendecker assisted with putting it in his car. The Borough Solicitor stated that there would be penalties if the office didn't get payroll reports to Paytime and employees wouldn't get paid. Everyone on council asked Councilman Lloyd to do this. What is being said on Facebook about Councilman Lloyd taking the computer to Mr Galla's house to have the hard drive wiped clean is ridiculous.
 - Councilman Ballas stated we all had reservations.

- Councilman Lloyd commented that Mr Galla knew he was leaving way before he left and anyone with a brain would erase items that they didn't want you have.
- Brian Smith asked if the books were ereased?
- Councilman Lloyd replied that the computer was smashed, it was in pieces with wires hanging out.
- Mrs. Plex commented that whether it was whole decision by council for you to take that computer out of the office, it was a poor one. It should have been done by more than one person and the computer should have been monitored by police and no we will never know what really happened. Hearing about all this stuff that is going on we want to know.
- Councilman Votedian stated that he didn't know that the computer was taken out until it was done.
- Councilman Falce stated he didn't know until it was after it was done.
- Councilman Ballas stated that he was here the day it was taken out of the office.
- Councilman Shields asked at the time why can't Mr. Galla come here and it was recommended that Mr. Galla not be allowed into the building and Mr. Lloyd was going to take it to his house.
- Councilman Lloyd stated that he did take it to his house and to my office and Mr. Galla came by. I felt it was a good decision. I wanted people to get paid. I didn't make the decision.
- Mr. Kalan asked Mr. Ballas what is the difference between a broken computer and the tax collector making a computer error and everyone in the borough dragged her through the mud. He believes that the council should give her a public apology. All her audits came back crystal clear.
- Councilman Ballas replied that we are getting off point.

➤ Councilman Dan Lloyd left the meeting at 8:10pm and returned at 8:12pm

IX. Move to approve the August 21, 2013 Regular Meeting Minutes.

Motion: Bernie Shields Second: Rob Falce Passed

Move to approve the minutes of the September 11, 2013 Work Session Meeting Minutes.

Motion: Rob Falce Second: Bernie Shields

Move to approve the September 18, 2013 Regular Meeting Minutes.

Motion: Harvey Inglis Second: Dan Lloyd Passed

Move to approve the October 9, 2013 Work Session Meeting Minutes.

Motion: Rich Votedian

Second: Rob Falce

Passed

Move to approve the October 16, 2013 Regular Meeting Minutes.

Not complete as of this date. Mr. Faulk will be posting minutes online.

X. Reports from the Borough Officials:

1. Mayor

- Wants to thank public works, Jimmy McGrath for their hard work preparing the building for the holidays. Dec 6th at 6:00 is Light Up.
- Wants Mr. Cannon and Mr. Biscey to check on Pink Way to see if it's a borough street and to ensure there is adequate access to his residence because he is handicapped.
- Wants the police to straighten the walking signs when they pass by them.
- There is a craft event going on at the Waterfront on Nov. 22 and 23rd.
- Century III Chevy has provided a New Dare vehicle free of charge and will be picked up this Friday.
- There were some communication problems with Caroline Street and there should be a three was stop sign at Caroline Street going North to South and request Council to pass a resolution and make that area by the Met House a 2 hour parking zone.

2. Solicitor

- Filed a right to know request to Allegheny County on properties that are residential rental properties and the tax-exempt status under the charitable tax exemption. County has submitted a request to property owners to provide documentation as to why they qualify as charitable tax-exempt property. 2514 Main Street is owned by residential resources and is a non-profit and has all the tax exempt qualification from the IRS, Dept. of Revenue and has a detailed analysis of their mission. It's a community-based home that provides care and shelter with persons with developmental disability. 4 St. Therese Court, St Therese Plaza. They operate for very low income and disabled persons. They too meet all the qualifications. The Solicitor reviewed it and it is in order.

3. Borough Engineer

- 2013 paving project is finished and recommends final payment. Bid price was \$176,690.43 and finished \$42,974.24 under budget due to the base repair and there was better base material this time.
- Councilman Votedin asked about the Safe School Route.

- Eng. Jewart replied that they are waiting for signs.
 - Councilman Shield stated the whole thing has been five years. Not one bit of work has been done.
 - Eng Jewart the preliminary design is done. They didn't approve Chest as an Engineer until last year. The \$700,000 is still there. If it wasn't approved and bid on in 8 months we would lose it. This is a federally funded project.
4. Director of Public Works
- Council has report
5. Chief of Police
- Council has report. 663 calls for October. 634 incident reports. 55 arrests. 99 traffic citations.
6. Fire Chief
- On behalf of the Fire Departments, thank you for the donation from community day. 27 responses for October with 1 being a structure fire. 700 Volunteers hours for the month.
7. Code Enforcement
- Council has copy of report. Set a date in Jan 8 and advertise in the newspaper for the interest of people wanting to start the process of purchasing blighted and abandon property and \$5,000 is doable.
 - Manager Little replied that we can put a public service announcement.
 - Solicitor advised to draft a simple agreement for an applicant to sign to see what their rights are the \$5,000 would be put into an escrow account and that any sale would have to be approved by council.
 - Councilman Ballas would like to see this done.
 - Rick Brennan asked where the bid process would take place.
 - Solicitor stated at the County Sheriffs office. It would be a sheriff's sale.
 - Matt Krupp 115 Cassidy Ave, Jefferson Hills, asked if there can be restrictions put on the process to prevent people buying multiple properties and not doing anything to the property.
 - Solicitor stated that the Borough doesn't own the houses therefore cannot put restrictions on it. Zoning is able to put zoning restrictions on the property.
8. Sewer Authority
- Mike Terrick stated the Authority submitted the application for \$5million and will find out if its awarded in January. Since last month, there has been an odor on Main Street near Shermans. The odor was a paint smell. In November we

received a call that the order was back. The Dept. of Health and Alcosan is involved and took samples to determine what is in the line. The fire department checked for combustibile levels and was negative. Also wants to say thanks to public works for alerting the Authority to a problem on West Schwab and Walnut St. Some earth has sunk into the around the sanitary lines and after inspection the lines separated and over time water has taken dirt into the sewer line. We will repair it and is only 8ft deep. The update on the Homestead Run/West Mifflin/Whitaker Borough project that now involves the DEP. The Consent Decree has a clause that we would rehabilitate Homestead Run that starts on Brierly Lane and goes to Ravine Street. This clause makes up different from any other municipalities in Allegheny County because no one else has to work on their main interceptors until 2026 due to ALCOSAN not doing any repair work until that time. It was put in our Consent Degree because of the swiller had potential overflow conditions. The DEP was approached and asked to have this Clause removed. DEP replied that the clause was put in because there was a flapper gate at the river that was overflowing in dry weather and the Clause would fix it. Mr. Terrick advised the DEP that it was fixed by cleaning the 18inch line out. The DEP said that we should still repair the line. Mr. Terrick asked why, because ALCOSAN will not be able to accept the additional sewage that will be sent. The meeting was unsuccessful. This project is an \$8million dollar project that will be passed along to the ratepayers. ALCOSAN also has talked about taking over the interceptors and repairing it themselves. Also we are going to have to repair home laterals by 2026. Mr. Terrick recommends repairing upstream because if you can reduce flows, then you won't have to put in a big system that requires an \$8million dollar repair.

- Councilman Ballas asked what the new rates can possible be in the next 3-4 years.
- Mr. Terrick advised possibly 50% to 100%.
- Mark Bodnar, 116 Elizabeth Street, Munhall asked who does the excavation work for the Sewer Authority?
- Mr. Terrick replied State Pipe and piggybacked on their contract.

9. Tax Collector: Not Present.

XI. Items for Consideration

1. Move to ratify the payment of:

- a. Prepaid bills: Oct 17 – Nov 18, 2013: \$127,312.19
Motion: Inglis Second: Votedian **Passed**
- b. Bills: Nov 20, 2013: \$449,224.94
Motion: Shields Second: Falce **Passed**
- c. Payroll: Oct 24, 2013 - \$122,320.06
Motion: Votedian Second: Falce **Passed**
Nov. 8 2013 - \$240,891.84
Motion: Falce Second: Votedian **Passed**

- 1. A motion to adopt the Munhall Police Department detail hourly rate of \$65.67/hr. \$41.55 (Waterfront) \$125 flat for the Steel Valley School District
Motion: Shields Second: Votedian **Passed**
- 2. Move to approve payment for pay estimate #2 to A. Folino Construction Inc. on the recommendation of the Borough Engineer in the amount of \$13,371.62. This to be paid from the Liquid Fuels Account.
Motion: Votedian Second: Falce **Passed**
- 3. Move to authorize the Borough Manager to advertise and schedule the 2014 Work Sessions to be held on the second Wednesday of each month at 6:30pm except for the months of June, July, August, and September.
Motion: Inglis Second: Falce **Passed**
- 4. Move to authorize the Borough Manger to advertise and schedule the 2014 Caucus Meetings for the third Wednesday of each month at 6:30pm with the Regular Meeting of Council to follow at 7:00pm.
Motion: Shields Second: Votedian **Passed**
- 5. Move to authorize the Borough Manager to advertise and make available for public inspection ten days before adoption the proposed 2014 budget.
Motion: Falce Second: Votedian **Passed**
- 6. A motion to appoint Node Zero Technologies (Phillip Herrle) as the Borough Computer Network Support Services at \$110/hr.
Motion: Inglis Second: Shields **Passed**
Councilman Lloyd abstained
- 7. A motion to adopt Ordinance No. _____ amending the Zoning Map providing for the rezoning of multiple contiguous parcels of land on East 9th Ave and Boone Way from R-1 to B-2 as depicted on exhibit A, effective November 20, 2013.

Public Hearing: Borough Solicitor Evashavik read the ordinance. The reason for this public hearing is because since last week there was a written response from the

Allegheny County Planning Agency that they do not recommend the rezoning however council doesn't have to go with their recommendation. Allegheny County Planning believe this area would be better suited for residential zoning.

- Walt Viola became concerned about having another public meeting.
- Councilman Lloyd supports this rezoning. It is working out in other communities.
- Councilman Ballas advised Mr. Viola that it is being decided tonight.
- Donna Dreshman asked if the public hearing and ordinance was advertised.
- Solicitor Evashavik replied yes.

Motion: Shields

Second: Inglis

Roll Call Vote

Dan Lloyd: Yes

Rob Falce: Yes

Harvey Inglis: Yes

Bernie Shields: Yes

Dana Ditillo: Absent

Rich Votedian: Yes

Joe Ballas: Yes

Passed

8. A motion to authorize the Borough Manger to advertise for a public hearing on December 11, 2013 at 6:00pm for the inter-municipal transfer of PA Liquor License C-170 from Flowers Ave, Pgh, Pa 15207 to 936 Eat 8th Ave, Munhall, Pa.

Motion: Falce

Second: Shields

Passed

9. A motion to ratify the termination of the employee Office Assistant effective November 14, 2013.

Motion: Inglis

Second: Falce

Roll Call Vote

Dan Lloyd: Yes

Rob Falce: Yes

Harvey Inglis: Yes

Bernie Shields: Yes

Dana Ditillo: Absent

Rich Votedian: Yes

Joe Ballas: Yes

Passed

10. A motion to increase Harry Faulk to 32 hours per week as Borough Intern at \$15.00/hr effective December 2, 2013

Motion: Shields

Second: Lloyd

Passed

11. A motion to hire Harry Faulk as full-time Office Assistant at the hourly rate of \$15.00/hr effective December 16, 2013 with benefits.

Motion: Inglis

Second: Shields

Passed

12. A motion to \$2,000 from the Community Day Fund to be put into the General Fund.

Motion: Votedian

Second: Shields

Passed

13. A motion to install and remove the following handicapped parking signs:

a. Installation

- 208 and 220 West Marion St.
- 606 E. 13th Ave
- 3525 Trautman St.
- 201 E. Miller Ave
- 607 18th Ave

b. Removal

- 423 and 531 E. 9th Ave
- 122 19th Ave
- 3715 Botsford Ave
- 4005 Center Ave
- 4301 Main Street
- 116 W. Eugene Ave
- 128 W. James Ave
- 132 W. Virginia Ave
- 4016 Harvey Ave

Motion: Falce Second: Lloyd **Passed**

Comments: Councilman Shields stated that a couple of these were put up for the day, neighbors called and the signs went back down. Even though one meets criteria, they park in the garage and never parks on the street. Is she doesn't use it then we shouldn't honor it.

Comment

XII. Other Items

1. Mayor Bodnar asked for a motion to prepare a resolution for parking on Caroline Street. Solicitor Evashavik advised the Mayor that a motion is to finalize a decision. Council President Ballas stated that it would be talked about next month.
2. Council President recognized Rick Brennan, Council-Elect.
3. Council-Elect Rick Brennan addressed the two-hour parking on Caroling Street. The residents need that parking and would appreciate it. Also, people are abusing parking on Main Street, lines should be painted and the parking should be addressed at the next meeting. On Woodhill Drive, there was a culvert install, however do we have to abide by the paving ordinance and if not, we should. The can we get started on the 2012 audit? Manager Little replied as soon as we get the 2011 audit done. The RAD money was not coming in because the audits were not complete. Brennan stated that everyone knew what was going with the computer and it wasn't just Dan Lloyd and it's not right to badmouth someone. We need to move forward and start new next year and is looking forward to next year.

4. Brian Smith asked if the computers are being backed up. Manger Little replied that we are doing that in house and that the I. T. Company will work on issues remotely.
5. Council Elect Brennan questioned do we have five minutes to speak on public comments. Councilman Shields replied that is for public speakers only.

XIII. Adjournment at 9:30
Councilman Shields motioned
Councilman Lloyd second.
Meeting Ajourned

Minutes Approved

_____ Date: _____