

DECEMBER 28, 2018 SPECIAL ADOPTION COUNCIL MEETING MINUTES

Deputy Mayor Sapp - Good Afternoon Ladies and Gentlemen with it being said 3:01 P.M. we will call this 3rd Budget Hearing to order. With the Mayor being absent due to a family medical emergency the Agenda will stand as is.

APPROVAL OF AGENDA ITEMS

Deputy Mayor Sapp – The Agenda will stand as is.

PLEDGE OF ALLEGIANCE

All stood for the Pledge of Allegiance.

Deputy Mayor Sapp – Maureen Roll Call.

ROLL CALL

Mr. Brodnicki
Deputy Mayor Sapp
Mr. Underwood - Absent
Mr. Petrucci
Mayor Kuhn - Absent

Also in attendance were Manager Andrejchak, Secretary Sorce, Finance Director Schrecengost, Alexander, Solicitor, Toth, IT Supervisor, Blackwell, Planning Director, Scaglione, Parks & Recreation Director, Fedele, Fedele Insurance, McCafferty, Code Director, Miller, Fire Marshal, Fitzhenry, EMS Director, Shepard, DPW.

Deputy Mayor Sapp – Before I ask for a Motion to accept the December 3, 2018 Budget Hearing Meeting Minutes I just want to let the audience know there were two meetings prior to this meeting. Our first meeting was to hear all of the residents and all of the business owners in Penn Hills and their concerns and opinions. Our second meeting was for the Mayor and Council to respond to each and every resident and their concerns. So today we are here to hear an inclusion report from our business manager and to adopt the 2019 Penn Hills Budget.

MINUTES:

Mr. Brodnicki made a Motion to approve the **December 3, 2018 1st Budget Hearing Minutes.**

Mr. Petrucci seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

EXPENDITURES

Mr. Brodnicki made a Motion to approve the **Expenditures of December 28, 2018**, Journal Vouchers, 0 - \$0.00, C.D. Requisitions 0 - \$0.00, Master 42419 – 42602 - \$2,503,250.00 - Total \$2,503,250.00.

Mr. Petrucci seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

ORDINANCES

Mr. Petrucci made a Motion to approve **ORDINANCE NO. 2018 - 2638** – An Ordinance amending Ordinance 2610, adopting The 2018 General Fund Budget.

Mr. Brodnicki seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

Mr. Petrucci made a Motion to approve **ORDINANCE NO. 2018 – 2639** – An Ordinance amending Ordinance 2610, adopting The 2018 Sewer Fund Budget.

Mr. Brodnicki seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

Mr. Brodnicki made a Motion to approve **ORDINANCE NO. 2018 – 2640** - An Ordinance of The Municipality of Penn Hills, County of Allegheny, Commonwealth of Pennsylvania, Adopting the 2019 Departmental Budget and Establish the Tax Rates for Fiscal Year 2019.

Mr. Petrucci seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

Mr. Brodnicki made a Motion to approve **ORDINANCE NO. 2018 – 2641** – Repealing Ordinance No. 2270 of 1997 in its entirety and authorizing the scheduling of regular business meetings at the discretion of Council.

Mr. Petrucci seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

RESOLUTIONS

Mr. Petrucci made a Motion to approve **Resolution No. 2018-066** – Authorizing Fedele Insurance Services, Inc. to bind The Municipality's 2019 Insurance Coverage.

Mr. Brodnicki seconded the Motion.

There being no further discussion the Motion was approved with a 3-0 vote.

Mr. Brodnicki made a Motion to approve **Resolution No. 2018-067** – Requiring applicants for all Municipal Boards, Commissions and Committees submit to a Criminal Background Check before consideration and appointment by the Mayor and Council and authorizing The Municipal Manager to develop Rules and Regulations for Municipal Board Applicants.

Mr. Petrucci seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

Deputy Mayor Sapp – Let me just say a little bit about this Resolution before anyone, whoever is seated at this time or is going to be seated we are now going to be doing background checks to be sure that everyone is safe and able to act in that position.

Mr. Petrucci made a Motion to approve **Resolution No. 2018-068** – Confirming the Appointment of Howard Burton as The Chief of Police; authorizing the execution of Employment Agreement for the Police Chief's Position.

Mr. Brodnicki seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

Mr. Petrucci made a Motion to approve **Resolution No. 2018-069** – Awarding a two (2) year contract to Three Rivers Electric for all Municipal Facilities and Grounds.

Mr. Brodnicki seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

MOTIONS

Deputy Mayor Sapp – Do I have a Motion to approve calendar of meetings of the Penn Hills Council and the various Boards, Commissions and Committees established thereby for 2019.

Mr. Brodnicki made a motion to approve calendar of meetings of the Penn Hills Council and the various Boards, Commissions and Committees established thereby for 2019.

Mr. Petrucci seconded the Motion

There being no further discussion the Motion was approved with a 3-0 vote.

Deputy Mayor Sapp – Do I have a Motion to approve easement with Zokaites Properties, L.P. known as 640 Beulah Road, Penn Hills, PA, Lot and Block No. 0370-R-00275-0001-00, and more particularly described in a deed recorded in The Allegheny County Department of Real Estate at Deed Book Volume 15517, Page 275.

Mr. Brodnicki made a Motion to approve Motion for easement with Zokaites Properties, L.P. known as 640 Beulah Road, Penn Hills, PA, Lot and Block No. 0370-R-00275-0001-00, and more particularly described in a deed recorded in The Allegheny County Department of Real Estate at Deed Book Volume 15517, Page 275.

Mr. Petrucci seconded the Motion.

There being no further discussion the Motion was approved by a 3-0 vote.

Vicki Misner – 175 Loretta Drive – Can you tell me exactly what this easement is for Zokaites is and why they are only paying us a \$1.00 for it?

Scott Andrejchak – What it is there are some sewer lines that have to be installed along this property and Churchill Country Club is granting us the ability to use this property.

Craig Alexander – If I may interject I think she is asking why is he only paying us a \$1.00 when it is we are only paying him \$1.00. He is basically giving it to us when he could have charged us for it.

Vicki Misner – Zokaites has had this property for I don't know how many years now so are these lines going to be any part of that development for that property?

Craig Alexander – I don't know the answer to that. Sewer lines are for our purposes not for Zokaites purposes.

Vicki Misner – And I understand that but what sewer lines are being involved in this. Is this part of the budgeted money for this new sewer lines for \$1.6 million?

Scott Andrejchak – There are home owners on Beulah Road that are getting flooded out so allowing us to use his property and installing lines across it for the

easement that is going to alleviate the problem we are having on Beulah Road. I could get you more information. This has to do with a project on Beulah Road.

Vicki Misner – I guess what I am asking is Zokaites ever going to develop that property.

Craig Alexander – That is a private property and the Municipality of Penn Hills has no authority on whether he is going to develop it or not. I can tell you in just general knowledge that developers don't purchase acquired property not to develop it so my guess is he is going to choose to develop that into something that is economical for himself and help tax for the Municipality of Penn Hills.

Betty Artz – 172 Highland Road – I may have misunderstood about the last meeting of the budget. I asked about the position in the Library and then at the last meeting it was my understanding that you were going to the Manager and he was going to look at the budget and try to find ways to put that position back in but I don't see that in what was amended in the Budget, can you explain that?

Scott Andrejchak – The change has been made. The Financial Director and I made a change in the Budget system last week and updated with Council. There was savings that we were able to take in my office and Information Technology Department so our Financial Director and I put the executive director position as well as a children's position in there.

Betty Artz – Oh that is wonderful. Just one other question I am not seeing maybe I misunderstood that in prior Agenda packets when there is a bid awarded there is usually a sheet behind it with a bid tab so we would know the amount. It is great that we got the lower bidder but we would like to know.

Scott Andrejchak – I don't know why that did not make it to the packet but it is on line and I can certainly give it to you right after the meeting.

Betty Artz – But that is not a change in practice?

Scott Andrejchak – No, No as a matter of fact we just opened a packet today and it is already on line so I don't know why it wasn't in the packet but it probably should be.

Betty Artz – Last I just want to thank all of you for your service. I know this is a thankless job. For 2018 my hats off to all of you. Thank you.

Minister Dennis – I wanted to know Mr. Andrejchak is you have had a chance to call ALCOSAN about the Resolution they are proposing on direct billing?

Scott Andrejchak – I have not. I emailed you earlier and I haven't reached out to them yet and I intend to do so. I explained to you some of the challenges of doing it but I will reach out to them.

Minister Dennis – Will you tell me when those contracts expire?

Scott Andrejchak – They are not contracts. No expiration dates.

(Inaudible)

Deputy Mayor Sapp – Minister Dennis I would just like to say that we are certainly glad that you are a resident here in Penn Hills and hope you do consider staying but I do want you to know that sewer bills are going up all over every County in Pennsylvania just because they are all outdated and all need to be fixed so no matter where you go they are going to go up so we hope you will consider staying in Penn Hills where you know they are safe and already have been maintained.

Minister Dennis – Thank you. You are right they are going up everywhere but ours is just the highest. I just think it is so unfair.

Deputy Mayor Sapp – You will see several increases as time goes on and we may not be the highest in the future.

Minister Dennis – We are now though, we are now and it hurts.

Deputy Mayor Sapp – We are maintaining our sewer systems and doing what every other Municipality is mandated to do. Penn Hills is actually the poster child or can be used as the poster child for what other Municipalities are going to have to do in the future. If you don't see those rates going up right now you will, you will. Every other County is going to have to be increased and they are just going to have to be so don't give up on Penn Hills and Happy New Years.

Pauline Calebrese – 142 Crescent Hills Road. Thank you Deputy Mayor Sapp you took the words right out of my mouth. We may be the most expensive right now but we certainly are the best. We have already done our sewer systems so please Minister Dennis do not give up on us because we have already done what everybody else has to do so thank you everyone and Happy New Year.

Deputy Mayor Sapp – O.K. before we hear a conclusion from our Business Manager I would like to go back and give some clarification on Resolution No. 2018 – 067. I would like to give that clarity for the public. So Resolution No. 2018-067 requiring applicants for all municipal boards, commissions and committees submit to a criminal background check before consideration and appointment by the Mayor and Council and authorizing the Municipal Manager to develop rules and regulations for

applicants and current appointees. So this is for everyone, current and people who are going to be seated. So I hope that brought some clarity to you.

Mr. Petrucci – So that is anyone that is sitting on boards right now also, is that correct?

Deputy Mayor Sapp – That is correct Councilman Petrucci if you are seated now or is going to be seated and it is for everyone.

Craig Alexander – Just for clarity sake because there was some confusion I would have Council confirm that that is the version of the Resolution that they are adopting by a roll call vote.

Deputy Mayor Sapp – O.K. thank you Solicitor.

Deputy Mayor Sapp – O.K. Maureen would you like to take roll call. Well first just let me ask the rest of the Council is this the adoption that we are going to vote on.

Mr. Petrucci – Yes.

Mr. Brodnick is in agreement and Deputy Mayor Sapp is in agreement as well and I know that the Mayor in her absence is in agreement also. So Maureen could we have a roll call on that please.

There being no further discussion the Motion was approved by a 3-0 vote.

Deputy Mayor Sapp – Right now I am going to turn the meeting over to the Business Manager so he can give us a conclusion of the 2019 Budget.

Scott Andrejchak – Manager – Article III, of the Home Rule Charter of Penn Hills requires that the Mayor prepare, “in consultation with the other members of Council and the Manager, an annual report on behalf of the Council. The Mayor shall annually, in public session, make a report to the community which will recount the accomplishments of the preceding year, set forth the problems and prospects facing the community and outline future plans for the Municipality.

This letter is intended to fulfill the above requirements.

The municipality experienced success and noteworthy events in 2018. The municipality completed and moved into the new Government Center, a facility that staff and residents can be proud of. The municipality also relocated the police monuments to the Government Center.

2018 has also been a year in which Penn Hills has had to react and adjust to several challenges. The municipality had to adjust and transition to an outgoing

municipal manager, and onboard a new manager at a critical time – budget preparation – for Penn Hills. The municipality also had to react to a very significant budgetary pressure in refuse billing that took through the fall in order to resolve. However, the municipality explored every option while under very tight time constraints in order to make a decision on how to fund refuse collection for the next few years.

Penn Hills is committed to finding best practices and deploying programs designed to give taxpayers a return on their investment. In 2019 the municipality is taking steps to explore ways in which the community can find cost savings, create efficiencies and explore smarter ways of doing business. The municipality is reviewing each contract as it comes up for renewal, and we have instituted new purchasing guidelines that not only save money but legally obligate the municipality to solicit for bids online on the municipal website. The municipality is taking a new look at some older ways of doing business, with an effort to maintain the processes that work and improving things that may not.

The municipality is also setting long range goals. For instance, Penn Hills recently approved a letter of intent with the DCED to conduct a fire study in Penn Hills, to outline the strengths and weaknesses facing our volunteer fire service now and in the very changing future. The municipality is also exploring an Early Intervention Plan that would make long-term financial recommendations to the municipality. In addition, the staff and manager have committed to making a capital plan a crucial part of financial planning next year that will include every department, even Water Pollution Control. The benefit of the capital plan will be to show residents what the long term capitals needs are in Penn Hills and allow the municipality to plan and prioritize those needs.

In closing, Penn Hills faced a challenging 2018 but through the dedication of the staff and the work of the elected officials, we together as a team were able to meet the challenges and make the best choices possible for the people who matter the most – our residents. Our goal as an organization in 2019 is to continue to work together for the betterment of Penn Hills. On behalf of the Council of Penn Hills, Sincerely,
Sara J. Kuhn, Mayor of Penn Hills, submitted by Scott Andrejchak, Municipal Manager.

Deputy Mayor Sapp – Thank you so much Mr. Business Manager. On that note I am going to ask for a Motion for Adjournment but before I do I would like to say Penn Hills Happy Holidays to you and I hope everyone had a wonderful Christmas Holiday. We are looking forward to great things in the upcoming year in 2019 and I pray that everyone is healthy, prosperous and that we are looking forward to new things and new ideas and putting new things into motion for Penn Hills. So God Bless you and Happy New Year. Do I have a Motion for Adjournment?

ADJOURNMENT

John Petrucci made a Motion to Adjourn.

Mr. Brodnick seconded the Motion.

All agreed to Adjournment.

Deputy Mayor Sapp – Meeting is adjourned. Happy New Year Penn Hills and God Bless You.

Meeting ended at 3:30 P.M.

DATE

MAUREEN M. SORCE
MANAGER'S SECRETARY