

**BOROUGH OF HEIDELBERG
COUNCIL WORKSHOP MEETING
July 12, 2016**

The Council of Heidelberg, Pennsylvania, held a Workshop Meeting at 6:30 p.m., on Tuesday, July 12, 2016, at the Municipal Community Room, 1639 E. Railroad Street, Heidelberg, PA 15106. Council President Carrie Nolan called the meeting to order and led in the Pledge of Allegiance to the Flag. President Nolan called the roll. Present were Councilor's Rick Jordan, Ray Losego, Rick Pattinato, Dave Morgan and Carrie Nolan. Also present were Mayor Kenneth LaSota, Manager Harry Faulk, and Solicitor Anthony Colangelo.

New Business

1. Administration

A. Video Taping Meetings and Posting Online

Manager Faulk advised that it was implemented at Munhall Borough and it was successful and at Elizabeth Township, the Commissioners were against it. The camera would face the Council, posted on YouTube and a link would be provided on our website. Solicitor Colangelo advised against it because you already have an official record of the meeting called minutes. It can also confuse the public because the video will say one thing versus the official minutes. Also the Borough Association recommends the audio tapes be destroyed after the passage of minutes. Councilman Losego wants it to be placed on Agenda for next week.

B. Appointing Harry Faulk as Emergency Management Coordinator

The Borough manager has had this role in the past. Manager Faulk stated that his background is in public safety and has had most of the required courses. President Nolan stated that this will be placed on the agenda for a vote.

C. 44th Annual Joint Fall Conference of Townships, Boroughs, & Authorities

Manager Faulk stated that it was received in the mail. President Nolan stated that there is a limited budget for these types of things. Councilman Pattinato stated that there was a tough time getting a vote for \$10.00 at the last meeting.

D. MS4 Workshop

Manager Faulk states that part of the mandate is training for Public works and recommend that both public works employees should attend. Councilman Jordan states that both workers should go. President Nolan states funding will come out of the training budget.

E. Payroll Company

Manager Faulk met with a representative with ADP, reviewed our invoices and services and ADP can reduce the cost by 50% and offer more services such as a smartphone app and human resource services. Councilman Losego stated that they also offer an electronic signature because that appear to be an issue before. President Nolan stated that there has not been an issue yet for signatures.

2. Finance

A. Banking Options

Greg Anderson from Brentwood Bank provided Council with a proposal for banking services. Brentwood Bank offers a teared rate on funds and will not charge service fees for services that are typically used. A remote check deposit for free along with a credit card option for the website. Councilman Jordan asked about the portal on the website. Mr. Anderson stated that permits, rentals, etc. can all be paid on the website, however there is a fee for MasterCard and Visa. There is also a team that will come out and train the manager how to use the check deposit and online

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banking options. Tax Collector Ted Gazda asked how the transfers from the tax collector to the Borough would be made and where is your local branch. Mr. Anderson stated that the check reader can be set up to for both parties to be used and the local branch is down at Bridgeville. A locking bag can also be used for cash. Also, a resident can use the online portal to pay local taxes if they wish. Mr. Gazda asked to be included in the transition. President Nolan stated that we currently use two banks and when deposits have to be made it is time consuming and takes valuable time away from the office.

3. Police

A. Attending Officer Dixon's Graduation Ceremony from the FBI Academy

President Nolan stated that our Sergeant is at the FBI Academy for 3 months and will be graduating on September 16. Mayor LaSota stated that the FBI Academy is a prestigious training academy and only a select few are selected each semester from across the county and to have one from Heidelberg is a real feather in our cap. The Sergeant will continue to be a great asset when he returned to the Borough. President Nolan also stated that we will have two active police officers on our force that will have graduated from the Academy. Also Congressman Murphy was also notified to attend the ceremony if his schedule is open. President Nolan is not interested in compensation for mileage and only request to have the hotel room paid for by the Borough. Mayor LaSota stated the it is highly recommended that a representative from the Borough attend and is also interested in attending. Manager Faulk provided mileage to the FBI Academy from the hotel. The price ranges from \$74-\$91 per night and a short distance from the Academy.

4. Code

A. Parking Ordinance

President Nolan states that AJ Schwartz will be at next week's meeting to discuss parking with Council. While President Nolan was on vacation, she noted that cars were parking on State Route 50 to catch the bus, taking parking spots from local businesses. An Ordinance was drafted for Council last October however it needs to be updated.

B. Nuisance Ordinance

Solicitor Colangelo stated that there is already a nuisance ordinance on the books and the Police Chief has some requests for changes on the Ordinances to make the Ordinance more effective. When a property owner receives 3 infractions over 6 months the borough manager is to notify to property owner and the manager has to tell them go give the borough a plan for abatement of the problem. If the property owner does not abate the problem, the Borough can revoke his license and cite the owner. The Chief would like to make the change to a police call to the property versus making it a citation. Also the Chief indicated to his knowledge that there has never been a license imposed on Borough rental owners for this rental property license and therefore non have ever been revoked. The Solicitor recommends to make these subtle changes versus creating a whole new Ordinance. President Nolan commented that hypothetically speaking in the past 11 years we could have generated \$552,750 based on rental operating license at the cost of \$250.00 per year. In addition to the yearly license there is a rental inspection fee

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every three years. Solicitor Colangelo states that the fee can be set by Resolution. Mayor LaSota states that the license is to operate a rental property and that there should also be an outline on what standards that someone must possess to operate the property and if they can also be in violation on what subset that they violated. Solicitor Colangelo references the subset to follow in the Ordinance and advises Council to review the entire Ordinance for any other changes to be made, how to implement the license and for any legal update. Councilman Pattinato stated that the Borough has three rental properties and hasn't paid either and is in fault. President Nolan states that this is bringing awareness to something that is already there and hasn't been done in 11 years. Dave Ostrander, 421 2nd Street asked if the fee is for the whole building or apt unit. Solicitor Colangelo stated for each apartment.

5. Sewer

A. Agreement with SHACOG Joint O&M CCTV Inspection and Cleaning – Year 6

President Nolan stated that this came into the office after the last meeting and it goes along with the sewer lines and is done every year.

B. Create a registered list of plumbers for dye testing

Councilman Jordan has compiled a list of three registered Master plumbers consisting of Flaherty, Meyers, and Bigley to perform the dye testing during real estate transactions so that it is done correctly. President Nolan states that this issue stems from the last meeting when a plumber came and questioned how to fix a failed dye test issue at a property. Councilman Jordan stated that other municipalities are beginning to require the laterals to be televised. Solicitor Colangelo stated that the Code already states the requirements for testing for storm water that goes into the sanitary sewers and make reference to the 2004 consent degree from the DEP. The Borough already has the two-pronged approach such as evidence of compliance of dye testing prior to sale of property and the second prong is an authorization of performing an area wide dye testing that can include televising. The current Ordinance includes various testing methods for area wide testing. Mayor LaSota asked if someone has had a plumber that they used for many years, would that resident have a choice to have them perform the test? Solicitor Colangelo stated no. Vice President Morgan stated that this Resolution will clean up a lot of issues with the overflow problems with the sewer system.

Old Business

1. Audit Update

Manager Faulk stated that the pension information was put together and given to the Actuary and the Auditor completed part of the Audit that was required to be submitted to DCED and other various agencies. The Auditor also recommends to wait until the audit is completed before beginning a forensic audit.

2. Delinquent Sewer Bills Update

Manager Faulk stated that he does not have an update from Diversified, many residents have been calling to pay or set up payment plans.

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Public Comment

Walpurga Allen, 1707 Washington Street – Spoke about the concerns of the Police Department regarding the high turnover, where do they go? Also the Borough doesn't pay the officers enough, do they have bullet proof vest, what are their salary, however if there are nationwide decisions about their pay, do they really get what they deserve. The money from the rental license could be used towards the police department.

Genevieve LaSota, 215 Zero Street – Concerned about the rats in the area. Manager Faulk stated that he spoke with Mark from public works and will begin addressing the issue. Mrs. LaSota believe that it is from people putting out their garbage earlier. Manager Faulk stated that he will be out checking and issuing letters for people that put garbage out early.

Dolly Kosal, 1746 West Railroad Street – Questioned what happened with the designated time with the Code Enforcement Officer to take care of issues in the Borough. Councilman Jordan stated that when Council switched to HTM it would be on an as needed basis. Bryan would come in once a week to drive around the Borough. If you notice anything, please let the office know. Also, the last time HTM was through the borough, they received phone calls to look the other way and threatened to be sued. Vice President Morgan wants to know what we are paying HTM for and how much more will it cost for them to come to the Borough once a week. Manager Faulk will research the cost. President Nolan stated that PCS was not doing what the former manager was doing. PCS dropped Heidelberg, Council was looking for new code enforcement and can change it again if it is not working and give Council time to see what is working and what is not working. The contract states that the contract is on an as needed basis and will need to be changed. Also we are unsure where the Borough is financially so it would be prudent to spend money on changing their contract. Mrs. Kosal also asked who is responsible to unlicensed vehicles off the road. Councilman Jordan stated the Code Officer.

Jeff Kovach, 1917 E. Railroad Street – Received a letter from the Code Officers referring to his signs stating that they are not allowed. Mr. Kovach drove through town and saw a lot of violations. When Mr. Kovach asked how to obtain a permit to be legal. Manager Faulk stated to provide an email address and a form will be sent. Mr. Kovach asked about the owner of 1919 E. Railroad St be able to get a variance to put a driveway in so that the pizza drivers can park. Councilman Losego stated that there used to be a house there on the empty lot and should already have a curb cut there for a driveway. President Nolan stated to submit an application to the Code Official to begin the process.

Good of the Order

President Nolan stated that the Fire Department won 1st place for their antique pumper at the McSummerfest in McDonald.

Break for Executive Session at 7:58 pm.

President Nolan called the meeting back to order at 8:12pm

Dave Ostrander, 421 Second Street – Commented on the two race cars on his property and has a hearing tomorrow at the magistrate and was cited for uninsured and uninspected. The local congressman's office stated that they don't need to be inspected because they are recreational vehicles.

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Mr. Ostrander is unsure who wrote the citation and was told to just tarp them. Solicitor Colangelo stated to reference that information to the Magistrate.

Motion made by Council Losego and seconded by Councilman Pattinato to adjourn the meeting at 8:16pm. All in favor, motion carried.

Harry R. Faulk, Interim Manager