

**BOROUGH OF HEIDELBERG**  
**COUNCIL WORKSHOP MEETING**  
**June 14, 2016**

The Council of Heidelberg, Pennsylvania, held a Workshop Meeting at 6:30 p.m., on Tuesday, June 14, 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 Loutitt, Interim Manager Harry Faulk, and Solicitor Anthony Colangelo.

No Public Comment on Agenda Items.

Break for Executive Session at 6:32pm regarding personnel issues, and litigation.

President Nolan called the meeting back to order at 6:42pm.

**New Business**

**1. Administration**

- A. President Nolan stated that Amanda Loutitt is leaving the Borough and her last day will be June 20, 2016.
- B. President Nolan stated that Harry Faulk will be the new interim manager. He comes to us with experience and has already started. At next week's meeting, Council will formally accept Ms. Loutitt's resignation and formally hire Mr. Faulk and appoint him as Borough Secretary/Treasurer/Chief Plan Administrator and Trustee of the Police Pension.
- C. President Nolan stated that Mr. Faulk will need to be bonded and the signatories need to be changed on the accounts. Vice President Morgan and President Nolan can sign checks in the meantime. Ms. Loutitt stated that Northwest Savings will just need a letter with all the signatures until the minutes are approved.
- D. Mr. Faulk stated that a representative from Animals Friends stated that it is \$35.00 to spay and neuter the cats and it is extra to charge to have them trapped. A representative from Animal Friends will come to the next Council Meeting to speak.
- E. Bob DeBar was absent for tonight's swearing in for the Zoning Hearing Board.
- F. Ms. Loutitt stated that she did not know how to handle the Engagement Letter for the 2015 Audit. Mr. Faulk stated that the agreement is for a three-year period and recommends for Council to retain them for the next three years.
- G. President Nolan states that there has been discussion for mandatory direct deposit. Manager Faulk stated that if you mandate direct deposit, a card has to be provided for the employees that do not want direct deposit. Councilman Pattinato asked what is reason for this policy. President Nolan stated that employees should not have to wait to get paid and will eliminate the back and forth travel from Paychex for mistakes. Mr. Faulk asked if Paychex has an online system to enter payroll. Ms. Loutitt states that that is not a part of the package. President Nolan would like to have a drafted policy for next week.
- H. Ms. Loutitt stated that the OVR Program is a Federally Funded Program to allow students at high schools to work in a municipal setting at no cost to the Borough. A staffing agency will cover all insurances for the workers and Heidelberg will receive four students for an average of 25 hours a week. Councilman Pattinato stated that he is familiar with the program and it is a great program.
- I. Councilman Losego stated that the Heidelberg VFD is requesting their \$5,000.

**2. Parks**

- A. Ms. Loutitt stated that last month, paperwork was submitted to DCNR. A bid from Morelli Fence was included in the packet. President Nolan asked if we were to fix the fence, will we void the contract with DCNR. Ms. Loutitt stated that it would not. Councilman Jordan states that this playground has been

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nothing but a money pit. President Nolan commented that the original park was slated for a \$90,000 project and it ended up being \$160,000. The grant was submitted for the \$90,000 and the grant money received at \$45,000. Mr. Loutitt stated that DNCR will review what she has submitted.

3. Sewers

- A. Ms. Loutitt stated that the second late notices have been sent out. Heidelberg is owed \$49,103.31 in delinquent sewage. There have been residents calling to set up payment plans. Councilman Jordan asked about the contract with Diversified. Ms. Loutitt stated she has asked for it however has never received it. Councilman Jordan stated that bills are coming in late and there are a few residents that haven't received their bills. A resident stated that they paid, however their check was not cashed. President Nolan asked are the delinquents business's or residents. Ms. Loutitt states that it is a combination. Mrs. Loutitt asked if the list can be given to Council. Mr. Colangelo stated that yes, they should receive it. President Nolan asked to look into how Diversified handles the bills and checks.
- B. President Nolan commented on the SHACOG Joint O 7 M Point Repair Project – Year 5 agreement that Heidelberg has entered into previous years.
- C. President Nolan commented on the SHACOG Joint Lining Project Year 10 that Heidelberg has entered into previous years. Ms. Loutitt stated that time is owed from SHACOG for the Camera Truck and this project will be fixing the issues that were found last year.

**Public Comment**

Marty Flaherty, Scott Township – Commented on the Dye test for 1634 Walnut Street. A dye test was performed and three out of four downspouts went into a sanitary sewer. Mr. Flaherty asked what are the requirements for the Borough to fix the issue. Ms. Loutitt stated that she found out about the problem this morning and contacted Jen Slagle from Gateway Engineers and she hasn't reported back yet. Councilman Jordan cited Article 15 of the Allegheny County Plumbing Code and it stated how to fix the issue. Heidelberg Borough follows Allegheny County Health Department Plumbing Code. Mayor LaSota asked what would Mr. Flaherty do if this issue occurred somewhere else. Mr. Flaherty stated that some places it would be disconnected and run to the ground. They can also be extended out to the street.

Councilman Jordan commented that Walnut Street was tested twice when the area wide dye testing was performed. Ms. Loutitt was asked to look into why it was done twice and that we had a hard time coming up with the records. Mayor LaSota asked is it common practice for when someone sells the house, they disconnect their downspouts and then the new owner reconnects them? Mr. Flaherty replied it can be. Councilman Jordan recommended having the Borough create an Ordinance of who performs dye testing.

**Good of the Order**

President Nolan commented that everyone has a heavy heart for the mass shooting in Orlando and is asking everyone to pray for the victims.

Motion made by Vice President Morgan and seconded by Councilman Losego to adjourn the meeting at 7:51pm. All in favor, motion carried.

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Harry R. Faulk, Interim Manager