

**BOROUGH OF SEWICKLEY**  
**COMMITTEE OF THE WHOLE MINUTES**  
**TUESDAY, JANUARY 15, 2013**

President Bob Hague called the Committee of the Whole Meeting to order at 8:00 p.m. Members in attendance were Susan Aleshire, Bill Cornman, Tom DeFazio, Charles Driscoll, Stan Ference (7:30 p.m.), Carole Ford and Jamie Morrill (8:00 p.m.). Mr. Glenn was absent due to vacation. Others in attendance were Jennifer Markus, Kirsten Recker and Alex DeLoia of Village Green Partners, Art Hallett and Christine Ehringer of Hallett Associates, Richard Meyer and Henry Beukema of Guyasuta Investment Advisors, Bobby Cherry of the Sewickley Herald, Larissa Dudkiewicz of the Sewickley Patch, Mayor Brian Jaffe, Solicitor Richard Tucker, and Borough Manager Kevin M. Flannery.

President Hague advised that an informational session on pensions was presented at 6:30 p.m. by Hallett Associates and Guyasuta Investment Advisors. The firms provided an update to Council on the pension plans. In addition, both firms commented on the new Government Accounting Standards Boards 67 and 68 and the changes that were put into the Borough's pension calculations, investment policy and audits.

Henry Beukema and Richard Meyer provided a review of the 2012 Pension Plan Performance. The combined pension plans of the Non-uniform Employees and the Police Pension Plans had a 9.73% return to date on the investment. The assumption rate of return for all calculations for 2012 was 7%. Mr. Beukema reviewed our current stock portfolios and provided insight as to good point and bad points for the upcoming year 2013.

**COMMENTS FROM THE PUBLIC**

Village Green Partners presented a 2012 Holiday Season Business District Survey to solicit input from the businesses and community regarding the 2012 Yuletide Season. These surveys will be collected and a meeting will be held with the business community to review the results as well as a presentation by Village Green Partners on the survey at the February 12, Committee of the Whole Meeting. Ms. Recker reviewed changes in banner designs for Explore Sewickley as well as presenting a list, reviewing the 2013 events to be organized by Village Green Partners.

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**COMMENTS FROM THE PRESIDENT/MEMBERS/MAYOR**

Council President Hague announced that there will be an Executive Session before the Council Meeting on January 21, 2013 for the Solicitor's Evaluation at 7:00 p.m.

President Hague wished to confirm the date of the Council Retreat will be held on Monday, February 4, 2013, beginning at 6:30 p.m., at the Edgeworth Club.

Mayor Jeffe complimented Borough Staff for a great Appreciation Dinner, honoring all of the employees, their spouses and people who sit on Council, Boards and Commissions and their spouses.

Mr. Ference indicated that he had relatives in town during the previous snowfalls, and they were very complimentary of the snow removal efforts of the roads by the Borough of Sewickley.

**REPORT ON BUILDING INSPECTION. ZONING. PUBLIC WORKS AND WASTEWATER TREATMENT PLANT**

Council reviewed the Building Inspector's Report, indicating that two (2) permits were issued in November, with permit fees of \$352.00 collected on \$15,200.00 worth of construction. Twenty-Four (24) building inspections were performed, and four (4) property maintenance inspections were performed. Borough Manager advised that for the year 2012, there were 106 permits issued, with permit fees collected in the amount of \$100,288.00 on \$11,690,701.00 worth of the cost of construction. There were 306 inspections performed, and there were 34 property maintenance inspections performed.

On motion of Mrs. Aleshire, seconded by Mr. DeFazio, Council voted, 8-0, to approve the recommendation of the Historic Review Commission to issue a Certificate of Appropriateness for 905 Beaver Street, Block and Lot No. 421-F-207, to enclose the existing patio and replace windows, as submitted.

Council reviewed Zoning Hearing Board Decision 12-07 for 623 Harbaugh Street.

Council reviewed the Public Works Report for December, highlighting the assistance with Yuletide in the Village, eight snow removal days, and repairs to Borough equipment.

Council reviewed the Wastewater Treatment Plant Report for December, indicating that 19.262 million gallons of sewage were treated. In addition, 54,586 cubic feet of digester gas was used.

Council reviewed the Municipal Wasteload Notice to Glen Osborne in order to prepare the Municipal Wasteload Management Report by March 31, 2013.

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**REPORT ON BUILDING INSPECTION. ZONING. PUBLIC WORKS AND  
WASTEWATER TREATMENT PLANT (CONTINUED)**

Council also reviewed the Consulting Engineer's Report, indicating that the sewers have been installed on Railroad Street and River Road and now work will be performed along the Berger property for the Glen Osborne Interconnect Project. The Boundary Street Pump Station is awaiting the sewer grinder pump installation. The project is on schedule.

The Building Inspector's Report, Public Works Report, Wastewater Treatment Plant Report and the Consulting Engineer's Report were received and filed.

**SOLICITOR'S REPORT**

Council reviewed the Solicitor's Report for December, highlighting work on the 2013 Millage Rate and Court Approval, the Sewickley Village Theater and the Two Village Square Letter of Intent, the Employees' Association Collective Bargaining Agreement, and tax assessment appeals.

Council reviewed the Solicitor's Invoice in the amount of \$8,289.25. Solicitor Tucker indicated that additional tax assessment appeals are coming in every day. Additional appeals have been filed with the Board of Property Assessment Appeals and Review.

Council reviewed the Certificate for Primary Election, indicating that two Council seats were up in Ward I, one Council seat in Ward II, two Council seats in Ward III, the Mayor's office, the Tax Collector's Office and three Constable positions. Council was in agreement to approve the Certificate for Primary Election at the Council Meeting on Monday, January 21<sup>st</sup>.

Solicitor Tucker indicated that he is corresponding with the insurance companies regarding the National Casualty response to the Hogan lawsuits. Solicitor advised that the purpose of the review is to be sure that the Borough of Sewickley is adequately defended in any and all matters related to this case.

Council reviewed the Delinquent Real Estate Tax Report from Jordan Tax Service, indicating that \$10,259.69 was collected in November.

Solicitor Tucker reviewed the Arden River Development Condemnation Proceedings related to the Glen Osborne Sewer Project. Solicitor advised that the Glen Osborne Solicitor will be present for the Board of Viewers Hearing regarding the subject of compensation.

The Solicitor's Report was received and filed.

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**BOROUGH MANAGER'S REPORT**

Council reviewed the 2012 Municipal No Lien Report, indicating that 158 no lien letters were requested and processed by the Borough of Sewickley regarding the sale of properties in the Borough of Sewickley.

The Borough Manager provided an update on the 2013 Real Estate Assessment. As Council adopted the 2013 Budget in November, utilizing a real estate revenue dollar amount of \$2,453,704. This amount was based upon 5% over the 2012 amount of \$2,336,861. The final total collections for 2012 for real estate taxes were \$2,351,258.23. The adopted number in the 2013 Budget of \$2,453,704 represents an approximate 4.9% increase. Council, in adopting its budget in November, also formally voted to petition the Allegheny County Court of Common Pleas, and received approval, for an increase of the tax rate for 2013 in order that the large number of appeals can be satisfied and the establishment of an escrow account to pay back any refunds granted in 2013.

The Borough Manager indicated that Members of Council have received a separate file, stating that all 1678 Borough of Sewickley properties and indicating any actions taken on decreasing property values. As of January 7, the assessed valuation is down \$10,981,300 has been reduced that amount, leaving a number of \$471,685,730 assessed valuation for taxable properties.

The Borough's list indicates that there are approximately 455 real estate tax appeals pending. In review of the appeals granted to date, the highest commercial reduction was 72.2%, and the highest residential reduction was 43.2%.

Council reviewed a letter from Aleppo Township, requesting a meeting between Aleppo Township and the Borough of Glen Osborne regarding the sewer line on Glen Mitchell Road. It appears that Glen Osborne wants to ask Aleppo for some financial consideration for the line on Glen Mitchell Road. Pursuant to Sewickley Borough Council's action with Aleppo Township and Sewickley's agreement with Glen Osborne, the line has been transferred to the Borough of Sewickley. The Borough of Sewickley is responsible for the line. Council was not inclined to arrange a meeting as they believe that contracts were already in place for the operation of the sanitary sewer system.

On motion of Mr. Ference, seconded by Mr. Cornman, Council voted, 8-0, to authorize the Borough Manager to forward a letter, indicating that Sewickley Borough Council would not be meeting with the two municipalities regarding that request.

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**BOROUGH MANAGER'S REPORT (CONTINUED)**

The Borough Manager reviewed a letter from Karen Beck of Optimus Risk Services, the safety services consultant for the Borough, regarding sidewalks on Chadwick Street, between Walnut Street and Riverfront Park, on the river side. This is the area that was recently used by Duquesne Light for their substation, subsequently was planted with grass and trees, and the Borough was asked to maintain the property. The Borough has scheduled for the sidewalks to be replaced during the months of April and May.

Council reviewed the latest increase from the U.S. Post Office, raising postage for a first class, one-ounce letter to \$0.46. The Borough Manager indicated that with the transfer of banking services to First National Bank, in February, the Borough office will begin sending letters to all of our vendors, offering them the opportunity to be paid electronically every month, which should significantly reduce postage costs. The Borough Manager indicated that the process for Council would be similar to what is now being done with checks, in which Council would review a listing of the electronically transferred bills to be paid, with two signators signing off on that sheet, and then the Tuesday after the third Monday, the approved bills will be sent electronically.

Council reviewed the Basic Conditions Report, as prepared by the consultant Urban Design Ventures, which was hired by the Redevelopment Authority of Allegheny County. The Conditions Report indicates that a Tax Increment Finance District can be established and they have included resolutions that would need to be adopted by the Planning Commission and the Borough Council. Council also reviewed a letter that was distributed to the Planning Commission Members, indicating that this issue will be placed on the February 6<sup>th</sup> Planning Commission Meeting Agenda. At the January 2<sup>nd</sup> Planning Commission Meeting, the Conditions Report was mentioned because we did not have a final copy to distribute.

Council reviewed an executed Letter of Intent with Two Village Square, LLC and the service orders executed for the Site Investigation. Gavin Boward will be doing the Core Borings and Soil Analysis on the property for \$13,440, and Lennon, Smith & Souleret Engineering will be doing the topography, as well as some price estimates on the project, for a cost of \$7,600. It is anticipated that the reports will be complete and ready for review by the end of January. The cost of \$21,040 will be charged to the contingency line item of the General Fund until a final decision on the garage project is made, and then the cost can be charged to the project. It is anticipated that this matter will be on the February 12<sup>th</sup> Committee of the Whole Meeting Agenda in order that Council can make a decision at that time.

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**BOROUGH MANAGER'S REPORT (CONTINUED)**

Council reviewed a work order for the 2013 Road Project, which was included in the Budget approved by Council, and funded from the Road Construction and Maintenance Fund. The Borough Manager indicated that project consists of paving two sections of Nevin Avenue, from Hill Street to Beaver Street, and that additional work will be done on Ferry Street and some side streets in conjunction with Columbia Gas. The Borough Manager indicated that engineers' proposal will assess all sidewalks, storm water improvements, and any type of sanitary sewer issues that need resolved. The preliminary project design should be ready to be bid in March of 2013.

The Borough Manager reviewed notices that were provided to all employees, including pay dates and a copy of the Borough Manager's Personnel Benefit Statements. Two Personnel Benefit Statements are prepared for each full time employee, with one statement indicating their salary and costs to the Borough of Sewickley with all of their benefits, and the other statement indicating vacation, sick and personal days. The Borough Manager reviewed a copy of a letter given to all full-time employees who opt out of healthcare benefits, indicating that, annually, they must show proof of insurance to the Borough of Sewickley.

The Borough Manager reviewed a Banner Community Program and application sponsored by the Allegheny League of Municipalities. The program is designed to recognize municipalities that have completed certain criteria. The Borough Manager recommended that the Borough of Sewickley submit an application. Council was in agreement to place the matter on the agenda for the Council Meeting on January 21<sup>st</sup>.

The Borough Manager indicated that as the Affordable Care Act takes effect in 2014, and as we prepare for it during the course of this year, Council will be advised of updates, changes and requirements that the Borough of Sewickley will need to do. He reviewed a memo given to the Department Heads regarding coverage, indicating that part of the requirement is that hours worked must be charted for your employees; and that beginning in 2014, anyone who works 30 hours per week is entitled to the healthcare benefit that is provided to all of the employees of the organization.

The Borough Manager further indicated that in addition, records must be maintained to keep track of the number of full-time or full-time equivalent Borough positions. The Borough Manager gave an example of the Borough having approximately 16 part-time police officers and that on average, Chief Ersher uses about 5 police officers per week to fill in various shifts, duties and other assignments. Those officers work no more than 24 hours. However, when 24 hours times 5 officers, times 52 weeks, is calculated, it really works out to be 6,240 hours. When 6,240 hours is divided by 2080 hours, which is a full-time equivalent position, there would be 3 full-time equivalent positions.

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**BOROUGH MANAGER'S REPORT (CONTINUED)**

Council reviewed a memo to the Department Heads which clearly establishes that the measurement period will be November 1<sup>st</sup> through October 31, 2013. The Borough Manager indicated that this measurement period must be done on an annual basis. This is one of the new requirements.

The Borough Manager advised that Waste Management provided a Performance Bond for garbage and recycling services and a 2013 Waste Management Schedule for services in Sewickley. The schedule was posted on the website

The Borough Manager indicated that a meeting was held on December 18, 2012 regarding the Dickson Road Slope Report, and there were approximately 24 people in attendance. The presentation by the engineers included a review of the report. Very clearly, the majority of the residents understand the situation. The residents did ask that the Borough consider the two improvements at the bend of Dickson Road, near Farren Street, and at the top of Dickson Road. We intend to review the engineering proposals and have a report ready for Council should Council then wish to include it in the 2014 Road Improvement Project. In addition, the Borough will be monitoring approximately nine locations within the area, on a monthly basis, for any movement of land.

The Borough Manager's report was received and filed.

**ADJOURNMENT**

On motion of Mr. Driscoll, the Committee of the Whole Meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Kevin M. Flannery  
Borough Manager/Secretary

KMF:pmf