

**MINUTES OF THE REGULAR MEETING
OF WHITE OAK BOROUGH COUNCIL
HELD MONDAY, DECEMBER 17, 2012 AT 7:30 P.M.**

CALL TO ORDER

Mr. Pasternak, President of Council, called the Regular Meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

ROLL CALL

Attending were Council members: Edward Babyak, Charles Davis, George Dillinger, Ronald Massung, David Pasternak and Carrie Noll. Also attending were Mayor Ina Marton, Solicitor Terry Leckman, Engineer Representative Donald Hultberg, Borough Manager John W. Petro, Jr. and Borough Secretary Nancy Greenland.

Council member Kenneth Robb was absent.

MINUTES

Mr. Pasternak asked if there were any additions or corrections to the following minutes submitted for approval.

Workshop Meeting	November 19, 2012
Regular Meeting	November 19, 2012

There were none.

A motion was made by Mr. Babyak, seconded by Mr. Massung to accept the minutes as presented for approval.

Motion carried unanimously.

EXECUTIVE SESSION

Mr. Leckman stated various Executive Sessions were held at which time personnel matters and pending/potential litigation issues were discussed.

PUBLIC COMMENTS

Fred Haynes – 98 Carmella Drive

Mr. Haynes indicated he had an opportunity to review the proposed 2013 Budget and questioned why White Oak Boroughs budget is 6.7 million while Elizabeth Twp. which is

larger than White Oak is 4.3 million. The police department has the same number of officers and there are two more public works employees who cover 23 miles of roadway.

Mr. Pasternak noted Elizabeth Twp. Has eliminated personnel in the office staff and the road mileage is high due to the number of state and county roads in the township.

Mr. Haynes asked what the \$101,000 decrease in the Public Safety categories represented.

Mr. Petro noted that was the savings associated with the retiring of the police chief.

Mr. Haynes stated he noticed there was a 2.5% increase in the compensation under the salary line item for Borough Manager and Borough Secretary, noting normal wages increases were averaging 1%.

Mr. Haynes noted there was an allocation of \$47,000 in delinquent fees. He indicated that as long as the property doesn't sell the fees are uncollectible.

Mr. Leckman noted that the Borough does file liens with regards to delinquent fees.

Mr. Haynes asked what the Borough's intention was with regards to keeping in line with the five (5%) percent windfall on the new real estate tax assessments.

Mr. Leckman indicated the Borough as yet has not received the 2013 certified assessed value for the Borough. There are still hundreds of appeals not determined as yet as well as appeals going to the next level.

Mr. Dillinger noted the Borough would not exceed the 5% windfall level from 2012 collections.

PRESIDENT'S REPORT AND COG REPRESENTATIVE

Mr. Pasternak, President, had nothing to report at this time

MAYOR'S REPORT

Mayor Marton gave the November 2012 Stat Report for the Police Department.

Arrests: 2 (2 adult/0 juvenile)

Firearms Not To Be Carried W/O License	1
Public Drunkenness	1* (also charged with Accidents involving damage to unattended vehicle or property)
Summary Traffic Violations	80
TOTAL INCIDENTS:	724

FINANCE REPORT

Mr. Dillinger, Chairperson, indicated he had several motions to present.

A motion was made by Mr. Dillinger, seconded by Mr. Davis, to accept the Check Register and Accounts Payable as of November 30, 2012.

Paid Invoices:

<u>Fund</u>	<u>Check No.</u>	<u>Amount</u>
General Fund	1054215-105469	\$ 88,857.80
Fire Protection	300012&310014	\$ 0.00
Post Retirement	0-0	\$ 0.00
Super Fund	0-0	\$ 0.00
Solid Waste	600291-600294	\$ 45,571.40
Pool/Park Fund	900746-900760	\$ 73.87
Capital Expenditures	180016-180018	\$ 7,470.90
Capital Debt Sinking	231041-231043	\$ 17,828.38
Liquid Fuels	350212-350217	\$ 28,216.40
Total Bills Paid		\$ 170,190.37

Accounts Payable

<u>Fund</u>	<u>Amount</u>
General Fund	\$ 1,901.52
Fire Protection	\$ 0.00
Post Retirement Fund	\$ 0.00
Super Fund	\$ 0.00
Solid Waste	\$ 0.00
Pool Fund	\$ 240.00
Capital Projects	\$ 0.00
Capital Debt	\$ 0.00
Liquid Fuels	\$ 0.00
Total Accounts Payable	\$ 2,141.52

Motion carried unanimously.

Mr. Dillinger noted the Borough is adopting the Revenues and Expenditures for the 2013 Budget by resolution later in the meeting. As the County has not released the 2013 Certified Assessed Value for the Borough a tax levy has not been determined as yet. No date has been established for the tax levy adoption, but it will not exceed the 105% windfall level.

A motion was made by Mr. Dillinger, seconded by Ms. Noll, authorizing the transfer of \$60,000 from the Heritage Hill Park Fund to the General Fund to cover employee payroll taxes. This leaves a projected balance carry-over of approximately \$57,000 and reduces the liability to the General Fund from \$190,724.63 to \$130,724.63.

Motion carried unanimously.

A motion was made by Mr. Dillinger seconded by Mr. Babyak, authorizing the exoneration of \$130,724.63 from the liability to the General Fund from the Heritage Hill Park Fund.

Motion carried unanimously.

HEALTH, ENVIRONMENT AND CABLE

Ms. Noll, Chairperson, announced there would be a one (1) day delay starting with Tuesday, December 25th in the solid waste collection for the balance of week. This is due to the Christmas Holiday. She further noted there would be a one (1) day delay starting Tuesday, January 1st in the solid waste and recycling collection for the balance of the week. This is due to the New Year's Day Holiday.

PARKS AND RECREATION

Mr. Robb, Chairperson, was absent. No report was given.

PLANNING, ZONING AND CODE ENFORCEMENT

Mr. Babyak, Chairperson, noted there were 81 building/occupancy permits issued, for a total of \$6,653.00 and 9 violation notices were issued and 1 magistrate hearing was held.

PUBLIC SAFETY

Mr. Massung, Chairperson, noted if anyone had an issue with speeding to contact the Borough office. The speed board would be placed in that area.

A motion was made by Mr. Massung, seconded by Mr. Dillinger, authorizing the staff to dispose of surplus air cleaning units and radios via Craig's List.

Mr. Babyak asked if any of the radios were portable.

Mr. Petro stated they were not.

Motion carried unanimously.

PUBLIC WORKS

Mr. Davis, Chairperson, noted the Work Activity Report would be available for viewing during normal business hours.

A motion was made by Mr. Davis, seconded by Mr. Babyak, authorizing the purchase and installation of a radio repeater equipment, to be installed in the municipal garage. This will improve low-band frequency communications for borough personnel. The cost is not to exceed \$9,000. The purchase and installation costs are through Allegheny County's Co-Operative Purchasing Program.

Motion carried unanimously.

TAX COLLECTOR'S REPORT

Current Real Estate

Robert Hart, Current Tax Collector, turned in \$10,881.00 on the 2012 Tax Duplicate, for the period of November 1, 2012 – November 30, 2012.

Commission due – \$112.50 (30 accounts @ \$3.75)

Assessed Value	\$337,188,268.00
Exonerations (Less)	\$ 348,400.00
Additions	\$ 40,400.00
Abatement Values	\$ 465,250.00
Adjusted Value	\$336,415,418.00
Value of statements (actual)	\$ 1,904,111.27
Act 77 Revoked @ Face	\$ 455.58
Act 77 Eligible @ Face	<u>\$ 56,563.10</u>
Corrected Value of Statements	\$ 1,848,003.75
Collected from – 11/01/12 – 11/30/12	\$ 11,297.20
Discount (add)	\$ 0.00
Less Penalty (sub)	<u>\$ 1,026.63</u>
Total Credited to Duplicate	\$ 10,270.57
Amount Previously Collected	\$ 1,723,391.40
Collections	\$ 10,270.57
Total Collected	<u>\$ 1,733,661.97</u>
Balance to be collected	\$ 114,341.78

Delinquent/Liened Real Estate

Keystone Collections Group, Delinquent/Liened Real Estate Tax Collector, turned in \$885.59 in taxes and costs collected for the collection period of October 26, 2012 – November 25, 2012.

Commission due	- \$	0.18
Costs	- \$	15.00 (Satisfactions)
Total Due	- \$	15.18

Earned Income Tax Collector

Keystone Collections Group, Current/Delinquent Earned Income Tax Collector, turned in \$83,017.66 (current/delinquent year minus costs/refunds/non-resident distributions) in current and prior year Earned Income Tax for the collection period of November 1, 2012 – November 30, 2012.

Commission due	- \$	1,268.30
Costs	- \$	1.34 (Postage)
Total Due	- \$	1,269.64

Mercantile/Business Privilege and Local Service Tax Collector

Keystone Collections Group, Current Act 511 Tax Collector, turned in \$2,210.81 in Local Service Tax for the collection period of November 1, 2012 – November 30, 2012.

Commission due	- \$	43.98
Costs	- \$	0.00
Total Due	- \$	43.98

Keystone Collections Group, Current Business Privilege and Mercantile Tax Collector, turned in \$42.41, in Business Privilege and \$0.00 in Mercantile Tax collections plus costs for the collection period October 26, 2012 – November 25, 2012.

Commission due	- \$	1.27
Costs	- \$	0.00
Total Due	- \$	1.27

Keystone Collections Group, Delinquent Act 511 Tax Collector, turned in \$0.00 in delinquent Local Service Tax, \$6,627.07 in delinquent Business Privilege Tax, \$2,006.83 in delinquent Mercantile Tax for the collection period of October 26, 2012 – November 25, 2012.

Commission due	- \$	526.44
Costs	- \$	0.00
Total Due	- \$	526.44

A motion was made by Mr. Babyak, seconded by Ms. Noll, to accept the Tax Collectors' Reports and pay the fees due.

Motion carried unanimously.

ENGINEER'S REPORT

Mr. Hultberg, Engineer Representative, indicated he attended last Wednesday's and this evening's Work Sessions and the firm is working on those items outlined at those sessions.

A motion was made by Mr. Davis, seconded by Ms. Noll, to accept Engineer's Report and pay Invoices 46911 and 46913, dated November 20, 2012, in the amounts of \$2,356.35 for 2012 Road Paving Project and \$1,044.00 for Oakview Bridge Project. For a grand total of \$3,400.35.

Motion carried unanimously.

SOLICITOR'S REPORT

Mr. Leckman stated he presented his report to Council in the various work sessions and executive session.

A motion was made by Mr. Babyak, seconded by Ms. Noll, to accept the Solicitor's Report and pay Invoices No. WOB 312, totaling \$5,280.00, dated December 17, 2012.

Motion carried unanimously.

ANIMAL CONTROL OFFICERS' REPORTS

Ms. Noll read the Animal Control and Wildlife Officer's Reports for the month of October 2012.

Ferree Kennels – Animal Control Officer
Report for the month of November 2012

Number of Animals Humanely Disposed Of	0
Number of Animals Turned Over to WOASH	2
Number of Dogs Returned to Owners	0
Number of Calls Answered from Residents & Municipal Offices	10
Number of Person Information Signed Against	0
Number of Citations Issued	0
Number of Claims to State for Housing	0
Monthly Fee	\$ 50.00
After Hours Calls 1	\$ 25.00
State Housing Reimbursement	\$ 0.00
Total Due	\$ 75.00

A motion was made by Ms. Noll, seconded by Mr. Davis, to accept the report and pay the fee due Ferree Kennels for services rendered in November.

Motion carried unanimously.

Dave Collura – Wildlife Control
Report for the month of November 2012

	Live Trap	Road Kill	Disposal After Hours Calls
Deer	0	6	6
Bats	0	0	
Birds/Fowl/Turkey	0	0	
Cats	0	0	
Chipmunk	0	0	
Degas	0	0	
Groundhogs	0	0	
Rabbits	0	0	
Raccoons	8	17	
Opossums	6	4	
Skunks	5	3	
Squirrels	0	3	
Snakes	0	0	
Turtles	0	0	
Total Due	\$350.00	\$140.00	\$ 120.00
Grand Total: \$610.00			

A motion was made by Ms. Noll, seconded by Mr. Massung, to accept the Wildlife Officer's Report for the month of November.

Motion carried unanimously.

RESOLUTIONS AND ORDINANCES

Mr. Leckman read Ordinance No. 3681 by short title for adoption.

O-3681 2013 SALARY ORDINANCE

A motion was made by Mr. Dillinger, seconded by Mr. Massung, to adopt Ordinance No. 3681 by short title.

Motion carried unanimously.

Mr. Pasternak declared Ordinance No. 3681 adopted.

Mr. Leckman read Resolution No. 3682 by short title for adoption.

R-3682 UNIFORMED PENSION PLAN - 2013 EMPLOYEE CONTRIBUTION RATE – 5%

A motion was made by Mr. Babyak, seconded by Mr. Massung, to adopt Resolution No. 3682 by short title.

Motion carried unanimously.

Mr. Pasternak declared Resolution No. 3682 adopted.

Mr. Leckman read Resolution No. 3683 by short title for adoption.

R-3683 2013 BUDGET – REVENUES/EXPENDITURES

A motion was made by Mr. Dillinger, seconded by Mr. Babyak, to adopt Resolution No. 3683 by short title.

Motion carried unanimously.

Mr. Pasternak declared Resolution No. 3683 adopted.

Mr. Leckman read Resolution No. 3684 by short title for adoption.

R-3684 REAL ESTATE TAX REFUND

A motion was made by Mr. Babyak, seconded by Mr. Massung, to adopt Resolution No. 3684 by short title.

Motion carried unanimously.

Mr. Pasternak declared Resolution No. 3684 adopted.

NEW BUSINESS

Mayor Marton noted that Chief Joseph Hoffman would be retiring at the end of the year. She asked Chief Hoffman to come forward. Mayor Marton presented Chief Hoffman a watch and thanked him for his fifteen years of service.

Chief Hoffman noted he had been in law enforcement for 42 years the past 15 he noted he served as chief. He stated he has enjoyed his time with the Borough and noted that a municipality is only an incident away from national headlines (Re: Sandy Hook Elementary Incident). He stated that one of the teachers at the school told the students that the good guys would be coming to protect them and it seems that when the suspect heard the siren he ended the violence by taking his own life. This saved the lives of many students and staff members of the school.

Chief Hoffman thanked the elected officials and staff for their support during his tenure.

OLD BUSINESS

NONE

ADJOURNMENT

A motion was made by Mr. Massung, seconded by Mr. Babyak, to adjourn.

Motion carried unanimously.

Meeting adjourned at 7:50 p.m.

Date Approved

Borough Secretary