

**WILKINSBURG BOROUGH COUNCIL MEETING**  
**Capital Planning Work Session**  
**February 1, 2017**

**Call to Order**

President Shattuck called the meeting to order at approximately 7:00 p.m. in Council Chambers, second floor of the Municipal Building, 605 Ross Avenue, Wilkinsburg, PA 15221.

**Roll Call**

The roll was called to establish a quorum. Present were Ms. Garrett, Mr. Lefebvre, Ms. Macklin, Ms. McCarthy-Johnson, Mr. Rose, Mr. Taiani, Ms. Trice, President Shattuck, Donn Henderson – Borough Manager, and Amanda J. Ford – Assistant Borough Manager. Absent – Evan Diamond, and Mayor John Thompson. A quorum was established.

**Pledge of Allegiance**

Following the Pledge of Allegiance led by President Shattuck, a moment of silence was observed in remembrance of victims of violent crimes.

**Public Comment**

1. N/A

**Agenda Items**

1. Approving the salary increases for the staff and part-time employees (non-union).
  - a. Raise of 2.5% for 2016 and a raise of 2.25 for 2017.

***Motion: Ms. Macklin***

***Second: Mr. Lefebvre***

***A vote 8 – 0; Motion carried.***

2. Discussion regarding applicability of movie/film ordinance.
  - a. Would like to establish an ordinance and process regarding filming in the borough to make it more consistent than it is at the present time.
  - b. Flat rate should be charged across the board regardless of which officer would take the detail.
  - c. These details would like be covered by off-duty Wilkinsburg officers who would be getting overtime pay. Rate should factor in pension, insurance, overtime wage, etc...
  - d. Councilmen Rose & Lefebvre and Councilwomen Macklin & McCarthy-Johnson volunteered to work further on this.

3. Discussion regarding Nine Mile Run Watershed Association Pruning Maintenance Agreement.
  - a. Nine Mile Run to assume all costs associated with pruning.

***Motion: Ms. Macklin***

***Second: Vice-president Garrett***

***A vote 8 – 0; Motion carried.***

4. Council Committee Reports
  - a. Administration Committee – Full Council
    - i. Nothing to report.
  - b. Blight Committee – Patrick Shattuck, Chair
    - i. Spoke about status of demolition projects.
    - ii. Reviewed the 800 Block of Penn Ave.
  - c. Capital Planning – Patrick Shattuck, Chair
    - i. CITF application to be submitted.
    - ii. XPogo to come to Wilkinsburg in Johnston School’s old building.
    - iii. Extreme sports park idea proposed for Hunter Park area.
    - iv. Alleyway cleanup for DPW
  - d. Budget and Finance Committee – Michael Lefebvre, Chair
    - i. Review the 2016 General fund.
    - ii. Discussed the 2017 Fee Schedule.
    - iii. Came up with a dollar amount limit instead of a percentage regarding departments exceeding their budgets.
  - e. Constituent and Community Relations – Pamela Macklin, Chair
    - i. Planning a schedule for 2017’s events.
    - ii. April 2<sup>nd</sup> & April 8<sup>th</sup>, CMU students to come help clean up.
    - iii. Borough Manager working on Local Government Week.
  - f. Personnel Committee – Paige Trice, Chair
    - i. Discussed Talent Bank applications.
    - ii. Completed the Employee Manual.
  - g. Policy and Procedure Committee – Pamela Macklin, Chair
    - i. Will soon be discussing which policies or procedures need to be worked on next.
  - h. Public Safety Committee – Michael Rose, Chair
    - i. Police to work on controlling speeding at the top of Penn Ave.
    - ii. Parking enforcement on Jeannette Street.
    - iii. Updating Emergency Management Policies and Procedures.
    - iv. Getting information from the Coroner in regards to DOA calls for heroin overdoses to work on the Narcan situation.
    - v. Worked on the Pillowcase Project, reviewing Kelly School as a possible temporary shelter.
    - vi. Gathering names of the firefighters in order to honor them soon.
  - i. Social Media and Promotions Committee – Social Media and Promotions, Chair
    - i. New website is nearing completion.

- ii. Filmed a PSA for Authorities, Boards, and Commissions encouraging people to get involved.
  - j. Special Events Committee – Vanessa McCarthy-Johnson, Chair
    - i. Trying to work on getting events going at least once a month.
    - ii. Seeking sponsorship to try and get fireworks for some events.
- 5. Borough manager’s report
  - a. Met with Nine Mile Run & WCDC to possibly get planters and collect some storm water possibly at the parking lot at Nancy’s Diner.
  - b. A tentative agreement has been reached with SEIU, still working on a few things.
  - c. Working with the school district on a Student Government Day to occur during Local Government Week.
  - d. Producing a Borough Newsletter insert to be published in the Wilkinsburg Sun Magazine which will be direct mailed to the residents of Wilkinsburg. Seeking donations from other offices to help offset the cost.

**Public Comment**

- 1. N/A

**Old Business**

- 1. Discussion regarding Note amendment “memo” for women Center and Shelter of Greater Pittsburgh.
  - a. They are seeking approval to come before council in hopes of modifying some of the terms.
- 2. Discussion regarding residency requirement for newly hired Code Enforcement employees.
  - a. Motion to give preference of new employee selection to Wilkinsburg residents when equally qualified with other candidates.

***Motion: Ms. Macklin***

***Second: Mr. Rose***

***A vote 8 – 0; Motion carried.***

- 3. Awarding New Borough Engineer appointment to HRG. Glenn Engineering will be utilized to complete all existing projects. New projects to go to HRG.

***Motion: Ms. Macklin***

***Second: Ms. Garrett***

***A roll call vote 4 Yes (Ms. Macklin, Mr. Lefebvre, Ms. Trice, Ms. Garrett) – 3 No (Mr. Rose, Ms. McCarthy Johnson, Mr. Taiani) – 1 Abstain (Mr. Shattuck); Motion carried.***

- 4. Discussion regarding removing some dotted lines in the Borough Organizational chart.
  - a. Motion to print the manual as-is and not make any additional amendments.

***Motion: Mr. Lefebvre***

***Second: Ms. Garrett***

*A roll call vote 6 Yes – 2 Abstain (Ms. Trice, Ms. Macklin); Motion carried.*

5. Regarding illegal parking near Falconhurst Building on Mulberry/Kelly Street.
  - a. Need to re-paint the curb yellow.
  - b. Maybe consider permit parking for that area in the future.

### **New Business**

1. Regarding the Train Station restoration. The borough should consider donating to the restoration since its borough property.
2. Councilwoman McCarthy-Johnson would like to collect email address for the purpose of sending out newsletters and updates.
  - a. This is already in the works and will occur sometime after the new website goes live.

### **Adjournment**

Meeting Adjourned at 8:34 p.m.

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Patrick M. Shattuck  
President Council