



## MEMORANDUM

**Date:** January 24, 2013  
**To:** President, Vice-President, Council and Mayor  
**From:** Jeff Naftal, Borough Manager *JN*  
**Subject:** Reorganization of Borough Hall Office Space

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### Background:

Since the current Borough Hall came into use, the Police Chief and Mayor have had offices in the administration wing of the building on the main floor. The Police Chief uses his office for paperwork mainly but otherwise is a working Police Chief and rarely in that office. The Mayor uses his office mainly for speaking with residents during his weekly office hours and then at other times when there are meetings in the Borough. Because these two offices are occupied, that leaves no room for the new Borough Engineer who will be starting on February 18, 2013.

### Discussion:

I needed to find office space for the new Borough Engineer and believe that he should be located with the other administrative officers of the Borough including the Recreation Director, Building Official, Code Enforcement Official, and myself. To do that, I felt that moving the Police Chief's office downstairs into the Police Department made some sense. When I spoke with the Police Chief about this, he agreed. But in looking at our options within the Department, the only viable option became what is now used as a seminar room. And because of the size of the room, if we only put the Chief's office in there, we would take up about one half of the room but lose its functionality for public meetings.

Given that, I looked at the usage of that room for public meetings. And while there are some meetings in there, mainly on weekends, staff and I feel that these can easily be held in the other rooms downstairs or even upstairs in the conference room for some of the meetings such as Main Street. So if we were to no longer use the seminar room for public meetings, the question then became what to do with the remainder of the room after relocating the Police Chief's office there. The Chief and I decided that it makes sense for the Mayor's office to be there as well. The Chief spoke with the Mayor about this and he agreed.

Moving the Mayor's office downstairs accomplishes a couple of things. First, it eliminates the need for the administrative wing to be open after hours for the Mayor's office hours. The public will be able to come straight downstairs instead. Second, there is much more seating available downstairs for residents waiting to see the Mayor. Third, the Mayor's office will be located with direct access to the Police Department. Since the Mayor supervises the Police Department, that makes good sense and makes it easier for the Mayor to get information or speak with the members of the department.

Both offices will be accessible securely either through the Police Department or the main lobby area and they will be only accessible to authorized personnel. We also will be able to add some storage for the Police Department in the remodeling. Once the work is complete, I would then be able to place the new Borough Engineer in the Police Chief's old office and move the Recreation Director into a larger office and the Code Enforcement Official into her own office.

If approved, the project will be done completely by our staff. The major cost for the project is the 2 new doors necessary for the new offices. They will cost \$2,250. The remaining work of creating walls and removing the cabinets from the seminar room will cost approximately \$1,250. I will therefore need \$3,500 to complete this project. Funds are available in the Government Building Department in either the Minor Purchases line item where \$5,000 is available or in the Major Purchases line item where \$25,000 is available.

Recommendation:

I recommend that Council authorize the expenditure of up to \$3,500 to create two new offices for the Police Chief and Mayor downstairs in the Borough Hall adjacent to the Police Department.

JN

Cc: Phil Ross, Police Chief  
Mike Bisignani, Police Sergeant



## MEMORANDUM

**Date:** January 24, 2013  
**To:** President, Vice-President, Council and Mayor  
**From:** Jeff Naftal, Borough Manager *JN*  
**Subject:** Purchase of Vehicle Service Lift

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### Background:

As I noted in our budget discussions, our vehicle maintenance, even on our larger trucks, has been accomplished by raising the vehicles on individual hydraulic jacks. For safety and liability reasons this should not be occurring. Because of that Council placed \$20,000 in the Fiscal Year 2013 Budget to cover the cost of a large capacity vehicle service lift.

### Discussion:

There are only a couple of vendors for these types of lifts in Western Pennsylvania. But only one, Mohawk Lifts, is on the Pennsylvania State Contract. Because of that, their pricing was far less expensive than the competition. As seen in the attached quote, we can purchase a 16,000 pound capacity lift with a safety weight gauge, an adapter kit for our large trucks, and installation, for a price of \$19,109.96. This brings the total cost in under budget. As noted above, funds are available in the Capital Reserve Fund Budget, DPW Facility line item. I have also attached to this report general information on the strength and other advantages of the Mohawk Lift, including a 25 year structural warranty, 10 year mechanical warranty and 5 year warranty on parts and labor.

### Recommendation:

I recommend that Council authorize the purchase of a TP-16 Heavy Duty Two Post Vehicle Service Lift from Mohawk Lifts at a cost of \$19,109.96.

JN

Attachments

Cc: John Schneider, Streets Foreman





**QUOTE**

Page 1 of 2

**Mohawk Resources Ltd**

"Americas best lift investment"

PROPOSAL #PA226-17A  
DATE: JANUARY 17, 2013

From: Ray Pedrick  
Mohawk Lifts  
65 Vrooman Ave.  
Amsterdam, NY 12010  
Phone 1-800-833-2006@ext.15 Fax (518) 842-1289  
rpedrick@mohawklifts.com

FOR PURCHASE USING THE  
**Pennsylvania State Contract**  
**#4400002110/2105**  
**02/20/2007 - 3/31/2013**

TO: John Schnelder  
Dormont Public Works  
1444 Hillsdale Ave.  
Dormont PA 15216  
(412) 561-1522 ph  
(412) 942-0166 fax  
(412) 335-9339 cell

**25 Year Structural Warranty**  
**10 Year Mechanical Warranty**  
**5 Year Parts and Labor**  
**Lifetime Cylinder Seal Replacement**  
**Warranty**

SALESPERSON	PO #	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Ray Pedrick		Best way	FOB Destination	5 to 15 Days ARO	Net 30	

Qty	Item #	TWO POST LIFTS (description)	Unit Cost	Total Cost
1	TP-16	16,000lb. Capacity Heavy Duty Two Post Vehicle Service Lift	\$ 13,821.71	\$ 13,821.71
1	TP-18	18,000lb. Capacity Heavy Duty Two Post Vehicle Service Lift	\$ 16,459.44	\$ 16,459.44
<b>OPTIONAL EQUIPMENT</b>				
1	601-440-006/7	Safety Weight Gauge	\$ 105.51	\$ 105.51
1	ZZ1035-A-006	Adjustable Screw Type Height Adapters (Set of 4)	\$ 506.44	\$ 506.44
1	ZZ-7570	Speedlane Adapter Kit (Set of 2)	\$ 3,376.30	\$ 3,376.30
<b>Freight</b>				Included in cost
(optional)Model Dependent Installation				\$ 1,300 - 1,500.00
Sales Tax (If applicable)				N/A
<b>Total</b>				

Quotation prepared by: Ray Pedrick

This is a quotation for the equipment named, subject to the conditions noted on the following page(s)

*\$ 19,109.96 + Install*

*17,303.52 /w Gauge + Speedlane adapter*

*\$ 17,809.96 w/screw adapters*

## TERMS AND CONDITIONS OF THE SALE

Page 2 of 2

### Installation Disclaimer:

- (If Applicable)
- Installation does not include electrical hook-up or any concrete work that may be required. Electrical and any concrete work that may be required must be performed prior to installer's appointment date.
- The above price is for a normal installation and does not include any unforeseen circumstances such as plumbing, electrical, inground hot water heat, rebar, steel structures, drains, or drain slopes in the existing floor.
- The above price is subject to change if the lift is unable to be installed within 30 days after receipt, if the lift is not in new condition, or if the shop conditions (lack of adequate concrete, no electrical service, etc) is not yet ready for installation and requires additional return trips.
- Any and all permits, fees, etc, are the responsibility of others.
- Above pricing does not include Sales tax, duties, or brokerage fees.

### Fork Truck:

- A fork truck must be supplied by customer to unload the lift from the freight carrier's trailer and for the installation of the lift. If a fork truck is not available, customer must make arrangements to pick lift up at a local freight terminal.

### If Equipment Is To Be Installed Later Than 30 Days After Delivery:

- Mohawk requires a signed Bill of Lading showing that the equipment was received in good condition with no missing or damaged parts or pieces. If any damage to the lift or missing parts or pieces is noted by the installer at the time of installation, it will be the customer's financial responsibility to replace the damaged or missing parts.
- Payment for the equipment will be due upon receipt (unless other arrangements have been made). Payment will not be held until installation of the equipment is performed.

Please sign if you agree with the stated terms and conditions \_\_\_\_\_

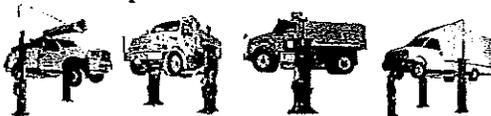


## DARE TO COMPARE



### QUICK QUESTIONS TO ASK BEFORE YOU BUY A TWO POST LIFT

- 1). Where is the lift and all components manufactured?
- 2). Is the lift ALI/ETL certified to meet the one and only national nationally recognized safety standard?
- 3). Does the lift have a 25 year structural and 10 year mechanical warranty?
- 4). For stability, how large is the base (footprint) of the lift?
- 5). Is the lift footprint made of 3/4" steel plate?
- 6). Does the lift offer a lifetime cylinder warranty?
- 7). Does the lift offer a weight gauge (To be assured that the vehicle is lowered onto the locks or to use as a diagnostic and sales tool when a vehicle weighs more than it should when selling better brakes, tires, or shocks)?
- 8). Does the lift offer a SPEEDLANE for faster loading and unloading of the vehicle?
- 9). Is the column made of 3/4" thick high strength fork lift mast or 1/8" thick bent sheet metal?
- 10). Do the carriages ride on double sealed self lubricating ball bearing rollers or plastic slide blocks?
- 11). How many anchor bolts are securing the column to the shop floor?
- 12). Does the lift have a clear floor and an adjustable height overhead hydraulic line or an overhead piece of sheet metal to limit lifting height (or make the lift too tall to fit in the bay)?
- 13). Does the lift use stainless steel hydraulic lines or rubber hydraulic hoses?
- 14). Does the lift offer a turf kit adaptor to also service turf maintenance equipment?
- 15). How low are the swing arms to get under low riding vehicles?
- 16). How large are the swing arm bolts (to maintain level swing arms vs. arms that droop)?
- 17). Does the lift include truck adaptors or are they optional?
- 18). Do the mechanical safety locks start engaging immediately or not until 18 or 24"?
- 19). Will the lift fit into a 10'6" ceiling bay and still fully raise a 4' tall car?
- 20). Does the lift rise a full 6' UNDERNEATH the swing arms or 6' when measured to the top of the swing arm?
- 21). Does the lift operate with a cable (wire rope), a leaf chain, or on a direct drive lifting system?
- 22). Does the lift have both internal and external hydraulic safeties?
- 23). How large are the cylinders that power the lift?
- 24). Are the arm restraints an all position restraint or a bolted on gear (which "chip" teeth)?
- 25). Does the lifting carriage cradle the swing arm or does the arm bolt around the carriage?
- 26). When standing under a lift do you want a single locking system or a dual locking system?
- 27). If extending the overhead height, how much will it cost for lengthening the steel hydraulic lines, vs. longer steel cables, additional overhead height extenders, additional high pressure hose, longer safety cables and additional installation costs?
- 28). If you were going to jump from an airplane, would you want the best parachute made or the cheapest?
- 29). As "price" and "cost" are two different things do you want the least expensive lift to buy or the least expensive lift to own?



800-833-2006 [www.mohawklifts.com](http://www.mohawklifts.com)

 **MOHAWK**

10,000 LB. CLEAR FLOOR 2 POST LIFT

# MODEL SYSTEM I

*THE LIFT YOU CAN'T WEAR OUT*



**25**  
YEAR  
WARRANTY



TO MEET THE ONE AND ONLY NATIONAL STANDARD FOR VEHICLE LIFTS

**MOHAWK**   
*America's Best Lift Investment*

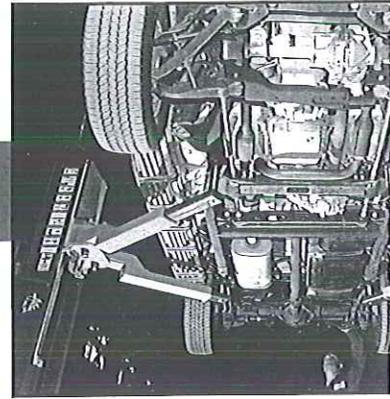
PROUDLY DESIGNED, WELDED and  
MANUFACTURED in the U.S.A.



# MOHAWK SYSTEM I

SOLID, SAFE, PROVEN & CERTIFIED.

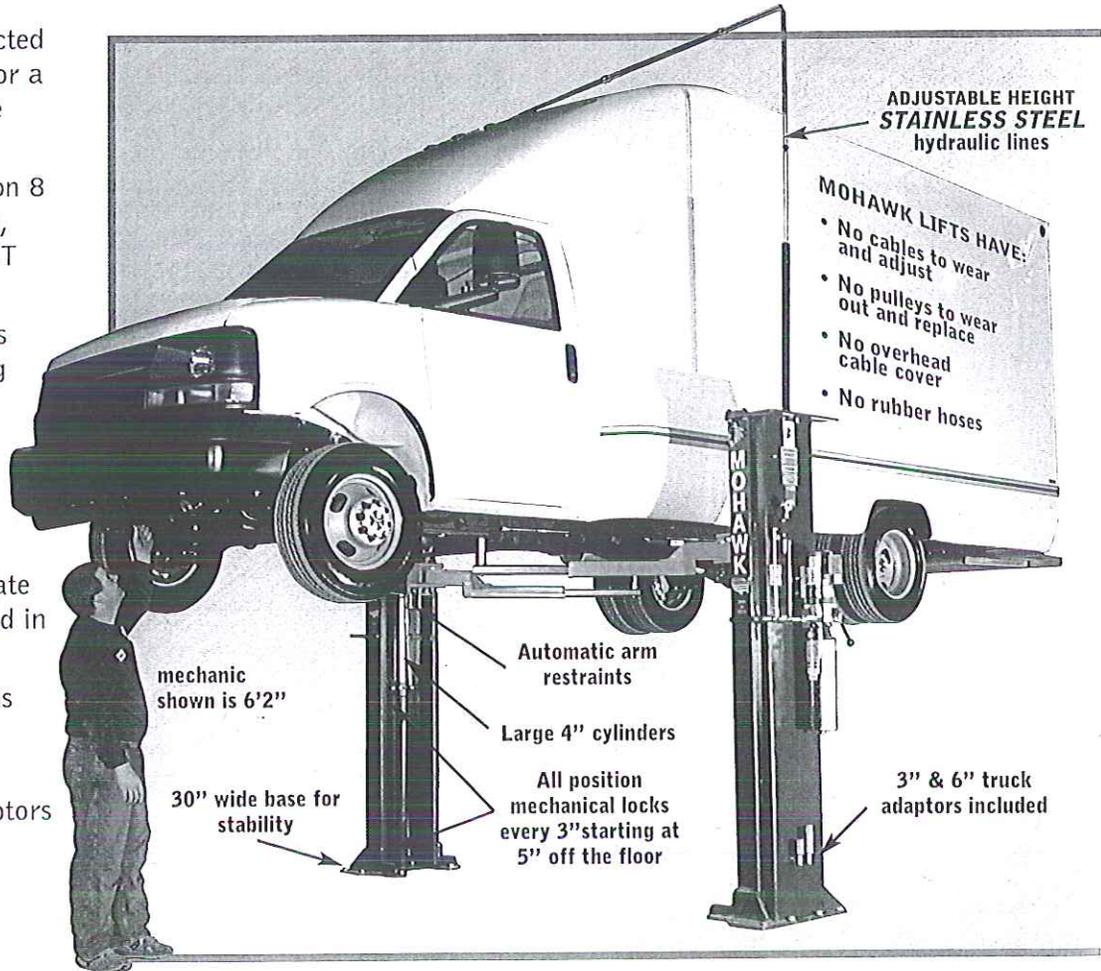
HEAVY DUTY LIFTS FOR...  
HEAVY DUTY SERVICE



▲ Two post lifts offer FULL under vehicle & takes up minimal bay space, while leaving free for tire, brake or any other necessary r

## MOHAWK DESIGN

- Mohawk columns are constructed of 3/4" thick forklift masts, for a **lifetime** of troublefree service (5 3/4" wide sections).
- Each Mohawk carriage rolls on 8 double-sealed, self-lubricating, steel **ball bearing rollers** (NOT plastic sliders).
- Two large heavy duty cylinders make for safer, steadier lifting than single cylinder lifts or models with tiny cylinders.
- Easily **adjustable** overhead stainless steel hydraulic lines can be set at **any** height (or routed in floor) to accommodate all tall trucks and vans or used in low ceiling shops.
- 3 1/2" **low profile** swing arms fit under the lowest riding sports cars.
- 3" & 6" stackable truck adaptors are included as standard equipment.



## MOHAWK PATENTED INDUSTRY LEADING SAFETY SYSTEMS

- Mohawk Lifts feature **all position** mechanical safety locks in both columns, starting at the ground, to full lifting height.
- Patented **infinite position**, internal hydraulic safeties, backed by external pressure compensated flow controls and velocity fuse valving.
- Swing arm restraints automatically engage upon lifting to secure the vehicle, and automatically disengage when the vehicle has been fully lowered.

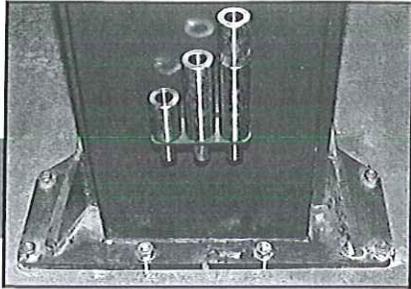
- The best, and most inclusive warranty in the lift business, 25 years structural, 10 year mechanical, plus limited lifetime cylinder warranty. Mohawk builds the best lifts, with the best warranty.
- Lease/purchase plans available for 1-5 years. Call Mohawk now!

## OPERATION

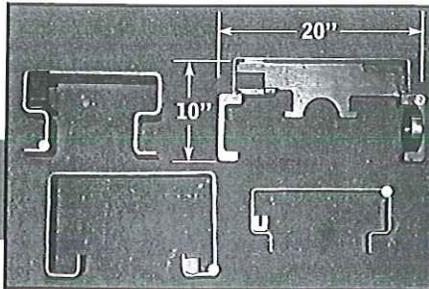
- Hydraulic fluid is pumped between the two cylinders through the overhead stainless steel hydraulic lines. Patented hydraulic synchronization eliminates the need for restrictive height overhead covers, cables, pulleys, equalizer chains or floor plates.



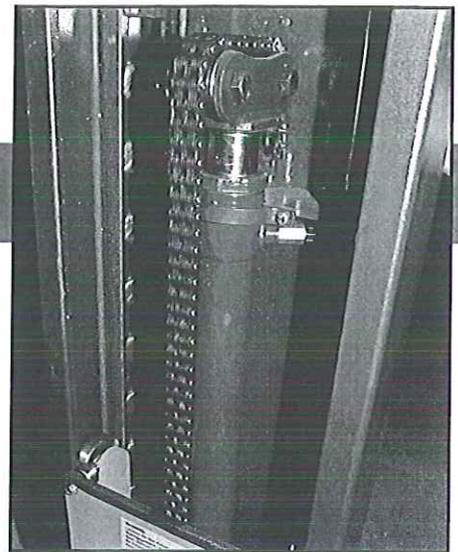
for all repairs, wheels hanging



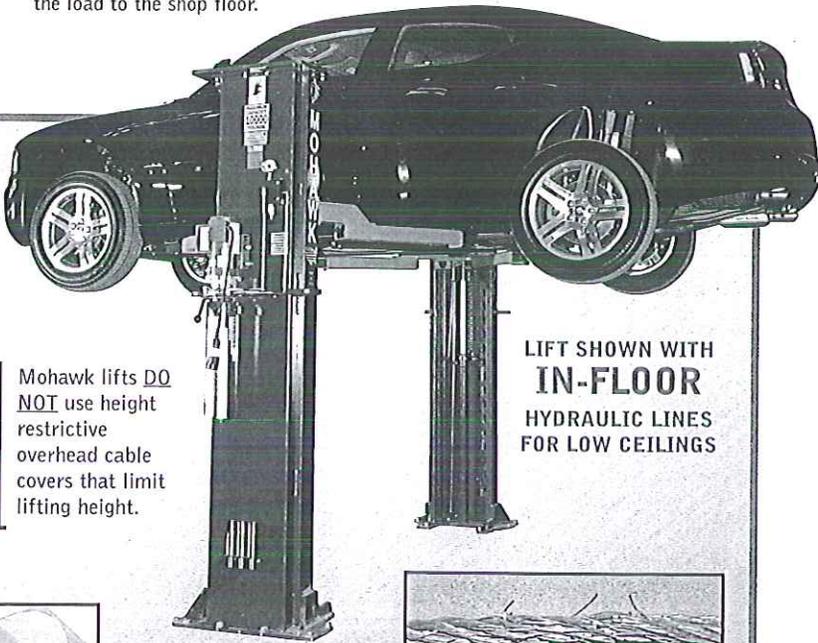
▲ Mohawk's large and stable footprint measures 30" wide and is made of 3/4" thick plate. Mohawk's large base with 8 lag bolts gives stability to the lift, while distributing the load to the shop floor.



▲ Mohawk's fork lift channel column and bearing (top right) shown with three different competitive lift sheet metal columns and plastic slide blocks.

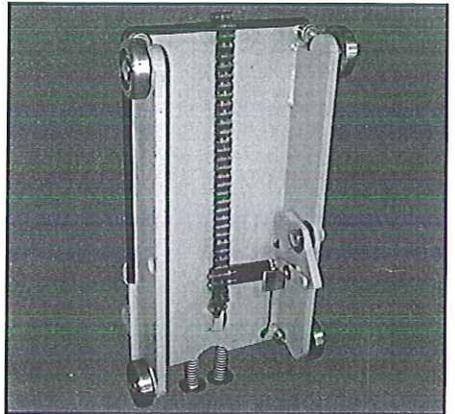


▲ Heavy duty post design using **DUAL** cylinders with #646 leaf chain lifting, over **DUAL** bearings.

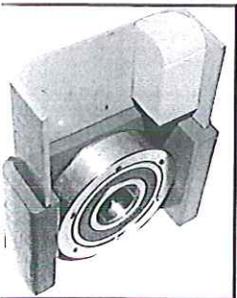


Mohawk lifts DO NOT use height restrictive overhead cable covers that limit lifting height.

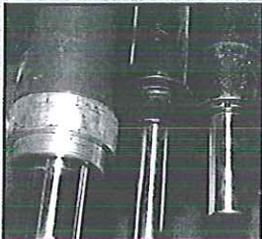
LIFT SHOWN WITH **IN-FLOOR** HYDRAULIC LINES FOR LOW CEILINGS



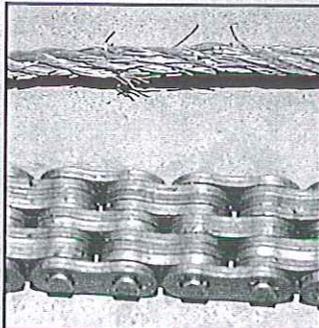
▲ Each carriage rolls on 8 steel ball bearing rollers for a lifetime of trouble-free service.



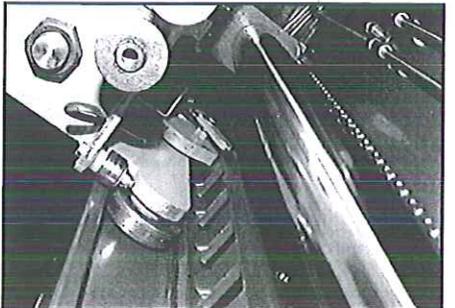
**ORK LIFT CHANNEL &** bearing (bottom) vs. competitive columns & plastic slider (top)



**LARGE 4" CYLINDERS** equal longer seal life and lower operating pressures vs. competitive cylinders.



**#646 HIGH STRENGTH** leaf chain compared to the competitive cables which fray.

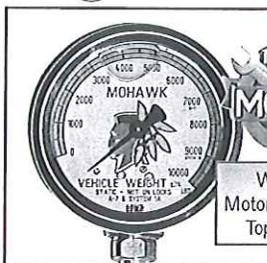


▲ All position mechanical locks in both columns engage the full length of travel.

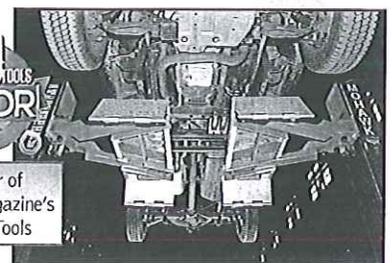
- To raise the carriages Mohawk's System I uses heavy duty leaf chains and twin bearings located on each of the cylinders. Chain lifting eliminates the stretch, fray, maintenance and replacement associated with cable or screw lifts.
- Mohawk carriages roll on eight double sealed, self-lubricating, steel ball bearing rollers, for a lifetime of maintenance-free operation. Mohawk bearings are longer lasting, with less friction and wear than competitive lifts using plastic slide blocks that need constant greasing and maintenance.



### ALI CERTIFIED ACCESSORIES



**Safety Weight Gauge** to determine vehicle weight & aid in vehicle diagnosis.



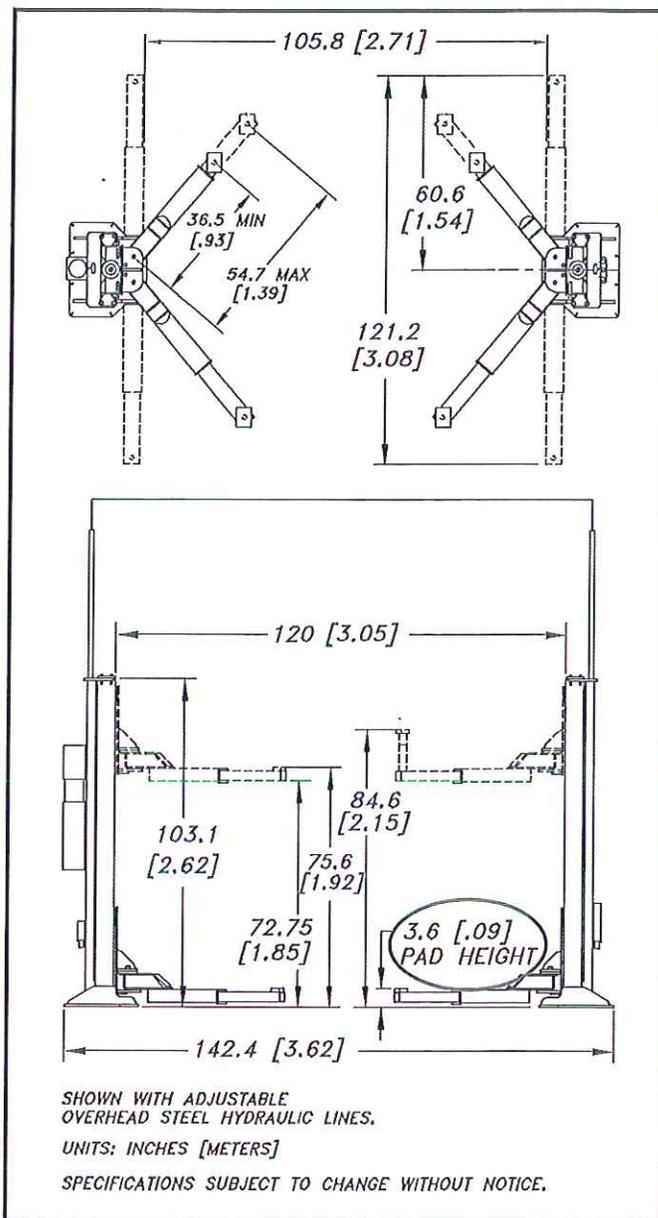
**Speedlane Adaptor** slip on quickly for instant lifting without positioning swing arms yet leave wheels free.



Winner of Motor Magazine's Top 20 Tools

# MODEL SYSTEM I SPECIFICATIONS

- Capacity:**..... 10,000 lbs. (4535.92 kg)
- Lifting Speed:**..... 45 sec.
- Motor Rating:**..... 2 HP/208-230V, Single-phase (3 $\phi$  optional)
- Synchronization:**..... Hydraulic fluid displacement using no chains, cables, or overhead obstructions
- Arm Pad Height:**..... 3 1/2" (8.89 cm) min.
- Lifting Height (Stroke):**..... 6' (1.83 m)
- Lift Pad Height with Adaptors:**..... 7' 1/2" (2.15 m)
- Overall Width:**..... 11' 10" (3.61 m) (adjustable)
- Width Between Posts:**..... 10' (3.05 m) (adjustable)
- Width Between Lifting Arms:**..... 8' 10" (2.69 m) (adjustable)
- Column Height:**..... 8' 7" (2.62 m)
- Overhead Hydraulic Line Height:**..... 12' (3.51 m) Standard (adjustable to accommodate any height ceiling or routed in-floor)
- Weight:**..... 2500 lbs. (1088.62 kg)
- Concrete Floor Requirements:**..... 4000 psi (27579.02 kPa) mix 4 1/2" (11.43 cm) depth
- Anchoring System: Included**..... 16 3/4"x5" (1.9x12.7 cm) Wej-it bolts
- Mechanical Safety Locks:**..... **Automatic;** all position starting @ 5" (7.62 cm) off the floor
- Hydraulic Safety Systems:**..... **Automatic;** all position
- Swing Arm Restraints:**..... **Automatic** upon ascent
- Cylinders:**..... 2 (1 per column)
- Drive System:**..... #646 leaf chain routed over cylinder
- 3" Frame Adaptors (stackable):**..... 4 included as standard equipment
- 6" Frame Adaptors (stackable):**..... 4 included as standard equipment
- Steel Carriage Bearings:**..... 8 per carriage, double sealed, self-lubricating
- Floor Access Between Posts:**..... Clear and unobstructed
- Warranty:**..... 25 year structural, 10 year mechanical + limited lifetime cylinder warranty



Mohawk builds the best products with the finest materials, to the highest standards. Just compare our lifts. Our staff will assist you with a fleet evaluation, design assistance and answer any technical questions you have. We invite your calls.

Mohawk lifts are manufactured in compliance with the following standards: OSHA, ALI, ANSI, ASME, AISI, ASTM, ASA, NEC, AWG, NEMA.

MEETS CURRENT NATIONAL ANSI & OSHA CODE FOR LIFTS.



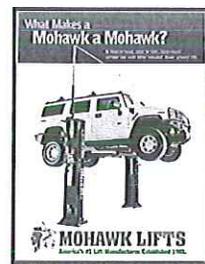
AVAILABLE UNDER  
DISCOUNTED  
GOVERNMENT CONTRACT  
IN ALL 50 STATES

**Mohawk Resources, LTD.**

P.O. Box 110  
65 Vrooman Ave  
Amsterdam, NY 12010  
(800) 833-2006  
(518) 842-1431  
FAX: (518) 842-1289  
[www.mohawklifts.com](http://www.mohawklifts.com)

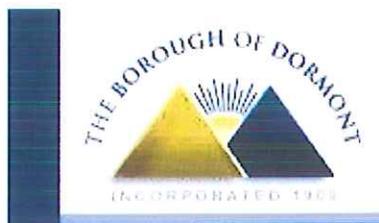


GSA  
contract  
#GS07F-  
7099B



For more detailed product information read this book at [www.mohawklifts.com](http://www.mohawklifts.com).

DISTRIBUTED BY:



## MEMORANDUM

**Date:** January 25, 2013

**To:** President, Vice-President, Council and Mayor

**From:** Jeff Naftal, Borough Manager *JN*

**Subject:** Conditional Use Approval – Cochran R.E. – Public Parking Lot

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### Background:

On December 19, 2012, Council approved a series of agreements with Cochran R.E. to move the West Liberty Redevelopment project forward. Among those agreements are land exchanges that cannot occur until such time as Cochran R.E. completes the construction of a public parking lot on the site of their current used car lot at 3201 West Liberty Avenue.

### Discussion:

In September, Cochran R.E. submitted plans to convert their used car lot to a public parking lot. These plans were reviewed by the Borough Engineer who provided comments to Cochran R.E. The matter then went before the Planning Commission for a Conditional Use approval which is necessary for a public parking lot under the Borough's Code. On October 17, 2012 the Planning Commission approved the Conditional Use for Cochran R.E. provided they addressed all of the concerns noted by the Borough Engineer. Since that date, Cochran R.E. has modified their drawings to address all of the Borough Engineer concerns except the storm drainage note. That note had to do with connecting the storm drainage to an existing storm drain line and not into the alley as currently occurs. The Building Official and I worked with Cochran R.E. and they will be connecting to the line on West Liberty by going under the sidewalk, not out into the street. They will be revising their plans to reflect this but we have not received them as of yet since this was just worked out this week.

Plans for the parking lot include significant landscaping and a kiosk meter system whereby patrons get a ticket when they drive in and then pay at a kiosk and then use the paid ticket to exit the lot. This will be the first of its kind for the Borough and we believe will make it easier for our business patrons as they can pay by credit card and bills as well as coins. The lot will hold 36 cars. Plans and other pertinent documents are attached to this report.

Recommendation:

I recommend that Council approve the Conditional Use for Cochran R.E. to create a parking lot at 3201 West Liberty Avenue as part of the overall West Liberty Avenue Redevelopment project.

JN

Cc: Pat Kelly, Building Official

Attachments



# BOROUGH OF DORMONT

## PLANNING COMMISSION APPLICATION

Date: September 7, 2012

Name of Applicant: Borough of Dormont

Address of affected property: 3201 West Liberty Avenue

Owner address: Cochran RELP, 4520 William Penn Hwy., Monroeville, PA 15146

Please describe the property affected:

Zoning Classification: C Lot Size: 0.52 acres

Present Use: Preowned auto sales facility

Proposed Use or alterations: Public parking lot

Applicant requests the Planning Commission review the following:

Preliminary Land Development

Final Land Development

Site Plan Amendment - Date of final approval: \_\_\_\_\_

Subdivision Request

Conditional Use Review

Parking Exemption

If this application is for preliminary approval, does the applicant wish to have a pre-application conference with the Planning Commission to discuss the applicable regulations governing subdivision and/or development of the property and the feasibility and timing of the application? No

Applicant Signature: Raymond S. Buxty Date: September 7, 2012  
Agent for Owner

===== For Office Use Only =====

\_\_\_\_\_ Date of Preliminary Conference (if requested)

\_\_\_\_\_ Date of Preliminary Hearing - Recommendation: \_\_\_\_\_

\_\_\_\_\_ Date Applicant Notified of Conditions Imposed by Commission



# Planning Commission Meeting

October 17, 2012

7:00 PM- Borough Building

**Commission Members In Attendance:** James Kraus; Grant Shiring; James, Lamb; Laurie Malka; and Chairperson Willard McCartney,

**Borough Officials In Attendance -** Borough Manager Jeff Naftal; Zoning Officer Pat Kelly; Gateway Engineer Representative

**Public In Attendance:** John Conti

Chairman McCartney announced that a quorum is present

Agenda Item #1- Conditional use and site plan review for a new Borough parking lot at the corner of at Biltmore and W. Liberty Avenue. This will convert a current used car owned by #1 Cochran Automotive to a borough parking lot. It is located in a general commercial district and requires a conditional use.

The Borough engineer had some minor comments on storm water and suggests re-adjusting the plan to allow storm water to flow into landscaped areas.

The Borough indicated that it had not yet received Gateway's formal comments on the plans. Gateway said that they would make certain that the Borough received those comments on October 18 but that the comments were:

- Storm water intake needs a 15" pipe instead of what is indicated on the plans,
- The proposed light fixtures indicated are too far apart and do not meet Borough requirements
- Gateway will need light pole and fixture details to confirm accuracy of photometric plan
- PennDot permit requirements need to be clarified

Jim Kraus sought clarification on the exact location of the parcel and proposed parking lot.

Laurie Malka questioned the need for 10' set-backs. Mr. Kelly clarified the requirement under Section 210(w) and 210-75 (l)(2). Mr. Kelly also pointed out that Borough ordinances require a minimum of 10% green space. Mr. Kraus wants to keep green space as does Mr. Shiring, Mr. McCartney and Mr. Lamb.

Grant Shiring questioned the need for the guardrail and fence. It was explained that is a 6-8 foot drop at the rear of the proposed lot to the alley and we need a guardrail as a public lot. He also pointed out that pedestrian access to the parking lot needs to be shown for both handicap and regular

Jim Kraus questioned the permanency of the asphalt curbs within the parking lot. It was explained to Mr. Kraus that this was to be a long term yet temporary parking lot and that the asphalt curbs will suffice

**Public Comments- John Conti**

Green space in back and suggests a fence of some sort to deal with the lighting on the houses on Waynebill Avenue

**Motion** by Mr. Shiring to approve the Conditional Use and site plan with two conditions: 1) indicate access/ingress pedestrian sites on the plans and; 2) adhere to all of gateway comments Mr. Kraus seconded the motion which passed (4-1) with the one negative vote by Ms. Malka.

**Solar Panels Ordinance**

CONNECT representatives presented its multi-month program of all communities to facilitate use of solar power ordinances that encourages use of solar power. They presented a proposed amendment to our ordinances and a permitting process consistent in the communities around Pittsburgh. Once this is approved by the Borough's Planning Commission it goes to the County for its approval. Mr. Shiring wants to know who will assure that standards are met. Mr. Naftal- it is up to the building code officials.in each municipality.

**Motion-** Mr. Lamb moved and Ms. Malka seconded to recommend the proposed ordinances to Borough Council. Motion carried 5-0.

**Car Lot Ordinance 1594**

Borough Manager presented Ordinance 1569 which would modify the Borough's current ordinance relative to total square footage of used car lots within the Borough. After much discussion, Mr. Shiring moved to adopt the proposed ordinance 1569. The motion dies for lack of a second. Chairperson McCartney suggested that he would invite the Borough Solicitor to the next Planning Commission meeting to discuss this issue further.

Meeting Adjourned- 8:30 PM

# Memo

**To:** Dormont Borough Council  
**From:** Dormont Planning Commission by Willard McCartney, Chairperson, Planning Commission  
**CC:** Jeff Naftal, Borough Manager and Pat Kelly, Borough Zoning Officer  
**Date:** 11/7/2012  
**Re:** Planning Commission Recommendations to Council

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Please be advised that at its October 17, 2012 meeting the Planning Commission passed motions to make the following recommendations to Borough Council:

- The Planning Commission approved the conditional use and site plan for a new Borough parking lot at the corner of at Biltmore and W. Liberty Avenue with two conditions:
  - 1) indicate access/ingress pedestrian sites on the plans and;
  - 2) adhere to all of Gateway Engineering comments on the site plan
  
- The Planning Commission recommends the adoption by Council of an amendment to the Borough's ordinances to include the model ordinances developed by CONNECT relative to solar panel installation on residential and business properties within the Borough,

**Borough of Dormont  
Notice of Public Hearing**

The Dormont Borough Council will hold a public hearing on Monday, February 4, 2013 at 7:00 to take public comment on request from Cochran RE LP, conditional use approval for a public parking lot. The parking lot site is located at 3201 West Liberty Avenue. The public hearing will be held in Council Chambers at the Dormont Municipal Center, 1444 Hillsdale Avenue, Dormont Borough, Allegheny County, Pennsylvania.

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Please run this add in the South Edition of the Pittsburgh Post-Gazette on the following dates.

Thursday, January 24, 2013  
Thursday, January 31, 2013

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Please send invoice and proof of publication to:

Dormont Municipal Center  
Attn: Pat Kelly  
1444 Hillsdale Avenue  
Suite #10  
Pittsburgh, PA 15216

- (c) Accessory uses customarily incidental to and on the same lot with any permitted use, conditional use or use by special exception authorized in this district.
- (d) Fences, subject to § 210-67C(3).
- (e) Satellite dish antennas and radio and television antennas, subject to § 210-67C(4).  
[Added 8-4-1997 by Ord. No. 1467]

**B. Conditional uses.**

(1) Principal uses.

- (a) Essential communications facility, subject to § 210-62K.
- (b) Garden apartments, subject to § 210-62R.
- (c) Hospital, clinic or nursing home, subject to § 210-62P. [Amended 3-3-1997 by Ord. No. 1465]
- (d) Mid-rise or high-rise apartments, subject to § 210-62R. [Amended 3-3-1997 by Ord. No. 1465]
- (e) Noncommercial recreation, subject to § 210-62V.
- (f) Planned mixed use development, subject to § 210-62T.
- (g) Public buildings, subject to § 210-62E.
- (h) Public or private parking lot or parking garage, subject to § 210-62W. [Amended 3-3-1997 by Ord. No. 1465]
- (i) Public recreation, subject to § 210-62V.
- (j) Public utility buildings, subject to § 210-62X.
- (k) Schools, subject to § 210-62E.

**C. Uses by special exception.**

(1) Principal uses.

- (a) Adult businesses, subject to § 210-62A.
- (b) Apartment above office or retail, subject to § 210-62B.
- (c) Billboards, subject to § 210-62C.
- (d) Car wash, subject to § 210-62D.

- (1) Garden apartment: 18,000 square feet.
  - (2) Mid-rise or high-rise apartment: 36,000 square feet.
  - (3) All other uses: none required.
- B. Minimum lot width.
- (1) Garden apartment: 100 feet.
  - (2) Mid-rise or high-rise apartment: 200 feet.
  - (3) All other uses: none required.
- C. Maximum lot coverage: 90%.
- D. Minimum front yard: 10 feet.
- E. Minimum rear yard.
- (1) All principal structures: 25 feet.
  - (2) Accessory structures: five feet.
- F. Minimum side yard.
- (1) Garden apartment: 10 feet.
  - (2) Mid-rise or high-rise apartment:
    - (a) Adjoining single-family: 40 feet.
    - (b) All others: 25 feet.
  - (3) All other principal structures:
    - (a) Interior lots in C District: zero feet.
    - (b) Corner lots and lots adjoining residential zoning district: 25 feet.
  - (4) Accessory structures: five feet.
- G. Special yard requirements: see § 210-67.
- H. Permitted projections into required yards: see § 210-68.
- I. Maximum height.
- (1) Garden apartment: three stories and 45 feet.
  - (2) Mid-rise apartment: five stories and 75 feet.
  - (3) High-rise apartment: 10 stories and 150 feet.
  - (4) Structure in a planned mixed use development: 10 stories and 150 feet.
  - (5) All other principal structures: three stories and 45 feet.
  - (6) All accessory structures: one story and 15 feet.
- J. Height exceptions: see § 210-69.

- (2) Any rental of the facility to nonmembers shall require on-site management and/or security personnel during the event.
- (3) Activities on the site and within the building shall comply with the noise standards specified in § 210-64C of this chapter.
- (4) All off-street parking which adjoins residential zoning classification shall be screened by a minimum four-foot-high, compact, dense evergreen hedge.

V. Noncommercial recreation. [Amended 8-2-1999 by Ord. No. 1484]

- (1) A minimum lot area of one acre shall be required.
- (2) All principal structures shall be located at least 30 feet from any property line.
- (3) Buffer Area B, as defined by § 210-65B of this chapter, shall be provided along all property lines adjoining residential use or zoning classification.
- (4) The use shall comply with the performance standards of § 210-64 of this chapter.
- (5) All lighting shall be shielded away from adjoining streets and properties.
- (6) Any outdoor facility located within 200 feet of an existing dwelling shall cease operations at 11:00 p.m.

W. Public or private parking lot or parking garage.

- (1) All public or private parking lots or parking garages other than a public parking lot for residential use only in a residential district shall be designed to have direct vehicular access to an arterial or collector street, as defined by this chapter.
- (2) All public or private parking lots or parking garages shall be designed to minimize traffic congestion on the site or within the garage and for traffic entering or leaving the site or parking structure.
- (3) The design of any parking garage proposed to be located on property which adjoins a residential zoning district shall take into account the height, visual, light and air impacts on adjoining residences and shall utilize architectural materials for the exterior walls facing those residential areas which are compatible with the residential character of adjoining properties.
- (4) Any parking garage structure, whether proposed as a principal structure or an accessory structure, shall comply with the yard requirements for a principal structure.
- (5) Any private parking lot which is reserved for the customers or employees of a specific use and is not available to the general public shall be located within 500 feet of the specific use which it is intended to serve.
- (6) Any public parking lot in a residential zoning district which is established for the use of residents of the area shall be screened by a minimum four-foot-high, compact, dense evergreen hedge along all property lines which adjoin residential use or zoning classification. Driveway access to such a parking lot shall be designed to minimize conflict with any existing private driveway serving a residential lot and any existing on-street parking.

**§ 210-73. Americans With Disabilities (ADA) requirements.**

When required, all new construction, additions or enlargements of existing structures or facilities shall comply with the most recent regulations for accessibility as specified in the Americans With Disabilities Act (ADA).

ARTICLE XII  
Off-Street Parking and Loading

**§ 210-74. Off-street parking.**

Off-street parking spaces shall be provided in accordance with the specifications in this article in any district whenever any new use is established or existing use is enlarged.

**§ 210-75. Off-street parking design.**

Parking areas in all zoning districts shall comply with the following standards:

- A. Design. In addition to the requirements specified in this section, off-street parking shall be designed to conform to the illustration in Appendix B.<sup>20</sup>
- B. Size. Each off-street parking space shall have an area of not less than 162 square feet, exclusive of access drives or aisles, shall have minimum dimensions of nine feet in width and 18 feet in length and shall be maintained free from obstruction. Parking areas shall be designed to provide sufficient turnaround area.
- C. Access. Access to parking areas shall be provided in accordance with the following requirements:
  - (1) Where an existing lot does not adjoin a public or private street, alley or easement of access, an access drive shall be provided leading to the parking areas.
  - (2) Access to off-street parking areas shall be limited to well-defined locations and in no case shall there be unrestricted access along the length of a street. In any district, other than a residential district, the street frontage shall be curbed to restrict access to the lot, except where access drives are proposed.
  - (3) The number of access drives from a single lot or development to any public street shall not exceed two for every 400 feet of street frontage.
  - (4) Where a site has frontage on more than one street, access shall be provided from the street with the lower traffic volume, if physically practical.
  - (5) Access drives entering state highways are subject to a highway occupancy permit issued by the Pennsylvania Department of Transportation (Penn DOT). Access drives entering county roads and borough streets shall be graded to conform to existing topography and shall be designed so that drainage will not adversely impact the street or adjoining properties.

<sup>20</sup> Editor's Note: Appendix B is on file in the borough offices.

- (6) Each parking space shall have access directly to a driveway. Interior circulation of traffic shall be designed so that no driveway providing access to parking spaces shall be used as a through street. Interior traffic circulation shall be designed to ensure safety and access by emergency vehicles.
- D. Safety requirements. The Borough Council, upon recommendation of the Planning Commission and Borough Engineer, shall consider whether safety requirements are warranted to reduce traffic hazards which endanger public safety. The developer shall be responsible for construction of any required islands, acceleration, deceleration or turning lanes and shall bear the cost of installing any required traffic control devices, signs or pavement markings within and adjoining the boundaries of the development site.
- E. Marking. In parking areas which contain five or more spaces, all parking spaces shall be clearly delineated by painted lines or markers. Parking spaces shall be provided with bumper guards or wheel stops, where necessary, for safety or protection to adjacent structures, walkways, roadways or landscaped areas. All vehicular entrances and exits to parking areas shall be clearly marked for all conditions. Short-term visitor parking spaces shall be differentiated from long-term employee spaces by suitable markings. Handicapped parking shall be appropriately marked.
- F. Parking areas serving residential dwellings.
- (1) Parking requirements for single-family, two-family and townhouse dwellings shall be met by providing the required spaces in an enclosed garage or in a paved private driveway or a paved parking pad on the lot. Parking for garden apartments shall be provided in a paved, striped and curbed off-street parking area.
  - (2) Parking pads and driveways serving single-family, two-family and townhouse dwellings may be paved to the property line, when a driveway leading to the parking pad exists along the property line. All other parking pads shall not be paved closer to the property line than three feet.
  - (3) Driveways serving residential dwellings shall have a minimum width of eight feet and a maximum width of 15 feet.
  - (4) Garages in joint ownership, having party walls along common property lines, shall be permitted, provided that each space is served by a paved driveway in separate ownership or an easement or other agreement for a shared driveway is recorded with the deed.
- G. Parking areas serving uses other than residential dwellings. Parking requirements for all uses other than residential dwellings shall be met by providing a paved, striped and curbed off-street parking area.
- H. Driveways serving nonresidential uses.
- (1) Single-lane driveways which provide access to lots and parking areas shall be a minimum of 12 feet wide and a maximum of 15 feet wide; two-lane driveways shall be a minimum of 20 feet wide and a maximum of 24 feet wide.
  - (2) If parking spaces are aligned at less than 90°, driveways shall be restricted to one-way traffic and head-in parking only.

- (3) There shall be at least 15 feet between driveways at the street line and at least five feet between a driveway and a fire hydrant, catch basin or property line. There shall be at least 30 feet between a driveway and the right-of-way line of an intersecting street.
- (4) Adequate sight distance shall be provided, subject to review and approval by the Borough Engineer. Driveways shall not exceed a slope of 10% within 12 feet of the street right-of-way line.

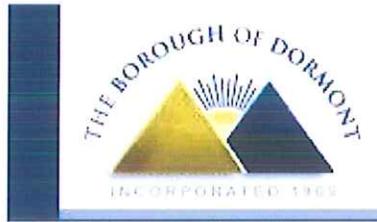
I. Location of parking areas.

- (1) Required parking spaces shall be located on the same lot with the principal use, unless approved as a use by special exception in accordance with the requirements of § 210-62W of this chapter. [Amended 8-2-1999 by Ord. No. 1484]
- (2) No parking area containing more than five parking spaces shall be located closer than 10 feet to any adjoining property line. Parking shall not be permitted in the required front yard in any R residential district. Parking shall be permitted in the required front yard in the C District, provided that the parking shall be located at least five feet from the public street right-of-way line.

J. Screening and landscaping.

- (1) Parking areas containing more than five parking spaces shall be effectively screened by Buffer Area B, as defined by § 210-65B of this chapter, along any property line which adjoins any dwelling in an R-1, R-2 or R-3 District.
- (2) In addition, a planting strip at least five feet wide shall be provided between the edge of the right-of-way and any parking area authorized in any yard which fronts on a street. Planting strips between the right-of-way and the parking area shall be suitably landscaped and maintained in grass, ground cover or other landscaping material not in excess of three feet in height which shall not obstruct visibility for traffic entering or leaving the lot or traveling on the public street.

- K. Surfacing. All parking areas and access drives shall have a paved, concrete, interlocking brick or stone or bituminous surface, graded with positive drainage to dispose of surface water.
- L. Lighting. Any lighting used to illuminate off-street parking areas shall be designed to reflect the light away from the adjoining premises of any residential zoning district or residential use and away from any streets or highways. Lighting units shall be located not more than 80 feet apart and the lighting system shall furnish an average minimum of 2.0 footcandles on the ground adjacent to the light standard pole during hours of operation.
- M. Stormwater management. All paved parking areas shall be designed so that stormwater runoff shall not adversely affect adjacent properties. The method of stormwater management and the design of the proposed facilities shall be subject to the requirements of Chapter 179 of the Code of the Borough, Dormont Borough Stormwater Management Regulations and to review and recommendation by the Borough Engineer.



## MEMORANDUM

**Date:** January 28, 2013

**To:** President, Vice-President, Council and Mayor

**From:** Jeff Naftal, Borough Manager 

**Subject:** Financial Policies and Procedures

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### Background:

Throughout the end of 2012 and during the Fiscal Year 2013 Budget process, I noted to Council numerous instances of areas where the Borough would benefit from having formal policies and procedures related to how we handle financial matters. Chief among the reasons was our audit report which has regularly noted problems with how we handle our finances. Also though was the issue of reserves, our need in the past for Tax Anticipation Notes, how much debt we have incurred, and other issues of daily financial control.

### Discussion:

The Finance and Legal Committee met on December 4, 2012 at which time we discussed these and other issues. Among the directives given to me were to create Financial Policies and Procedures for the Borough. I did that and forwarded a draft to the Finance and Legal Committee for review. We then met again on January 21, 2013 to discuss the draft. That meeting led to some additional revisions and the final product attached to this report.

The Financial Policies and Procedures proposed include a specific purchasing policy which identifies the processes which must be followed in order to purchase goods and services for the Borough. Also included is a policy for dealing with cash to ensure that all cash handled by staff is accounted for. There is also a debt management policy which includes rules for the issuance of debt to ensure that debt is not obtained unnecessarily.

Other policies include one calling for the creation of a capital improvement plan and one identifying the investment policies of the Borough. There is also a policy setting up a Fund Balance Reserve goal of \$1,000,000. This says that the Borough will strive to maintain a balance of \$1,000,000 for emergency situations only and this reserve can only be used after a public meeting and approval of Council. Finally, there is a policy on the receipt of gifts by the Borough that makes it clear what gifts can be accepted and how the gift is to be handled.

If approved, this policy will be placed on the Borough's website and staff will begin immediately following all guidelines. The only exception would be budgetary policies which will be followed starting with the 2014 Budget process. There are no costs to the Borough for following the new Policies and Procedures.

Recommendation:

I recommend that Council approve the Financial Policies and Procedures attached to this report.

JN

Attachment

Cc: Sherri Pruce, Bookkeeper



# Borough of Dormont Financial Policies and Procedures

January 1, 2013

**TABLE OF CONTENTS**

**Introduction**  
Purpose and Goals.....3

**Section 1**  
Accounting, Auditing, and Financial Report Policy .....4

**Section 2**  
Purchasing Policy .....5

**Section 3**  
Cash Receipts, Petty Cash and Returned Check Policy .....8

**Section 4**  
Credit Card Policy .....10

**Section 5**  
Debt Management Policy .....11

**Section 6**  
Capital Program and Budget Policy .....13

**Section 7**  
Investment Policy .....15

**Section 8**  
Trustees of Public Funds Investment Policy .....18

**Section 9**  
Fraud Prevention Policy .....20

**Section 10**  
Fund Balance Reserve Policy .....21

**Section 11**  
Balanced Budget Policy .....22

**Section 12**  
Gift Policy.....23

## **Statement of Purpose**

The financial integrity of our Borough government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our Borough has evolved with a variety of financial policies that can be found in many different sources including: Borough Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document serve as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the Borough, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the Borough. They will promote sound financial management and assist in the Borough's stability, efficiency, and effectiveness.

## **Financial Goals**

The Borough of Dormont's financial goals seek to:

- Ensure the financial integrity of the Borough;
- Manage the financial assets in a sound and prudent manner;
- Improve financial information for decision makers at all levels including:
  - Policy makers, specifically Borough Council as it contemplates actions that may affect the Borough on a long- term basis; and
  - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long term ability to pay all costs necessary to provide the level and quality of service required by the citizens;
- Maintain a spirit of openness and transparency while being fully accountable to the public for the Borough's fiscal activities

## **Section 1: Accounting, Auditing, and Financial Reporting Policy**

**PURPOSE:** The purpose of this Accounting, Auditing and Financial Reporting Policy is to establish and maintain high standards for accounting practices in the Borough of Dormont, thereby enabling residents, the Council, and the Borough Manager to make sound decisions in preparing and adopting the Borough budget and managing Borough finances through:

**ACCOUNTING:** The accounting practices of the Borough will conform to Generally Accepted Accounting Principles for local governments as established by the Governmental Accounting Standards Board. The Borough Manager will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds;

**AUDITING:** Annually the Council will cause the Borough's financial statements to be audited by a qualified, properly licensed independent accounting firm; and

**MONTHLY AND ANNUAL FINANCIAL REPORTING:** The Borough Manager will prepare monthly financial reports for the Council's review and for public dissemination. These reports will consist of:

- **Budget Report** showing revenues collected and appropriations expended for the previous month with the variance from the budget amounts for each line item;
- **Statement of Revenue, Expenditures, and Changes in Fund Balance** showing revenues and expenditures and the difference between the two, the beginning fund balance for the period, the ending fund balance; and
- **Balance Sheet** showing Borough estimated assets less liabilities and fund balance.

The Borough Manager will also prepare an annual financial report. This report will include financial statements for each of the funds of the Borough, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the annual report will include a narrative discussion and appropriate graphics explaining how the Borough's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. This report, together with the most recent independent auditor's report will be reproduced in the Borough's newsletter each year.

## Section 2: Purchasing Policy

**PURPOSE:** The purpose of this Purchasing Policy is to: obtain the highest quality goods and services for the Borough of Dormont at the lowest possible price; exercise financial control and oversight of the purchasing process; clearly define purchasing authority; allow fair and equal opportunity among qualified suppliers; and provide for increased public confidence in the procedures followed in public purchasing.

**PURCHASE AUTHORIZATION:** No purchases over \$1,000 shall be made by any Borough officer or employee without prior approval of the Council. When making any purchase over \$100 not subject to the bid process described below, officers and employees must solicit quotes from at least two vendors unless the Council has approved a sole source vendor. Suppliers will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Borough.

**BID PROCESS:** Pursuant to the Borough Code purchases of \$18,900.00 or more shall be subject to a bid process as required in the State of Pennsylvania Borough Code. Items from \$10,200 to \$18,900 require 3 written quotes. The bid process shall be initiated by the issuance of a Request for Bids, Request for Proposals, Request for Quotations or similar process, prepared by the Borough Manager. Notice of the request for bids shall be made by letters to known providers soliciting bid responses, advertisements posted in a public location within the Borough, and advertisements placed in a newspaper of general circulation in the region.

**BID SPECIFICATIONS:** Bid specifications shall include:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. Any special requirements unique to the purchase.
7. Delivery or completion date.

Once a request for bids has been issued, the bid specifications will be available for inspection at the Borough office.

**BID SUBMISSION:** All bids must be submitted in sealed envelopes, addressed to the Borough in care of the Borough Manager, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

**BID OPENING:** Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Borough Manager or his/her designee. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

**CRITERIA FOR BID SELECTION:** In evaluating bids, the Borough Manager and Council will consider the following criteria:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Borough.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.
8. Nature and size of bidder.
9. Any other factors that the Borough determines are relevant and appropriate in connection with a given project or service.

The Borough reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Borough's interest. Should this be recommended, the Borough Manager will provide a detailed explanation for the Borough Council and the public. The Borough reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure service throughout the term of the contract.

**CHANGE ORDERS:** If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Borough Manager will prepare a change order specifying the scope of the change. Once approved by the Borough Council, the contractor and an authorized agent of the Borough must sign any change order.

## **EXCEPTIONS**

**Sole Source Purchases:** If the Borough Council determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. The Borough Manager will provide a detailed explanation for why the purchase is a sole source purchase.

**Recurring Purchases:** If the total value of a recurring purchase of a good or service is anticipated to exceed \$18,900 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Borough Council votes to initiate a new bid process.

**Emergency Purchases:** The Borough Council may award contracts and make purchases for the purpose of meeting a public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of Borough property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of vital Borough services such as snow removal, police or fire services or even tax collection processes.

**Professional Services:** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, risk management, and insurance services. The Borough Manager after approval by Council shall undertake a formal Request for Proposals process for special projects or for reevaluating existing recurring contracts when it is expected that the cost of professional services will exceed \$18,900.

**State Contracts:** The Borough Council may award contracts and make purchases from any Federal, State or Local purchasing contract without the need for following the formal bid process. These contracts, such as the Federal GSA or local SHACOG contracts have been professionally and formally specified and bid out and the resulting vendors therefore meet the spirit of the purchasing rules for the Borough.

### **Section 3: Cash Receipts, Petty Cash, and Returned Check Policy**

**PURPOSE:** The purpose of this Cash Receipts Policy is to establish proper management practices by Borough employees when their assigned duties require the processing of cash, checks, and other receipts in order to instill public confidence in Borough operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

**AUTHORIZED PERSONNEL:** For internal control purposes, only the following officers, employees, and volunteers are authorized to receive funds on behalf of the Borough of Dormont: Borough Manager, Tax Collector, Mayor, Council members, Clerk Supervisor, Clerk/Receptionists, Recreation Director, Police Clerk, Building Official and Code Enforcement Officer.

**PROPER PAYEE:** All checks, money orders, and credit card payments, regardless of function, must be made payable to the Borough of Dormont. No instruments may be made payable to a Borough officer, employee, volunteer, department, committee, board, or group.

**RECEIPTS:** Persons authorized to receive funds on behalf of the Borough must issue a fully completed collection receipt for any cash received. The original completed receipt must be issued to the person from whom the funds are received. A copy of the receipt must be delivered to the Clerk/Receptionist with the funds. A separate copy of the receipt must be retained by the person authorized to receive funds for audit purposes.

**SAFEGUARDING FUNDS:** Safeguarding funds prior to deposit with the Bookkeeper is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the Bookkeeper in accordance with the section PREPARING AND DEPOSITING FUNDS below.

**PREPARING AND DEPOSITING FUNDS:** Funds collected by authorized persons must be deposited with the Bookkeeper no later than the following business day. Each person depositing funds with the Bookkeeper must submit a report from the Borough's computer software or a spreadsheet or adding machine tape with each deposit. The Bookkeeper will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the Bookkeeper will be issued a receipt or other acknowledgement. An employee of the Police Department will take the deposits to the bank daily and obtain copies of all deposit statements issued by the bank for the Bookkeeper. Each department will receive from the Bookkeeper a monthly list of deposits that have been verified through the bank statement. Any discrepancies shall be reported to the Bookkeeper immediately.

**PETTY CASH:** No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system without consent from the Borough Council and the Borough Manager. The Borough Manager will appoint an officer, employee, or volunteer to be custodian for each petty cash account. A base petty cash amount must be determined by the Borough Manager. A lockable cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only the petty cash custodian and the Bookkeeper will have access to the locked petty cash box and key.

A pre-numbered, two-part receipt will be issued by the custodian or the Bookkeeper for each payment made out of the petty cash fund. This receipt is to be signed by the custodian or Bookkeeper and the officer, employee, or volunteer receiving the petty cash. Payments out of petty cash will be made only when a valid receipt is presented. Should prepayments out of petty cash be necessary, a memo explaining the purpose of the prepayment must be signed by the custodian or Bookkeeper and the officer, employee, or volunteer and placed in the petty cash box or drawer.

At all times, the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount. Under no circumstance will personal funds be used to compensate shortages. All shortages must be brought to the attention of the Bookkeeper immediately upon discovery.

**RETURNED CHECKS:** A check returned by the bank will be recorded in the accounting system against the revenue in which it was originally posted unless the check is replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the Bookkeeper will notify the check writer and inform him or her that his or her check did not clear and advise that there is a \$35.00 return check fee due. Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

## **Section 4: Credit Card Policy**

**PURPOSE:** Credit cards provide a convenient method of obtaining goods and services for the Borough. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Borough business.

**CARD HOLDERS AND LIMITS:** The Borough Council will determine which officers and employees of the Borough will be authorized to use a Borough credit card and will establish appropriate limits for each purchase and the total credit limit for each card. Cards will be issued in the name of the Borough.

**CREDIT CARD USE:** Credit cards issued under this policy may only be used by authorized employees to conduct Borough business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the Borough's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may also be subject to disciplinary action for misuse of a Borough credit card, up to and including termination.

**SECURITY:** Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Borough Manager and the Bookkeeper. They in turn will notify the Credit Card Company or bank if the credit card is lost or stolen.

**DOCUMENTATION:** Each month, with submission of the credit card bill to the Bookkeeper, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order conformation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.

## **Section 5: Debt Management Policy**

**PURPOSE:** The purpose of this Policy is to establish the guidelines for the issuance of debt by the Borough of Dormont. Debt levels and the related annual debt service expenditures are important long-term obligations that must be managed with available short- and long-term resources. This policy also addresses the level of indebtedness that the Borough can reasonably expect to incur without jeopardizing its existing financial position and that meets all State of Pennsylvania requirements.

Adherence to a debt management policy, along with the utilization of other sound and prudent financial practices and the Borough's other financial policies, will assure the lending market that the Borough is well managed and will meet its obligations in a timely manner.

**PLANNING AND PERFORMANCE:** Debt management means adopting and maintaining financial plans for both the issuance and repayment of debt. The determination to issue new debt should normally be made as a part of the adoption of the annual capital budget, which prioritizes capital projects and identifies the various funding sources available for those projects. Planning for the repayment of debt will include analysis of the operating budget to determine if the fund will incur the additional debt service required by the new debt. For example, if the Borough can afford an extra \$10,000 per year without raising taxes but the annual payment of principal and interest will be \$12,000, than the debt should not be incurred.

**USE OF SHORT-TERM AND LONG-TERM DEBT:** Short-term debt shall be limited to borrowing to cover short-term, temporary cash flow shortages within the Borough's fiscal year through the use of tax anticipation or bond anticipation notes. Use of tax anticipation notes will only occur in those instances where there is an inadequate level of cash flow. Bond anticipation notes will be considered when cash is required to initiate a capital project prior to the receipt of bond proceeds. The Borough Council and Borough Manager should manage the Borough's finances so as to avoid the use of short-term debt whenever possible.

When determined to be in the best interest of the Borough by the Borough Council, long-term debt will be issued only for the acquisition, construction, or improvement of land, buildings, infrastructure, and public improvements that cannot be financed from current revenues or other resources. Current year budget appropriations and accumulated reserve funds will be used to minimize the amount of long-term borrowing that is required.

**PURPOSE OF DEBT:** General obligation debt funded by general fund property taxes shall be used for projects that provide a general benefit to Borough residents and that cannot otherwise be self-supporting. Debt incurred for use by an enterprise fund, even if backed by a general obligation pledge of the Borough, shall be self-supporting and repaid solely from the revenues of such fund, unless a general benefit to Borough residents can be clearly demonstrated.

**REPAYMENT OF DEBT:** The Borough Council and Borough Manager will conservatively project the revenue sources that will be utilized to repay any debt, and will analyze the impact on the citizens and businesses of the Borough of both the additional debt service as well as any additional operating expenses resulting from the improvement, to determine if new debt should be issued and to structure the appropriate repayment terms for each debt issue. The maturity of long-term debt shall be kept as short as possible to minimize the overall impact on the taxpayers during the life of the debt. However, the maturity should not be so short that the repayment will create an unreasonable burden. In no event shall the life of the debt exceed the life of the improvement being financed.

**DEBT RATIOS:** The Borough will follow all of the guidelines of the State of Pennsylvania Local Government Unit Debt Act and all other State and Federal Laws with regard to the amounts of debt that are permitted.

## Section 6: Capital Program and Budget Policy

**PURPOSE:** The purpose of this Capital Program and Budget Policy is to establish a capital improvement program (CIP) for the Borough of Dormont. The capital assets of the Borough and their condition are critical to the quality of services provided to the municipality. A CIP is a multi-year financial plan for the construction or acquisition of capital assets. It provides for the planning of future financial resources and financing of projects (including allocations from current operating budgets, funding of capital reserves, or the use of capital debt). A CIP also identifies the future financial resources required to operate and maintain capital assets once they have been acquired. Through a CIP, the Borough can plan future operating budget expenditures, debt repayment requirements, and potential reserve fund needs in order to better manage its long-term financial position.

**CAPITAL IMPROVEMENT PLAN AND BUDGET:** The Borough Council will adopt a five-year CIP for the Borough of Dormont through the annual Budget process. This plan will include the Borough's plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost of those projects, and the proposed method of financing. The Borough Council will review and update the CIP annually.

The CIP will be arranged to indicate order of priority of each capital project and to state for each project the following:

- (1) a description of each proposed project and the estimated total cost of the project;
- (2) the proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation or duly established reserve funds, the amount estimated to be received from the federal or state government, the amount to be financed by impact fees, and the amount to be financed by the issuance of debt obligations (See Section 5 above for details), showing the proposed type or types of obligations, together with the period of probable usefulness for which they are proposed to be issued; and
- (3) an estimate of the effect, if any, upon operating costs of the Borough.

Each year, the Borough Council will develop a capital budget that lists and describes the capital expenditures to be undertaken by the Borough during the coming fiscal year. As resources are available, the capital budget will be incorporated into the current year operating budget.

**CAPITAL EXPENDITURES:** For purposes of the CIP, a capital expenditure is defined as any expenditure for land, land improvements, buildings, building improvements, vehicles, or equipment costing more than \$5,000 and any expenditure for infrastructure (e.g., roads, bridges, water and wastewater distribution and collection systems) costing more than \$25,000.

**RESERVE FUNDS:** In conjunction with the Borough's debt management policy, the Borough Manager shall annually propose funding of reserve funds to accumulate resources to pay for items included in the CIP. The use of such reserve funds should minimize large fluctuations in the tax rate and will reduce the need for incurring additional debt. Other capital improvements

may be funded by bond issue or through the operating budget.

**PRIORITY CRITERIA:** Capital projects and/or capital assets will receive a higher priority if they meet some or most of the following criteria:

1. The project or asset meets a policy goal or fulfills a strategic objective of the Borough Council and its adopted Comprehensive Plan.
2. The project or asset is required under a state or federal mandate, law, or regulation.
3. The project or asset will mitigate or eliminate a known safety hazard.
4. The project or asset will maintain and improve the delivery of public services to the majority of the population.
5. The project or asset will improve the quality of existing infrastructure.
6. State or federal grant funds are available to assist in funding for project.

## Section 7: Investment Policy

**PURPOSE:** Moneys received by the Borough of Dormont may be invested and reinvested by the Borough Manager with the approval of the Borough Council. The purpose of this Investment Policy is to establish the investment objectives, standards of investing prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the proper management and investment of the funds of the Borough of Dormont.

This Policy does not apply to trust funds held by the Borough of Dormont. These trust funds are managed under a separate investment policy for trust assets, adopted by the trustees of public funds. It does not apply to bond fund investments made in accordance with applicable bond debenture requirements.

**OBJECTIVES:** The primary objectives in priority order of investment of the funds of the Borough of shall be safety, liquidity, yield, and local investment:

**Safety:** Safety of principal shall be the foremost objective of Borough funds. Investments will be undertaken so as to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates). Credit risk will be minimized by diversifying the Borough's investment portfolio so that the impact of potential losses from any one type of investment will be minimized. Interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the Borough's investment portfolio.

**Liquidity:** The Borough's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. The portfolio will consist primarily of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds to ensure liquidity for short-term funds.

**Yield:** The investment portfolio will be designed to attain a market rate of return throughout budget and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments will be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

**Local Investment:** Where possible, funds may be invested for the betterment of the local economy. The Borough may accept a proposal from an eligible institution that provides for a reduced rate of interest, provided that such institution documents the use of deposited funds for community development projects. Local investment is of tertiary importance compared to the safety, liquidity, and yield objectives described above.

**POOLING:** Except where prohibited by law, cash and reserve balances from all funds will be consolidated to maximize investment earnings and to increase efficiencies with regard to: investment pricing; safekeeping; and administration. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

**STANDARD OF CARE:** The standard of care to be used by the Borough Manager and Borough Council shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**CONFLICTS OF INTEREST:** The Borough Council and the Borough Manager shall refrain from personal business activity that could conflict with the proper execution and management of the Borough's investments or that could impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Borough conducts business, and further disclose any personal financial or investment positions that could be related to the performance of the Borough's investments. Council members and the Borough Manager shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough.

**INTERNAL CONTROLS:** The Borough Council and Borough Manager will establish a system of internal controls, which shall be documented in writing to prevent the loss of invested funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Borough.

**AUTHORIZED INVESTMENTS AND INSTITUTIONS:** Public deposits shall only be made in qualified public depositories as established by Pennsylvania law. All financial institutions and broker/dealers who desire to become qualified for investment transactions with the Borough must supply the following as appropriate:

1. Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;
2. Proof of National Association of Securities Dealers (NASD) certification;
3. Proof of state registration;
4. Certification of having read and understood and agreeing to comply with the Borough's investment policy; and
5. Evidence of adequate insurance coverage.

The Borough Manager and Borough Council or their designee will conduct an annual review of the financial condition and registration of all qualified financial institutions and broker/dealers used by the Borough.

The following investments will be permitted under this policy:

1. U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
2. U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
3. Certificates of deposit and other evidences of deposit at financial institutions;
4. Bankers acceptances;
5. Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, D-1 or higher) by a nationally recognized rating agency;
6. Investment grade obligations of state and local governments and public authorities;
7. Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
8. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
9. Local government investment pools, either state-administered or developed through joint powers statutes, and other intergovernmental agreement legislation.

**COLLATERALIZATION:** Collateralization using obligations fully guaranteed by the full faith and credit of a Pennsylvania municipality, the State of Pennsylvania, and/or the United States Government will be required on certificates of deposit and repurchase agreements. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral. Collateral will always be held by an independent party, in the Borough's name, with whom the Borough has a current custodial agreement. Evidence of ownership must be supplied to, and retained by, the Borough.

**SAFEKEEPING AND CUSTODY:** All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the Borough Manager as evidenced by safekeeping receipts in the Borough's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

**REPORTING:** The Borough Manager will have a quarterly investment report prepared that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter. The report will include a listing of individual securities held at the end of the reporting period, realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over a one-year duration that are not intended to be held until maturity, average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks, listing of investment by maturity date, and percentage of the total portfolio which each type of investment represents.

## Section 8: Trustees of Public Funds Investment Policy

**PURPOSE:** In accordance with State of Pennsylvania law, funds held by a Borough in trust for any purpose, including pension trust funds, are under the charge and management of the Borough's trustees of public funds.<sup>1</sup> The trustees of public funds have the power to hold, purchase, sell, assign, transfer, and dispose of any of the securities and investments in which any of these funds are invested, as well as the proceeds of such investments.

The purpose of this Investment Policy is to establish the investment objectives, standards of investing prudence, eligible investments and transactions, reporting requirements, and safekeeping and custodial procedures necessary for the proper management and investment of those funds under the management and control of the trustees of public funds.

**OBJECTIVES:** The primary objectives in priority order of investment of the trust funds of the Borough of Dormont shall be safety, liquidity, yield, and local investment:

**Safety:** Safety of principal shall be the foremost objective of Borough trust funds. Investments will be undertaken so as to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates). Credit risk will be minimized by diversifying the investment portfolio so that the impact of potential losses from any one type of investment will be minimized. Interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the investment portfolio.

**Liquidity:** The investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands.

**Yield:** The investment portfolio will be designed to attain a market rate of return throughout budget and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments will be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Yield is of secondary importance compared to safety and liquidity objectives.

**Local Investment:** Where possible, trust funds may be invested for the betterment of the local economy. Local investment is of tertiary importance compared to the safety, liquidity, and yield objectives described above.

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<sup>1</sup> Trustees of the Borough can be the Recreation Board who might handle only hundreds of dollars to the Pension Board which is responsible for millions of dollars.

**STANDARD OF CARE:** The standard of care to be used by the trustees of public funds shall be the prudent investor standard.

**CONFLICTS OF INTEREST:** The trustees of public funds shall refrain from personal business activity that could conflict with the proper execution and management of the Borough's trust investments or that could impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Borough conducts business, and further disclose any personal financial or investment positions that could be related to the performance of the Borough's trust investments. The trustees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough.

**AUTHORIZED INVESTMENTS AND INSTITUTIONS:** In accordance with State of Pennsylvania law, the trustees of public funds are authorized to invest in:

1. Any security, including a revenue obligation, issued, insured, or guaranteed by the United States;
2. Such municipal bonds or other bonds that are rated at the time of the transaction by a nationally recognized statistical rating organization in one of its four highest categories;
3. Repurchase agreements or debt securities of any federally insured financial institution;
4. The shares of an investment company or a unit investment trust that is registered under the federal investment company act of 1940, as amended, if such mutual investment fund has been in operation for at least ten years and has net assets of at least \$500 million; or
5. Deposits in federally insured financial institutions as defined in subdivision 11101(32) of Title 8.

**COLLATERALIZATION:** Collateralization using obligations fully guaranteed by the full faith and credit of a Pennsylvania municipality, the State of Pennsylvania and/or the United States Government will be required on certificates of deposit and repurchase agreements. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral. Collateral will always be held by an independent party, in the Borough's name, with whom the Borough has a current custodial agreement. Evidence of ownership must be supplied to, and retained by, the Borough.

**SAFEKEEPING AND CUSTODY:** All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the trust fund administrator as evidenced by safekeeping receipts in the Borough's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

**REPORTING:** The trustees will prepare a quarterly investment report that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter.

## **Section 9: Fraud Prevention Policy**

**PURPOSE:** The purpose of this policy is to provide a mechanism for employees and officers to bring to the attention of the Borough's auditors any complaints regarding the integrity of the Borough's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Borough's financial statements and reports. Borough employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of Borough financial statements in accordance with this policy.

**REPORTS OF IRREGULARITY:** Any employee who has a complaint regarding the integrity of the Borough's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Borough's financial statements and reports, or who observes any questionable accounting practices, should report such complaint to the Borough's auditors and Borough Manager or Council President.

The report should include a description of the matter or irregularity, the period of time during which the employee observed the matter or irregularity, and any steps that the employee has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor's reaction. The report may include, at the employee's option, the employee's contact information if additional information is needed. However a report shall not be deemed deficient because the employee did not include contact information.

Examples of reportable actions include any indication of fraud, misappropriation of Borough resources, substantial variation in the Borough's financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Borough financial records.

**INVESTIGATION:** Upon receiving such a report, the Borough's auditors in conjunction with the Borough Manager shall investigate the issues identified in the report. The Borough's auditors may consult with the Borough Council, Borough Manager, Bookkeeper, any other Borough employee, legal counsel and independent auditors as a part of their investigation. At the conclusion of the investigation, the Borough's auditors shall prepare a written response to the report, which shall be a public document.

## **Section 10: Fund Balance Reserve Policy**

**PURPOSE:** The Council of the Borough of Dormont believes that sound financial management requires that sufficient funds be maintained by the Borough for unanticipated expenditures and revenue shortfalls during the course of the fiscal year as may be caused by economic downturns, natural disasters, and other unforeseen circumstances. Maintaining such funds will help sustain the stability of the Borough tax rate and reduce the need for short-term borrowing.

**OBJECTIVE:** To establish a reserve fund with a maximum of \$1,000,000 in accordance with State of Pennsylvania law. The Borough's objective is for adequate funds to be set aside in this reserve fund in a planned and consistent manner and that these moneys not be spent for regular Borough expenditures or used to reduce property taxes.

**RESERVE FUND EXPENDITURES:** The reserve fund is established for the purpose of covering unanticipated revenue shortfalls and paying non-recurring and unanticipated general and capital fund expenditures of the Borough. To this end, the Borough Council will only draw on the reserve fund to alleviate unanticipated short-term budgetary issues such as revenue shortfalls or unforeseen expenses. Any expenditure of the reserve fund by the Borough Council for such purposes shall require approval of a majority of Borough Council members after due notice and a public hearing.

**RESERVE FUND APPROPRIATIONS:** Annually, the Borough Council will propose funding of the reserve fund through the Borough budget to maintain the balance at the amount authorized. If expenditures reduce the reserve fund balance below 75% of the maximum amount authorized, the Borough Council will, as part of its approval, adopt a plan to restore the funds to the prescribed level.

## **Section 11: Balanced Budget Policy**

**PURPOSE:** The Council of the Borough of Dormont believes that sound financial management requires that the annual Borough budget be developed and administered in such a way that annual revenue from property taxes and other sources equals or exceeds annual expenses. Adoption and administration of balanced budgets will help maintain the stability of the Borough tax rate and reduce the need for borrowing.

**BUDGET DEVELOPMENT AND APPROVAL:** Each year, the Borough Manager will develop and present to the residents an operating budget that balances annual revenues and annual expenditures for all funds. The Borough Manager will avoid proposing annual budgets that overestimate revenues, defer maintenance or replacement of essential capital assets, roll over short-term debt, or inadequately fund Borough obligations. Upon Borough Council approval of the Borough budget the Borough Council will set the tax rate necessary to raise the specific amounts approved in the Borough budget.

**BUDGET ADMINISTRATION:** The Borough Manager administers the Borough budget through his authority in the State of Pennsylvania Borough Code and Dormont Code of Ordinances. In order to carry out this responsibility effectively, the Borough Manager must have timely and accurate information about the status of the town's finances. To this end, the Borough Manager and Borough Council have adopted a financial reporting policy under which the Borough Manager or his/her designee prepares monthly financial reports for the Borough's budget management purposes (See Section 1 above).

The Borough recognizes that unanticipated expenditures and revenue shortfalls caused by circumstances not foreseen at the time a budget is approved may require transfer of money between or among line items or even deficit spending. The Borough Manager will endeavor to administer the Borough budget to provide services in a manner consistent with the residents' expectations in light of actual circumstances that arise during the fiscal year, and will manage the budget to avoid, to the extent reasonably possible, deficit spending or the need to borrow money to pay current operating expenses.

**LINE ITEM TRANSFERS:** During the fiscal year, all transfers between or among budget line items will require a majority vote of the Borough Council. The vote will state the line items that are subject to transfer, the reason for the transfer, and the reason funds are available for transfer. Transfers will be made consistent with any applicable statute or legal obligations that may encumber or restrict the use of certain funds. At the close of the fiscal year but in no case later than the Council's Business Meeting of ????, the Borough Manager will present a budget closing plan to the Borough Council, making recommendations for transfers between or among line items, and recommending the application of any budget surplus. Approval of the budget closing plan will require a majority vote of the Borough Council. Any annual budget deficit will be addressed in accordance with State of Pennsylvania laws.

## SECTION 12: GIFT POLICY

**PURPOSE:** The Borough of Dormont has the power to receive and dispose of donated property. The Borough Council finds that the orderly and expeditious handling of gifts requires policy guidance from the Borough Council to protect the interests of the Borough as well as donors. This policy detailed below provides for the acceptance, valuation and disposition of gifts.

**ROUTINE OUTRIGHT GIFTS:** These include cash in all its forms (e.g., currency, checks, bank drafts, money orders, electronic fund and wire transfers, ACH debits, credit and debit cards), publicly traded securities (with exceptions listed below) and shares of mutual funds (regulated investment companies). These gifts are routine. In most cases, Borough Council makes no special policy provision for these gifts other than to require high standards of stewardship. Gifts of securities will not be accepted if they fall into one of the following categories. If they:

1. are restricted stock;
2. are assessable or could create a liability for the Borough;
3. cannot be immediately or quickly liquidated (unless approved by the Borough Council);
4. are not assignable; or
5. which on investigation have no apparent value.

Routine outright gifts present few valuation challenges. Fees associated with these gifts (e.g., credit card fees, brokerage commissions) are business expenses of the Borough and do not reduce gift valuations.

It is the policy of the Borough that cash shall be deposited as soon as possible and in accordance with those procedures set forth in Section 3 above). If shares of stock are gifted, any net gains or losses will be applied to the account for the gift designation or purpose. Neither losses nor gains realized on the sale of the stock by the Borough will affect the valuation of a gift of securities or mutual fund shares.

If the monetary gift is greater than \$500.00 and is designated by the giftee for a specific purpose, the Borough Council shall direct the Borough Manager to establish a line item in the proper category in the Borough's Fiscal Year budget so that it is assured that the gift amount is utilized for the purpose intended and to assure appropriate monitoring and auditing of the gift.

**OUTRIGHT GIFTS REQUIRING DUE DILIGENCE:** The section applies to:

1. Gifts of real estate;
2. Gifts of tangible personal property including without limitation art work, coins, boats, motor vehicles, telecommunications equipment, and computer hardware and software.

3. Gifts of intangible personal property including but not limited to non-routine gifts of securities, closely held business interests, royalties and intellectual property.

Council shall consider the acceptance of other non-cash gifts only after due diligence to determine if the property:

1. Meets the readily marketable standard, and
2. Meets the goals and objectives of the Borough and Council, and
3. The Finance Committee shall conduct the due diligence and report findings in writing to the Borough Council. At a minimum, the report of findings shall include the donor's intent; a detailed description of the asset; the purpose of the gift and whether it is to be sold or retained for use; an estimate or appraisal of the gift's fair market value and an assessment of its marketability (Consistent with U. S. tax law, policy requires an appraisal for all non-cash gifts greater than \$5,000.); an estimate of costs of ownership such as storage, security, operations, maintenance and insurance and sources of funds to support these costs and-or an estimate of costs of liquidation and how these costs will be handled (i.e., taken from the proceeds or paid from a separate source); any special arrangements requested by the donor concerning disposition (e.g., price considerations, time duration prior to disposition, potential buyers, etc.); and an assurance that the Finance Committee has disclosed "Donor Responsibilities" and "Disclosures" (see below) to the prospective donor.

Council shall neither appraise nor assign a value to gift property. Valuation is the responsibility of the donor. The gift valuation may be different than the tax deduction value or the financial statement value.

Consistent with the general policy on disposition, Council will typically liquidate non-cash gifts. The donor shall pay costs associated with the appraisal, the preparation of documents conveying title and the delivery of the gift. In the case of real estate, the donor will be asked to pay for an environmental hazard assessment if it is determined that one is necessary. Acknowledgements given for non-cash gifts shall include disclosures emphasizing the donors' responsibility to obtain tax advice.

**RESTRICTIONS ON GIFTS:** Borough Council has the general authority to accept restricted gifts. Gifts characterized by unique, unusual, demanding, or highly detailed restrictions shall be referred to the Finance Committee or other body designated by the Borough Council. No gift shall be accepted which creates a financial or administrative burden, impairs the Borough's ability to define and pursue its mission, requires illegal or unethical acts, hinder governance or administration.

A gift agreement is indicated for a named endowment fund or when a gift goes beyond broad restriction and presents a level of detail that requires documentation for effective administration and stewardship. (A gift designated for a program or facility without further restriction is an example of a broadly restricted gift.) The Borough Manager with the consent of the Borough Council has the authority to negotiate gift agreements, draft sample forms and promulgate procedures for concluding gift agreements. The following guidelines are included to give guidance to these activities:

1. The gift agreement documents clearly and concisely the donor's intent and the roles and responsibilities of the donor in the execution of the intent.
2. If the gift is greater than \$500.00 and is designated by the giftee for a specific purpose, the Borough Council shall direct the Borough Manager to establish a line item in the proper category in the Borough's FY budget so that it is assured that the gift amount is utilized for the purpose intended and to assure appropriate monitoring and auditing of the gift.
3. The gift agreement should preserve the prerogatives of the Borough Council to set investment policies, including endowment spending rules.
4. A gift agreement should contain a "savings" or "escape" clause in the event the restrictions on the gift become obsolete, inappropriate or impracticable and must be changed.
5. Gift agreements should state that Pennsylvania law governs them.

The use of donated funds for a purpose other than that stipulated by the donor or provided for in the "savings" or "escape" clause in the gift agreement is prohibited. If another use is deemed necessary, consent for using the funds in a different manner may be sought from the donor or may be altered in accordance with the terms of the gift agreement. If the use becomes obsolete, inappropriate, or impracticable, court approval may be sought to alter the use. Similarly, for a donor to change the originally stated use of donated funds, Council must first agree to the change.

**CHARITABLE DEDUCTIONS:** Taxpayers claiming charitable contribution deductions for cash, check, or other monetary gifts made in taxable years beginning after August 17, 2006, are subject to the new recordkeeping requirements mandated by the Pension Protection Act of 2006 (PPA). To substantiate a deduction, PPA requires a taxpayer to maintain a bank record or a written communication from the donee showing the name of the donee organization, the date of the contribution, and the amount of the contribution. The Borough may be required to provide the Donor a written acknowledgement of the gift and approximate value of the item consistent with the process set forth in this policy.



## MEMORANDUM

**Date:** January 28, 2013

**To:** President, Vice-President, Council and Mayor

**From:** Jeff Naftal, Borough Manager *jn*

**Subject:** Authorization to Hire Borough Engineer

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### Background:

During the Fiscal Year 2013 Budget process Council authorized me to not continue engineering services with Gateway Engineering and to instead hire an in-house Borough Engineer. Council authorized the position with a salary of \$70,000 per year. I advertised the position and received a dozen well-qualified applications. I reviewed those and narrowed it down to 4 candidates who I interviewed.

### Discussion:

After reviewing all of the resumes submitted for the position, I determined that one applicant, Wayne McVicar, best fits our needs. He has over 25 years of engineering experience in New Jersey, a Bachelor's Degree in Mechanical Engineering, Professional Engineer Licensing in New Jersey and Pennsylvania, and local government engineering experience with Remington, Vernick & Vena since 1993. His background is well suited to the Borough with significant experience in municipalities like ours. His resume and cover letter are attached.

In order to hire Mr. McVicar though we will need to increase the starting salary for the position slightly. All of my top candidates have extensive experience and education and all noted that the stated salary level would be too low and asked whether it could be increased. I was able to work out with Mr. McVicar that he would accept the position for a starting salary of \$72,000 which is \$20,000 lower than my next highest rated candidate would accept.

Based on the above, I am proposing that Council hire Wayne McVicar as Borough Engineer at an annual salary of \$72,000. This is well below what other Borough Engineers in the area get. Green Tree's for example is making over \$90,000 per year. But it will still save the Borough over \$150,000 per year compared to what we were paying Gateway Engineering in 2012. This would not be a union position. The extra \$2,000 can be absorbed with savings in other areas of the budget in 2013.

Recommendation:

I recommend that Council authorize me to hire Mr. Wayne McVicar as Borough Engineer for \$72,000 per year.

JN

Attachments



December 6, 2012

Mr. Jeff Naftal, Borough Manager  
Borough of Dormont  
1444 Hillside Avenue  
Dormont, PA 15216

Dear Mr. Naftal:

I learned about the Borough Engineer position with the Borough of Dormont on Monster.com and the Borough Web site and I am interested in further discussing this career opportunity. As a licensed professional engineer, serving as both a municipal and as a utilities engineer for several municipalities, my academic background, coupled with my relevant work experience, has given me the tools and ability necessary to add value to the referenced position, and the Borough of Dormont. As I am looking to relocate from New Jersey, and I am licensed as a professional engineer in Pennsylvania, the advertised position has significant interest.

*As a municipal engineer I was responsible for all aspects of municipal engineering which I believe mirror the responsibilities of the advertised position. This type of work includes:*

- 1). Preparation of grant/loan applications for project funding, such as the New Jersey Environmental Infrastructure Trust (NJEIT), Community Development Block Grants (CDBG) and the New Jersey Department of Transportation (NJDOT);
- 2). Coordination with various departments needed to design and prepare plans and specifications to be issued for public bid. Design Projects included building additions, garage expansions, public works facilities (potable wells, water treatment plant modifications, pump station modifications, elevated water storage tanks), public building roof replacement, roadway and storm drainage improvements; recreation and park improvements; wind turbines, fuel dispensing facilities; potable water and sanitary sewer system improvements; and groundwater remediation systems;
- 3). Coordination of bid opening, bid award & issuance of notice to proceed; conduction of pre-construction meeting; site observation and project close-out.

I am a Certified Municipal Engineer and therefore have a working knowledge of the operations of local government, particularly a mayor and council form of government.

I have served as the Board Engineer on a number of planning and zoning boards of adjustment and therefore have been in a position to enforce local ordinances in these municipalities.

Attached please find my résumé, which provides full details of my qualifications. As for salary history, please be advised that I have been with the same employer, Remington & Vernick Engineers, for the last 19 years. I started with the firm in August of 1993 at an annual salary of \$50,000 and finished my career on November 30, 2012 at \$117,000.

Please be further advised that I fully understand that my prior salary may not be in line with the offered position, but I also realize that the cost of living in Dormont is substantially less than that in New Jersey and therefore I would expect a salary modification.

Please feel free to contact me at (609) 978-6058 or [mcvicarwr@comcast.net](mailto:mcvicarwr@comcast.net) for any following up purposes. I appreciate your consideration and look forward to further discussing the Borough Engineer opportunity with you.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Wayne R. McVicar". The signature is written in a cursive style with a large, sweeping initial "W".

Wayne R. McVicar, PE

# WAYNE R. McVICAR, P.E., P.P., C.M.E.

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## PROFESSIONAL HIGHLIGHTS

Have worked in the field of engineering for over 25 years, during which time have performed the services of Municipal Engineer, Land Use Board Engineer and Municipal Utilities Authority Engineer.

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## SKILLS

- Coordination of multiple and diverse projects.
  - Excellent problem solving and analytical skills.
  - Able to operate Microsoft office tools such as word, power point and excel.
  - Efficient management and organizational skills.
  - Good communication and writing skills.
  - Open minded and able to work on complex projects.
  - Computer skills: MS Office, Deltek Vision, AutoCAD
- 

**MUNICIPAL ENGINEERING** - Responsible for all aspects of municipal engineering including:

**Capital Improvement Plans** - Preparation Of Grant/Loan Applications For Project Funding (NJEIT, NJDOT, Green Acres, Etc.); Cost Analysis; Roadway Improvements; Storm Drainage Design / Floodway Protection; Recreation And Park Improvements; Design Of Fuel Dispensing Facilities; Wind Turbine Design; Water And Sanitary Sewer Improvements; Groundwater Remediation System Design; Preparation Of Plans, Specifications & Documents For Public Bid; Coordination With Outside Government Agencies; Coordination Of Bid Opening, Bid Award & Issuance Of Notice To Proceed; Conduction Of Pre-Construction Meeting; Site Observation And Project Close-Out.

**Municipality Development Projects** - Preparation Of Concept Sketches, Subdivision And Site Plan Layout Including Lot & Roadway Design; Design Of Storm Drainage Systems, Sanitary Sewer And Water System Improvements; Lighting And Landscape Design; Preparation Of Utility Profiles, Construction Details, Soil Erosion And Traffic Control Plans; Performance Of Earthwork Computations; Implement Quality Assurance & Quality Control Measures; Submission To Local Planning And Zoning Boards, County Planning Boards & State Agencies; Preparation Of Bond Estimates; Attendance At Public Hearings.

**Developer Land Development Projects** - Review And Approval Of Land Development Applications; Resolution Compliance Review And Plat Endorsement; Preparation Of Performance Bond Estimates; Conduction Of Pre-Construction Meeting; Coordination Of Site Observation; Review & Recommend For Reduction And Release Of Performance Guarantees; Respond To Resident Complaints; Review Of Plot Plans And Certificate Of Occupancy Requests Regarding: Buildings, Houses And Pools; And Client Maintenance.

## LAND USE BOARD ENGINEER

Engineering Services for a variety of land use boards which include: Master Planning; Preparation/Review of Township Ordinances; Review of General Development Plans, Site Plans, Subdivisions, Bulk & Use Variances; Attendance at Public Hearings, Resolution Compliance Review and Plat Endorsement.

## MUNICIPAL UTILITY AUTHORITY ENGINEER

Engineering Services for a several Utilities which include: Master Planning For System Expansion; Design of Water System Interconnects Between Municipalities; Water Treatment Plant Rehabilitation; Sanitary Sewer Pump Station & Water Booster Station Rehabilitation; Permitting & Construction of Potable Wells; Water Storage Tank Site Planning, Design & Construction; Water Storage Tank Rehabilitation; Water & Sewer Main Installation & Replacement; Design of Telemetry Systems; Grant Procurement For Capital Expenditures; Preparation of Capital Budgets; Review of Water & Sewer Developer Applications.

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## **CLIENT HISTORY/EXPERIENCE**

### **MUNICIPAL ENGINEERING**

- Township of Ocean, Ocean County
  - Township Engineer - Roadway Reconstruction; Public Works Garage Construction & Building Expansions; Grant Procurement For Capital Expenditures
- Ocean Gate Borough
  - Borough Engineer - Wind Energy System; Drainage Outfall Replacement; Roadway Reconstruction; Boardwalk Replacement; Grant Procurement For Capital Expenditures
- Wrightstown Borough
  - Borough Engineer – Master Planning For Downtown Development; Public Park Construction (Ball Fields, Playgrounds, Lighting, Garage Facilities); Roadway Reconstruction; Grant Procurement For Capital Expenditures
- Brick Township, Ocean County
  - Special Projects Engineer – Roadway Reconstruction; Dam Replacement
- Barnegat Township, Ocean County
  - Assistant to Township Engineer, Special Projects Engineer – Public Park Construction (Public Bathrooms); Roadway Reconstruction; Public Works Facility Building Design & Site Construction; Sanitary Sewer Design
- Berkeley Township, Ocean County
  - Special Projects Engineer – Roadway Reconstruction; Public Works Facility Expansion Design
- Point Pleasant Borough, Ocean County
  - Special Projects Engineer – Roadway Reconstruction; Public Works Facility Expansion Design

### **LAND USE BOARD ENGINEER**

- Brick Township Planning Board
- Township of Ocean Planning and Zoning Board of Adjustment
- Jackson Township Zoning Board of Adjustment
- Barnegat Township Planning Board and Zoning Board of Adjustment, Conflict Engineer
- Little Egg Harbor Zoning Board of Adjustment
- Borough of Wrightstown Zoning Board of Adjustment
- Holmdel Township Planning Board
- Stafford Township Planning Board and Zoning Board of Adjustment,

### **MUNICIPAL AUTHORITY ENGINEER**

- Township of Ocean Department of Utilities - Utility Engineer
- Stafford Township MUA - Assistant to Utility Engineer
- Jackson Township MUA - Assistant to Utility Engineer
- Lacey MUA - Assistant to Utility Engineer
- Plumsted MUA - Utility Engineer
- Brick Township MUA - Special Projects Engineer

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## **WORK HISTORY**

1993 to Present	Remington, Vernick & Vena Engineers
1991 to 1993	Handex of New Jersey
1986 to 1991	Maser, Sosinski and Associates
1981 to 1986	Schlumberger Offshore Well Services

## **EDUCATION**

B.S., Mechanical Engineering, Steven's Institute of Technology  
40-Hour OSHA Training  
Total Quality Management Seminar

## **REGISTRATIONS/CERTIFICATIONS**

Professional Engineer - New Jersey, Pennsylvania  
Certified Municipal Engineer – New Jersey  
Professional Planner, New Jersey  
Underground Storage Tank (UST) Certified for Closure/Installation  
Well Log Interpretation and Analysis Certification



## MEMORANDUM

**Date:** January 24, 2013  
**To:** Vice-President, Council and Mayor  
**From:** Willard McCartney, Council President  
**Subject:** Selection of New Police Chief

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### Background:

At its January 7, 2013 business meeting, Borough Council voted to advertise the position of police chief. This decision was prompted by the imminent retirement of our current police chief. It was also decided in a previous executive session and announced to the public that the search for a new police chief would be limited to internal candidates that met the qualifications for Chief of Police as contained in the job description approved at the January 7, 2013 business meeting. Accordingly, the open position was advertised internally on January 8, 2013. Three candidates submitted detailed resumes for Council's consideration- Sergeant Michael Bisignani, Sergeant James Briglia and Sergeant Ralph Zawischa.

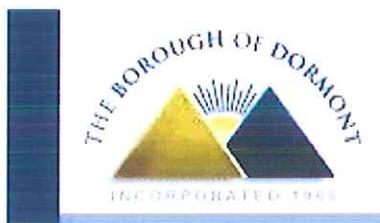
### Discussion:

Interviews of each of the candidates were conducted by Council meeting in executive session on Saturday, January 19, 2013. Council members present included, Ms. Costanzo, Ms. Hodson, Mr. Maggio, Ms. Martino and Mr. McCartney- Mr. Fabus had a work conflict and could not attend and Mr. Barilla was not present. Also in attendance were Borough Manager Jeffery Naftal, Police Chief Ross and Mayor Lloyd. Each interview lasted approximately one hour and consisted of candidate responses to twelve common interview questions.

Following completion of the three interviews, Council discussed the responses to the questions by each of the candidates as well as other qualities and characteristics that Council felt were desirable for a Dormont Police Chief to have. Only Council members participated in these discussions and the final decision. During the discussions, a consensus developed among the Council members that Sergeant Michael Bisignani best fit their requirements for a Police Chief. Once that decision was reached, Council President McCartney and Council Public Safety/Public Service Chairperson Hodson were tasked with informing each of the candidates of Council's decision.

Recommendation:

Council hire Michael Bisignani as the Borough's Police Chief.



## MEMORANDUM

**Date:** January 28, 2013  
**To:** President, Vice-President, Council and Mayor  
**From:** Jeff Naftal, Borough Manager   
**Subject:** Planning Commission Appointment

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### Background:

In January, Laurie Malka announced she would not be seeking to be reappointed to her seat on the Planning Commission therefore making her seat vacant. The term for that seat ends at the end of 2017. Staff advertised for interested parties on our website and received two (2) letters of interest which are attached to this report.

### Discussion:

The two interested residents are from Mr. David Hollick of 1806 Hillsdale Avenue and Mr. Carlos Martinez of 3222 Eastmont Avenue. Each of them has provided you with a letter of interest. I have also included these for your review.

### Recommendation:

Staff recommends that Council select either Mr. Hollick or Mr. Martinez to fill the vacant seat on the Planning Commission.

JN

Attachments

Mr. David M. Hollick  
1806 Hillsdale Ave.  
Dormont, PA 15216  
412-561-5611  
[Dhollick517@gmail.com](mailto:Dhollick517@gmail.com)

Mr. Jeff Naftal  
Dormont Borough Manager  
1444 Hillsdale Ave.  
Dormont, PA 15216

RE: Letter of Interest for Planning Commission Vacancy

Mr. Naftal,

I am writing with regards to being appointed to the vacancy on the Dormont Borough Planning Commission. I would like to join the Planning Commission in order to make our Borough an even better place to work and raise a family. I feel that my education and experience would be an asset to the Planning Commission.

My family and I have only been living in Dormont for the past 13 years. We selected Dormont for it's strengths. A very close proximity to downtown Pittsburgh, excellent schools, walking distance to anything we need, and a lower housing cost compared to our neighboring communities. After 13 years living in our community. I remain convinced we can build on these strengths.

I have B.A. degree in Economics and International Studies from West Virginia University. For the past 15 years, I've been employed by LSI Appraisal LLC, an appraisal management company based in Coraopolis. I have reviewed and read literally thousands of appraisal reports. I've got a good understanding of what impacts market value of homes. I've seen how some decisions in planning have impacted a community positively and negatively.

I feel I have a lot I can offer the board. I want to join the board to increase my involvement in the community. I've been on the elections board and /or Judge of Elections for the 10<sup>th</sup> District for the past 6 years.

Thank you for your time to my request.

David Hollick

December 18, 2012

Mr. Jeff Naftal  
Borough Manager  
Borough Hall  
1444 Hillsdale Ave.  
Dormont, Pa. 15216

Dear Mr. Naftal:

In response to our earlier conversation, I am submitting this letter as a demonstration of my desire to be considered for the vacant post in the Borough's Planning Commission.

For the last twenty-eight (28) years, my wife and I have resided at 3222 Eastmont Ave. During this time, we have raised three wonderful children, all of whom have attended Keystone Oaks school system.

I have remained very concerned with the development of the Borough and wish to add my experience and ideas to its betterment.

Accompanying this letter please find my professional resume. In the last fifteen years, I have directed my own, independent, engineering-consulting practice. I believe that my experience in the development of large capital investment projects, contract administration and construction management would be an asset to the Commission.

Therefore, please accept this letter as a sign of my interest and I will await your decision.

Sincerely,

Carlos Martinez  
3222 Eastmont Ave.  
Dormont, Pa. 15216  
412-523-3289

## **CARLOS MARTINEZ**

3222 Eastmont Ave.  
Pittsburgh, PA 15216  
Phone: (412) 523-3289

Email: [losraz@aol.com](mailto:losraz@aol.com)

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**FedEx Ground**  
**Pittsburgh, Pennsylvania**  
**May 2005 to Present**                      **On Project Basis**

Resident Project Representative: Maintaining project flow, overseeing contract requirements, approving progress payments and ensuring that the work is conducted in accordance to plans and specifications. Since April 2005, I have been involved in the development of commercial distribution facilities and package handling systems throughout the United States.

Project Engineer: Responsible for implementing medium to large capital projects required in support of field operations. Projects included substantial site and building development on existing and new sites. Coordinated and directed construction-contracting process including bid package assembly, contractor solicitation, proposal evaluation, and contract preparation.

**The Environmental Quality Company, Inc.**  
**Wayne, Michigan**  
**May 1997 – 2004**                      **On Project Basis**

Project Development and Management: Coordinated the development and startup of a multimillion dollar hazardous waste disposal and treatment facility in the Province of Buenos Aires, Argentina. Assisted in the acquisition of project financing from international bank sources. Managed disbursements of funds for each phase of project and prepared bid documents. Selected construction contractors and procured equipment. Developed project quality control and assurance program and environmental management system. Coordinated investor interests with the activities of engineers and contractors. Delivered a state of the art facility and operation within budget and schedule.

Business Development: Directed research of airport storm water management systems with emphasis on management of spent de-icing fluids. Conducted research on wastewater markets. Prepared business plans leading to new industrial wastewater service ventures.

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**PREVIOUS PROJECTS & ASSIGNMENTS:**

