

MEMORANDUM

Date: August 21, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *jn*
Subject: Authorization to Hire Recreation Director

Background:

The former Recreation Director resigned earlier this year. Prior to advertising the position, Council authorized making the position full-time and a salary of up to \$39,000 per year. We then advertised the position and received over 90 applications. I reviewed those and narrowed it down to 6 candidates who I interviewed.

Discussion:

After reviewing all of the resumes submitted for the position, I have determined that one applicant, Kristin Hullihen, best fits our needs. She has 6 years of local government experience in Jefferson County and has a Bachelor's Degree in Parks and Recreation Management and a Masters Degree in Geography and Regional Planning. Her planning background will be particularly valuable as we develop the Recreation Element of the Comprehensive Plan. She also has extensive grant writing and special events experience. Her resume is attached.

In order to hire Ms. Hullihen though we will need to increase the starting salary for the position. All of my top 3 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. A quick look at what other SHACOG municipalities are paying their Directors shows that we would be low at \$39,000. Those that have part-time directors pay approximately what we were paying for a part-time director, about \$26,000. Making the position doubles the amount of work and full-time directors make over \$50,000 per year.

Based on the above, I am proposing that Council hire Kristin Hullihen as Recreation Director at an annual salary of \$45,000. This is below what full-time directors get but more than the advertised maximum for the position. This would not be a union position. The total costs for this will need to be budgeted in next year's budget. The costs to make these changes for the remainder of this year are as follows:

There will be 8 pay periods remaining in the current year after Ms. Hullihen's proposed start date of September 10, 2012. The total cost for the remainder of the year will be \$13,850. Funds remaining in the Recreation Director Salary line item in the Recreation Department are \$19,625, almost \$6,000 more than will be needed to cover Ms. Hullihen's salary for the remainder of the year.

Recommendation:

I recommend that Council authorize me to hire Kristin Hullihen as Recreation Director for \$45,000 per year.

JN

Attachments

KRISTIN M HULLIHEN

EXPERIENCE

2006-Present Jefferson County Brookville, PA

Planning Director 2011- Present

Planning and Community Development Coordinator 2006-2011

- Prepare grant applications and administer grant funds to:
 - Department of Conservation for Natural Resources (DCNR), Department of Environmental Protection (DEP), Department of Community and Economic Development (DCED) Economic Development Administration (EDA), Redevelopment Capital Assistance Program (RCAP) and Pennsylvania Historical and Museum Commission (PHMC) for Jefferson County and the 34 municipalities within the County.
- Participate on numerous committees and organizations including:
 - RPO (Rural Planning Organization) – Guides the transportation planning and programming process in a 6 county region. The organization updates and adopts the TIP (Transportation Improvement Program) and the Long Range Transportation Plan and assists PennDOT District Offices in advancing projects.
 - CEDS (Community and Economic Development Strategy) – An advisory group that acts as a forum for discussion of regional economic development issues in the 6 county region.
 - PA Wilds Planning Team – The object of the PA Wilds Initiative is to market the region to tourists while simultaneously helping local communities capitalize on the benefits and deal with the challenges of increased visitation. The planning team serves as a liaison to local communities to share information, identify potential impacts of the initiative, and to undertake activities that will support local economic development efforts.
 - Redbank Valley Trails Association – This group is just getting organized. We will be prioritizing projects along a 40 mile Rail to Trail corridor, and will be applying for grants to construct the projects.
- Provide assistance to the municipalities with writing and administering grants.
- Create maps for businesses and community members for grant applications, flood planes, aerial maps and road maps.

EDUCATION

1998-2004 California University of PA California, PA

- B.A., Parks and Recreation Management, 2002
- M.A., Geography and Regional Planning, 2004

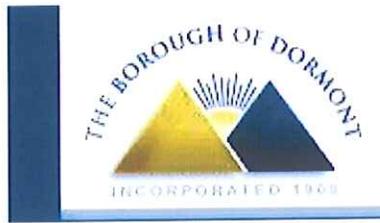
KRISTIN M HULLIHEN

SKILLS AND ABILITIES

- Experience with Microsoft Office Suite
- Experience with ESRI GIS Software (ArcView and ArcInfo)
- Well-developed communication and organizational skills

EDUCATION CERTIFICATES

- | | | |
|------|-------------------------------|-------------|
| 2006 | Penn State Geospatial Program | Ridgway, PA |
|------|-------------------------------|-------------|
- Introduction to ArcView 9.1
 - Intermediate ArcView 9.1



MEMORANDUM

Date: August 21, 2012

To: President, Vice-President, Council and Mayor

From: Jeff Naftal, Borough Manager *gn*

Subject: Authorization to Hire 2 Clerk/Receptionists and Reorganize

Background:

Staffing in the front office at Borough Hall has been constant for at least 15 years with two clerk/receptionist positions. Shortly after I came onboard, one of the two clerk/receptionists, Carol Winter, retired. Her position was then advertised and we received over 200 resumes for the position. Because of the timing of her retirement and the length of time needed to advertise and interview for the position, I asked one of our crossing guards to fill in and help the other clerk/receptionist, Vickie McGurk, with the various duties performed by the two positions.

Discussion:

After reviewing all of the resumes submitted for the position, I interviewed 7 and determined that one applicant, Alyssa Cunningham, best fit our needs. She has 8 years of local government experience in Massachusetts and has experience in some of the back office areas that we need to address because of the auditor's findings. Her resume is attached.

While the review and interview process was proceeding, I had an opportunity to evaluate the crossing guard who was filling in, Jennifer Taylor. She is a local resident with a Bachelor's Degree and many years of customer service experience. In the time she has been here working on a temporary basis, she has shown herself to be a quick learner and she also has back office skills that will benefit the Borough as well as having title search experience that will replace one of the duties that Carol used to perform. Her resume is attached.

Also while the review and interview process was ongoing, I had received and reviewed the 2011 Fiscal Year Audit. As I noted to Council in my report, we were written up for a number of issues but chief among them was a lack of separation of duties with the Bookkeeper. So as I was evaluating the candidates for this position, I was doing so with an eye towards someone who could help facilitate that separation of duties so that our next audit would be better. But I also was evaluating how those extra duties would be incorporated with just 2 positions considering all of the other duties those positions handle. What became apparent to me was that I really needed to add an extra person.

When I looked at how best to do this, I also saw an opportunity to reward Vickie for her years of service and also give her the opportunity to grow and to supervise staff rather than simply being staff. Asking her to become the Clerk Supervisor allows her to handle more of the big picture duties such as human resources and pension administration while providing her an opportunity to share her knowledge with new staff and lead them as a part of the Borough team.

Based on the above, I am proposing the following organizational changes to Council:

1. Hire Alyssa Cunningham as a full-time Clerk/Receptionist at an annual salary of \$22,593.88. This would be a union position.
2. Hire Jennifer Taylor as a full-time Clerk/Receptionist at an annual salary of \$22,593.88. This would be a union position.
3. Promote Vickie McGurk to the newly created position of Clerk Supervisor with a 10% increase in pay, to a new annual salary of \$31,066.59. This would be a non-union position but Vickie would retain the right to be a Clerk/Receptionist should this position be eliminated.

The total costs for this will need to be budgeted in next year's budget. The costs to make these changes for the remainder of this year are as follows:

There are 9 pay periods remaining in the current year. The total cost for the 2 new Clerk/Receptionists would be \$15,642.00 for the remainder of the year. The total cost for Vickie would be \$10,753.83 for the remainder of the year. Therefore the total salary cost to the Borough for the remainder of the year will be \$26,395.83. Funds remaining in the Staff Salaries line item in the Administration Department are \$32,587.20, over \$6,000 more than will be needed to cover these changes.

Operationally, Alyssa and Jennifer will sit at the two desks by the front counter. Vickie will move into the office now occupied by the Bookkeeper. The Bookkeeper will move into an office adjacent to my office. We will then start the process of separating out some duties such as payroll data input, human resources data input, and cash receipts processing.

Recommendation:

I recommend that Council authorize me to hire Alyssa Cunningham and Jennifer Taylor as Clerk/Receptionists for \$22,593.88 per year and to promote Vickie McGurk to Clerk Supervisor and give her a 10% raise and to approve the organizational and operational changes discussed in this report.

JN

Attachments

Alyssa Cunningham

Objective

To obtain a career in a customer/office setting.

Qualifications

Outstanding problem solving skills utilizing most modern research tools
Ability to work both independently and as a highly functional teammate within a group
Excellent data entry and organizational skills

Professional Experience

08/09-05/12 *Switchboard Operator, Plymouth County Commissioner's/Hingham District Court*

- assisting callers on the phone and in person
- aging defendant's, prosecutor's, attorney's and probation officer's
- copy and file CMVI traffic hearings and criminal complaints
- sorting mail and distributing to correct department
- mailing out small claims and civil dockets

11/04-08/09 *Administrative Assistant, Plymouth County Treasurer's*

- Apply parking tickets and bounced checks to parking ticket system
- Balance voucher daily and prepare for deposit
- Clear marked records when parking clerks notify
- Supply certified receipts for person(s) marked at the Registry
- Update any marked records when a violation on a registration is paid
- Assist violators by phone, in person and online
- Prepare Online processing and balance
- Assist in month end to include reports and billing
- Mailing month end reports to different towns
- Assist with payroll including data entry, printing reports and mailing checks, set up direct deposit, maintenance ex. New employees, changes of hourly rate, adding misc line items etc.

05/04-11/04 *Cash Application Auditor, Ocean Spray*

- Apply daily cash deposits
- Investigate unapplied cash
- Print and distribute deduction transmittals
- Balance lock box general ledger
- Maintain lock box corrections
- Assist with monthly archiving
- Scan documents

- Printing and mailing large deduction letters
- Enter bank account information into Sap
- Receiving and sending out daily mail to broker

11/00-05/04 *Control Administrator, Federated Investor Services*

- Reconcile Demand Deposit Account
- Research and resolve any dda open items
- Execute money movements between ddas through Prime Meridian
- Processing of dividends including execution of jobs, verification, approval and distribution
- Backup for nightly pricing
- Provides internal and external customer service
- Maintain department record keeping including archives and microfiche
- Quality check Manual checks before mailing out
- Assist with the documenting of the department procedures
- Ensure timely and accurate data entry

Related Experience

Windows 95, Windows, Nt, Windows Xp
Office 97, Word, Excel, Internet Explorer, Microsoft outlook
Dst system, Feddirect, Finders, Tso, Dfh, mfb, Sap, Edms,
Budgetsense (Unifund), Rmv, Plymouth County ticket system

References

Available upon request

Jennifer L. Taylor

Bel

iet

Objective: I am interested in obtaining an office position that utilizes my exceptional clerical skills.

Experience

School Crossing Guard, Dormont, PA

September 2011-Present

Independent Tax Researcher, Work from home.

January 2009 – September 2010

- Research real estate taxes in 8 states.
- Prepare tax statements for clients.
- Complete spread sheets for clients
- Have day to day contact with all Municipalities of Pennsylvania

Brokers Settlement Services, Pittsburgh, PA.

May 2007- January 2009

Title Agent

- Research real estate taxes for 7 states and prepare tax statements for clients
- Research title problems and solve title issues
- Conduct purchase and refinance closings

Fair/More Mortgage, Pittsburgh, PA.

1999-2005

Owner/Mortgage Broker

- Owned and operated a mortgage company, including all aspects of mortgages 1st, 2nd, LOC, home equity and commercial

Morrison Title Services, Pittsburgh, PA

1994-1999

Pennsylvania State Manager/Licensed Title Underwriter

- Responsible for managing the state of Pennsylvania for a regional title company
- Review and sign off on all title policies
- Close 1st and 2nd mortgages
- Hiring/Firing
- Handle customer complaints
- Marketing and sales
- Overseeing the daily operations of several offices throughout the state

Director of Human Resources

- Responsible for interviewing and hiring employees in 5 states
- Adhering to employment laws of 5 states
- Managing employees' health insurance, 401(k), and payroll
- Attend hearings for employees disputes and unemployment claims

Accounts Receivable

- Invoice all clients and track their payments
- Deposit and process payments

Integra Bank, Mt. Lebanon, PA.

1993

Teller

- Processed customer's banking transactions
- Balance ATM Machines

Express Title Services, Columbus, OH

1991-1992

Appraisal Coordinator/Loan Closer

- Coordinate appraisals on homes between major finance companies and appraisers for real-estate transactions
- Prepare loan sets and close 1st and 2nd mortgages

Billing Manager

- Responsible for all aspects of accounts receivable
- Assisted in Payroll
- Handled customer complaints

Commercial Credit, Irwin, PA

1990-1991

Clerk/Receptionist

- Answer phones
- Prepare deposits
- Input customer payments
- Filing
- Debt collection over the phone

Morrison's 5 & 10, Pittsburgh, PA

Owned and operated a local discount store

1990-1995

Gateway Clipper Fleet, Pittsburgh, PA

1988-1990

Director of Out of Town Cruises

- Schedule cruises for the boats in cities outside of Pittsburgh
- Advertising
- Marketing
- Ticket sales
- Menu Planning
- Handled large groups of people up to 1,000 on a cruise

Sales Consultant

- Sold cruise packages to general public, mostly over the phone

Education

Duquesne University, Pittsburgh, PA *Business Management*

1993

Edinboro University, Edinboro, PA *Elementary Education*

1987-1989

Keystone Oaks High School, Pittsburgh, PA

1987

Currently a Cub Scout and Boy Scout Leader



MEMORANDUM

Date: August 20, 2012

To: President, Vice-President, Council and Mayor

From: Jeff Naftal, Borough Manager 

Subject: #1 Cochran Land Swap – West Liberty Avenue Redevelopment

Background:

In the fall of 2010, #1 Cochran began speaking with the County about the possibility of acquiring property near their Nissan dealership. Their goal was to add an Infiniti dealership at that location. When they finally set their sites on the corner parking lot at West Liberty and Raleigh it was because the County convinced them of the value in consolidating their business on one property rather than spreading it out. They then approached the Port Authority about purchasing the property that owned the land and was leasing it to the Borough. In May of 2011, the Borough purchased the parking lot land from the Port Authority and took out a bond of \$650,000 to pay for the purchase. The Borough still owes \$350,000 on this purchase. Once the land belonged to the Borough, #1 Cochran approached the Borough about acquiring the land.

Over the last year, the discussions with #1 Cochran became public and the local business owners indicated their disapproval of giving up the corner parking lot and its 75 parking spaces. This led #1 Cochran to begin offering a land swap to provide for parking in alternative locations. The current proposal offers to swap the corner parking lot for #1 Cochran's used car lot in the 3200 block of West Liberty as well as the only remaining lot they own on the other side of the street at the corner of West Liberty and Biltmore. In addition to the land swap, #1 Cochran has also supported the development of a Tax Increment Financing (TIF) District which could be used to pay for the new parking lots or towards the construction of a Transit Oriented Development (TOD) where the current train parking and the Borough's other lots are located, adjacent to their Nissan dealership. They are also proposing to guarantee at least \$100,000 into the TIF each year. If the assessed values go higher, than the amount could increase but it would never be less than \$100,000 more than they are currently paying. Finally, they are proposing to engineer and build the Borough's replacement parking lot where the used car lot is now with reimbursement to come from the TIF.

In the meantime, #1 Cochran is moving forward with their plan to renovate the Nissan dealership and received approval for this project from the Borough late last year.

On August 15, 2012, Council held a Public Workshop to hear public comments on the #1 Cochran proposal and the options outlined in the prior versions of this report. Answers to the questions posed by the public at that Workshop have been posted online as of August 20, 2012. E-mailed comments about these options are attached to this report for Council's review.

Discussion:

#1 Cochran is at a point where they need to know what the Borough wishes to do with regards to the potential land swap as they are nearing the start of work on improvements to the Nissan dealership and once that is done would move immediately to begin work on the Infiniti dealership. So they are pushing hard for a decision from the Borough.

Council has asked that I provide my cost/benefit analysis of the proposed land swap and how implementing a TIF impacts that. The information below explains in some detail our options and how they impact the Borough. In addition, I have attached a spreadsheet that graphically shows the positives and negatives and hopefully can give you a quick look at the big picture. I have also attached a map showing the proposed TIF area.

One key item that Council should know about in evaluating my analysis is how a TIF District works and how it would impact the Borough if one is created. All together it takes between 6 and 9 months for creation of a TIF District. Steps in the process include: submittal of an application and proposal; a meeting with the local taxing authorities and the Department of Economic Development to explain the project; Resolutions of Intent from the local taxing authorities; an official TIF Committee formed with representatives from the local taxing authorities; multiple resolutions from the Borough and other taxing authorities as well as the County; a public hearing; a cooperative agreement among the local taxing authorities; and then the issuance of bonds.

Once this process is complete, the TIF works as a funding mechanism for the projects developed through the process. All properties included in the District have their assessed value marked as the starting point for future TIF funding. Any increases in assessed value will generate additional taxes. A portion of those extra taxes, usually 60% to 75% but possibly higher, are then placed into the pool of funds which becomes available to fund the projects outlined during the creation of the District. This continues for 20 years and can provide for significant revenue to fund development projects, infrastructure improvements, streetscapes, and even façade renovations. If for some reason the funds are not used because the projects don't materialize, they are redistributed to the local taxing authorities on a pro rata basis.

My analysis of the options available to the Borough is as follows:

OPTION #1: DO NOTHING:

The first option that the Borough can exercise is to take no action. There would be no land swap or creation of a TIF and the status quo would be maintained. Unfortunately, the status quo appears to provide very few positives for the Borough and a number of significant negatives.

The positives for the Borough are:

1. The existing 75 parking spaces remain and that means that the business owners across the street will not have an issue.
2. A discussion of the aesthetics of the new Infiniti showroom will not need to be entertained because #1 Cochran will not build the showroom without the swap of land.

The negatives for the Borough are:

1. The Borough will lose \$30,000 per year or more in extra taxes or \$100,000 or more in contributions to a TIF because #1 Cochran will not build the Infiniti showroom.
2. The Borough will ultimately need to spend funds to upgrade the corner parking lot. Costs for this can range from \$20,000 by simply adding a kiosk parking meter system to \$150,000 to make major surfacing and landscaping improvements to the lot.
3. The Borough will need to continue to pay off the debt associated with buying the corner parking lot.
4. The Borough will not have any TIF funding to use for street or other improvements or towards the TOD being constructed.
5. Aesthetically it is likely that the appearance of the street will never change or at least take much longer to improve.
6. The development of the TOD will be impacted as about one-third of the West Liberty frontage will not be controlled by the Borough and thus could not be included in the development of the TOD.

OPTION #2: EXECUTE THE LAND SWAP BUT DO NOT IMPLEMENT A TIF:

The second option that the Borough can exercise is to execute the land swap with #1 Cochran as proposed; that is to give them the corner parking lot and take from them the used car lot and the lot on Biltmore, but not to implement a TIF. This option provides more positives for the Borough but it still has a number of negatives associated with it.

The positives for the Borough are:

1. The Borough will see the development of the Infiniti showroom and will gain approximately \$30,000 in extra tax revenue.

2. The Borough will have a brand new parking facility with proper landscaping and a kiosk metering system on the same side of the street as the businesses.
3. The Borough will have consolidated all land between Park and Biltmore for use with the TOD, if that project gets developed.
4. The Borough will be able to provide additional parking on the lots along West Liberty between Park and Biltmore once the #1 Cochran project is completed. This parking can be temporary or permanent if the TOD is not constructed.

The negatives for the Borough are:

1. The Borough will not have any TIF funding to use as an enticement for a developer of the TOD or to enhance the West Liberty business district.
2. The Borough will need to spend funds, from \$150,000 to \$200,000, to create the permanent parking on the used car lots.
3. The Borough will need to spend funds, from \$100,000 to \$200,000, to upgrade the temporary parking on the TOD site once #1 Cochran vacates the land.
4. The Borough will need to continue to pay off the debt associated with buying the corner parking lot.
5. Aesthetically it is likely that the appearance of the street will never change or at least take much longer to improve.
6. The development of the TOD could be impacted as there will be no incentive funds from the TIF to be used to create the parking mandated by the Port Authority. It is highly unlikely that a developer will want to come in without that financial assistance.
7. A discussion of the aesthetics of the new Infiniti showroom will need to be entertained because #1 Cochran will now build the showroom and some in the Borough want the design to fit with the current character of the community.
8. The Borough will lose approximately 30-35 parking spaces for about a year until the West Liberty frontage lots of the TOD is developed as temporary parking. If the lots are not made into temporary parking, it could be 3 to 5 years, if at all, before the TOD is constructed. The Borough could attempt to find other alternatives for the lost spaces such as a shuttle bus or valet parking.

OPTION #3: EXECUTE THE LAND SWAP AND IMPLEMENT A TIF:

The third option that the Borough can exercise is to execute the land swap with #1 Cochran as proposed; that is to give them the corner parking lot and take from them the used car lot and the lot on Biltmore, and to implement a TIF. This option provides the most positives for the Borough but it still has some negatives associated with it.

The positives for the Borough are:

1. The Borough will see the development of the Infiniti showroom and will have guaranteed \$100,000 or more in extra tax revenue that will go directly into the

- TIF for use as an incentive for the TOD, streetscape, or other infrastructure projects along the West Liberty corridor.
2. Because of the funding into the TIF, it is very likely that the business district will be enhanced with streetscape, landscaping, infrastructure improvements and more over the 20 year life of the TIF District.
 3. The Borough will have a brand new parking facility with proper landscaping and a kiosk metering system on the same side of the street as the businesses. The project will be completed by #1 Cochran while they are renovating their Nissan dealership with proceeds to come from the TIF.
 4. The Borough will have consolidated all land between Park and Biltmore for use with the TOD, if that project gets developed. Having the TIF makes the project much more likely to get developed.
 5. The Borough will be able to provide additional parking on the lots along West Liberty between Park and Biltmore once the #1 Cochran project is completed. This parking can be temporary or permanent if the TOD is not constructed.
 6. If the TOD is constructed and Borough decides to sell the used car lots, any development of those lots will also contribute taxes to the TIF.
 7. Even if the proposed TIF District only includes the Cochran properties, the TOD properties, and the used car lots across the street, TIF funds can be utilized to improve both sides of the street as an integral part of improving the area.

The negatives for the Borough are:

1. The Borough will need to spend funds, from \$100,000 to \$200,000, to upgrade the temporary parking on the TOD site once #1 Cochran vacates the land.
2. The Borough will need to continue to pay off the debt associated with buying the corner parking lot.
3. A discussion of the aesthetics of the new Infiniti showroom will need to be entertained because #1 Cochran will now build the showroom and some in the Borough want the design to fit with the current character of the community.
4. The Borough will lose approximately 30-35 parking spaces for about a year until the West Liberty frontage lots of the TOD is developed as temporary parking. If the lots are not made into temporary parking, it could be 3 to 5 years, if at all, before the TOD is constructed. The Borough could attempt to find other alternatives for the lost spaces such as a shuttle bus or valet parking.
5. If for some reason the TIF is not approved by either the County or the School District, then all of the positives and negatives of Option #2 would apply.

If Council were to select either Option #2 or Option #3, I would immediately schedule a comprehensive parking study of the corner parking lot to determine how many extra parking spaces are needed and what days of the week and times of day they are needed. I would then prepare a report outlining various options to address the shortage of parking on a temporary or permanent basis.

Recommendation:

In my opinion, the Option that provides the most value to the Borough is Option #3. That being said, it will also cause some heartache for business owners on West Liberty because of the loss of parking spaces on a temporary basis and it will add some risk to the Borough that the TIF does not get approved by the County or the School District. But weighing those risks against the long-term rewards of street improvements and a TOD, it is my view that the benefits of Option #3 make this the best choice for the Borough.

JN

Attachments

Jeffrey Naftal

From: Mori, Edward H (edward.mori@bnymellon.com)
Sent: Thursday, August 16, 2012 7:13 AM
To: Jeffrey Naftal
Subject: #1 Cochran Proposals

Jeff,

I've been a Dormont resident for over 30 years and parking in Dormont has always been an issue. In my opinion, any option that reduces the number of public parking spots should not be considered. The merchants in Dormont will suffer if this happens.

Edward H Mori
Resident

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Jeffrey Naftal

From: Tom Davis (~~tdavis@voelkel.com~~)
Sent: Thursday, August 16, 2012 10:54 AM
To: Jeffrey Naftal

Subject: West Liberty parking lot issue.

The loss of this parking lot will have a negative effect on businesses on West Liberty...plain and simple.

I don't understand why anyone would approve of this.

It does not appear as if Cochran has the interest of Dormont in mind. As far as others, I don't know what their interests may be.

With respect,

Tom Davis
2837 Voelkel Ave

Thanks for listening.

Jeffrey Naftal

From: Jamie Keaney [mailto:jamie.keaney@gmail.com]

Sent: Friday, August 17, 2012 1:25 PM

To: Jeffrey Naftal

Subject: Concerning Cochran Development Plans

Hi Jeff: I wanted to write to express my disinterest in having Cochran expand their business on West Liberty Avenue. The parking situation in Dormont is difficult already, and although there are concessions being made via land swaps, I can say that if it were cold, raining or snowing that I wouldn't personally walk with my wife and young son from the proposed "new" lots all the way down to businesses. It is very convenient to be able to park right across the street and use the nearby crosswalk to access the 20+ businesses. It seems that we're making 1 business (Cochran) the priority over 20 other small, fragile businesses that currently exist there. I believe Dormont, over time, will have the funds to build their own parking locations or improve existing ones. Dormont will probably have the funds, in time, to beautify the area. Main Street Program is supposed to be gathering funds to do just that, and perhaps Allegheny Together can donate. Or, you personally can seek grants.

I'd prefer not having Cochran expanding. They do a fine business already. The properties they bought from us that were intended to bring tens of thousands in tax were reduced to less than \$5K, so I am told. That's shady, and disingenuous of them.

If you could at the next meeting, I encourage you to notify Council of the number of "support" emails you received, versus the number of emails that do not support this.

Thanks,

Jamie
412-512-1256

Jeffrey Naftal

From: MARY PERNATOZZI [REDACTED]
Sent: Friday, August 17, 2012 2:59 PM
To: Jeffrey Naftal
Subject: Dormont Parking south hills beauty academy
Attachments: Key Points to keep parking on corner of McFarland and West Liberty Ave.docx

Hello Jeff,

It was a Pleasure to meet you at the meeting. I am just wondering though, how you got to be the lucky one to take on the burden of answering to the comments. Well I hope that you are the one that listens to reason. I have attached for your review a few key points as to why it is important to keep the existing parking.

South Hills Beauty Academy is family owned and operated. We have been located in Dormont since 1969. We Employ 10 instructors and three office personal. We donate to a local church to provide parking for the staff and believe me it took years of pleading to the church to give me those few spaces. But it helps to keep as much parking open for all the businesses who need it.

Parking has always been an issue in Dormont. It is hard enough to tell perspective students that parking is limited and costly. Parking is vital to our business it can be the denominator weather a student enrolls or not. Otherwise they will attend schools that are located in the malls where parking is a non issue. We are currently getting into our busy time for enrollment. I can tell you that the threat of the parking being sold or swapped makes my heart sink when the perspective student ask me if we have parking. This is a real hard thing for us to deal with right now. I can think of a much better way to exhaust my energy. Most of Our students commute, and as far away as west virginia. We are bringing new people in to dormont every month. Each student commutes to dormont for at least one year or more depending on his or her program. We have open enrollment monthly and this is on going. Our students patronize all of the businesses throughout dormont including businesses on potomac avenue.

We also have a student clinic that is open to the public where the students practice their skills. We have steady clients who patronize our clinic Every day who also rely on the parking across the street. Without the Clients our students would loose out on the important hands on education that the clients provides to us. Without the parking we will loose the clients.

We the business and property owners have invested in Dormont. Now Dormont should want to invest in us by doing all that it can to preserve the current parking. This highly visible parking lot across the street is a welcoming asset as people drive into dormont. Why when Dormont is known for its parking issue would you give that up? At the meeting Council stated that the parking lot is never full. First of all that is not true given the times of the day. if it is true then this is a great thing because there is nothing more important and inviting then an open parking space for a customers to park, pay, and patronize the businesses. isn't that what we all want? this parking is why they will come shopping in dormont and that is why were still here.

It is known that previous and some current dormont council, set the stage for Cochran to take over the parking lot in addition to the buildings that cochran bought and tore down. But why dormont council would disregard the consequence to its existing businesses when they loose this parking is beond me. We the businesses believe that this council should want to do the right thing. Preserve its current buildings, Landmarks and parking lots. Once

you take them away you can never get them back. This is what a borough council is supposed to do. Please do not swap or sell the parking lot. Perhaps this council could find other way to have developers look at how the dormont land could be developed without the assistance of Cochran. Why put all of your eggs in one basket? There are many organizations' out there who would help dormont to develop. all it takes is a council with drive look at brookline.

It was also stated at the meeting by council that someone will get hurt by the decisions that are made by dormont. I think it will be Dormont. I don't think that seven people on a council should have that type of authority . I understand that dormont just wants the land developed on the other corner however, there are peoples livelihoods at steak here. I as well as the other businesses have attended the meetings for the past six months. Nothing we have addresses or expressed with the council was open for discussion. We are simply being strung along, paused until council exhaust all efforts to try to convince us that the development with Cochran is a good thing. Well We Disagree. We are pleading to the council to not swap or sell the parking. Lets find other ways to make the Dormont businesses community better without someone getting hurt. Please undo the mistakes of the previous council don't sell us out.

Sorry for the long email but it is not even half of what should be said about this situation. Thank you for listening. I will await your response.

Sincerely,

Mary Pernatozzi
President
South Hills Beauty Academy
412-561-3381

Key Points: Why the parking lot on the corner of Washington and McFarland road is vital to our survival as a business community.

- Parking in Dormont is already limited for the current business and their customers that depend on the parking. In fact, we could all make use of additional parking in the area.
- The current parking lot is **Highly Visible**, it is **Easily Accessible**, and a sure **Welcoming sight to the consumers** who are visiting and patronizing the Dormont Businesses.
- The current **Parking lot location is in close proximity to all of the businesses** who depend on it. It is convenient for their customers who need convenient, accessible parking. It is important to keep a **Fair Balance** of parking that supports all of the businesses on West Liberty Avenue. The current parking lot is situated to ensure just that!
- Unlike Potomac Avenue, the majority of the people who solicit the businesses on the upper half of West Liberty Avenue toward Mt Lebanon, drive to get to their destinations. It is not a walking community!!
- Since Cochran located in Dormont, the business community on the upper half of West Liberty Avenue already **lost two buildings** that were demolished to make room for car lots. Had these buildings remained, the potential for New businesses and tax generation could have been a possibility.

- Taking away our parking is unfair to the new and current business who have already invested in Dormont before learning about the parking situation. The security of having a visible and convenient parking lot played a significant role in the decision to locate here in Dormont.
- Several buildings are going up for sale in this business community. The potential to **attract new business** that may rent or own these properties **will be harder** due to the parking issues. We cannot attract new business if there is not enough parking to support both old and new.

On Behalf of the current Business community, we feel that Dormont should re-evaluate the parking situation. We have confirmed that changing the parking situation would negatively affect our potential to continue to do business and grow as a business community thus affecting our future success here in Dormont. To be fair to the business community, perhaps Cochran should re-evaluate his plan and utilize his current property for his new development.

Sincerely,

The Business Community

Jeffrey Naftal

From: Losraz [REDACTED]
Sent: Friday, August 17, 2012 5:20 PM
To: Jeffrey Naftal
Subject: From a caring member of the community

Dear Mr. Naftal:

First of all, my wife and I would like to welcome you and yours to our community.

My name is Carlos Martinez.

We have lived on Eastmont Ave for nearly 30 years.

Over these many years, we have seen a lot occur in the Borough.

Some good and some items that have not added to our living condition.

We have raised three wonderful daughters in this community and its school system.

One of them, actually sat as non-voting member of council.

I share these facts with you to demonstrate our love for the community and our desire to see grow.

In light of this, I plead with you to carefully think over what concessions we give to the auto dealers.

I recognize the allure that a few extra dollars can have on a community under fiscal pressure.

But do we want West Liberty Ave become a giant car parking lot and an unending auto sales market.

I ask you where will our identity reside?

My home sits on top of the "bowl". There was a time one could hear the church bells and, at night, see the deem lights of traffic flowing across West Liberty but none of it interfered with the night sky.

Today, the same dealerships that want to "develop" our community are obliterating that serene environment.

One last point and I will complete this communication.

Why does the Boro permit the utility companies to rape our streets.

I have documented countless examples where the Boro, using taxpayer funds, have reconstructed and improved our streets and a few months later, an utility will come along tear up the street and not restore it to the condition that was at the time they started?

Isn't time to reconsider utilizing a better inspection engineer than what we contract?

Thank you so much for considering these words.

respectfully,

Carlos Martinez
3222 eastmont Ave.
Dormant, Pa. 15216
412-523-3289

8/20/2012



MEMORANDUM

Date: August 20, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager
Subject: Usage of New Parking Lot at West Liberty and Hillsdale Avenues

Background:

This month saw the completion of the new parking lot at West Liberty and Hillsdale Avenues. This parking lot was built in conjunction with the creation of a passive park at the same location. Council has asked me to provide alternatives for the use of the parking lot which has 12 spaces plus 1 handicapped space.

Discussion:

Staff has evaluated the potential uses of this parking lot given the number of spaces, its location, and that it currently is being used mainly by residents who park there overnight.

The location of this lot is not on West Liberty but set back from it. This means that while it could be used as parking for the nearby businesses, it is not ideal for that purpose. On the other hand it is very convenient for the residents who live on Hillsdale and the surrounding streets. We regularly receive complaints from residents who have permit parking that there are insufficient spaces on the streets for them to park. Some of that is because of overflow from Borough Hall parking but some of that is simply because of the number of residents who have parking permits and live in the area. It is also about a block downhill from Borough Hall which makes it difficult for some of our senior residents to use as parking when they come here.

We have come up with the following possibilities:

1. Use the lot for general parking by adding meters.
2. Use the lot for commercial permit parking.
3. Use the lot for residential permit parking.
4. Use the lot for Borough employee parking.

OPTION #1:

This option has the advantage of bringing in additional revenue to the Borough because the public would need to pay into the meters to park there. And this option provides additional parking for businesses in the area. But it has the costs of purchasing additional meters and enforcement. Enforcement in this option entails signage and regular checks to ensure that the meters are being fed. There is also ongoing annual maintenance of the meters. Enforcement is currently sporadic at night so it is likely that revenue would be limited. It also would prevent the current use of overnight parking by residents unless they wanted to take a chance that the meters would not be enforced.

OPTION #2:

This option has the advantage of bringing in additional revenue to the Borough through the sale of commercial parking permits. And this option provides additional parking for local businesses. But it has the cost of enforcement and would prevent the current use by local residents who would not have the required commercial permit. Enforcement in this option is signage and a police presence to ensure that only permitted cars are utilizing the lot.

OPTION #3:

This option has the advantage of potentially bringing in additional revenue to the Borough because it is possible that there are residents who have not purchased parking permits because they did not know where they would park. And this option facilitates the use of the lot by residents who as noted above, are already using the lot and have complained about the lack of on-street parking. But it has the cost of enforcement and it does not provide any additional parking for the businesses in the area. Enforcement in this option is signage and a police presence to ensure that only permitted cars are utilizing the lot.

OPTION #4:

This option has the advantage of freeing up some parking spaces in the Borough Hall parking lot. But only occasionally does there seem to be times when the public has no place to park. And, it is likely that the Laborer's Union, Police Union and Fire Union would all file grievances if their members were made to park in the new lot. The Laborer's Union would be because the Bookkeeper carries money with her to make deposits. The Police and Fire Unions would be because their cars might be the target of vandalism parked away from where they work. The only other employees work too far away for the parking lot to be a viable alternative. Costs for this option would include signage and police enforcement of the employee only parking rule, at least during working hours.

All costs for any of the above options can come from existing unexpended funds in the Public Works Department or in the case of Option #1, from the Metered Parking Department.

Recommendation:

Because of the ability to alleviate a current parking problem involving residents with parking permits and because the only costs involved would be for minimal signage and police enforcement, I recommend that Council choose Option #3 and make the new parking lot for residential permit parking only.

JN



MEMORANDUM

Date: August 17, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *jn*
Subject: Historical Society Signage

Background:

I received a letter from Ms. Muriel Moreland, the President of the Dormont Historical Society. Ms. Moreland is requesting on behalf of the Society that the Council erect a bulletin sign at the corner of Hillsdale and Espy Avenues so that the Society's location will be more visible to the public. Following Council discussion at the August Business Meeting, I was directed to bring back for action a bulletin board sign for the Historical Society.

Discussion:

The Borough Hall and Historical Society are located in the R-2 Residential Zoning District. The Zoning Code allows for bulletin board signs as follows:

- A. Bulletin sign. One bulletin sign which is nonilluminated or indirectly or internally illuminated and which does not exceed 24 square feet in surface area shall be permitted in connection with any church, school, library or similar public or semipublic building..

Therefore, the Code does allow for a bulletin board sign.

Should Council choose to authorize a Bulletin Board sign for the Historical Society, the following issues would need to be considered:

1. The sign would not be illuminated as there is no power to that corner.
2. Who would be putting the messages on the sign?
3. What messages would be permitted on the sign?
4. Will the sign only mention the Historical Society or should it also mention Borough Hall?

In researching the prices for such signs, they vary greatly depending on the types of materials to be used, whether it is a monument sign or standing on legs and the amount of graphics. The least expensive type of sign is a cabinet sign on legs for about \$2,500. The least expensive monument sign costs about \$4,000.

Funding for this project would be available in a number of ways. There is currently \$13,709.30 available in the Major Purchases line item in the Government Building department. There is also \$5000 available for Minor Purchases in the same department. Finally, there is \$70,280 currently available in the Contingency line item.

Recommendation:

I recommend that the Council authorize staff to get proposals for a bulletin board sign to be placed at the corner of Hillsdale Avenue and Espy Avenue and bring these back to Council for a recommendation and approval of the purchase.

Regarding the questions noted above I also recommend that Council make the sign a joint Borough Hall and Historical Society sign and that messages be placed on the sign by parks staff as is done with our current sign at the park and that the messages be the same as on that sign except that Historical Society events also be advertised.

JN

Cc: Ms. Muriel R. Moreland, President, Dormont Historical Society
Mr. Pat Kelly, Building Official



MEMORANDUM

Date: August 17, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *jn*
Subject: Traffic Calming Policy

Background:

At the July 2, 2012 Business Meeting, Council authorized expenditures to implement a traffic calming solution adjacent to Dormont Park as recommended by the Traffic and Parking Planning Commission. While that is being implemented, I began thinking about how the Borough will address future requests for traffic calming should the Dormont Park site be successful. The result was a draft Traffic Calming Policy presented to Council on August 6, 2012 for consideration. At that meeting Council directed me to move forward with the adoption of the policy including bringing it to the Traffic and Parking Planning Commission for their review.

Discussion:

PennDOT recommends and most municipalities that implement traffic calming have a traffic calming policy in place. This ensures that everyone requesting traffic calming is treated equally, that the public has ample opportunity to participate in the decision of whether to have or not to have traffic calming, and that there is an objective standard justifying the traffic calming.

The attached policy was created based on PennDOT standards and reviewed by the traffic engineer who reviewed the Dormont Park plan. It provides for a complete process from request to implementation. Highlights of the policy are: that traffic calming requires the affected area to have 70% of its residents in favor of implementing some form of traffic calming; a ranking system developed by PennDOT that allows for an objective determination of the need for the project; and, approval by both the Traffic and Parking Planning Commission as well as a Resolution by the Borough Council.

PennDOT strongly recommends that the public show initial approval at the 70% level and that they be involved at every step of the process. This policy does that by including public meetings with the Borough Engineer to develop the plan and then public meetings before the Traffic and Parking Planning Commission and the Borough Council.

I have left funding of any project at the discretion of the Borough. In some areas of the country, costs are solely borne by the neighborhood. Locally, the costs are mainly borne by the municipality. In our case, we do have funds available in the Highway Aid fund that could be used for traffic calming as appropriate.

At their August 14th meeting, the Traffic and Parking Planning Commission unanimously recommended the adoption of the draft Policy to the Borough Council.

Recommendation:

I recommend that Council adopt Resolution #18-2012 and implement a Traffic Calming Policy for the Borough.

JN

Attachment

Cc: Phil Ross, Police Chief



BOROUGH OF DORMONT

RESOLUTION NO. 18-2012

A RESOLUTION OF THE BOROUGH OF DORMONT, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, IMPLEMENTING A TRAFFIC CALMING POLICY FOR THE BOROUGH.

WHEREAS, the Borough of Dormont has approved traffic calming measures on Dormont Avenue adjacent to Dormont Park; and

WHEREAS, residents seeing these traffic calming measures may be desirous of having such measures on their street; and

WHEREAS, it is in the best interests of the residents of the Borough to fairly evaluate each request for traffic calming; and

WHEREAS, to fairly evaluate requests for traffic calming a process should be identified, advertised and followed by the Borough; and

WHEREAS, the safety of the Borough's residents will be enhanced by implementing traffic calming on some streets; and

NOW, THEREFORE, BE IT RESOLVED that we, the elected officials of the Borough of Dormont, do hereby adopt the attached "Traffic Calming Policy" for the Borough effective immediately.

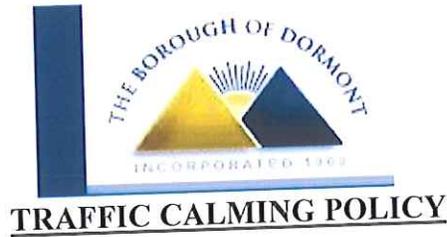
ADOPTED this 27th day of August, 2012.

ATTEST:

BOROUGH OF DORMONT

Jeffrey Naftal, Borough Manager

Willard McCartney, President of Council



STEP 1 – SUBMITTAL OF REQUEST FOR STUDY

- A. If a resident believes that there is a speeding problem or other safety issue on a residential street that can be addressed by using traffic calming measures, the first step is to report the problem to the Borough Manager. Traffic calming measures are those measures identified in the PennDOT manual; Pennsylvania’s Traffic Calming Handbook and can include speed tables or humps, signage, striping, roundabouts, or other methods.
- B. The Borough Manager, or his designee, will determine if the street in question is eligible for traffic calming. Streets that are not eligible are those that are commercial roads, privately maintained, or those maintained by another agency such as PennDOT.
- C. If the street is eligible, the Borough will then conduct a neighborhood survey to ensure that traffic calming is wanted on the street. All residents and/or businesses affected by the proposed traffic calming will be surveyed. At least 70% of the surveys must support the traffic calming for the process to proceed.
- D. If the survey shows approval for the project, the Borough Manager, or his designee, will place on the street a traffic data collection device to determine the number and the speeds of cars traveling on the street. This data, in conjunction with the information below, will be used by the Borough to assign a ranking for the project based on the following PennDOT criteria:

CRITERIA	POINTS	BASIS FOR POINTS
Speed	0 to 30	Extent by which 85 percentile speeds exceed posted speed limit; 2 points for every 1 mph
Volume	0 to 25	Average daily traffic volumes; 1 point for every 120 vehicles
Crashes	0 to 10	1 point for every crash reported within the last 3 years
Elementary or Middle Schools	0 to 10	5 points assigned for each school crossing on the project street
Pedestrian Generators	0 to 15	5 points assigned for each public facility or commercial use that generates a significant number of pedestrians
Pedestrian Facility	0 to 10	5 points assigned if there is no continuous sidewalk on one side of the street; 10 points if missing on both sides
Total Points Possible	100	

- E. If the ranking achieves a score of 60 or better, then the project can proceed.

STEP 2 – TRAFFIC CALMING PLAN DEVELOPMENT

- A. Once a project has been approved to proceed, the Borough's Engineer will be provided information on the street and the data collected and asked to come up with potential traffic calming measures.
- B. Once the Borough Engineer has their report ready, they will meet with all interested residents or other members of the public to discuss the project and what can and cannot be done in terms of traffic calming.
- C. Meetings will take place until the neighborhood and Borough Engineer are agreed on the proper traffic calming methods for the project.
- D. Estimated costs for the agreed upon plan will be provided by the Borough Engineer.

STEP 3 – APPROVAL PROCESS

- A. Following agreement on a traffic calming plan, the plan will be presented at the next regularly scheduled public meeting of the Traffic and Parking Planning Commission.
- B. The Traffic and Parking Planning Commission will vote whether to recommend to the Borough Council one of the following options:
 - 1. Authorize the traffic calming, the Borough to pay the costs.
 - 2. Authorize the traffic calming, the neighborhood to pay the costs.
 - 3. Not to authorize the traffic calming.

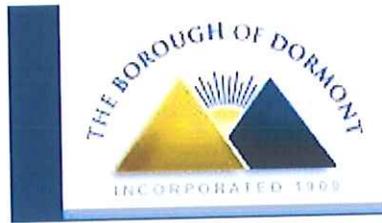
Option 2 above would be used if the expense of providing the traffic calming exceeds the value to the Borough as determined by the Traffic and Parking Planning Commission. The neighborhood would be required to pay any fees prior to approval by the Council.

- C. Following the recommendation of the Traffic and Parking Planning Commission, the item will be brought before the Borough Council at their next regularly scheduled Business Meeting. If Council approves the traffic calming, they shall do so by Resolution.

STEP 4 – IMPLEMENTATION

- A. If the Borough Council approves the project, the Borough Manager and the Borough Engineer will begin implementation by ordering materials and scheduling work crews.

- B. Once implemented, the Borough will undertake studies after 3 months and 6 months to determine the impact of the improvements, either positive or negative. If negative, the traffic calming plan will be reevaluated.



MEMORANDUM

Date: August 17, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *gn*
Subject: FY 2011 Audit Changes

Background:

The Borough received the FY 2011 Audit from its accounting firm, Maher Duessel, this week. I have reviewed the Audit and discovered a number of issues that I feel should be addressed by Council including the form of the Audit as well as various internal control issues. On August 6, 2012, I discussed these issues with Council and it was requested that I bring back the matter of changing the Audit format for FY 2012. My discussion from last month follows below.

Discussion:

When I read the Audit, my first impression was that it was incomplete. It did not look like any Audit I had ever seen in government. But when I contacted the auditor, she informed me that Pennsylvania allows for what amounts to a short-form Audit using a standard form developed by the State's Department of Community and Economic Development (DCED).

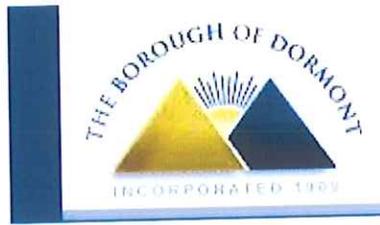
On December 29, 2010, the Borough entered into an agreement with Maher Duessel for annual auditing services. Instead of using the audit form recommended by the Governmental Accounting Standards Board (GASB), the former Manager asked Maher Duessel to only do the short form required by the State. He did this to save money. According to Maher Duessel, the savings amounted to about \$2000 per year. The agreement was for auditing services for the 2010, 2011 and 2012 Fiscal Years. The difference is that you cannot get an unqualified opinion, one in which there are no question marks, unless you use the GASB audit. In addition, there is no Management Discussion in the short form, which is where the auditor discusses the overall finances of the Borough and the management of those finances.

Recommendation:

I recommend that Council authorize entering into an amendment to the current audit agreement to provide that the FY 2012 Audit will be done with the GASB format at an extra cost not to exceed \$2500.

JN

Cc: Sherri Pruce, Finance Director



MEMORANDUM

Date: August 20, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *gn*
Subject: Renewal of Employee Assistance Program Agreement

Background:

The Borough has been utilizing LifeSolutions as its Employee Assistance Program (EAP) provider since 2008. EAP services are free to all employees and their families and include counseling, online resources, and referrals as needed. EAP services are designed to allow employees and their families confidential access to information and services not usually available through health insurance or other means. Our current agreement with LifeSolutions expires on September 30, 2012.

Discussion:

LifeSolutions is proposing a two year agreement where our rates for the first year will not increase and the rates for the second year will only increase 2%. The proposed rate for the first year is \$438.96 and for the second year is \$446.40. In addition, I asked that the current agreement be extended until the end of December in order to get the agreement on the same schedule as our fiscal year. LifeSolutions has agreed to that at no additional charge.

The attached Letter of Agreement extends our current agreement until December 31, 2012 and the attached Amendment to the Agreement amends our existing agreement for a new two year term.

Funds are available for this agreement in the Employee Benefits budget in the EAP line item. That line item was budgeted for \$1,600 this year which is \$1,200 too much and I will be adjusting it down for next year's budget.

Recommendation:

I recommend that Council authorize me to execute the attached Letter of Agreement with LifeSolutions to extend our existing agreement at no extra charge and to execute the attached Amendment to the Agreement with LifeSolutions to renew for two years for the costs noted above.

JN

Attachments

Amendment to Employee Assistance Program Agreement

This Amendment to the Employee Assistance Program Agreement (“Amendment”) is effective as of January 1, 2013, by and between *LifeSolutions*, located at U.S. Steel Building, 600 Grant Street, 8th Floor, Pittsburgh, PA 15219 (“*LifeSolutions*”) and Borough of Dormont, located at 1444 Hillsdale Avenue, Suite 10, Pittsburgh, PA 15216 (“Dormont Borough”).

WHEREAS, *LifeSolutions* and Dormont Borough entered into an Employee Assistance Program Agreement dated October 1, 2008 (the “Agreement”) whereby *LifeSolutions* agreed to provide to Dormont Borough and Dormont Borough agreed to obtain from *LifeSolutions*, various employee assistance services (“EAP Services”);

WHEREAS, the Agreement permits the parties to amend the Agreement, provided such amendments are incorporated into the Agreement and set forth in a writing signed by both parties; and,

WHEREAS, the Parties wish to amend and incorporate this Amendment into the Agreement.

THEREFORE, *LifeSolutions* and Dormont Borough, intending to be legally bound, hereby amend the Agreement as follows:

1. Section 1.1 of the Agreement shall be deleted in its entirety and replaced as follows:

1.1 TERM

The parties agree to extend the agreement for a period of two (2) years, commencing on January 1, 2013 unless sooner terminated as provided in the original agreement. If deemed appropriate at the end of this two-year term, the agreement will be automatically renewed for successive renewal terms of one (1) year, subject to the annual review and revision by the Parties. Reviews will be initiated four (4) months prior to the expiration of the then current term and completed one (1) month prior to the expiration of the then current term. The next contract review period will begin September 1, 2014.

2. Section 1.4 has been added to the Agreement as follows:

1.4 WITHOUT CAUSE

Both parties shall be permitted to terminate this Agreement without cause upon ninety (90) days’ advance written notice to the non-terminating party.

3. Section 3 of the Agreement has been modified as follows:

REIMBURSEMENT

3.1 For a period of one year from the Effective Date ("First Year"), as reimbursement for the services provided hereunder by *LifeSolutions*, Dormont Borough agrees to pay for services based upon a population of **31**, a total of:

- **\$438.96 in Year 1** at a **monthly** rate of **\$36.58** due and payable on the first day of each month.
- **\$446.40 in Year 2** at a **monthly** rate of **\$37.20** due and payable on the first day of each month.

3.2 Upon expiration of the First Year and upon every annual anniversary thereafter, Dormont Borough shall, within 30 days of said expiration, submit to *LifeSolutions* an updated census, upon which future reimbursement shall be based. Such amount shall be due and payable in equal monthly increments on the first day of each month.

4. Section 2.2 of the Agreement has been modified as follows:

ELIGIBLE PERSONS

Persons eligible for the EAP Services provided hereunder are Dormont Borough's current full time and part time employees, as determined by the Company (collectively "Eligible Employees"). A person shall, as determined by the Company, remain an Eligible Employee until such other health benefits provided by Dormont Borough are terminated. Also covered are Eligible Employees' household members and Eligible Employee's children (under the age of 26) who are actively enrolled in an accredited college and live away from home (Eligible Employees and their eligible household members hereinafter collectively "Clients".)

This Amendment does not supersede, eliminate or change any part of the above referenced Agreement except as specifically stated in this Amendment. All other Terms and Conditions of the above-referenced Agreement remain in full force and operation.

IN WITNESS WHEREOF, the parties hereto have set forth the signatures of their respective authorized representatives as of the date set forth below.

ATTEST:

**Community Care Behavioral
Health Organization d/b/a UPMC
*LifeSolutions***

Sandra Caffo, LCSW
Senior Director, *LifeSolutions*

David M. Weir
President, UPMC WorkPartners

Date: _____

Date: _____

ATTEST:

Borough of Dormont

Witness

Jeff Naftal
Borough Manager

Date: _____

Date: _____

EXHIBIT A

EMPLOYEE ASSISTANCE PLAN SERVICES FOR DORMONT BOROUGH

24-hour Telephone Access

All calls are answered "live" by Master's level professionals 24 hours a day, 7 days a week, 365 days per year.

Assessment, Brief Counseling/Coaching and/or Referral

(1-3 telephone or in-person sessions per issue/concern) Professional counselors provide confidential assessment, coaching/counseling services and referrals to resources for a wide range of everyday life issues including family/relationship concerns, work/career challenges, stress, making health changes, managing anxiety and depression, and alcohol/drug abuse.

Manager/Supervisor Training

LifeSolutions offers supervisory training to familiarize supervisors with the EAP and the manner in which the EAP supports them in their role of managing performance. For the number of Trainings covered under this Agreement, see the **Training, Orientations, Educational Workshops and CISDs** Section.

Employee EAP Orientation

On-site EAP Employee Orientation includes a review of EAP's purpose, scope of services, access options, eligibility requirements and the opportunity to ask questions. For the number of Orientations covered under this Agreement, see the **Training, Orientations, Educational Workshops and CISDs** Section.

Education and Wellness Workshops

Education and wellness workshops provide employees and managers with information on issues related to health and wellness. Workshops include topics on stress management, achieving worklife balance, substance abuse, dealing with change, and enhancing interpersonal relationships. For the number of Workshops covered under this Agreement, see the **Training, Orientations, Educational Workshops and CISDs** Section.

Critical Incident Stress Management

In the wake of a natural or human disaster or traumatic incident, *LifeSolutions'* staff is available to provide effective and timely management consultation and on-site response for individuals directly affected. Trained counselors use a Critical Incident Stress Debriefing model that can mitigate stress-related symptoms that often occur after critical incidents. For the number of CISDs covered under this Agreement, see the **Training, Orientations, Educational Workshops and CISDs** Section.

Training, Orientations, Educational Workshops and CISDs

One (1) hour of on-site services annually is available for Trainings/Orientations/Workshops/CISDs and is included in the reimbursement rate set forth in Section 3 of this Agreement. Additional hours of training are available at \$200 per hour. Additional hours for health and benefit fair attendance are available at \$100 per hour.

Manager/Supervisor Consultation

(Unlimited sessions) Telephonic consultation is available 24/7 for managers, supervisors and Human Resources professionals. Issues include performance management, difficult or sensitive employee situations, workplace crises and traumatic events and strategic initiatives.

Policy Development

LifeSolutions provides consultation on the development of EAP and related policies including Drug Free Workplace, Workplace Violence, Fitness for Duty and Performance Management.

Promotional Materials

LifeSolutions provides standard and customized materials including fliers, posters, and quarterly newsletters on relevant topics and assists in the design and implementation of promotional strategies.

Account Management and Program Consultation

A dedicated account manager is assigned to Dormont Borough. This account manager provides consultation on employee assistance policies and practices; collaboratively develops, coordinates and implements promotional strategies; and generates periodic utilization reports in accordance with this Agreement.

On-line Work/Life Resources

A secure *WorkLife* portal provides a web-based library of articles and tips, surveys, ready documents, self search locators and resource links in five core areas of interest – family and care giving, emotional wellbeing, health and wellness, working smarter and daily living - in one easy to navigate site.



MEMORANDUM

Date: August 22, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Street Sweeping

Background:

The Borough has performed street sweeping for over two decades. Prior to 2003, the schedule did not change. It was street sweeping done on a weekly basis where residents moved their vehicles from the parking side of the road to the non-parking side of the road between the hours of 6 PM the day before their street was swept and 6 PM on the day of the sweeping. Then in 2003, the Borough changed the schedule. It became sweeping on a monthly basis with residents moving all vehicles off of the street between the hours of 9 AM to 2 PM on the day of the sweeping. This continued until this year with the exception of a hiatus in 2004 and 2005 while the street sweeper was broken and had to be replaced. In 2007, the Borough entered into an agreement with the Borough of Green Tree to allow them to use our street sweeper for up to 120 hours per year (3 weeks) and for that, they pay us \$2,500 per week. This year, the street sweeping schedule was changed. It was still done on a monthly basis but now went back to moving vehicles off of the street between 6 PM the day before the street was swept and 6 PM on the day of the sweeping. This change caused a significant number of residents to complain to the Mayor and Council, mainly about tickets issued but also about the inconvenience of the program. At the August 6, 2012 Business Meeting, Council temporarily halted the street sweeping program and asked me to provide my recommendation for improving the street sweeping program.

Discussion:

I met with the Police Chief, Fire Chief and Public Works Supervisor in an effort to understand what would work best for each of them in a street sweeping program. I also wanted to get their thoughts on why the current program was causing so many problems and their view of the history of the program. I addressed three main areas with them: frequency of the sweeping; logistics of the sweeping as far as moving parked cars; and, the hours that cars should be moved.

With regards to frequency, everyone agreed that monthly sweeping was sufficient and that no changes needed to be made in the frequency. With regards to logistics, everyone but Public Works favored clearing all cars off of the street rather than moving them from side to side. And as for the hours the cars should be moved, the consensus was daytime of the day of the sweeping but the specific hours were left up to me. Public Works favored longer hours in order to get everything done that they needed to.

My evaluation of this led me to some conclusions. First, I believe that the current system is identical to the system in place before 2003 but with the notable exception of it being monthly instead of weekly. I feel that this is what has caused the system to fail this time around. When residents know that every week, like clockwork, they must move their cars for a set period of time, they get used to it quickly and do not have time to forget the rules. But when it was implemented monthly only, residents did not have sufficient time to get into a habit which after 4 months was only the same as 4 weeks in the previous system.

The second conclusion I came to was that if we are to stay with monthly sweeping, the hours of operation are the key to the program's success. From 2003 to 2011 the program was successful because residents only had a small window in which their cars had to be moved and it was on the same day as the sweeping. It also was hours that lent themselves to most residents already being away for work before the car had to be moved and not coming home from work until it was already time to park their car back on the street. This meant that except for residents who didn't work or those with multiple cars, there was no need for an extra trip to move the car away and then another to move it back.

My final conclusion was that no matter which program the Borough operates, there will be some who do not like it. The program changed in 2003 because residents complained about their having to move their cars off their street totally and therefore having to walk with groceries or in the rain/snow back to their homes. Now residents are complaining that their cars must be off the street for too long a period of time and that the system is confusing. The issue is which program minimizes the disruption to the residents and yet provides the street sweeping service they have come to expect.

My recommendation is that Council re-implements the street sweeping program with monthly service; all cars must be moved off of the street being swept, but only on the day of the sweeping; and, all cars must be moved only between the hours of 8 AM and 3 PM. The added hours compared to the prior program are to provide staff with sufficient time to complete their streets for that day.

If Council approves my recommendation, staff will create the appropriate signage for this and restart the program in October. The cost of signs is approximately \$2,500. Funding for this will need to come from the Contingency line item as we have already spent funds this year to do the signs for the prior street sweeping schedule.

Recommendation:

I recommend that Council reactivate the street sweeping program in October as outlined above and at a cost not to exceed \$2,500.

JN

Cc: Phil Ross, Police Chief
Jeff Arnold, Fire Chief
John Schneider, Public Works Supervisor



MEMORANDUM

Date: August 23, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *gn*
Subject: Authorization to Apply for CITF Grant

Background:

The Redevelopment Authority of Allegheny County (RAAC) offers grants to municipalities utilizing funds derived from the casino. These funds are placed into the Community Infrastructure and Tourism Fund (CITF) and can be used for many different types of projects including business district redevelopment. There is no match required for this grant. The current cycle for the CITF Grant application is due by September 28, 2012.

Discussion:

At the suggestion of Allegheny Together and the Dormont Community Development Corporation (DCDC), I have worked with Delta Development to come up with a grant application that will fund hiring a consultant to develop a conceptual design for streetscape and landscape improvements to the entire West Liberty Avenue and Potomac Avenue business district. The design would also incorporate wayfinding signage and other amenities. The consultant would then lead a public process involving the businesses to generate a final design and would then develop construction documents for this project. The CITF Grant will fund all of these costs.

Once the construction drawings are completed, we would apply for additional CITF Grants to pay for the various phases of this project. These phases would be determined during the preliminary design development and public meetings.

The preliminary figure for the grant would be \$150,000 but that will change prior to the Business Meeting on September 4, 2012 at which time I will provide Council with firm numbers. The actual grant application will be provided to Council under separate cover once it is filed with the County.

Recommendation:

I recommend that you authorize me to apply for a CITF Grant of \$150,000 and the Council President be authorized to sign a Concurring Resolution for submittal with the grant application.

JN



MEMORANDUM

Date: August 17, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Discussion about the Treasurer's Position

Background:

The Borough received the FY 2011 Audit from its accounting firm, Maher Duessel. When I reviewed the Audit I discovered a number of issues that I feel should be addressed by Council including the form of the Audit as well as various internal control issues. One of those issues was better utilization of the Treasurer's position and Council directed me to bring this matter back for discussion.

Discussion:

The use of the Treasurer's position came up as it related to the auditor's Management Letter, a copy of which is attached. The Management Letter is provided with every audit to let client's know about potential conflicts in the way the internal controls of the Borough are handled. The conflicts are broken down by severity with Material Weaknesses being the worst, then Significant Deficiencies, then other matters of internal control. Areas of concern in internal control can lead to openings for mistakes, misuse, or outright theft. In our case, the Management Letter points out three items in each category. Worse though is that only one Significant Deficiency and two other matters are new. Everything else has been reported to the Borough for multiple years and has yet to be addressed.

One of the Material Weaknesses is that the Finance Director is performing the bank reconciliations but no one has been truly reviewing those for accuracy. This latter matter can be addressed using the Treasurer. However, it would be preferable to have a CPA in that position as was done in the past. The former Treasurer would prepare a quarterly financial analysis for the Borough and perform other duties related to financial oversight. The current Treasurer mainly signs checks for the Borough.

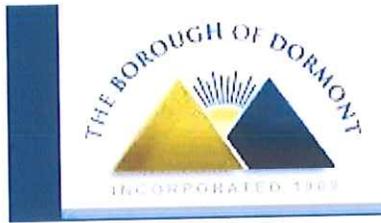
Recommendation:

I recommend that Council consider appointing a new Treasurer who is a CPA to perform financial oversight for the Borough including quarterly financial analyses, reviewing bank reconciliations, and any other duties that may arise related to the oversight of the finances of the Borough.

JN

Cc: Sherri Pruce, Finance Director

Attachments



MEMORANDUM

Date: August 20, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Discussion of Sheriff's Sales of Properties

Background:

When a property owner has failed to pay their taxes and gone through the entire redemption process with the County, the ultimate result for failing to pay is that the property is sold by the Sheriff to the highest bidder. Any liens or judgments are extinguished by the sale unless contested by the parties who hold the liens or judgments. The Borough receives notification of all Sheriff's sales of property located within the Borough.

Discussion:

The Borough's position for many years has been to ignore these notices and not appear at the sales. In some cases this has not been an issue as there were no liens or other judgments favoring the Borough. But with the increase in code enforcement and abandoned and foreclosed property, more of these sales will eventually involve Borough liens or judgments.

In some ways, not contesting the sale and the subsequent extinguishing of our claims to the property makes sense because our ultimate goal is to have the property in the hands of responsible owners who pay their taxes and maintain their property. However, there is on occasion money that is being left unpaid when the sale is finalized and those funds could ultimately add up.

So the question is whether Council wants to continue as we have been, contest all sales involving liens or judgments of the Borough, or only contest sales where the liens or judgments exceed some arbitrary threshold.

Recommendation:

I recommend that Council discuss this and determine which course of action best meets the needs of the Borough and our residents.

JN



MEMORANDUM

Date: August 22, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *gn*
Subject: Appointments to Boards and Commissions

Background:

The Borough has 11 Boards and Commissions that the Borough Council makes appointments to with terms ranging from one year to six years. The Council also makes appointments to 7 external committees.

Discussion:

As part of updating our contact information, I noticed that we have a number of vacancies on Boards and Commissions as well as representatives to some of the external committees who are no longer with the Borough. The appointments needed are:

Solid Waste Commission –	5 Year Term expiring in 2017 Partial 5 Year Term expiring in 2015
UCC Board of Appeals -	3 Year Term – must be filled by an architect
ADA Ramp Committee -	1 Year Term – 2 Residents and 1 Councilperson
Delegates to Act 11 -	Gino Rizza must be replaced; Laurie Malka is also a delegate
Delegate to Basin Group -	Heather Schmidt must be replaced; Laurie Malka is also a delegate
Business Liaison -	Drew Lehman must be replaced; John Maggio is also a delegate
Delegate to the Library -	Kim Lusardi must be replaced
Delegate to SHACOG -	Drew Lehman must be replaced; John Maggio is the alternate

Recommendation:

I recommend that Council place these appointments on the Agenda and advertise the Solid Waste Commission, UCC Board of Appeals, and ADA Ramp Committee openings on the Borough website so that interested residents can apply.

JN

BOROUGH OF DORMONT
Service Request

Request taken by JEFF NAFTAL

Attention MIL MCCARTNEY

Request made by _____

Address _____

Date _____

Phone _____ Time _____

Information on Request

I would like to volunteer
to serve on the ADA
ramp compliance committee

Russel Dolson

~~_____~~

~~_____~~

Report Action Taken _____

3000 GRASMERE Ave

~~_____~~