

**BOROUGH OF WHITE OAK
Minutes of December 21, 2020 8:00 PM
Council Meeting**

Due to the COVID-19 pandemic, our meeting was held at the White Oak Community Center located at 1796 Lower Heckman Road, White Oak, PA. Public access to this meeting was granted following mask and social distancing requirements.

CALL TO ORDER: Council President Charles Davis called the meeting to order at 8:00 PM.

PLEDGE OF ALLEGIANCE: Charles Davis

ROLL CALL: Charles Davis requested the roll call. In attendance was:

Elected Officials:

Mayor Ina Marton
Charles Davis, President
Louis Bender
George Dillinger
Julie Opferman
Joseph Nagy
George Pambacas
Kenneth Robb

Borough Staff and Professional Services:

Patricia McGrail, Borough Solicitor
John Palyo, Borough Manager
MaryAnn Winemiller, Admin. Asst.

MINUTES: Kenneth Robb made a motion to accept the minutes of the November 16, 2020 Council meeting. George Dillinger seconded the motion. The motion was unanimously approved.

EXECUTIVE SESSION: Patricia McGrail announced that prior to the Council meeting on December 21, 2020 Council had an Executive Session to discuss personnel and pending legal matters.

PUBLIC COMMENTS: None

PRESIDENT'S REPORT: Charles Davis
None

MAYOR'S REPORT: Mayor Ina Marton provided the Police Activity Report for November 2020.

Arrests: (4 adults / 0 juveniles)	4
Criminal Mischief	1
DUI	1
Theft	2
Summary of Traffic Violations	57
Total Incidents	645

Mayor Marton wanted to commend the efforts of Police Department Secretary Vicki McNamee in spear heading the Toys for Tots Drive this holiday season. This was White Oak's 3rd year participating in the annual drive. A special thank you to the anonymous \$500.00 donor to the drive this year. Mayor Marton also wanted to say what a good job the Public Works' Department did decorating the Henderson Lot for the holidays.

Mayor Marton also recognized the Recreation Committee, Councilwoman Julie Opferman, White Oak employees Michelle Gessner and Brian Dinkfelt for their efforts in making the 1st White Oak Holiday House Decorating Contest a success.

COUNCIL COMMITTEE REPORTS:

FINANCE: George Dillinger presented the Finance report.

George Dillinger made a motion to accept the Treasurer's Report for November 2020. Kenneth Robb seconded the motion. The motion was unanimously approved.

George Dillinger made a motion approving the Check Register for the month of November, which includes Electronic Fund Transfers and General Fund Checks in the following ranges (206408 to 206514) totaling \$799,695.67. George Pambacas seconded the motion. The motion was unanimously approved.

George Dillinger made a motion authorizing the following Interfund Transfers for the month of November. George Pambacas seconded the motion. The motion was unanimously approved.

From	To	Amount
Liquid Fuels	General Fund	8,273.92
Solid Waste	General Fund	42,199.61
Capital Projects	General Fund	121,653.40
Post Retirement	General Fund	793.39
Fire Fund RVFC	General Fund	3,212.00
Fire Fund WO#1VFC	General Fund	2,410.00
Total Transfers		\$178,542.32

2021 Budget and Tax Levy Ordinance – Special Meeting on Monday, December 28th at 6:30 PM

HEALTH, ENVIRONMENT AND CABLE: George Pambacas presented the health, environment and cable report.

George Pambacas made a motion to authorize payment to Dave Collura, for Wildlife Control Services, in the amount of \$600.00 for the month of November 2020. Julie Opferman seconded the motion. The motion was unanimously approved.

George Pambacas made a motion to authorize payment to Sable Kennel, for Animal Control Services, in an amount of \$200.00 for services in the month of November (This is an hourly rate not a contractual rate for service.) Julie Opferman seconded the motion. The motion was unanimously approved.

PARKS AND RECREATION: Julie Opferman

Announcing the Winners of the 1st Annual Holiday Home Decorating Contest

- 1st Place – “Best Traditional” – 1900 Kansas Avenue
- 1st Place – “Clark Griswold” – 2601 Henderson Road
- 1st Place – “Buddy the Elf” – 2703 Laurel Lane

Councilwoman Opferman wanted to thank everyone who participated in the contest, and stated that 40 homes had registered to participate in the contest.

Santa will be out and about in White Oak on the Fire Truck December 24th, Christmas Eve, starting at 5pm.

PLANNING AND ZONING: Joseph Nagy

The monthly permit/violation reports for November are available for review during normal business hours.

PUBLIC SAFETY REPORT: No Report

PUBLIC WORKS: Kenneth Robb

The monthly reports for November are available for review during normal business hours

Kenneth Robb made a motion to approve the purchase of new Radios for the Public Works Trucks from HC Global at a total cost of \$9,963.40, which includes a clean tune and testing of the repeater. Subject to further review by Councilman Joseph Nagy and Borough Manager John Palyo. George Pambacas seconded the motion. The motion was unanimously approved.

PERSONNEL: Charles Davis

Kenneth Robb made a motion to enter into an agreement with Mark Sargent for a term of two years beginning on January 1, 2021 through December 31, 2022 for the position of Chief of Police and authorize the Council President and Borough Manager to execute the agreement on behalf of the Borough. George Pambacas seconded the motion. Council President Chuck Davis asked for a Roll Call Vote.

Roll Call Vote:

Yes Votes: Kenneth Robb, George Pambacas, Chuck Davis, George Dillinger

No Votes: Louis Bender, Joseph Nagy, Julie Opferman

Motion passed with four (4) yes votes and three (3) no votes.

George Dillinger made a motion to adopt the Borough of White Oak Paid Sick Time Policy During the COVID-19 Pandemic. The purpose of this policy is to provide all employees of the Borough of White Oak with a general guideline on the use of sick time during the COVID-19 global pandemic. The Families First Coronavirus Response Act (“FFCRA”) is an Act of the United States Congress meant to respond to the economic impacts of the ongoing coronavirus pandemic that requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. This Emergency Paid Sick Leave Act provisions of the FFCRA is the model for the Borough’s policy regarding paid sick time during the COVID-19 pandemic. George Pambacas seconded the motion. The motion was unanimously approved.

TAX COLLECTORS’ REPORTS: Charles Davis

George Dillinger made a Motion to accept the Tax Collectors’ Reports and pay the commissions and fees due. Julie Opferman seconded the motion. The motion was unanimously approved.

Current Real Estate – Real Estate Tax Collector (Lisa Pitchford) collected \$8,616.73 in current Real Estate Tax for the collection period of November, 2020.

Commission Due	\$45.00
Costs	.00
Total Due	\$45.00

Delinquent/Liened Real Estate

Keystone Collections Group, Delinquent/Liened Real Estate Tax Collector(s) collected \$1,200.12 plus costs in delinquent Real Estate Tax for the collection period of November 1, 2020 – November 30, 2020.

Commission Due	\$21.74
Costs	\$.00
Total Due	\$21.74

Earned Income Tax

Keystone Collections Group, Current/Delinquent Earned Income Tax Collector(s) collected \$139,630.66 in current and delinquent Earned Income Tax for the collection period of November, 2020.

Commission Due	\$1,146.11
Costs (refunds/postage and/or costs)	\$80.44
TCC Annual Fee	\$0.00
Total Due	\$1,226.55

Berkheimer Associates, Current/Delinquent Earned Income Tax Collector(s) Collected \$143.77 in current and delinquent Earned Income Tax for the collection period of November, 2020.

Commission Due	\$2.04
Costs (refunds/postage and/or costs)	\$.00
Total Due	\$2.04

Mercantile/Business Privilege and Local Service Tax

Keystone Collections Group, Current Act 511 Tax Collector, collected \$1,285.58 in current Local Service Tax for the collection period of November, 2020.

Commission Due	\$22.41
Refund	\$.00
Costs (postage and/or costs)	\$.00
Total Due	\$22.41

Keystone Collections Group, current Business Privilege and Mercantile Tax Collector, collected \$55.34 in Business Privilege and \$.00 in Mercantile Tax collections for the November, 2020 collection period.

Commission Due	\$1.66
Costs	\$.00
Total Due	\$1.66

Keystone Collections Group, delinquent Business Privilege and Mercantile Tax Collector, collected \$291.41 in delinquent Business Privilege Tax and \$25.00 in delinquent Mercantile Tax for the collection period of November, 2020.

Commission Due	\$18.99
Costs	\$0.00
Total Due	\$18.99

ENGINEER'S REPORT: Mr. Ken Hillman

Kenneth Robb made a motion to accept the Engineer's Report and pay the fees due to Senate Engineering Company for Invoices 58530 and 58561 through 58569, dated November 30, 2020 totaling \$17,042.74; and for Invoices 58587 through 58594, dated December 17, 2020, totaling \$53,552.86. The grand total is \$ 70,595.61. Julie Opferman seconded the motion. The motion was unanimously approved.

George Dillinger made a motion to approve Pay Request #5 submitted by M & B Services in amount of \$191,890.67 for the Green Light Go Project as reviewed and approved by the Engineer and authorize the Borough Manager to sign the above listed request on behalf of the Borough. Julie Opferman seconded the motion. The motion was unanimously approved.

George Pambacas made a motion to approve Pay Request #3 in an amount of \$46,631.25 and Pay Request #4 Final in an amount of \$6,862.50 submitted by Kucich Construction for the WOOA Restroom Rehabilitation Project as reviewed and approved by the Engineer and authorize the Borough Manager to sign the above listed request on behalf of the Borough. (We will hold all final payments until all punchlist items and closeout documents are completed and received.) Julie Opferman seconded the motion. The motion was unanimously approved.

SOLICITOR'S REPORT: Ms. Patricia L. McGrail

George Dillinger made a motion to accept the Solicitor's Report and pay the fees due to McGrail & Associates, LLC for Invoices #36551 through #36561 dated December 11, 2020 totaling \$ 4,154.95. Joseph Nagy seconded the motion. The motion was unanimously approved.

RESOLUTIONS AND ORDINANCES: Ms. Patricia L. McGrail

RESOLUTION #2020-27

Kenneth Robb made a motion to make refund of certain real property taxes to certain property owners as hereinafter listed by reason of official change order, gentrification, issued by the Allegheny County Board of Assessments, appeals and review as well as abatements or overpayments. Julie Opferman seconded the motion. The motion was unanimously approved.

RESOLUTION #2020-28

Kenneth Robb made a motion to designate John Palyo, Borough Manager as the authorized agent to execute for and on behalf of White Oak Borough for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Julie Opferman seconded the motion. The motion was unanimously approved.

In addition to adopting Resolution #2020-28:

George Dillinger made a motion to enter into an agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency under the Public Assistance Grant Program for the purpose of obtaining funds related to the COVID-19 disaster declaration and authorize the Council President and Borough Manager to execute the agreement on behalf of the Borough. Julie Opferman seconded the motion. The motion was unanimously approved.

ORDINANCE NO. 2020-29

Julie Opferman made a motion to adopt an ordinance of the Borough of White Oak, County of Allegheny, Commonwealth of Pennsylvania, establishing restrictions and regulations related to the keeping of chickens within the Borough of White Oak. Louis Bender seconded the motion. Council President Chuck Davis asked for a Roll Call Vote.

Roll Call Vote:

Yes Votes: Julie Opferman, Louis Bender, Joseph Nagy, Chuck Davis, Kenneth Robb

No Votes: George Dillinger, George Pambacas

Motion passed with five (5) yes votes and two (2) no votes.

ORDINANCE NO. 2020-30

George Dillinger made a motion to adopt an ordinance of the Borough of White Oak, County of Allegheny, Commonwealth of Pennsylvania, establishing restrictions and regulations related to feral cats, amending articles 705.02(a) and 705.02(j) of the White Oak Code of Ordinances. Kenneth Robb seconded the motion. The motion was unanimously approved.

NEW BUSINESS: None

OLD BUSINESS: None

ANNOUNCEMENTS:

(Meetings are subject to change due to the COVID-19 Pandemic, please check or website for any updates.)

- **December 28, 2020, 6:30 PM – Special Council Meeting (Open to the Public)**
- **January 11, 2021, 6:45 PM – Council Workshop Meeting (Open to the Public)**
- **January 18, 2021, 6:45 PM – Council Workshop Meeting (Open to the Public)**
 - **8:00 PM – Council Meeting (Open to the Public)**
- **The Borough Office will be closed on Thursday, December 24th and Friday, December 25th in observance of the Christmas holiday and on Friday, January 1st for the New Year’s holiday.**

On behalf of the Borough of White Oak Council, Mayor, and Staff, we wish you Happy Holidays and a Happy New Year.

ADJOURNMENT: Julie Opferman made a motion to adjourn the meeting at 8:20 P.M. George Pambacas seconded the motion. The motion was unanimously approved.

Respectfully submitted,

John Palyo
Borough Manager, Secretary & Treasurer

01/18/21

Date Approved by Council