

**SEWICKLEY HILLS BOROUGH**  
**Tuesday January 2, 2018**  
**Reorganization & General Council Meeting Minutes**

CALL TO ORDER: Mayor David Malarik called the meeting to order at 7:30 p.m. at the Sewickley Hills Borough Municipal/Recreational Building, located at 349 Magee Road, Sewickley, PA 15143-9117.

PRESENT: Cynthia Phillips, Jack Faulkner, Lucille Guttendorf, Joseph H. Hajnas, Michael Lepore, Mayor David Malarik, Arthur Leonard (Solicitor), Diana Steele (Secretary)

MEMBERS EXCUSED: N/A

CITIZENS ATTENDED: Craig Rowland, Joe Hajnas, Sr., and Sgt. Beck

REORGANIZATION: Mayor Malarik begins the reorganization meeting with the Pledge of Allegiance and swears in newly elected Council Members: Lucille Guttendorf and Joseph H. Hajnas. Mayor Malarik asks for nominations for Council President, Mr. Faulkner nominates Mrs. Phillips, there being no additional nominations, and nominations are closed.

**MOTION: A motion is made by Mr. Faulkner to nominate Mrs. Phillips Council President, second, Mrs. Guttendorf; motion carried with all in favor.**

**MOTION: A motion is made by Mrs. Phillips to nominate Mr. Faulkner as Vice President of Council, second by Mr. Hajnas; motion is carried with all in favor.**

**MOTION: A motion is made by Mrs. Phillips to nominate Mrs. Guttendorf as President Pro-Tem, second by Mr. Faulkner; motion is carried with all in favor.**

**MOTION: A motion is made by Mrs. Guttendorf seconded by Mr. Hajnas to appoint Mr. Lee Nute, Mr. Craig Rowland, Mr. Kevin Miko, Mr. Thomas Klixbull and Mrs. Cynthia Phillips to the Planning Commission, to re-appoint Hunter Hopkins for a three year term to the Zoning Hearing Board, There are two vacant seats. To nominate Mrs. Phillips to the Building Committee Chair, to re-appoint Doug Throckmorton to serve as the Chairman of the Vacancy Hearing Board, motion for all committees carried with all in favor.**

**MOTION: A motion is made by Mr. Hajnas and seconded by Mr. Faulkner for the following appointments at the established rates: Secretary, Diana Steele, Assistant Secretary, Betsy Rengers, to appoint Ms. Steele as the Open Records Officer Solicitor, Art Leonard of Robb Leonard, Mulvihill, Charles Guttendorf, Treasurer, Emile Ketterer of NIRA Engineers as engineer, Jeff Frazier of International Code Consultants as Building Inspector and Code Enforcement Officer, Keystone Collections as Borough income tax collection agency, Brenda Kovacs as Building Manager, Fabian O'Conner of O'Connor and Pagano Assoc. as Auditor, Allegheny County Health Department as sewage enforcement; motion is carried with all in favor.**

**MOTION: A motion is made by Mrs. Guttendorf to name the Pittsburgh Post-Gazette as our newspaper of record, second by Mr. Faulkner; motion is carried with all in favor.**

Mrs. Phillips closes the Reorganization meeting at 7:40 p.m. and opens the General Council meeting.

ROLL CALL: Ms. Steele is asked by Mrs. Phillips to have roll call: Present: Mrs. Phillips, Mr. Faulkner, Mrs. Guttendorf, and Mr. Hajnas.

Mrs. Phillips asks if there are nominations to fill the vacant Council seat. Mrs. Phillips nominates Michael Lepore, seconded by Mr. Faulkner, the motion is carried with all in favor.

MEETING MINUTES: Mrs. Phillips asks if Council has reviewed the meeting minutes from December 12, 2017 and asks for a motion to approve.

**MOTION: A motion is made by Mr. Faulkner, seconded by Mr. Hajnas to approve the meeting minutes from December 12, 2017, the motion is passed with all in favor, Mr. Lepore abstains.**

**Budget:** Mrs. Phillips asks if anyone wants to discuss the budget for 2018, no one answers, the budget does not need to be passed, as it was passed and approved previously.

CITIZENS & GUESTS:

Mrs. Phillips asks if anyone has an issue not on the agenda to bring before Council.

TREASURER'S REPORT:

Mr. Guttendorf stated there is no information for tonight's meeting as the bank statements will be forthcoming and not available as yet.

Mr. Guttendorf asked to order tax software to update for 2018 to prepare 1099's at a cost of \$75.00.

**MOTION: A motion is made by Mr. Faulkner to approve the expenditure of \$75.00 for the 2018 tax software, seconded by Mr. Hajnas; roll call is taken with all in favor.**

Mr. Guttendorf stated that since Mr. Hyjek resigned effective December 31, 2017 there are municipal forms that are required to be submitted to the state and federal government in January that he is unfamiliar with reporting and asked Council to have assistance from Mr. Hyjek at a requested expense from Mr. Hyjek for consulting fees of \$100/hour. Mr. Guttendorf stated he would need the consult for up to 4 hours.

**MOTION: A motion is made by Mr. Faulkner to approve consulting fees from Mr. Hyjek at \$100/hour up to, but not to exceed four hours, seconded by Mr. Hajnas, roll call is taken with all in favor.**

POLICE REPORT:

Mayor Malarik states there were a total of 15 calls in December, stating 9 of those were road related, they were minor calls.

ENGINEER'S REPORT:

Mrs. Ketterer had nothing to report at this time.

SOLICITOR'S REPORT:

Atty. Leonard stated he has spoken with the attorney for Sewickley LLC regarding the funds held by Sewickley Hills Borough in an escrow account. Atty. Leonard has a short discussion of his correspondence between Atty. Gramc, attorney for Sewickley LLC and himself. He stated additional information will be forthcoming at the Public Hearing.

ADMINISTRATIVE REPORT:

Ms. Steele states KOZI has submitted a bid for the audio equipment to be updated to include telephone conferencing capacities. Mrs. Phillips believes the bid is rather high for this equipment as the audio device now in service for the Borough is about 10-12 years old, she would like to explore obtaining newer equipment.

**MOTION: A motion is made by Mr. Faulkner to pay the bills as presented, seconded by Mrs. Guttendorf; roll call is taken with all in favor.**

Ms. Steele presents Resolution 1 of 2018 appointing Charlie Guttendorf as Borough Treasurer at a rate of \$600/month for up to 24 hours of service, a rate of \$25/hour for hours exceeding 24.

**MOTION: A motion is made by Mr. Faulkner to sign Resolution 1 of 2018 appointing Charlie Guttendorf as Borough Treasurer at a rate of \$600/month for up to 24 hours of service, a rate of \$25/hour for hours exceeding 24, seconded by Mr. Hajnas, motion is carried with all in favor, Mrs. Guttendorf abstains.**

COUNCIL MEMBERS:

Mrs. Phillips asks Atty. Leonard what the procedure would be to cancel the Public Hearing scheduled for January 8, 2018 in case of severe weather conditions. Atty. Leonard stated it would be the responsibility of the Council President, further stating that a declaration of treacherous road conditions from the Ohio Township Police would be the deciding factor.

Mr. Faulkner stated that he will draft a letter to obtain the use of radar for the OTPD.

Mr. Faulkner stated the PSAB offers classes to newly elected Council members for a fee of \$135/per person.

**MOTION:** A motion is made to spend up to \$270 for any Council members wishing to attend PSAB training by Mrs. Phillips, seconded by Mr. Hajnas, roll call is taken and motion is carried with all in favor.

ADJOURNMENT:

**MOTION:** A motion is made by Mrs. Guttendorf to adjourn the meeting at 8:23 p.m., seconded by Mrs. Phillips, motion is carried with all in favor.

*Respectfully submitted*  
*Diana Steele-Secretary*