

PENN HILLS COUNCIL
December 27, 2024
12:00PM

1. Pledge of Allegiance
2. Roll Call
3. Ratification of Expenditures & Reports

Approval of End-of-Year Expenditures

4. **RESOLUTIONS & APPROVALS**
 - a) Resolution 2024-61, Defining Council Meeting Agenda Structure
 - b) Approve 2025 Meeting Schedule

- 5) **COUNCIL COMMENTS**

- 6) **ADJOURNMENT**

Visit Penn Hills TV On YouTube for Video Broadcasts of Council Meetings

Monday, January 13 at 7PM – Council Non-Voting Meeting

Tuesday, January 21 at 7PM – Council Voting Meeting

Hard Copies of Council Agendas are Available for Public Viewing at Penn Hills Library

**MUNIIPALITY OF PENN HILLS
COUNTY OF ALLEGHENY
COMMONWEALTH OF PENNSYLVANIA**

MUNICIPALITY OF PENN HILLS

Resolution No. 2024 – 61

**A RESOLUTION OF THE MUNICIPALITY OF PENN HILLS, COUNTY OF
ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, DEFINING COUNCIL
MEETING AGENDA STRUCTURE.**

WHEREAS, the Municipality of Penn Hills seeks to define and revise the structure of monthly council meetings to improve communication and accountability of the operations of the Municipality of Penn Hills to the public,

NOW, THEREFORE, BE IT RESOLVED at a public meeting duly convened by Mayor and Council that the Municipality of Penn Hills authorizes the following:

1. Beginning on January 1, 2025, the Municipality of Penn Hills shall implement the following agenda structure for its monthly council voting meetings:
 1. *Call to order*
 2. *Pledge of allegiance*
 3. *Roll Call*
 4. *Approval of the minutes of the previous meeting*
 5. *Ratification of Expenditures*
 6. *Public Comment on Non-Agenda Items: Residents who provided written notice wishing to address council as outlined in § 210.08 Public Participation.*
 7. *Monthly Reports: Reports provided at each regular voting meeting to ensure the Mayor, Council and the Public are informed of matters pertaining to the administrative, financial, and public safety status of the municipality. The Mayor, Council, and the Public will have an opportunity to ask questions which directly relate to the presenter's report following its conclusion. The following reports shall be provided at each regular voting meeting:*

- i. **Manager's Report** – *Provided by the Manager, the Managers' Report delivers an overview of the state of affairs of the municipality, resolution/ordinance recommendations, departmental updates, as well as attention and updates to matters deemed as in the interest of council and the public.*

- ii. **Finance Report** – *Provided by the Controller, Finance Director, Assistant Finance Director or in their absence, the Manager. The Finance Report provides an overview of the financial outlook of the municipality. This may include the municipalities year to date budget vs actual expenditure and revenue summaries, attention to cost center spending out of line with the approved budget, as well as attention and updates to matters deemed as in the interest of council and the public.*

- iii. **Public Safety Report** – *Provided by the Chief of Police, an Officer designated by the Chief of Police, or in their absence, the Manager. The Public Safety report provides an overview of recent activities of our police department, updates on crime in Penn Hills, ordinance recommendations, as well as attention and updates to matters of public safety deemed as in the interest of council and the public.*

8. Resolutions/Ordinances/Proclamations

9. Old Business

10. New Business

11. Council Comments

12. Adjournment

- 2. In situations where the department head would be the best individual to provide an update on a matter/situation, the Mayor, any member of Council, or the Manager may request said department head to deliver an update at the next council meeting with an appropriate 5 business day notice to the department head. These reports should be kept to roughly 5 minutes and should focus on the requested topic.

THIS RESOLUTION APPROVED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE MUNICIPALITY OF PENN HILLS ON THIS 16TH DAY OF DECEMBER 2024.

BY:

PAULINE CALABRESE, MAYOR

DATE

SCOTT ANDREJCHAK, MANAGER

DATE

MUNICIPALITY OF PENN HILLS
Notice to the Public

In accordance with the Pennsylvania Sunshine Act, the following is a schedule of meetings of the Penn Hills Council established for the calendar year 2024. This calendar is subject to future change, with notice, under the Sunshine Act. Please visit www.pennhills.org for up-to-date information on meetings throughout 2025.

Council Meetings – Penn Hills Government Center, 102 Duff Road, Penn Hills, Pennsylvania 15235

Monday, January 13 at 7:00PM – Council Non-Voting Meeting

Tuesday, January 21 at 7:00PM – Council Voting Meeting

Monday, February 10 at 7:00PM – Council Non-Voting Meeting

Monday, February 17 at 7:00PM – Council Voting Meeting

Monday, March 10 at 7:00PM – Council Non-Voting Meeting

Monday, March 17 at 7:00PM – Council Voting Meeting

Monday, April 14 at 7:00PM – Council Non-Voting Meeting

Monday, April 21 at 7:00PM – Council Voting Meeting

Monday, May 5 at 7:00PM – Council Non-Voting Meeting

Monday, May 12 at 7:00PM – Council Voting Meeting

Monday, June 9 at 7:00PM - Council Non-Voting Meeting

Monday, June 16 at 7:00PM - Council Voting Meeting

Monday, July 14 at 7:00PM – Council Non-Voting Meeting

Monday, July 21 at 7:00PM - Council Voting Meeting

Monday, August 11 at 7:00PM - Council Non-Voting Meeting

Monday, August 18 at 7:00PM – Council Voting Meeting

Monday, September 15 at 7:00PM – Council Non-Voting Meeting

Monday, September 22 at 7:00PM - Council Non-Voting Meeting

Monday, October 13 at 7:00PM – Council Non-Voting Meeting

Monday, October 20 at 7:00PM – Council Voting Meeting

Monday, October 31 - Budget Submission & Publication

Monday, November 10 at 7:00PM – Budget Presentation & Non-Voting Meeting

Monday, November 21 at 7:00PM – 1st Budget Hearing & Council Voting Meeting

Monday, December 8 at 7:00PM – 2nd Budget Hearing & Non-Voting Meeting

Monday, December 15 at 7:00PM – Council Voting Meeting