

**Borough of White Oak  
Meeting of Council  
October 20, 2025, 7:30 PM  
White Oak Borough Municipal Building**

**Agenda**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MINUTES:** September 8, 2025, Council Workshop Meeting  
September 15, 2025, Council Meeting

**EXECUTIVE SESSION:** Ms. Ashley Puchalski

**PUBLIC COMMENTS:** Under the Pennsylvania Sunshine Act, 65 Pa.C.S. § 710.1. Public participation: The Borough of White Oak will provide an opportunity for residents and taxpayers of the Borough to make public comments. Comments are limited to three (3) minutes.

**President's Report:** Mr. Charles Davis

1.

**Mayor's Report:** Ms. Ina Marton

1. **Monthly Police Department Report for September**

2.

**STANDING COMMITTEE REPORTS**

**Finance:** Mr. Jason Russell

1. **Treasurer's Report – September 2025** (Refer to the separate attachment)

2. **Motion approving the Check Register for the month of September, which includes Electronic Fund Transfers and General Fund Checks in the following ranges (52001 to 52096) totaling \$689,425.82.**

3. **Motion authorizing the following Interfund Transfers for the month of September.**

| From            | To           | Amount       |
|-----------------|--------------|--------------|
| Liquid Fuels    | General Fund | 9,989.41     |
| Solid Waste     | General Fund | 69,655.20    |
| Post Retirement | General Fund | 3,879.39     |
| Total Transfers |              | \$ 83,524.00 |

4. **Motion to enter into contract with Keystone Collections Group for the collection services related the collection of delinquent real estate taxes and authorize the Borough President and Manager to execute all documents pending the Solicitor's final approval of the agreement.**

5.

**Health, Environment and Cable:** Ms. Joelle Harbert

1. **Motion to approve a one-year contract extension with Shiloh Service, Inc. for information technology services related to our administrative computer system for the time period of October 2025 through September 2026 at a monthly rate of \$ 752.20. and authorize the Borough Manager to execute all necessary documents.**
2. **Motion to enter into contract with Keystone Collections Group for the collection services related to current and delinquent solid waste collection services and authorize the Borough President and Manager to execute all documents related to the services pending the Solicitor's final approval of the service agreement.**
- 3.

**Parks and Recreation:** Ms. Julie Opferman

1. **Announcements:**
  - **White Oak Borough Halloween Parade, Truck-and-Treat, and Trunk-and-Treat event will be held on Saturday, October 25<sup>th</sup> from 11:30 AM till 2:00 PM at Sampson's Mills Presbyterian Church. Parade Line Up will begin at 11:30 AM.**
  - **White Oak Borough Trick or Treat will be Friday, October 31<sup>st</sup> from 6:00 PM to 8:00 PM**
  - **Bingo Brunch to benefit the Veteran's Memorial Fund Project on Sunday, November 9<sup>th</sup> located at Mary Mother of God Parish – St Angela Merici Gym. Doors open at noon – Bingo starts at 1:00 PM. \$ 30.00 Donation, only 250 tickets being sold.**
  - **White Oak Recreation Committee Holiday Craft Show, Saturday, December 6<sup>th</sup> at the WOAA Complex from 10:00 AM to 3:00 PM. For information contact Karen at 412-965-7909.**
  - **Veteran's Memorial Project – Buy a Brick Campaign to support the development of the memorial: 4"x8" Red Brick is \$ 100.00; 8"x8" Red Brick is \$150.00; and 4"x4" Replica Coaster is \$ 15.00. Go to our website for more details and ordering instructions.**
2. **White Oak Senior Citizens Update:** George Pambacas
3. **White Oak Athletic Association Update:** Loree Scharritter
- 4.

**Planning and Zoning:** Ms. Amanda DePaulis

1. **Present the monthly permit/violation report for September. (Refer to the separate attachment)**
2. **(Motion for Consideration) Motion to condemn and declare the structure located at 1901 Vermont Avenue, Lot and Block No. 551-B-295, as dangerous, unsafe, unsanitary and otherwise unfit for human habitation or occupancy and to slate the property for demolition.**
3. **Motion to authorize the Solicitor and Code Enforcement Officer to proceed with the condemnation process for a structure located at 1242 Clark Street, Lot and Block No. 552-R-155 and schedule a condemnation hearing on November 17, 2025 at 7:00 PM.**

4. (Motion for Consideration) **Motion to a proposal from \_\_\_\_\_ in an amount of \$\_\_\_\_\_ to complete a traffic study on Educational Drive for a stop sign installation.**  
Three Quotes received:      Wooster and Associates \$ 5,750.00  
                                         Gibson Thomas Engineering \$ 6,100.00  
                                         KCI Technologies, Inc. \$ 8,000.00
5. **Motion to authorize the Solicitor to move forward with preparation of a resolution for the formation of a Blight Committee for the Borough under the auspices of the Planning and Zoning Committee of Council.**
6. **Motion to authorize Keystone Collections Group to proceed with a directed Sherriff's sale of property located at 324 Circle Drive, Lot and Block No. 650-M-272.**
- 7.

**Public Safety:** Ms. Loree Scharritter

1. **Motion to accept the proposal from Briggs Construction in an amount of \$16,510.00 for the patch, repair and painting of the police station and Chief's office and installation of acoustical ceilings in the station.**
2. **Motion to accept the proposal from L & L Company in an amount of \$14,950.00 for the installation of a new floor in the police station.**
3. **Motion to accept the proposal from RC Haywood Refrigeration Services Inc. in the amount of \$3,000.00 for the electrical and lighting work within the police station and Chief's office.**
4. **Motion to accept the proposal from Shiloh Service Inc. in an amount of \$ 11,190.00 for new computers within the police department.**
5. **Motion to accept the proposal from Shorkey Auto Group in an amount of \$35,336.00 under the COSTARS Joint Purchasing Program for a new 2023 black Dodge Charger Pursuit Police Vehicle and authorize the Borough Manager to sign all documents related to the purchase on behalf of the Borough.**
6. **Motion to accept the proposal from Holzer Specialties in an amount of \$13,450.00 for the patrol vehicle outfitting.**
7. **Motion to accept the proposal from Ibis Tek in an amount of \$1,200.00 for the patrol vehicle exterior graphics.**
- 8.

**Public Works:** Mr. George Pambacas

1. **Present the monthly report for September.** (Refer to the separate attachment)
- 2.

**Personnel:** Mr. Charles Davis

- 1.

## **TAX COLLECTORS' REPORTS**

1. **Motion to accept the Tax Collectors' Reports and pay the commissions and fees due for September 2025** (Refer to the separate attachment)

**ENGINEER'S REPORT:** Ms. Amber Yon / Mr. Robert Roach

1. **Motion to accept the Engineer's Report**
- 2.

**SOLICITOR'S REPORT:** Ms. Ashley Puchalski

1. **Motion to accept the Solicitor's Report.**
- 2.

**RESOLUTIONS AND ORDINANCES:** Ms. Ashley Puchalski

### **RESOLUTION #2025-15**

A Resolution of the Borough of White Oak, County of Allegheny and Commonwealth of Pennsylvania, authorizing the filing of a \$45,000 grant request under the Community Development Block Grant Program through the Allegheny County Department of Economic Development and approving the Steel Rivers COG Executive Director as appropriate signatory for all grant documents for the White Oak Borough Demolition Project.

### **RESOLUTION #20235-16**

A Resolution of the Borough of White Oak, County of Allegheny and Commonwealth of Pennsylvania, approving a Slum and Blight Resolution declaring designated specific properties as a public nuisance and being in a hazardous or dangerous conditions as required under the Community Development Block Grant Program through the Allegheny County Department of Economic Development for the White Oak Borough Demolition Project.

### **RESOLUTION #20235-17**

A Resolution of White Oak Borough, Allegheny County, Pennsylvania Establishing Reasonable Attorney's Costs of Collection for Delinquent Real Estate Tax and Delinquent Municipal Claims and Imposing the Cost of such Collection Upon the Delinquent Taxpayer.

**NEW BUSINESS:**

**OLD BUSINESS:**

**ANNOUNCEMENTS:** (Meetings will be held at the Borough Building and are open to the Public)

- **November 10, 2025, 6:45 PM – Council Workshop Meeting**
- **November 17, 2025, 6:45 PM – Council Workshop Meeting**
  - **7:30 PM – Council Meeting**

**ADJOURNMENT**