

M I N U T E S  
SHALER TOWNSHIP FINANCE COMMITTEE MEETING  
TUESDAY, APRIL 26, 2016

The meeting was called to order at approximately 6:35 P.M. by Chairman Boyle. He announced that the meeting was being taped and asked the Secretary to call the roll. The Secretary called the roll as follows:

**PRESENT:** Boyle, Cross, Skelley  
**ALSO PRESENT:** Timothy Rogers, Manager; Harlan Stone, Solicitor; Chief Bryan Kelly; Sherry Martin, Admin. Assistant

**New Business:**

**Recommendation regarding Other Post-Employment Benefits (OPEB) Trust Fund**

The first item of business was a recommendation regarding Other Post-Employment Benefits (OPEB) Trust Fund. **Mr. Rogers** explained that under new General Accounting Standards Board (GASB) nationally, they are now requiring that OPEB be posted on our balance sheet. This would be primarily the Township's police health care, not including pensions, which is a 4.5 million dollar unfunded liability. This means that it is not currently funded with a separate account within the Township. The Township has paid for this the last thirty years within the annualized budget and anticipates to continue in this way. However, the GASB wants these benefits funded similar to a pension plan. The downside to not starting this practice is that it will show up on our balance sheet as an unfunded liability which effects borrowing money. Both the Township pensions are fully funded and the Township has no debt. The Township is in a position to begin this process. **Mr. Rogers** and **Mrs. Kording**, Finance Officer are both recommending to start an OPEB account and to place a request for proposals (RFP) for a provider to invest these funds and to file the legal documents. They are also recommending that the post-retirement death benefit fund be transferred to this OPEB Trust Fund. There is no duty on the Township to fund the OPEB account going forward. Once the funds are placed in the account, you cannot withdraw the fund for any reason other than post-employment benefits. These benefits have been greatly reduced over the last few years, including sick pays, vacations, and buy-backs. These reductions will continue in future negotiations.

**Mr. Boyle** stated that once a maximum is met in the account, the Township does not have to contribute any money until funds are removed for these benefits. **Mr. Rogers** stated this is correct. When the Township has a good budget, funds may be deposited into the fund. The OPEB account will never be fully funded. He recommends the Township start the fund to evidence good financial management and stewardship.

**Mr. Cross** inquired if the post-retirement death benefit is available to all employees. **Mr. Rogers** stated that it is available to all current employees and retirees. This does not include the employees who moved over to the Hampton Shaler Water Authority. There are 62 employees with approximately 20 to 30 retirees. Depending on when the employee worked for the Township, they may receive from \$2,000 to \$4,000. **Mr. Skelley** inquired if we would be better off buying a term policy for the employees. **Mr. Rogers** stated that we are reviewing buying a term policy which would be whole life and paid.

**Mr. Cross moved, seconded by Mr. Skelley to recommend to the full Board of Commissioners to open an OPEB Trust Fund account and prepare a request for proposals for the post-retirement death benefits fund management. The motion was carried.**

There being no further business, the Chairman asked for a motion to adjourn. **Mr. Cross moved, seconded by Mr. Skelley that the meeting be adjourned. The motion was carried.** The meeting adjourned at approximately 6:45 P.M.

Respectfully submitted,

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Timothy Rogers  
Manager

TJR:sm

M I N U T E S  
SHALER TOWNSHIP PUBLIC SAFETY COMMITTEE MEETING  
TUESDAY, APRIL 26, 2016

The meeting was called to order at approximately 6:56 p.m. by Commissioner Bill Cross. He announced that the meeting was being taped and asked the Secretary to call the roll as follows:

PRESENT: Cross, Fisher, McElhone  
ALSO PRESENT: Timothy Rogers, Manager, Harlan Stone, Solicitor; Chief Bryan Kelly; Sherry Martin, Administrative Assistant

**Old Business:**

**Soliciting Issues appeal process and “No Soliciting” list time period.**

The first item of business was Soliciting Issues appeal process and “No Soliciting” list time period. **Mr. Stone** researched the time period for how long the Township keeps the “No Soliciting” list before renewing. He could find no issues on the length of time to keep a list. There was nothing that said two years was too long or that it was too short. **Mr. Stone** recommends the Township keep the two-year time limit on the “No Soliciting” list. The residents do not have to update too often but at the same time allowing for periodic updates for residents no longer living in the Township.

**Mr. McElhone** stated that he was fine with the two-year time limit on the “No Soliciting” list. **Mrs. Fisher** agreed and that the two-year time limit has worked in the past. **Mr. Cross** recommended that the Township use the new website to make it easier to maintain the list and that residents could be notified through the website of when the list expires. **Mrs. Martin** stated that it is already in the works for the new website.

**Mr. Rogers** inquired if there were any other soliciting issues. **Mr. Stone** stated that he reviewed the appeals process within the ordinance for solicitors that have had their permits pulled by the Township. If a permit is pulled, the applicant has a right to appeal within five days. The appeal would be presented to the Board of Commissioners. **Mr. Rogers** stated one of the issues is when the solicitor does not follow the “No Soliciting” list. There was a permit denied last week for an individual that was soliciting in the Township without a permit and because of other issues with the individual, a permit was denied once he applied. The Township is not permitted to regulate state registered non-profits and political groups. The Township supplies them with the “No Soliciting” list and requests that they follow it, but they are not required to follow the list. The non-profit organizations are usually soliciting to raise funds. Residents have a hard time understanding that the Township cannot regulate these groups. **Mr. Stone** stated that the Township Solicitation Ordinance was drafted by he and Mr. Vogrin and they were very careful in the wording for first amendment issues. **Mr. McElhone** inquired if a permit is suspended, is the individual permitted to solicit during the five-day appeal process. **Mr. Rogers and Mr. Stone** stated no and that they would have to wait until after the appeal process is complete.

**New Business:**

**Prescription Drug Take Back Box Proposal**

The next item of business was a proposal for a Prescription Drug Take Back Box. **Chief Kelly** explained that he received a proposal from the Allegheny County District Attorney’s Association for a free prescription drug take back box to be placed in the Police Department. One of the requirements is that the box is bolted to the floor. The Township has had an

incredible turn out when participating in the drug take back program. If approved, the placement of the box would be on camera. Disposal pick-ups can be coordinated through the PA National Guard or the District Attorney's office.

**Mrs. Fisher** commented that it is a great idea and it would help the residents to have a disposal site more available than twice a year. **Chief Kelly** stated that there are currently only four in the area, the closest being in Indiana Township. **Mrs. Mizgorski** inquired if it would be large enough or the pick-ups be frequent enough to not cause an over-abundance of drugs in the box. **Chief Kelly** stated that there will be two keys for each box and the Township detectives would control that. If needed, the detectives would be able to place any overflow in the property room until the next pick-up. **Mrs. Mizgorski** inquired if there are special precautions required. **Chief Kelly** stated that the box will be on camera and he will review all of the requirements. **Mr. Skelley** inquired how the residents will know that the prescription drug take back box is in the Police Department. **Mr. Rogers** stated that we will have the information available on our website, in the magazine and on the electronic board. **Mr. Cross** inquired if residents would be able to place illegal drugs in the box and would there be repercussions for this. **Chief Kelly** stated that they would not monitor the box for those purposes.

**Mrs. Fisher moved, seconded by Mr. McElhone to recommend to the full Board of Commissioners the proposal for the Prescription Drug Take Back Box for the Police Department.** Under question, **Mr. McElhone** inquired if the Police Department would still hold the drug take back program twice a year at the library. **Chief Kelly** stated yes. **The motion was carried.**

**Chief Kelly** commented that he received information on the COPS grant which is part of the President's initiative on community policing issues. The grant, if awarded would pay for a salary up to three years. The position could not be eliminated after that time. Chief would like to discuss the details more fully in the next month. The application for the grant is due by June 1. Chief Kelly is concerned about the amount of time that Officer Spiker spends in the schools. Chief Kelly would like to have another Officer in the school with Officer Spiker. Officer Spiker would like to have more programming in the schools. Officer Spiker is working in all of the schools. **Mr. Cross** inquired if the other municipality's police within the school district participate in the schools. **Chief Kelly** stated that they do participate in the schools. There is also a safety meeting once a month that they attend. There was further discussion on the participation in the schools. **Mr. Rogers** explained that there is a grant funding agreement with the school district and the township and requesting more participation from the other municipalities could place the school district in a position that they would have to negotiate agreements with the other municipalities.

#### **COMMENTS:**

**Mr. John Rihn, Assistant Emergency Management Coordinator** reported that the Shaler Area School District has given the Fire Departments in the school district the opportunity to train at the closed Rogers School the weekend of May 22 before it's demolition. The training will include 90 firefighters, 10 from each department to participate in training in a commercial structure. Training Traditions instructors will be brought in for this training at a cost of \$200 to \$250 per student. The police departments have also been given this offer to go into the school before this training will take place. Mr. Rihn invited Shaler EMS to participate. There will be

no burning taking place in the building, instead the training will use simulated smoke. The schools are a number one priority for the fire departments.

**Mr. Rogers** stated that he has been notified by Mr. Pearson at Elfinwild Volunteer Fire Department in order that the township can acquire insurance for the Shaler Township Fire Departments. **Mr. Cross** inquired whether the schools are teaching fire-fighting services. **Mr. Rihn** stated that there is a program through Beattie Technical that teaches Emergency Response Technology. Mr. Rihn is a member of the Beattie Technical Board. Students do have the opportunity to pursue a career through this program. It is a program that is not well publicized. There is always more outreach needed in the community regarding fire safety programs. **Mr. Cross** inquired about programming in the junior high such as a semester course that teaches fire safety as it may give students the opportunity needed for this type of career. **Mr. Rihn** explained that the Fire Departments take part in the annual weather disaster drills at the schools each year. He commended the schools and teachers as they are prepared to handle this type of drill and emergency.

**Mr. Rogers** inquired besides weather, what is the biggest emergency management exposure. **Mr. Rihn** stated whether it is weather, an active shooter or tiles falling from the ceiling, they are evaluating the communication that goes out to the parents, as this is the biggest challenge. They are investigating wide-scale communication.

**Mr. Cross** inquired about railroad disasters with hazardous chemicals and does the railroad inform as to the types of chemicals they are carrying. **Mr. Rihn** stated that the chemicals carried by the railroads is open information and is given out on an annual basis. There are 10 to 12 rail cars per day carrying some sort of hazardous chemicals along Route 8. The railroad has emergency management that responds in these disasters. Allegheny County has the training and ability to respond in a very short time period. Mr. Rihn placed the Route 8 corridor as a strong number two for disasters.

There being no further business, the Chairman asked for a motion to adjourn. **Mrs. Fisher moved, seconded by Mr. McElhone that the meeting be adjourned. The motion was carried.** The meeting adjourned at approximately 7:29 p.m.

Respectfully submitted,

Timothy J. Rogers  
Manager

TJR:sm

M I N U T E S  
SHALER TOWNSHIP PUBLIC WORKS COMMITTEE MEETING  
TUESDAY, APRIL 26, 2016

The meeting was called to order at approximately 6:46 p.m. by Commissioner Mizgorski. She announced that the meeting was being taped and asked the Secretary to call the roll as follows:

PRESENT: Mizgorski, Boyle, Skelley  
ALSO PRESENT: Timothy J. Rogers, Manager, Harlan Stone, Solicitor;  
Chief Bryan Kelly, Sherry Martin, Admin. Assistant

**New Business:**

**Department of Environmental Protection 2014 Recycling Grant Report**

The first item of business was a report on the Department of Environmental Protection (DEP) 2014 Recycling Grant. **Mrs. Martin** reported that we received notice from the DEP that we will be receiving \$51,886.00 for the 2014 Recycling Grant. The recycling figures and grant fund received has gone up from 2013. The indication from these figures is that businesses and residents are recycling more in the township. It is a struggle getting the businesses to report their recycling figures to the Township. **Mr. Boyle** inquired why the electronic waste is not included in the DEP recycling figures. **Mrs. Martin** stated that these figures are reported to Allegheny County, but it is not a part of the DEP grant. **Mrs. Mizgorski** thanked Mrs. Martin for her work on the recycling grant funds.

**Update on the 2016 Road Paving Project**

The next item of business was an update on the 2016 Road Paving Project. **Mr. Rogers** reported that the low bidder was Youngblood Paving and the Township is delighted. They are a very good paver. The bid came in at \$1,276,712.40. This gives the Township the opportunity to add a road to the paving program if Youngblood is willing. It was recommended that Butler Plank Road be paved as the County will be paving Vilsack Road and the State is paving Kleber Road. The State includes Kleber Road to the light at Giant Eagle. This would complete a heavily traveled corridor to be paved at the same time. **Mr. Boyle** inquired if the additional road would be within the 10% allowed on the paving project. **Mr. Rogers** stated that based on Youngblood's bid numbers it would not be a problem. **Mr. Boyle** inquired if Youngblood will be able to start on the Township's timeline. **Mr. Rogers** stated that a meeting has not been set up with Youngblood yet as we are waiting for a recommendation from the Public Works Committee and full Board approval in May. A brief discussion with Youngblood has indicated that they will be ready to start on the Township's timeline. **Mrs. Mizgorski** inquired if the Committee recommends to the full Board this evening, will Management be able to then meet with Youngblood Paving. **Mr. Rogers** stated yes. **Mr. Rogers** recommended approval for Youngblood Paving as the lowest responsible bidder in the amount of \$1,276,712.40 for the 2016 Road Paving project. He would like the Committee to also add Butler Plank Road as a separate motion to the Road Paving project.

**Mr. Boyle moved, seconded by Mr. Skelley to recommend to the full Board of Commissioners that Youngblood Paving be approved for the 2016 Road Paving project as the lowest responsible bidder in the amount of \$1,276,712.40. The motion was carried.**

**Mr. Boyle also moved, seconded by Mr. Skelley to recommend to the full Board of Commissioners that Butler Plank Road be added to the 2016 Road Paving project. The motion was carried.**

#### **Republic Services Trash Contract Extension**

The next item of business was Republic Services Trash Contract Extension. **Mr. Rogers** explained that the Township typically bids out the municipal waste services contract every five years. The current contract was bid out for 2013 and the contract extension for 2017 and 2018 is by mutual agreement of both parties. The trash company will typically remove themselves from a contract if they experience significant issues regarding cost of landfill and/or fuel related issues. The Township would remove itself from the contract if the services were not up to par. There were some service issues earlier on this contract. These service issues were taken to the Republic Services Corporate office and once the Board and Management met with the Corporate Office, Republic made significant changes to their services. Republic Services purchased new trucks which they put to use in the North Hills. Republic Services picks up household hazardous waste (HHW), electronics (e-waste) for a small fee to the residents as well as yard waste pick up from April through September and leaf pick up from October to December. The Township has the largest senior citizen discount in the North Hills, which is a 20% discount. The contract extension will make the monthly bill \$18.20 per month in 2017 and \$18.65 per month in 2018. Township Management recommends the contract extension for 2017 and 2018 with Republic Services.

**Mrs. Mizgorski** commented that Republic Services stepped up their service in the Township after meeting with them. The extra services provided through Republic Services are a plus for the Township and more convenient for the residents. She was in favor of continuing the contract.

**Mr. Boyle moved, seconded by Mr. Skelley to recommend to the full Board of Commissioners the contract extension for years 2017 and 2018 (years 4 & 5) with Republic Services. The motion was carried.**

**Comments:** No comments

There being no further business, the Chairman asked for a motion to adjourn. **Mr. Boyle moved, seconded by Mr. Skelley that the meeting be adjourned. The motion was carried.** The meeting adjourned at approximately 6:55 p.m.

Respectfully submitted,

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Timothy J. Rogers  
Manager