

MINUTES
REGULAR MEETING, SHALER TOWNSHIP
BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 11, 2016

The meeting was called to order at approximately 7:00 P.M. by the Chairman David Shutter. Following a prayer by Commissioner Cross and the Pledge of Allegiance, the Chairman asked the Secretary to call the roll as follows:

PRESENT: Cross, Mizgorski, Shutter, McElhone, Fisher, Boyle, Skelley
ALSO PRESENT: Timothy Rogers, Manager; Judith Kording, Finance Officer; Deputy Chief Kevin Boyle; Adam Ventura, Solicitor; Robert Vita, Code Enforcement Officer; Sherry Martin, Administrative Assistant

The Chairman announced that an Executive Session of the Board of Commissioners of Shaler Township occurred September 27 and this evening at 5:30 p.m. where the following topics were discussed: Employment and personnel matters, contracts and policies, an update on potential litigation; and agency business which if conducted in public would violate a lawful privilege or lead to the disclosure of confidential information. Mr. Ventura said he was present for the sessions and they were absolutely necessary and were in full compliance with the Pennsylvania Sunshine Act.

Approval of Minutes

The first item of business was the possible approval of the Regular Meeting Minutes of the Board of Commissioners held Tuesday, September 13, 2016. **Mr. Boyle moved, seconded by Mrs. Fisher that the Minutes of the Regular Meeting Minutes of September 13, 2016 be approved as received by each Commissioner. The motion was carried.**

Shaler North Hills Library

The Manager reported that Ms. McRae was unable to attend the meeting as she was working at the library for an employee that fell ill today. Mr. Shutter requested that Ms. McRae be invited to the next Board meeting.

Planning Commission:

The next item of business was the Planning Commission minutes. **Mr. Wagner** was present for any questions on the Planning Commission minutes. **Mr. Rogers** inquired if the Planning Commission had sufficient time to review the Subdivision and Land Development Ordinance (SALDO). **Mr. Wagner** stated that the Planning Commission recommended approval of the SALDO, there were some comments but no amendments were made. **Mr. Rogers** inquired if the Planning Commission was aware that the ABC Transit request has been referred to the Zoning Hearing Board for consideration. **Mr. Wagner** stated that they were informed.

Engineers Report:

The next item of business was the Engineers Report. Mr. Rogers stated that Mr. Sebastian had another meeting and he would answer any questions from the Board.

- *Fall Run Park*

- Met with Department of Community & Economic Development staff to discuss compliance requirements related to the Gaming and Economic Development Fund grant.
- Materials were submitted to acquire a consistency letter from Allegheny County for inclusion in the Greenways, Trails and Recreation Program (GTRP) grant application. At this point, I believe that all necessary information has been submitted and we are waiting to find out if we will be awarded a GTRP grant.
- *Sanitary and Storm Sewer*
 - Information was reviewed from our CCTV contract with RedZone. Repair projects have been identified and we will work through them during the rest of 2016 and into 2017 to maintain the sanitary sewer system.
 - Attended a meeting at ALCOSAN to continue the GROW grant process for our 3 proposed lining projects. Full applications will be completed during October.
- *Road Paving*
 - Youngblood Paving returned to Shaler to complete the 2016 Paving Program. All scheduled roads to the west of Route 8 will be completed shortly, with the remaining roads in the northeast of the Township to follow.
 - Butler Plank Road paving will be completed during the week of 10/17. Effort has been put into coordinating with the railroad to address the road spur between Butler Plank and Route 8 that includes a railroad crossing. Due to the railroad's necessary crossing work, the spur will be closed from 10/17-10/21.
- *Route 8 Gateway Sign*
 - Met with KLH to discuss the draft plans for the Gateway Sign site. Final plans and bid package are expected in October. As previously mentioned, site planting may need to take place during the spring in 2017.

Mr. Boyle inquired if there were additional costs for work performed on Saturdays on the road paving contract. **Mr. Rogers** stated that there are no additional costs to the Township. **Mr. Cross** inquired if the Gateway Sign would be installed this year. **Mr. Rogers** stated that depending on when it goes out for bid, the base and the electric may be installed this year. A fire hydrant may need moved for the aesthetic appearance of the sign as recommended by KLH Engineers. **Mr. McElhone** inquired how long the Glenshaw Railroad Crossing would be closed. **Mr. Rogers** stated that it will be closed for a week, October 17 through 21.

New Business:

Possible approval of Agreement with Keystone Collections Group for Local Services Tax

The next item of business was the possible approval of an agreement with Keystone Collections Group. **Mr. Rogers** explained that when state law required to have earned income tax collected by a third party agent which started in 2012, Keystone Collections Group was selected and they have done an exceptional job. The Township revenues are up and the cost of collection is down. Township Management is recommending the next step to turn over the Local Services Tax collection to Keystone Collections Group. **Mr. Boyle moved, seconded by Mr. Cross to approve the agreement with Keystone Collections Group for Local Services Tax starting January 1, 2017. The motion was carried.**

Possible approval of Agreement with Allegheny County Vacant Properties Program

The next item of business was the possible approval of an agreement with Allegheny County Vacant Properties Program. **Mr. Rogers** explained that Allegheny County offers

municipalities to join a vacant property program. Mr. Rogers spoke to the managers in McCandless, O'Hara and Ross Township and all three are using the vacant properties program and recommended its use. When the Township has a tax delinquent or vacant property, it is an onerous effort to place the property up for Sheriff's Sale. This forces the School District to place the properties up for Sheriff's Sale as they have more value in the lost tax revenue than the Township. The County Vacant Properties Program will allow a contiguous neighbor to a vacant property to purchase the property through the program. There is a Resolution also on the agenda for passage. Township Management recommends the approval of this agreement and program. **Mr. McElhone moved, seconded by Mrs. Mizgorski to approve the agreement with the Allegheny County Vacant Properties Program.** Under question, Mr. McElhone inquired if this would include properties across the street from the property. **Mr. Rogers** stated that it could. The county is trying to move the properties and they have the legal staff to do that and they are able to do it more efficiently than the Sheriff's Department. This may require that various taxing agencies surrender their tax interest on the property. **The motion was carried.**

Receipts and Authorizations:

The next item of business was the receipts and authorizations for the month of September. **Mr. Boyle moved, seconded by Mr. Skelley that the receipts be turned over to the proper officers for deposit. The motion was carried.**

Mr. Boyle moved, seconded by Mr. Cross that warrants be drawn for the month of September. The motion was carried. A copy of the Receipts and Authorizations are attached to these minutes as an addendum.

Reports of Standing Committees

North Hills Council of Governments

Mr. McElhone reported that there was no meeting in September but he attended their annual dinner at the Fox Chapel Yacht Club and it was a very nice affair.

Public Works

Republic Services – 2017 & 2018 Option Years

The next item of business was the Republic Services, 2017 and 2018 Option Years. **Mrs. Mizgorski moved, seconded by Mr. Skelley that the recommendation from the Public Works meeting on September 27 for the Republic Services 2017 and 2018 Option Years be approved.** Under question, **Mr. Rogers** explained that the option years are part of a five-year contract with Republic Services. The first three years are a fixed rate and the two option years are by mutual agreement. Either party may withdraw from the agreement and both parties are required to approve the agreement. These years also have a fixed rate and the only exception is that Republic Services has requested to include is if there is no market for e-waste disposal, primarily televisions, there may be a charge for pick up or they will be trashed. Republic Services is required by law to recycle e-waste. One of the issues is that there is no market for the lead contained in older televisions. **Mr. Cross** stated that he noted that the fuel surcharge has been decreased. **Mr. Rogers** stated that consistent with the contract there is a fuel surcharge that fluctuates over a five-year period which is based on the OPIS Rack rate. The OPIS Rack rate has gone down the last three years and Township residents receive the benefit of the reduction. **The motion was carried.**

Public Safety Police Policy Manual

The next item of business was the approval of the Police Policy Manual. **Mr. Cross moved, seconded by Mr. Skelley that the recommendation from the Public Safety meeting on September 27 that the Police Policy Manual be approved.** Under question, **Mr. Rogers** explained that the manual covers any number of issues on the daily operations of the Police Department, from haircuts to clothing attire. It primarily deals with 'use of force' and what is expected of police officers. The Police Department had training for all of its police officers last week by SIMTAC. This is virtual training with different scenarios for decisions on 'use of force'. Officers have a small time frame to make these decisions. **Mr. Rogers** commended Chief Kelly on the diligent work on the Police Policy Manual which was based on national searches of best practices. This is a significant update to the former policy. **The motion was carried.**

Resolutions

Resolution No. 16-16 Appointment of Keystone Collections Group as the Local Services Tax Collector

The next item of business was Resolution No. 16-16 for the Appointment of Keystone Collections Group as the Local Services Tax Collector. **Mr. Boyle moved, seconded by Mr. Skelley that Resolution No. 16-16 for the appointment of Keystone Collections Group as the Local Services Tax Collector be approved by voice vote. The motion was carried.**

Resolution No. 17-16 Appointment of Keystone Collections Group as the Delinquent Earned Income Tax Collector

The next item of business was Resolution No. 17-16 for the Appointment of Keystone Collections Group as the Delinquent Earned Income Tax Collector. **Mr. Boyle moved, seconded by Mr. Cross that Resolution No. 17-16 appointing Keystone Collections Group as the Delinquent Earned Income Tax Collector starting January 1, 2017 be approved by voice vote.** Under question, **Mr. Rogers** explained that since 2012, consistent with state law, the Township transferred the collection of earned income tax to Keystone Collections. The Township retained staff to continue to collect delinquent earned income tax for the benefit of the residents. Delinquent earned income tax collection by a third party agency is much more expensive for the residents. It was the decision of the Board of Commissioners to give these residents this five-year period to resolve any delinquent earned income tax. They still have until the end of 2016 to resolve these taxes. Keystone Collections is a much more penal, prescriptive, and legalized collection of debt for the collection of delinquent earned income tax. **The motion was carried.**

Resolution No. 18-16 Authorization for the ALCOSAN GROW Grant for the Seavey Road, Grandview Avenue lining project for \$226,100.

The next item of business was the authorization for the ALCOSAN GROW (Green Revitalization of our Waterways) Grant for Seavey Road and Grandview Avenue lining project. **Mrs. Mizgorski moved, seconded by Mr. Skelley that Resolution No. 18-16 for the ALCOSAN GROW Grant for the Seavey Road and Grandview Avenue lining project in the amount of \$226,100 be approved by voice vote.** Under question, **Mr. McElhone** inquired which Grandview Avenue the grant was for. **Mr. Rogers** stated that it was for the one near Seavey Road. **Mr. Rogers** stated that Resolutions Number 18, 19 and 20 are part of a Green Revitalization of our Waterways (GROW) grant that are being issued by ALCOSAN to assist

various municipalities comply with the Environmental Protection Agency requirements for reducing inflow and infiltration and other flows into the sanitary sewer system. The Township sent letters of inquiry to apply for four grants and three of those were approved to submit grant applications. **The motion was carried.**

Resolution No. 19-16 Authorization for the ALCOSAN GROW Grant for the Glen Malcolm and South Magnolia Drive lining project for \$289,000.

The next item of business was the authorization for the ALCOSAN GROW (Green Revitalization of our Waterways) Grant for Glen Malcolm and South Magnolia Drive lining project. **Mrs. Mizgorski moved, seconded by Mr. Cross that Resolution No. 19-16 for the ALCOSAN GROW Grant for the Glen Malcolm and South Magnolia Drive lining project in the amount of \$289,000 be approved by voice vote. The motion was carried.**

Resolution No. 20-16 Authorization for the ALCOSAN GROW Grant for the Limestone and Dressel Road lining project for \$193,800.

The next item of business was the authorization for the ALCOSAN GROW (Green Revitalization of our Waterways) Grant for Limestone and Dressel Road lining project. **Mrs. Mizgorski moved, seconded by Mr. McElhone that Resolution No. 20-16 for the ALCOSAN GROW Grant for the Limestone and Dressel Road lining project in the amount of \$193,800 be approved by voice vote. The motion was carried.**

Resolution No. 21-16 Allegheny County Vacant Properties Program

The next item of business was Resolution No. 21-16 for the Allegheny County Vacant Properties Program. **Mr. McElhone moved, seconded by Mrs. Mizgorski that Resolution No. 21-16 for the Allegheny County Vacant Properties Program be approved by voice vote. The motion was carried.**

Introduction of Ordinance

Subdivision and Land Development Ordinance

The next item of business was the introduction of the Subdivision and Land Development Ordinance (SALDO). **Mr. Boyle moved, seconded by Mr. Cross that the Subdivision and Land Development Ordinance be introduced, advertised, assigned a temporary number and tabled and a public hearing be set for Tuesday, November 8, 2016 at 7:00 p.m.** Under question, Mr. Rogers explained that this is a change to the existing SALDO. One of the complaints received from the Allegheny County Planning Department is that the Township has not updated the SALDO in some years. It is necessary to have an updated SALDO to comply with zoning requirements and statewide building code requirements. Mr. Vita, Mr. Sebastian and Mr. Stone have worked diligently with our consultant, Environmental Planning and Design to update the SALDO. The SALDO is on the Township's website and we encourage residents to review and offer any opinions to the Township. It has been the subject of discussion and review with staff and the Planning Commission. Any amendments will be made for the final approval at the November 8 meeting. **The motion was carried.**

Comments:

Mrs. Mizgorski commented that she had the opportunity to observe the police training by SIMTAC and she found the virtual simulation impressive. She was glad the police department had the training and hoped that they never have to use it.

Mrs. Fisher commented that as the retired Activities Director for the School District, she thanked all those departments in the Township that helped with Homecoming on Saturday. It makes Shaler Township a special community when the Township and the School District work together for events.

Mr. Chuck Perry, Girty's Run Joint Sewer Authority commented that they had a busy summer with in-house projects. **Mr. Shutter** inquired about a rumor that Mr. Perry is retiring from the Board. **Mr. Perry** stated that yes he was retiring from the Girty's Board and he could not have stayed on for 32 years without the support of the Board of Commissioners. Mr. Perry has 50 years of service with Undercliff Volunteer Fire Department, 32 years with Girty's Run Joint Sewer Authority and 24 years with Shaler EMS. **Mr. Shutter and Mr. Rogers** commended Mr. Perry on his distinguished service for the Township.

Deputy Chief Boyle commented that he would also like to commend Chief Bryan Kelly on his diligent work on the Police Policy Manual. Deputy Chief Boyle reported on the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) Training that was held at some of the schools on Monday. This is an on-going process but they have over one-half of the Shaler Area School District schools trained on this program.

Councilman Ed Kress, Allegheny County Councilman for Shaler Township thanked the Board for allowing him to address the Board. He had a phone call from County Executive Richard Fitzgerald that the County would be repairing Anderson Road. He also received an e-mail from the County Manager that if there are any funds leftover in their budget they would work on Middle Road from Magnolia to the entrance of Shaler Highlands (Glen Malcolm).

Mr. Kress also spoke about and encouraged the audience to get the word out on the Alzheimers March this Saturday, October 15. Registration is at 7:30 a.m. on the North Shore at Heinz Field. Mr. Kress has a team for the march to raise money for those with Alzheimers. Allegheny County has programs for those with Alzheimers and placement in the Kane Hospitals. The County and families are having a difficult time finding caregivers for those with Alzheimers.

There being no further business, **Mr. Boyle moved, seconded by Mrs. Fisher that the meeting be adjourned at 7:30 PM.**

Respectfully submitted,

Timothy J. Rogers, Secretary
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