

M I N U T E S
SHALER TOWNSHIP FINANCE COMMITTEE MEETING
TUESDAY, OCTOBER 25, 2016

The meeting was called to order at approximately 7:31 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; Judith Kording, Director of Finance and Administration; Chief Bryan Kelly; Sherry Martin, Admin. Assistant

New Business:

Township Fee Schedule Review

The first item of business was a review of the Township Fee Schedule. **Mr. Rogers** explained that the Township fees have not been amended in some time. **Mr. Rogers** read through the recommendations for Park Shelter rental fees. Shaler Township park shelter fees are considerably less than neighboring municipalities. The recommendation is to raise the weekend shelter fees by \$5.00 and \$10.00. It is being recommended that the Alcohol Permit be for wine and beer and no hard liquor.

Mr. Skelley inquired if there is a liability clause with the alcohol permit. **Mr. Rogers** stated that anything that happens on Township property is covered under Township insurance and the Township would be liable. **Mr. Boyle** commented that the Township checked with the insurance company when the alcohol permit was implemented to assure coverage.

Park Shelter Fees:

Mr. Cross moved, seconded by **Mr. Skelley** to recommend to the full Board of Commissioners that the following prices be set for the park shelter permits for 2017.

	CURRENT	RECOMMENDATIONS
	Weekdays - Mon-Thurs	Weekends - Fri. Sat. & Sun
Kiwanis Park Main Shelter		
Organizations	\$25.00	\$40.00
Residents	\$40.00	\$60.00
Non-Residents	\$60.00	\$90.00
Upper Kiwanis Shelter		
Organizations	\$10.00	\$25.00
Residents	\$20.00	\$35.00
Non-Residents	\$30.00	\$50.00
Fall Run Park Shelter		
Organizations	\$10.00	\$25.00
Residents	\$20.00	\$40.00
Non-Residents	\$30.00	\$55.00
Denny, Richter, & Farrell		
Organizations	\$20.00	\$30.00 /no change

Residents	\$30.00	\$40.00 /no change
Non-Residents	\$40.00	\$60.00
Alcohol Permit for Kiwanis Park Shelters	\$25.00 fee for Alcohol Permit with shelter rental	\$25.00 with Shelter Rental /no hard liquor

The weekday rates will remain the same. The motion was carried.

Other Township Permits and Fees:

Mr. Rogers explained that the Committee was presented with recommendations to increase the Township permits and fees. The Township is not recommending an increase for all fees. The Township collects the fees for Labor & Industry which is also included on the fee schedule. The Township has businesses that do not submit an application for occupancy when starting a business in the Township and Mr. Rogers explained the some of the issues this presents.

There are new requirements for in-ground pools to have a plumbing connection to the sewer system for the water to be drained which requires the Building Inspector to make sure these are in compliance.

The Township is having issues with businesses that apply for Solicitation Permits. They are required to submit a background check with their application and most of the time these background checks are not clear. If the background checks are not clear, they are reviewed by Chief Kelly. Management is recommending to amend the Solicitation Permit fees for \$50.00 for a month for three employees, and \$10.00 for each additional employee and \$100.00 for a year for three employees, and \$10.00 for each additional employee.

The Township Right of Way fee is being raised from \$200.00 to \$1,000.00 with a refund for any excess funds not used. This fee is for those that want to build on their property over a Township right of way. A right of way license agreement is drawn up by the Solicitor and the Building Inspector is required to make sure that the structure is in compliance on the right of way.

It is being recommended that the Transfer of Liquor License fee be raised from \$200.00 to \$1,000.00. The last transfer of a liquor license cost the Township \$1,300.00. The Committee recommended that the fee be raised to \$1,500.00 to cover the Township costs.

Mr. Rogers explained that the small business owner coming to the Township is able to apply for a short form for their business which is basically an occupancy permit and it is more cost efficient for them.

Mr. Cross moved, seconded by Mr. Skelley to recommend to the full Board of Commissioners that the Solicitor draw up a resolution for the following Township Fee Schedule for 2017 as recommended by Management and revised through this meeting.

	Effective January 1, 2017
PERMITS	

Building Permits	\$50.00 / no change
Labor and Industry Fee	\$4.00 / no change
Plus \$5.00 for each \$1,000 in construction costs	
Fence Permits (only if over 6'1")	\$30.00 / no change
Plus \$5.00 for each \$1,000 in construction costs	
Grading Permit	\$200 Residential / \$350 Commercial
Labor and Industry Fee	\$4.00 / no change
Occupancy Permits	\$50.00
Swimming Pool Permits	\$50 above ground / \$100 in-ground
Labor and Industry Fee	\$4.00 / no change
Plus \$5.00 for each \$1,000 in construction costs	
Solicitation Permits (per Company)	
Month	\$50 for 3 / \$10 per person over 3
Annual	\$100 for 3 / \$10 per person over 3
Right of Way over Township Property	\$1,000.00 refund excess
Street Opening Permits	refund \$1,800 if no damage to street
Accessory Zoning Permit Applications	
Carport Permits	\$50.00 / no change
Detached Private Garage Permit	\$200.00 / no change
Detached Structures, Other, Including Decks	
> 100 square feet	\$50.00 / no change
< 100 square feet	\$100.00 / no change
< 500 square feet	\$200.00 / no change
Manufactured Homes/plus cost of traffic control	\$250.00 / no change
Shed Permits	\$25.00 / no change
Accident Reports - Police	\$15.00 / no change
Civil Service Application Fee	\$50.00 / no change
Conditional Use	\$2,000.00 / no change
Dye Test Certification	\$25.00 / no change
Labor and Industry Fee	\$4.00 / no change
Lot Consolidation	\$250.00 / no change
Map	\$5.00 / no change
Mechanical Devices	
Casino Games	\$500.00 / no change
Claw Machines	\$300.00 / no change
Juke Boxes	\$150.00 / no change
Pool Tables	\$150.00 / no change
Municipal Appeals Board Hearing	\$500.00 / no change
No-Impact Home-Based Business	\$25.00 / no change

No Lien Letters	\$25.00 / no chagne
NSF Fee	\$25.00 / no chagne
Planned Residential Development	\$2,000.00 / no change
Pre-approval of Plans	\$100.00 / no change
Subdivisions	
3 Lots or Less	\$250.00 / no change
4 Lots or More	\$500.00 / no change
Telecommunication Tower Fees	
New Construction	\$1,000.00 / no change
Change to Existing	\$500.00 / no change
Transfer of Liquor License	\$1,500.00
Vacation of Streets /Actual Cost to Twp	
Zoning Change	\$2,000.00 / no change
Zoning Compliance	\$25.00 / no change
Zoning Variance	
Residential	\$250.00 / no change
Commercial and Industrial	\$500.00 / no change

The motion was carried.

Mr. Rogers stated that the budget will be presented at the November 8, 2016 meeting with a public hearing on December 13, 2016 for possible approval.

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 7:45 P.M.

Respectfully submitted,

Timothy Rogers
 Manager

TJR:sm

MINUTES
SHALER TOWNSHIP
PARKS AND RECREATION COMMITTEE MEETING
TUESDAY, OCTOBER 25, 2016

The meeting was called to order at approximately 6:30 p.m. by Commissioner Fisher. She announced that the meeting was being taped and asked the Secretary to call the roll. The Secretary called the roll as follows:

PRESENT: Fisher, Mizgorski, Skelley
ALSO PRESENT: Timothy Rogers, Manager; Judith Kording, Director of Finance & Administration; Harlan Stone, Solicitor; Chief Bryan Kelly; Sherry Martin, Administrative Assistant

New Business:

Crawford Pool Fees and review of Senior Citizen Pass Donation

The first item of business was the Crawford Pool Fees for 2017 and review of a Senior Citizen Pass Donation. **Mr. Rogers** explained that there has been continued discussion on the pool rate issues and staff management has worked on the proposals that the Board received. **Mrs. Kording** explained that the proposal before the Committee was for the 2017 daily pool admission and there is a delineation between the resident rate and non-resident rate including a weekend and weekday fee difference. The issues up for discussion are the age limits for infants as well as over 65 rates. Also, whether there should be a flat fee daily rate for residents and non-residents and a proposed increase for the season pass for both residents and non-residents. Proposed improvements and repairs to the pool will be well over \$300,000 in the next 18 months. The Township has invested almost \$400,000 in the pool in the last two years. These are capital expenditures. Pool losses are expected, but the losses may be too great.

Mr. Rogers explained that management is not seeking to make money on the expense of the pool. The discussion has been and is who is using the pool and to treat the residents fairly. **Mr. McElhone** was approached by **Mr. Mattock** (resident) to charge seniors a small fee for the use of the pool. **Mr. Rogers** did not think that this was worth changing. If a senior citizen would like to make a contribution as **Mr. Mattock** has done, they can do this on their own. **Mrs. Kording** explained that there are approximately 1,200 senior citizen passes. These are currently a two-year pass system. If a season fee is implemented, it would be best to let these go until they expired and then implement a payment for the pass. **Mr. Rogers** did not feel that \$12,000 was worth the effort in the overall view of the budget. **Mrs. Mizgorski** stated that it may not be much in the overall view of the budget, but when you just view the pool expenses it is significant. **Mrs. Fisher** stated that there are some days when the only people at the pool are the senior citizens. **Mrs. Kording** stated that they are the same people every day and they are all free passes. **Mr. McElhone** stated that **Mr. Mattock** (resident) brought the suggestion of requesting senior citizens make a donation of \$10.00 each year. **Mr. Mattock** requested that the stairs near the slide be replaced and a ladder not be installed. **Mr. Mattock** donates \$500 each year to the pool. **Mr. Rogers** explained that in the design of the pool improvements, a portion of the deck will be cut out to include stairs. **Mr. Skelley** inquired how the pool rates and expenses are broke down. **Mrs. Kording** stated that there is no revenue from the concession stand as it is run by the Kiwanis Club. It is broken down by season passes, daily admission, pool parties and

lessons. There has been a continued loss of revenue on lessons. The expenditures are salaries, operating costs, gas, electric, water, sewage which is out of the general fund. Major improvements come out of the capital fund. The capital fund expenditures do not figure into the revenue expenditures. The pool losses have been between \$21,000 and \$45,000.

Mr. Cross inquired what the cost is to heat the pool and will there be a cost savings with the new boiler. **Mr. Rogers** stated that the pool heater was turned off after three weeks and never turned back on. **Mrs. Kording** stated that the gas costs are approximately \$8,400.00 a year. We may save approximately \$4,000 with the new boiler. **Mr. Rogers** stated that it all depends on the temperature in the summer, the new boiler will be more efficient but not significantly. Management is removing the fiberglass steps because swimmers are hitting them which is a danger. The new steps will be cut from the pool deck with a rail surrounding them for safety reasons.

There was further discussion on the season pass rates for 2017. A new category for children 2 and under was added and they would be free for both residents and non-residents.

Mrs. Mizgorski moved, seconded by Mr. Skelley to recommend to the full Board of Commissioners the following 2017 Crawford Pool Season Pass rates with the exception of the Senior Citizen season rate.

SWIM TAG FEES RESIDENT NON-RESIDENT

TODDLER	0 - 2 YRS	FREE	FREE
CHILD	3 - 5 YRS	\$20.00	\$95.00
JUNIOR	6-17 YRS	\$75.00	\$120.00
ADULT	18-64 YRS	\$95.00	\$175.00
FAMILY		\$190.00	\$345.00

The motion was carried.

Daily Admission Rates: **Mrs. Kording** stated that the more difficult issue is the discussion on the pool daily admission rates. Some of the issues are if the Board wants to keep the delineation of the resident and non-resident rates and should the structure of the weekday versus weekend / holiday admission rates be different. The influx of issues at the pool are on the weekends.

There was further discussion on the daily admission rates, including adding the category for children 2 and under to be free to mirror the yearly pass rate, and the next categories would be children from 3 to 5 years of age, children 6 to 17 years of age, 18 to 64 years of age and 65 and over. It was suggested that the daily admission be capped at \$10.00 for both residents and non-residents. It was proposed to have a resident photo identification through the Township for residents to receive a daily discount rate for admission to the pool. Logistics would need to be worked out. The photo identification would need to be renewed each year. There was also a recommendation to have photo identification on the season pool passes.

Mrs. Kording suggested that staff management research the daily rates further and come back to the Committee with a proposal at the November meeting. **Mrs. Fisher** recommended that the

proposal for daily admission be for one rate for both residents and non-residents for Monday through Friday and a weekend /holiday rate. All residents would be able to obtain a resident discount card through the Township. The discount card would be very specific on how it is used. The Township office would open for a few nights to make the resident photo identifications available.

Comments:

Mr. Christopher Chirdon, 133 E. Undercliff Street, Pittsburgh, PA 15223 inquired what the issues are at the pool that the Committee is attempting to resolve. **Mrs. Fisher** stated that this past pool season there were many people coming to the pool that did not have photo identification with them and still wanted the resident rate. **Mrs. Mizgorski** also stated that there are people that want the resident rate that are in the Shaler Area School District and are not residents. Pool staff was being harassed on these issues. Pool Management requested a solution to these issues.

Mr. Jim Genter, 1012 Anderson Road, Pittsburgh, PA 15209 commented that it would be best to keep it simple and requesting identification will cause the long lines and people will say they left their identification in the car. He commented that the pool is a beautiful asset for the residents. **Mr. Rogers** stated that the issue is not the residents, but there have been significant issues with non-residents. **Mr. Genter** stated that the residents should buy a season pass. **Mr. Rogers** stated that you need to use the pool a lot to get the value from the season pass.

There being no further business, the Chairman asked for a motion to adjourn. **Mrs. Mizgorski moved, seconded by Mr. Skelley that the meeting be adjourned at approximately 7:11 p.m.**

Respectfully submitted,

Timothy J. Rogers
Manager

TJR:sm

M I N U T E S
SHALER TOWNSHIP PUBLIC WORKS COMMITTEE MEETING
TUESDAY, OCTOBER 27, 2016

The meeting was called to order at approximately 7:12 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; Judith Kording, Finance & Administration Director, Chief Bryan Kelly, Sherry Martin, Admin. Assistant

New Business:

Policy for Grass cutting on abandoned and abandoned and vacant lots

The first item of business was the review of a policy for grass cutting on abandoned and vacant lots. **Mr. Rogers** explained that there has been a lot of money spent on grass cutting of vacant and abandoned properties in response complaints from neighbors of these properties. The Township liens the properties but this sometimes takes years to receive these funds back from the liens. It is a great expense to the property owner for the Township to cut the grass. In researching neighboring municipalities, the Township has discovered that McCandless Township only cuts the grass after it is 10" high and they limit the number of cuts each year. Ross Township only cuts the grass after it is 10" high and they will not cut the grass if someone is living in the home. The property owner is cited and taken to the magistrate. Pine Township has home owners association's and do not have any issues.

Mrs. Kording informed the Committee that as of today, the Township has cut the grass 132 times this year. There is one property that grass has been cut 11 times this year. The cost to lien the property is \$106.50 and the Township will never receive a return on all of these liens. There are a few properties that the Township has been cutting the property for up to 7 years and will never re-coup the costs. The grass cutter spends 20 minutes to cut the grass at a cost of approximately \$50.00 plus \$106.50 to lien the property. This tends to put the Township in a cycle of frequently cutting the grass and liening the property. Mrs. Kording thought it was taking advantage of some of the residents on the frequency of the grass cutting. She was recommending limiting the number of grass cutting on each property. The process is that the Township receives a complaint, the Code Enforcement Officer or the landscaper checks the property, a letter is sent to the homeowner with five days to respond. If this is mailed across the country, it does not give the property owner sufficient time to respond. The landscaper cuts the grass and submits the paperwork to Mrs. Kording who then bills the property owner and after 15 days the property is liened. Originally, the landscaper was cutting the grass on a weekly basis and Mrs. Kording stopped him and had them go to a 2-week basis. The Township is also cutting grass on vacant properties that are not buildable.

Mr. Rogers recommended cutting back on the number of cuts, maybe one cut a month. **Mr. Boyle** stated that Mrs. Kording's memo recommended grass cutting be at least two weeks apart in early spring and at least three weeks apart in July through October. He recommended changing that to three weeks apart in early spring and at least four weeks apart in July through October.

Mrs. Mizgorski stated that the real problem is that those property owners that maintain their property and pay their taxes are also paying for the maintenance of private property. While the neighbors that are taking care of their homes have the right to have a nice neighborhood, should this be at the tax payers expense.

Mr. Rogers stated that a truly vacant lot should go back to nature. He requested the Committee consider not cutting the grass on vacant lots.

Mrs. Kording requested the Committee consider that if the property is vacant or an unbuildable lot or if there are other liens on the property, the Township does not continue to cut the grass.

Mr. Rogers suggested that the Township bill the titled property owner for occupied homes and instead of placing a lien on the property, the Township retain the invoice in-house and when the Township receives a no-lien request, the invoice is submitted and collected. The Township should also cut back on the frequency of grass cutting.

Mrs. Kording suggested that she refine the letter that is sent to the property owner and what will transpire for failure to comply. If the grass cutting is only done once a month, it will eliminate 75% of these properties. **Mr. Rogers** also suggested if the property is fenced in, the Township not cut the grass.

Mr. Boyle moved, seconded by Mr. Skelley to direct management to develop a Grass cutting Policy for 2017 to include that vacant property lots go back to nature; all occupied homes be cited and taken to the magistrate for compliance; cut the grass once a month on vacant homes with no additional services and bill the property owner. 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 7:30 p.m.

Respectfully submitted,

Timothy J. Rogers
Manager

M I N U T E S
SHALER TOWNSHIP ENVIRONMENTAL & LAND USE COMMITTEE MEETING
TUESDAY, OCTOBER 25, 2016

The meeting was called to order at approximately 7:46 p.m. by Commissioner McElhone. He announced that the meeting was being taped and asked the Secretary to call the roll as follows:

PRESENT: McElhone, Boyle, Fisher
ALSO PRESENT: Timothy J. Rogers, Manager; Harlan Stone, Solicitor; Chief Kelly;
Sherry Martin, Administrative Assistant

Old Business:

R-3 Zoning District Requirements

The next item of business was a review of the R-3 Zoning District Requirements. **Mr. Rogers** explained that Mr. Cross requested that a review be performed on the R-3 Zoning District Requirements. There is a home located in an R-3 Zoning District that used a first floor and second floor and made it into a two-family dwelling as opposed to two-family side by side homes. Investigation into the ordinance revealed that the home is in compliance as there is an entrance and windows that are above ground level. The concern is that some residents have converted homes into a two-family residence using the first and second floor without proper inspection and compliance. It was requested that Mr. Stone review this issue in the ordinance.

Mr. Stone reported that his research indicated that in the R-3 Zoning District the types of uses include a two-family dwelling. It does not state that it has to be side-by-side or above and below. There is no definition of a duplex stating that it has to be side-by-side. There are building code requirements for a two-family or multi-family dwelling. These requirements will assure if these dwellings are code compliant. There are requirements for two entrances, fire escapes, separation of ceiling and floors. It is not a problem in the use itself, but it is a problem given the use that they are following the building code requirements for a multi-family dwelling.

Mr. Rogers inquired if there is a need to change the code. **Mr. Stone** stated that it is not a use problem, it is a building code problem which makes it a code enforcement issue. **Mr. Rogers** stated that it is not for lack of code enforcement, the Township is not always aware of the changes made to the buildings.

Mr. Stone stated that the Township can create a definition in the Ordinance defining a multi-family duplex but he feels it will over complicate what is in the building code requirements.

Mr. Cross stated that he would like guidelines for a two-family dwelling so that any home converted to a two-family dwelling would be sure to be made safe and up to code. The home in question had permits to be built as a two-family home.

Mr. Stone stated that he could make some recommendations to define some terms in the Ordinance. He does not recommend amending the basic uses as they are defined in the R-3 Zoning District.

Mr. Rogers reported that Allegheny County has sent their comments on review of the SALDO (Subdivision and Land Development Ordinance). They had a few comments and Mr. Stone and Ms. Yagle, from Environmental Planning and Design will review and make the necessary

amendments. The revised Ordinance will be made available to the public and the Board prior to the public hearing on November 8, 2016. The SALDO is mainly updating to come into compliance with the state wide Uniform Building Code.

Public Comment: No comments

There being no further business, the Chairman asked for a motion to adjourn. **Mr. Boyle moved, seconded by Mrs. Fisher that the meeting be adjourned. The motion was carried.** The meeting adjourned at approximately 7:54 p.m.

Respectfully submitted,

Timothy J. Rogers
Manager

TJR:sm