

**MINUTES
REORGANIZATION MEETING AND
REGULAR MEETING, SHALER TOWNSHIP
BOARD OF COMMISSIONERS
MONDAY, JANUARY 5, 2026**

Judith Kording, pursuant to her duties as secretary and acting as Temporary Chairman pursuant to Rule 7 of the Board of Commissioners Rules of Order, called the swearing in ceremony of newly elected officers to order at approximately 7:02 P.M.

The Temporary Chairman announced that the Certificates of Election were presented, and it has been confirmed that they are in order. Mrs. Kording read brief biographies for Commissioners Fleitman, Wagner, Boyle, and Tax Collector Erin Bartkins as each of them was sworn in. Mrs. Kording then introduced the Honorable District Judge Daniel Konieczka from the Magisterial District Courts of Allegheny County to administer the oaths of office to the following officials.

Elected Commissioner Josh Fleitman, Oath of Office
Re-elected Commissioner Conrad Wagner, Oath of Office
Re-elected Commissioner James Boyle, Oath of Office
Re-elected Tax Collector Erin Bartkins, Oath of Office

The Temporary Chairman asked Commissioner Cross to start the meeting off with a prayer followed by the Pledge of Allegiance.

The Temporary Chairman performed the roll call.

PRESENT: Boyle, Cross, Shutter, Wagner, Fleitman, Fisher, Iozzo
ALSO PRESENT: Judith Kording, Manager; Anna Jewart, Solicitor; Sean Frank, Chief of Police; Amanda Jennings, Finance Director; Melanie Crawford, Director of Administrative Services; David Fitzhenry, Building Inspector; Sharon Lobosco, Administrative Assistant

Election of President/Chairman

The Temporary Chairman opened the floor for nominations for the election of President/Chairman of the Board of Commissioners. **Mr. Shutter moved, seconded by Mrs. Fisher that James Boyle be nominated for President and Chairman of the Board of Commissioners. The motion was carried.**

The Temporary Chairman then called for a voice vote for the nomination of James Boyle as President and Chairman of the Board of Commissioners. **A unanimous vote was received, and James Boyle was elected President and Chairman of the Board of Commissioners. Mr. Boyle** then assumed his place as Chairman and thanked his fellow commissioners and promised to do his best.

Election of Vice President/Vice-Chairman

Chairman Boyle then requested nominations for Vice President/Vice Chairman of the Board of Commissioners. **Mr. Cross moved, seconded by Mr. Iozzo, that Conrad Wagner be nominated for Vice President and Vice Chairman of the Board of Commissioners. The motion was carried.**

The Chairman then called for a voice vote for the nomination of **Conrad Wagner** as Vice President and Vice Chairman of the Board of Commissioners. **A unanimous vote was received, and Conrad Wagner was elected Vice President and Vice Chairman of the Board of Commissioners.**

Public Comment for Agenda Items:

There were no public comments on agenda items this evening.

Appointment of Manager and Secretary

The Chairman then asked for an appointment of Manager and Secretary. **Mr. Wagner moved, seconded by Mr. Shutter, that Judith L. Kording be appointed Manager and Secretary. Mr. Fleitman abstained from the vote. The motion was carried.** Mr. Fleitman will give a statement for grounds of abstention at the close of the final reorganization motion.

Appointment of Assistant Secretary

The Chairman then asked for an appointment for Assistant Secretary. **Mr. Cross moved, seconded by Mrs. Fisher, that Joseph Shook be appointed Assistant Secretary effective January 19, 2026. Mr. Fleitman abstained from the vote. The motion was carried.**

Appointment of Solicitor

The Chairman then asked for an appointment of Solicitor for the Township of Shaler. **Mrs. Fisher moved, seconded by Mr. Cross, that Anna Jewart of the law firm Babst Calland be appointed as the Township Solicitor. Mr. Fleitman abstained from the vote. The motion was carried.**

Appointment of Delinquent Tax Collector

The Chairman then asked for an appointment of Delinquent Tax Collector. **Mr. Iozzo moved, seconded by Mr. Shutter that Jordan Tax Service be appointed as the Delinquent Tax Collector for the Township of Shaler. Mr. Fleitman abstained from the vote. The motion was carried.**

Appointment of Earned Income Tax Collector

The Chairman then asked for an appointment of the Earned Income Tax Collector. **Mr. Iozzo moved, seconded by Mr. Wagner, that Keystone Collections be appointed as the Earned Income Tax Collector for the Township of Shaler. Mr. Fleitman abstained from the vote. The motion was carried.**

Appointment of Consulting Engineers

The Chairman then asked for an appointment for the Consulting Engineers. **Mr. Wagner moved, seconded by Mr. Iozzo, that Viridian Civil Design and Gateway Engineers be appointed as the Township's Consulting Engineers. Mr. Fleitman abstained from the vote. The motion was carried.**

Appointment of Fire Marshall

The Chairman then asked for an appointment of the Fire Marshall for the Township of Shaler. **Mr. Shutter moved, seconded by Mr. Cross, that David Fitzhenry be appointed as the Township's Fire Marshall for a two-year term, said term to expire January 1, 2028. Mr. Fleitman abstained from the vote. The motion was carried.**

Appointment of Assistant Fire Marshall

The Chairman then asked for an appointment for the Assistant Fire Marshall for the Township of Shaler. **Mr. Wagner moved, seconded by Mrs. Fisher that David Benko be appointed as the Township's Assistant Fire Marshall for a two-year term, said term to expire January 1, 2028. Mr. Fleitman abstained from the vote. The motion was carried.**

Naming of Official Newspaper

The Chairman then asked for a motion naming the official newspaper. **Mr. Cross moved, seconded by Mrs. Fisher, that the Pittsburgh Post-Gazette be named as the official newspaper to be used at the discretion of the Township Manager. The motion was carried.**

Naming of Standing Committees by President

The Chairman then announced the following Committee appointments:

Public Safety Committee: Conrad Wagner, Chair; William Cross, Frank Iozzo

Environmental & Land Use Committee: Frank Iozzo, Chair; Susan Fisher, Josh Fleitman

Public Works Committee: David Shutter, Chair; Susan Fisher, Josh Fleitman

Parks & Recreation Committee: Susan Fisher, Chair; Frank Iozzo, Conrad Wagner

Finance Committee: James Boyle, Chair; William Cross, Josh Fleitman

Personnel Committee: William Cross: Chair; David Shutter, James Boyle

Pension & Insurance Committee: David Shutter, Chair; James Boyle, Conrad Wagner

Police Wage / Policy Grievance Committee: William Cross and David Shutter

North Hills Council of Governments: Frank Iozzo, Delegate and Josh Fleitman, Alternate

Regional Earned Income Tax Collection Committee: Judith Kording and Susan Fisher

Shaler Township Activity Liaison: Susan Fisher

Appointment of Various Members to Fill Committee Vacancies

Civil Service Commission

The Chairman then asked for an appointment to the Civil Service Commission. **Mrs. Fisher moved, seconded by Mr. Wagner, that John Hart be appointed as a member of the Civil Service Commission for a six-year term, said term to expire January 1, 2032. Mr. Fleitman abstained from the vote. The motion was carried.**

North Hills Council of Governments

The Chairman then asked for an appointment to the North Hills Council of Governments Board. **Mr. Fleitman moved, seconded by Mr. Shutter, that Frank Iozzo be appointed as a member of the North Hills Council of Governments Board for a two-year term, said term to expire January 1, 2028. The motion was carried.**

The Chairman then asked for another appointment to the North Hills Council of Governments Board. **Mr. Iozzo moved, seconded by Mr. Wagner, that Josh Fleitman be appointed as a member of the North Hills Council of Government for a two-year term, said term to expire January 1, 2028. Mr. Fleitman abstained from the vote. The motion was carried.**

Planning Commission

The Chairman then asked for an appointment to the Planning Commission. **Mr. Cross moved, seconded by Mrs. Fisher, that Terrence Brown be appointed as a member of the Planning Commission for a four-year term, said term to expire January 1, 2030. Mr. Fleitman abstained from the vote. The motion was carried.**

The Chairman then asked for another appointment to the Planning Commission. **Mr. Wagner moved, seconded by Mr. Shutter that Matthew Thiel be appointed as a member of the Planning Commission for a four-year term, said term to expire January 1, 2030. Mr. Fleitman abstained from the vote. The motion was carried.**

Shaler North Hills Library Board

The Chairman then asked for an appointment to the Shaler North Hills Library Board. **Mrs. Fisher moved, seconded by Mr. Shutter, that Jim Giel be appointed as a member of the Shaler North Hills Library Board for a three-year term, said term to expire January 1, 2029. Mr. Fleitman abstained from the vote. The motion was carried.**

The Chairman then asked for another appointment to the Shaler North Hills Library Board. **Mr. Wagner moved, seconded by Mr. Cross, that Beth Boyce be appointed as a member of the Shaler North Hills Library Board for a three-year term, said term to expire January 1, 2029. Mr. Fleitman abstained from the vote. The motion was carried.**

Educational Service Agency

The Chairman then asked for an appointment to the Educational Service Agency. **Mr. Iozzo moved, seconded by Mr. wagner, that Amanda Jennings be appointed as a member of the Educational Service Agency for a three-year term, said term to expire January 1, 2029. Mr. Fleitman abstained from the vote. The motion was carried.**

Mrs. Kording stated that the Educational Service Agency refers to crossing guards and was established under a first-class code. **Mrs. Kording** explained that the Township and the Shaler Area School District are responsible for an equal share of the expenses for the school crossing guards.

The Chairman then asked for another appointment to the Educational Service Agency. **Mr. Shutter moved, seconded by Mr. Iozzo, that Sean Frank be appointed as a member of the Educational Service Agency for a three-year term, said term to expire January 1, 2029. Mr. Fleitman abstained from the vote. The motion was carried.**

The Chairman then asked for another appointment to the Educational Service Agency. **Mrs. Fisher moved, seconded by Mr. Cross, that Judith Kording be appointed as a member of the Educational Service Agency for an existing term, said term to expire January 1, 2027. Mr. Fleitman abstained from the vote. The motion was carried.**

Vacancy Board

The Chairman then asked for an appointment to the Vacancy Board. **Mr. Wagner moved, seconded by Mr. Cross, that Mr. Timothy Rogers be appointed as a member of the Vacancy Board for a two-year term, said term to expire January 1, 2028. Mr. Fleitman abstained from the vote. The motion was carried.**

Resolutions of Appointment

Resolution No. 1-2026 Appointment to Shaler Hampton EMS Board, three-year term, Term of David Shutter expired January 1, 2026

The Chairman then asked for an appointment to the Shaler Hampton EMS Board. **Mr. Cross moved, seconded by Mrs. Fisher, that Resolution Number 1-2026 appointing David Shutter as a member of the Shaler Hampton EMS Board for a term of office of 3 years, said term to expire January 1, 2029, be approved by a roll call vote. Mr. Shutter and Mr. Fleitman abstained from the vote. The motion was carried.**

Resolution No. 2-2026 Appointment to the Zoning Hearing Board, three-year term, Term of William Woods expired January 1, 2026

The Chairman then asked for an appointment to the Zoning Hearing Board. **Mr. Shutter moved, seconded by Mr. Wagner, that Resolution Number 2-2026 appointing James Pschirer as a member of the Zoning Hearing Board for a term of office of three years pursuant to the Municipalities Planning Code and Shaler Township Ordinance No. 11650 be approved by a roll call vote. Mr. Fleitman abstained from the vote. The motion was carried.**

Resolution No. 3-2026 Official Depositories

The Chairman then asked for the naming of the official depository.

Mrs. Fisher moved, seconded by Mr. Cross, that Resolution Number 3-2026 naming First Commonwealth Bank and Wesbanco as the official depositories of the Township be approved by a roll call vote. Mr. Fleitman abstained from the vote. The motion was carried.

At this point, the reorganization portion of the meeting was completed. The Chairman called the Regular January Meeting to order.

Mr. Fleitman explained his abstaining from voting. **Mr. Fleitman** stated he was only sworn in at the beginning of the meeting and wanted to do more research before voting.

Regular Meeting: January 5, 2026

The Chairman announced that an Executive Session was held on December 9, 2025, and this evening at 5:30 p.m. wherein 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. Ms. Jewart said the session was absolutely necessary and was 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, December 9, 2025.

Mr. Shutter moved, seconded by Mrs. Fisher, that the Minutes of the Regular Meeting of December 9, 2025, be approved as received by each Commissioner. Mr. Boyle and Mr. Fleitman abstained from the vote. The motion was carried.

Planning Commission

The first item of business was the report from the Planning Commission.

Mr. Piekarski stated there was no report due to a cancelled December meeting.

Shaler Hampton EMS (SHEMS)

The next item of business was a report from Shaler Hampton EMS. **Mr. Cross** stated that **Eric Schmidt** was unaware this was a regular meeting as well as a Reorganization meeting.

New Business

Receipts and Authorizations

The next item of business was the receipts for the month of December 2025.

Mr. Cross moved, seconded by Mr. Shutter, that the receipts for the month of December 2025 be turned over to the proper authorities for deposit. Mr. Fleitman abstained from the vote. The motion was carried.

The next item of business was the authorizations for the month of December 2025.
Mr. Cross moved, seconded by Mr. Iozzo, that warrants be drawn for the month of December 2025. Mr. Fleitman abstained from the vote. The motion was carried.

Ordinances and Resolutions

Adoption of Ordinances

Ordinance No. 1981 Shaler Zoning Map Ordinance Amendment

The next item of business was the possible adoption of Ordinance No. 1981 Shaler Zoning Map Ordinance Amendment.

Mrs. Jewart opened a public hearing and asked if there were any public comments concerning Ordinance No. 1981 Shaler Zoning Map Draft Ordinance Amendment.

No public comments were made.

Mrs. Jewart explained numerous changes have been made throughout the years to the zoning map. **Mrs. Jewart** stated that Shaler Township consulted with **KLH Engineers** in finalizing the map. **Mrs. Jewart** explained this will be a single map to work with instead of referring to multiple maps.

Mr. Iozzo moved, seconded by Mr. Shutter, that Ordinance No. 1981 Shaler Zoning Map Draft Ordinance Amendment be approved by roll call vote.

Mrs. Kording explained the maps on file are from 2002. **Mrs. Kording** commended **Mr. Fitzhenry** and **Mrs. Frank** on all of their work. **Mrs. Kording** stated this is the first time the maps have been updated in 24 years.

Roll Call Vote: Ayes: Boyle, Cross, Shutter, Wagner, Fisher, Iozzo.

Mr. Fleitman abstained from the vote. The motion was carried.

Resolutions

Resolution No. 4-2026 Statewide Local Share Assessment grant on behalf of Sharps Hill Volunteer Fire Department

The next item of business was Resolution No. 4-2026 Statewide Local Share Assessment grant on behalf of Sharps Hill Volunteer Fire Department.

Mr. Cross moved, seconded by Mrs. Fisher, that Resolution No. 4-2026 Statewide Local Share Assessment grant on behalf of Sharps Hill Volunteer Fire Department be approved. Mr. Fleitman abstained from the vote. The motion was carried.

Mrs. Kording stated that **Sharps Hill VFD** applied for a local share assessment grant previously but were required to provide updated estimates. **Mrs. Kording** explained that the resolution was a clarification from a previously submitted grant application.

Mr. Fleitman once again explained his abstaining from voting. **Mr. Fleitman** stated he was only sworn in at the beginning of the meeting and wanted to do more research before voting.

Commissioner's Comments

There were no commissioners' comments this evening.

Manager's Comments

Mrs. Kording stated that the weather has been unfavorable and commended the Shaler Road Crews on the snow removal. **Mrs. Kording** explained it is a difficult task to maneuver the trucks on narrow streets. **Mrs. Kording** stated that Shaler has ordered 6,250 tons of salt this season and explained if the weather continues, Shaler Township will be over budget for the yearly salt allotment.

Public Comments:

There were no public comments this evening.

There being no further business, **Mrs. Fisher moved, seconded by Mr. Shutter, that the meeting be adjourned at 7:54 PM.**

Respectfully submitted,

Judith L. Kording, Secretary
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