MINUTES
SCOTT TOWNSHIP
BOARD OF COMMISSIONERS
301 LINDSAY ROAD, MAIN MEETING ROOM
SCOTT TOWNSHIP, PA 15106
AGENDA MEETING
January 12, 2021

The meeting was called to order by President Altman at 7:30p.m. She then led all present in prayer and pledge to the flag.

Roll Call:

David G. Calabria, President	Present - Zoom
Thomas M. Castello, Esq.	Present - Zoom
Kathy Gazda	Present - Zoom
Angela Wateska	Present - Zoom
Nicholas Seibel, Vice President	Present - Zoom
Michelle Sedlak	Present - Zoom
William Wells	Present - Zoom
Stacey Altman, President	Present
Eileen L. Meyers	Present - Zoom

PRESENT - 9 ABSENT - 0

ALSO PRESENT: Denise Fitzgerald, Township Manager
Robert McTiernan, Esq.; Solicitor, Tucker Arensburg - Zoom
Marie Hartman, P.E.; Engineer, Lennon, Smith, Souleret Engineering, Inc.
Thomas Kelley, Director of Public Services - Zoom
Mark Mox, Planning/Zoning/Code Enforcement Officer
Sandy Wilkins, Finance Director – Zoom
Lisa Riley, Tax Collector - Zoom
Matt Podsiadly, Chief of Police – Zoom
James Secreet, Police Superintendent - Zoom
James Stoker, Information Technology Technician Manager
Lisha Mihalko, Assistant Township Secretary

Public Comments on all Agenda Items Listed Below

Planning, Zoning and Code Enforcement

Discuss the possible donation of property located on Finley Avenue; Lot & Block #102-P-224.

Mr. Castello stated that the Flood Authority is waiting on paperwork from the Engineer.

Mrs. Hartman advised that she would have something prepared for the next meeting.

Discuss the status of the Fee Schedule.

Mr. Castello mentioned that there will be a Finance Committee meeting on February 1, 2021. The Committee will be discussing this item.

Solicitor's Report

Engineers Report

Discuss Partial Payment No. 3 in the amount of $234,082.35 for the 2019 Source Flow Reduction and Sanitary Sewer Improvements Project submitted by Stefanik's Next Generation Contracting Company, Inc.

Mrs. Hartman stated that this Invoice includes work completed up to this point. All work completed is satisfactory.

In accordance with the meeting with ALCOSAN, the Source Flow Reduction and Sanitary Sewer Improvements Project for the Kane Area is being prepared for resubmission for GROW funding.

Managers Update

- **Covid**

Mrs. Fitzgerald advised that it is the Townships goal to provide a safe, clean, and well-maintained facilities for the Township residents and employees. The Township offices will be opening back up to the public but continue to utilize the drive thru window for the Tax Office. Township meetings will be hybrid of in person and Zoom to accommodate everyone's comfort level for attendance. The Public Works Department will be using the electrostatic spray to disinfect the Township office public areas, Public Works Department public areas, The Library, Park Facilities, and the Township vehicles. The Township will begin to accept rentals of park facilities on February 1, 2021. All individuals renting the facilities will be notified via a notice that will be attached to all park rentals that due to COVID-19 restrictions, we are required to limit capacity to 50% for all indoor recreation facilities according to the Allegheny County Health Department. If the individual exceeds the capacity restriction their deposit will be withheld for additional cleaning and sanitizing. The Township will continue to follow the CDC guidelines.

Standing Committee Report - Finance

Discuss the quote from Harris Computer Systems; to provide a breakdown of the cost that are currently being billed. The cost to hard code these values on the bill form is $603.75 for the initial change and an additional fee of approximately $78.75 each year after and/or when changes would be needed to the fees.

Mrs. Wilkins advised that the Board was initially looking into getting this completed. However, the Township is also currently looking into getting new software. The software program that is being reviewed includes this program and therefore, the Township wouldn't need this if they move forward with the new software program.

Mrs. Wilkins advised the Board of Commissioners of the proposals that were received for the new system. She advised that Freedom Systems is the best for the work that is done in the office. This system will bring everything together. Currently the Township uses Prosoft, Harris Computers, GeoPlan, and Traizer which none of these programs talk to each other.

Mr. Seibel stated that the annual fee appears to increase by $2,000 after the initial year. He asked Mrs. Wilkins to confirm.

Mrs. Wilkins responded confirming the $2,000.00 annual fee.

Mr. Seibel said the original conversation was to possibly add a portion to the sewer bills which would outline the fees included in that bill. He confirmed that this program currently charges the Township every time a change is made. He asked if Freedom Systems would allow the Township to make changes as needed without a cost to it.

Mrs. Wilkins replied that Freedom Systems allows the Township to make changes as necessary, with no additional charges.

Ms. Altman also stated that the Township could add more modules as we move forward.

Mrs. Wilkins said that is possible. She also mentioned that the system also includes a cloud-based service.

Mr. Stoker advised that the server the Township is currently utilizing is a huge security risk. The Cloud based service would be an improvement especially with the employees that are remoting in.

Mr. Wells asked if this has been budgeted for.

Mrs. Fitzgerald replied that this item has not been included in the budget for 2021, however she has asked Mrs. Wilkins to look at the available funds to come up with the money.

Mrs. Wilkins said that the initial years cost would be approximately, $89,629.00. When estimating figures on the budget, the Township estimated on the lower side for the Act 511.

Mr. Wells asked if the School District was going to support a portion of the funding of the program.

Mrs. Wilkins said that Mrs. Riley reached out to the School District, but she wasn't aware if anyone has responded as of yet.

Mr. Wells asked Mrs. Fitzgerald if she could look into all the concerns from the Board prior to the Board voting on this.

Mrs. Fitzgerald confirmed that she would reach out to Mrs. Riley and see if the School District is willing to pay a portion of the funding for the system and Mrs. Wilkins has already found the funding within the budget.

Mrs. Meyers asked how old the current system is.

Mrs. Wilkins replied, the Tax Office was upgraded with accounting software in 2010. At that time, the software for Mrs. Wilkins cost $10,000.00 and the Tax portion cost $15,000.00. The sewer billing was upgraded in 2011 at a cost of $11,000.00.

Mrs. Meyers asked Mr. Castello if this was something that could be included in the Bond Issue.

Mr. Castello said if the Township has the money it wouldn't make sense to add it to the Bond Issue.

Mr. Calabria addressed his concerns with eliminating portions of Traizer. He asked if anyone in the Township contacted a representative from Traizer and ask them if the system can handle what we are looking for.

Ms. Altman said that Traizer isn't able to communicate with other programs. Freedom Systems communicates with the other programs.

Mr. Castello suggested keeping the item on the agenda. If the information being requested isn't available for the next meeting Mr. Wells can make a motion to table to item until further information can be provided.

Discuss Resolution for disposition of records listed below:

Real Estate	**2013 and Back**
Payment entry books, also counterfoils used in making up deposits.	
Earned Income net profits Tax	**2013 and Back**
Individual payment cards and proof of earnings, W2's, Schedule C, Etc.	
Occupation Tax	**2013 and Back**
Ledger books used to record payments.	
Mercantile Tax	**2013 and Back**
Ledger books used to record payments.	
Monthly Reports	**2013 and Back**
Information and deposit slips used to compile monthly reports for Real Estate, earned income tax, occupation tax and mercantile tax.	
Sewage Records	**2013 and Back**
Individual payments, edit and posting reports.	

Mr. Castello asked to have this placed on the next agenda meeting.

Discuss the approval of the total real estate commissions due to the Tax Collector for the month of December 2020 in the amount of $3,245.58.

Mr. Castello asked to have this placed on the next agenda meeting.

Mr. Castello mentioned that if anyone has any ideas for the Bond Issue to have their ideas submitted to him.

Standing Committee Report – Public Safety

Discuss the approval of a **Resolution**; for two stop signs to be installed at the corner of Summit Street and Magazine Street.

Mrs. Meyers said that she spoke to some of the residents in this area and she feels that this could be held off for a little bit longer to further discuss. However, she would like to have police presence in that area.

Mrs. Sedlak asked what the earliest timeframe is that the Township could paint lines on the street.

Mr. Kelley stated that there would have to be a plan put in place. However, The Township wouldn't want to move forward with the painting on the street until Spring.

Chief of Police said that he would provide more police presence in that area.

Discuss the ratification of the five-year Police Contract (2021-2025).

Mr. Castello stated that this item was previously discussed.

Mrs. Gazda asked if the residency requirement was in the Contract.

Mrs. Fitzgerald confirmed and stated that it is listed on page 17.

Discuss convening Civil Service Board to discuss advertising for testing to compile eligibility list for patrolman and to extend eligibility list for sergeant. (Expiring in March).

Mrs. Gazda advised that it expires on February 28, 2021.

Ms. Altman asked if the Board of Commissioners were in agreement.

The majority of the Board agreed.

Ms. Altman confirmed that this will be a ratification of approval.

Standing Committee Report – Public Works

Mr. Calabria mentioned that Mr. Kelley is working on the Acid Mine Issue.

Mr. Kelley said that this item will be addressed at the next Public Works Committee Meeting and they are creating a letter to be sent to the property owner to allow the Township employees access to the property to review the issue.

Environmental Committee (Sewer Committee and MS4 Updates)

Mr. Seibel stated that the Sewer Committee meeting will be meeting along with the Public Works Committee on January 2, 2021 at 7:00pm.

Parks and Recreation

Discuss the approval for the request to install a Memorial bench (or a plaque on an existing bench) for William Quinn.

Mrs. Meyers said that she would be in favor of this and asked to have this put on the next agenda for a vote.

Mrs. Watson mentioned the possibility of opening the pool early for the Peak swimming club. She also advised that she asked Mr. Smelko for an estimate cost to open the pool early. He provided the estimate cost of $6,100.00. They would start to use the pool on May 1st and then the Township would open the pool to the public towards the end of the month.

Mr. Wells asked if the swim club is willing to pay the additional cost.

Kristen Mancenni from the swim club was in attendance and advised that the club is willing to absorb the cost of the pool opening earlier.

Mr. Wells asked who would be utilizing the pool during this time.

Ms. Mancenni replied stated that it would be the Peak swim club members. There are 3 communities involved Chartiers Valley, Upper St. Clair, and Canon McMillan. She also advised that the club would be willing to provide lifeguards for the weekend if the Township would be interested in opening the pool for the weekends during this time.

Mrs. Watson mentioned that she reached out to the School District with an interest to possibly connect with the School District and incorporate a learning piece in the Township Recreation Program. She also mentioned that they would be interested in hiring back Sean McCrerey as the Recreation Director for 2021.

Mrs. Watson also mentioned discussing the Easter Egg Hunt. They have it scheduled for March 20, 2021; they are also going to have an alternate plan in case the CDC guidelines change.

Mrs. Sedlak suggested having another soup and sled event.

Mrs. Watson said that she would plan another event if there is more snow.

Mr. Wells asked about the liner in the Dek Hockey Rink.

Mrs. Meyers advised that the weather has not been cold enough and with the CDC guidelines we didn't want to encourage the kids to play on the rink.

Public Relations Report

Diversity & Inclusion Committee

Mrs. Wateska mentioned that the Social Justice Kids Club will be joining the next Committee Meeting. She also mentioned that the Committee will be meeting the first Tuesday of every month, except for November's meeting which will be held on the first Monday.

Library Liaison Report

Mrs. Sedlak mentioned the Library's 2021 budget has been approved. The Library is going to be doing a 'Love your Library' Month in February. The Library is still looking for storage options for the books to be used during the 'Used Book Sale' Event.

SHACOG

Administration

Discuss the Commissioner's Corner on the Township web-site.

Mr. Wells said that he is concerned with not being able to include the Commissioner's articles within the Scott Township Newsletter. He asked Mrs. Fitzgerald how much it cost.

Mrs. Fitzgerald replied that it is approximately, $700.00.

Mr. Wells feels that the Township should pay the $700.00 to include the Commissioner's Articles in the Newsletter, especially when the Township is considering paying $90,000.00 for a new system.

Ms. Altman said that she is aware that Mr. Wells doesn't like the idea, but the Board voted on it and the majority had decided to include it on the website.

Mr. Wells said he knows why it was removed from the Newsletter.

Ms. Altman asked him why.

Mr. Wells stated that it's been removed because of this being an election year.

Mr. Castello asked Mr. Wells if he was looking at using the Newsletter for his political stuff.

Mr. Wells asked Mr. Castello if that's why he had it removed.

Mr. Castello said he didn't have it removed, but it sounds like Mr. Wells wants to utilize it for his political stuff.

Mr. Wells said that the article is used to communicate to the Residents about things going on in their Ward.

Mrs. Meyers mentioned that the other problem with the articles is that the Commissioners are requested to write a paragraph and some of them provide a two-page article which takes up more space which can be used for more important Township information.

Conferences and Workshops

Public Comments on Items Not Listed on the Agenda

Bob Shalamon
416 Orchard Spring Road

Mr. Shalamon asked about the paving request for North Wren Drive. and if there is any update.

Mrs. Hartman stated that the weather did not cooperate so the paving as not been completed yet.

Mr. Shalamon tried to attend the Meeting for Nixon School, but wasn't able to so he asked for an update.

Mr. Mox advised that the Zoning Hearing Board discussed this idea in December, there was no decision made at that time. The board has 45 days to provide a response.

Commissioners Request

Mr. Calabria said he didn't have time to review the Police Contract. He wanted to know if there is a portion within the Contract with regard to the Diversity and Inclusivity.

Mr. Wells asked how much back taxes have been collected in the past month or two.

Mrs. Fitzgerald said that she would email the Board of Commissioners this information.

Mr. Wells also asked if Phil Rubenstein will be moved from the alternate member of the Zoning Hearing Board to a full-time member of the board.

Mrs. Fitzgerald said that would be the Boards decision. She asked if anyone has spoken to Mr. Rubenstein to see if he is interested.

Mr. Mox stated that he spoke to him and Mr. Rubenstein is interested in becoming a full-time member for the Zoning Hearing Board.

Mrs. Fitzgerald said she would have it added to the agenda.

Mr. Seibel mentioned with the latest event, if anyone would want to discuss their concerns, he would be available.

Mrs. Gazda stated that a resident of hers had requested police presence on Greentree Road during rush hour. She also mentioned that this past weekend was Police Appreciate Day and she stated that the Township appreciates the Scott Township Police Department.

Chief of Police advised that he would provide police presence on Greentree Road and he said Thank you.

Executive Session

- 2 Items for Personnel
- COVID time off

Adjournment

The meeting was adjourned at 9:08p.m.

Attest: _____