

**MINUTES  
SCOTT TOWNSHIP  
BOARD OF COMMISSIONERS  
301 LINDSAY ROAD, MAIN MEETING ROOM  
SCOTT TOWNSHIP, PA 15106  
AGENDA MEETING  
September 08, 2020**

Executive Session at 7:00pm.

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

**Roll Call:**

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

PRESENT - 9

ABSENT - 0

**ALSO PRESENT:**

Denise Fitzgerald, Manager  
Robert McTiernan, Tucker Arensburg  
Marie Hartman, Lennon, Smith, Souleret Engineering, Inc.  
Thomas Kelley, Director of Public Services - Zoom  
Mark Mox, Planning/Zoning/Code Enforcement Officer  
Matt Podsiadly, Chief of Police  
James Stoker, Information Technology Technician Manager  
Lisha Mihalko, Assistant Township Secretary

Mrs. Fitzgerald made the announcement that the Board of Commissioners are spread-out in order to adhere to the CDC guidelines due to the pandemic.

**Public Comments on Agenda Items Listed Below**

To be addressed at the beginning of each Committee report

## Planning, Zoning and Code Enforcement

### Discuss building permit fees. (Wells).

Mr. Wells stated that he sent a couple Ordinance examples to the Board from other Municipalities. He stated that if a wall is already in existence, he feels that they should not have to pay a permit fee. If they are moving the existing wall then it would make sense for them to need a building permit.

Dennis Moorcroft  
1612 Berkwood Drive

Mr. Moorcroft asked the Code Enforcement Officer if the permit fee is due to the Township having to send someone out to do the inspection. He stated that he is building a \$20,000.00 wall and the Township is going to charge him 3% for someone to come out and say it looks good.

Mrs. Sedlak stated that his \$20,000.00 wall would cost him \$600.00 in building permit fees. She stated that when she had work done on her house, the Code Enforcement Officer was at her house approximately 4 different times during construction to make sure things were being done properly. She advised Mr. Moorcroft that the permit fee is basically for the work he has to perform in order to make sure the construction is going well.

Mr. Mox stated that the County requires the Township to review the construction.

Ms. Altman suggested charging an inspection fee when the work has been completed. A resident in her ward lost their home due to a fire and when they went to rebuild the house, the building permit fee was \$11,000.00 so they were not able to afford to rebuild. She suggested maybe even having a clause in the fee schedule due to a hardship.

Mr. Wells wants the residents to be able to remodel their home and do improvements on their home without charging them extra fees.

Mrs. Moorcroft asked what the money was being used for other than paying the Code Enforcement Officer to come out and do the inspection.

Mrs. Fitzgerald explained that she can look at last year's budget under revenues, there is a category for building permit fees and you can see how much money is generated from the funds received.

Mr. Mox suggested putting a Committee together to review the fee schedule.

Mr. Calabria agreed.

Mrs. Moorcroft commented on the Worcester Drive project. She stated that the Board is only doing repairs up to 1621 house number, but that doesn't help her.

Mrs. Hartman explained that the motion on tonight's agenda is for the Sanitary Sewer line, not the storm issue.

Discuss the approval of the Starbuck's Final Development Plan; subject to the comments of the Engineer's Letter dated September 1, 2020, in particular PennDot review of a traffic impact study. In the event PennDot requires a left turn lane and/or a traffic signal, the applicant shall install at its cost such traffic signal and left turn lane. Also, the Highway Occupancy Permit 'notation' must be added to the site plan, as recommended by the Planning Committee.

In attendance were the following:

**Applicant:**

*Michael Takas with Bohler, Inc. (Engineer)  
1 Allegheny Square, Suite 402  
Pittsburgh, PA. 15212*

**Applicant:**

*David DiGioia, P.E. with McMahon (Traffic Engineer)  
400 Penn Center Blvd.  
Pittsburgh, PA. 15235*

The applicant received approval for the preliminary Major Land Development at the Board of Commissioners Meeting of May 26, 2020. At that time the approval was given subject to the following conditions; satisfaction of comments from the Township Engineer's Letter dated March 3, 2020, satisfy off street parking needs as determined by the Planning Commission pursuant to Zoning Ordinance section 3-105.28.A and the approval of the Waiver Request to the Scott Township Subdivision and Land Development Ordinance Section 4-403.B(2) Sidewalk Requirements; as recommended by the Planning Commission.

The applicant submitted the final Major Land Development plans for consideration by the Planning Commission at their August 5, 2020 Meeting. At that time the application was tabled due to the applicant not submitting a traffic impact study for the area.

Mr. Takas commented on the Traffic Impact Study (TIS). He stated that he did not submit the study to PennDOT as of yet, because PennDot does not require a Traffic Impact Study. The Highway Occupancy Permit (HOP) application and traffic impact study will be submitted to PennDot once approved by Scott Township.

Mr. Seibel asked if they were planning on consolidating the two entrances into only one.

Mr. Takas replied yes. He explained the one entrance is very close to Roessler Road and PennDot would favor putting the entrance further away from the right of way. Consolidating the entrances into one would also assist with the flow of traffic coming in and out of the parking lot.

Mr. DiGioia stated the original plan was to replace the current Max and Erma's with a Starbuck's. He explained that normally a trip generation comparison is completed. When that study was done it showed that there was a slight increase in traffic in the morning and a slight decrease in the evening as opposed to when Max and Erma's was there. However, when they went to discuss the study with PennDOT; PennDot stated that they wouldn't consider the study since Max and Erma's has not been used for some years.

Mr. Wells asked what direction the Board should take at this point. He suggested the Board not move forward with making a decision without PennDots study.

Mr. Mox stated that the Board does have to make a decision as the Township has 90 days remaining to act on this and the Township cannot hold the project due to a third party such as PennDot. He explained the options the Township has at this point which is to make a motion to deny the development plan or make a motion to table the development and ask the applicant to give the Township an extension on time.

Mr. Calabria stated that they would take everything under advisement in order to make a decision at the next meeting.

### **Solicitor's Report**

Discuss the approval to have the Township Solicitor work with the manager on revising/updating the Personnel Policy Manual at our regular hourly rate, not to exceed: \$3250.00.

Mr. McTiernan stated that this was brought up to address the Family Medical Leave Act Policy.

Mrs. Fitzgerald mentioned that the policy was first written when she first started with the Township. The policy was updated in 2005. However, she feels that the Township should review it again since it is so dated. She explained that she has a number of items that she would like to review such as vacation time and FMLA as Mr. McTiernan mentioned.

### **Engineers Report**

Discuss the Sewer Lateral Certification Ordinance.

Mrs. Hartman explained that this item was in reference to the homeowners being required to supply a dye test of their sewer lateral lines at the time of selling. The last the board discussed this item, the Board suggested forming a Committee to discuss. Mrs. Hartman stated that the Commissioners need to provide direction in order to proceed.

Mr. Calabria stated that the Commissioner's cannot meet with the Committee at this time due to the pandemic.

Mr. Castello does not agree with implementing this requirement. This should be between the buyer and the seller. He also stated that there were some Realtor's that mentioned that this change would alter all their negotiations.

Mr. Calabria suggested having Jamie Briggs do the televising of the pipes.

Mr. Castello and Ms. Altman asked who would be responsible if there was a break in the pipe.

The Commissioners decided to remove this item and have the Sewer Committee discuss this item further.

Discuss the Worcester Drive Sanitary Sewer Replacement Project. In accordance with CCTV information provided by SHACOG for the sanitary sewer line between P-17-B10-A and P-17-B10-2 located in the rear yards of Worcester Drive, approximately 600 LF of sewer line needs to be replaced (behind 1621 – 1729 Worcester Drive). The opinion of probable construction cost is \$250,000. Request authorization to prepare plans and specifications.

Mrs. Hartman explained that this is an emergency repair where Soli Construction, Inc. removed the subject utility pole and they replaced four (4) damaged sewer lines. Mrs. Hartman also explained that the cost estimate is \$250,000 and she is looking for direction on how the Board wants to move forward with this.

Mr. Wells asked if the money is available.

Mrs. Fitzgerald explained that this was not a project that the Township has budgeted for.

Mr. Wells asked what the Greenbrier project cost.

Mrs. Fitzgerald said that the Commissioners could review the Township funds. If there are projects that the Township decides to forgo; such as 1120 Cardinal, Greenbrier Alley, and Green Valley. The Township could forgo some of the projects that were budgeted for to do the emergency repair.

Mr. Castello suggested budgeting half the amount this year and the remaining balance in January, since the timeframe of the project being completed allows us to prepare for the total cost.

Mrs. Hartman stated that she will discuss this project with Mrs. Fitzgerald during the budget discussions.

Mr. Wells stated that there has been a lot of communication on social media about sewer fees and how much the sewer bills have gone up. Mr. Wells advised that the Township has not raised the sewer fees in a year and a half. The extra cost that residents are seeing is due to Alcosan raising their fees.

Mr. Castello mentioned that due to the pandemic there are a lot more people working from home, which causes more sewer usage.

Discuss the CD Year 47 Community Block Grant Pre-Application submitted to SHACOG on September 3, 2020 for the demolition of four (4) structures. CDBG funding requested was \$74,000; Local Match requested was \$7,400.

Mrs. Hartman stated that the pre-application was submitted to SHACOG on September 3, 2020. The four properties included are 423 Thompson Street, 128 Clyde Way, 134 Boroview Ave, and 205 Front Street. A request from the County to be paid by the Township in the amount of \$74,000 with a local match of \$7,400.00.

Discuss email received from PA Department of Community & Economic Development on August 17, 2020 informing that the North Wren Drainage Improvement Project was approved for an H2O PA Water Supply, Sewer, & Stormwater Grant in the amount of \$338,613.00.

Mrs. Hartman mentioned that the Township did receive the Grant for this project.

### **Standing Committee Report - Finance**

Discuss the acceptance of the 2021 Minimum Municipal Obligation (MMO) for the Scott Township Police Pension Plan in the amount of \$583,828.00 and the 2021 Minimum Municipal Obligation (MMO) for the Scott Township Non-Uniform Pension Plan in the amount of \$181,709.00; as submitted by the Actuary.

Mr. Wells advised that this will be voted upon at the next meeting.

Discuss the adoption of **Resolution** setting the employees contribution rate for the Police Pension Plan at 5% for the 2021, as recommended by the Actuary.

Mr. Wells advised that this will be voted upon at the next meeting.

Discuss the adoption of **Resolution** setting the employees contribution rate for the Non-Uniform Pension Plan at 4.5% for the year 2021, as recommended by the Actuary.

Mr. Wells advised that this will be voted upon at the next meeting.

Discuss the approval of the request from Glendale Hose Company #1 Fire Department for the release of their remaining annual allotment in the amount of \$33,495.00.

Mr. Wells advised that this will be voted upon at the next meeting.

Discuss the bid opening for Custodial Services scheduled for September 22, 2020.

Mr. Wells mentioned that the bid opening will be held at the next meeting.

Discuss setting the budget meeting dates and the approval to advertise once the dates have been set.

Mrs. Fitzgerald asked the board what their availability is for October 20<sup>th</sup> or 21<sup>st</sup>, November 4<sup>th</sup>, and November 11<sup>th</sup>. Mrs. Fitzgerald explained that the budget meetings need to be held prior to November

11<sup>th</sup>, due to there only being one meeting in December, so the Board needs that time to properly advertise and adopt the budget.

The Board decided on budget meeting dates of October 20<sup>th</sup>, November 4<sup>th</sup>, and November 11<sup>th</sup> at 7:00pm.

**Discuss the approval to allow the Finance Director to utilize the on-line pay option through the Townships bank. (This is a free benefit that the bank offers).**

Mr. Wells advised that this will be voted upon at the next meeting.

**Discuss the approval to extend the contract with C.W. Howard for one year, due to the pandemic.**

Mr. Wells asked if this would be at the same rate.

Mrs. Fitzgerald stated that if this is something that the Commissioners would agree with, she will communicate with C.W. Howard and discuss any options.

The Board agreed to have Mrs. Fitzgerald reach out to C.W. Howard.

**Discuss the approval of the request from East Carnegie Volunteer Fire Department for the release of their remaining annual allotment in the amount of \$60,000.**

Mr. Wells asked if they submitted their audit to the Township yet.

Mrs. Fitzgerald replied; No.

Mr. Wells said he doesn't suggest the Board move forward until the audit is obtained.

Mr. Castello asked why it is even being considered. He explained that Mitch told the Township at the June or May meeting that the Fire Department does not need any money for the remainder of this year.

Mr. Wells suggested Mrs. Gazda communicate with Mitch to get an update on the status of the audit.

Mrs. Gazda said that she would reach out to Mitch and advise him of tonight's discussion. She also stated that they are open to the Boards options.

The board agreed to hold the release of funds until the audit is received.

## **Standing Committee Report – Public Safety**

Discuss accepting Robert Zimmerman's resignation as a crossing guard at the intersection of Carothers and Magazine.

Mrs. Gazda advised that this be voted upon at the next meeting.

Discuss hiring Kathleen Zimmerman as a crossing guard at the intersection of Carothers Avenue and Magazine Street.

Mrs. Gazda stated that Mrs. Zimmerman is asking to start and all the paperwork has been submitted and approved. Mrs. Gazda asked if the Commissioners would consider approving the hiring of Mrs. Zimmerman and ratify the approval at the next meeting.

The Board agreed. The motion will be ratified for approval at the next meeting.

Discuss motion to require each fire department to provide thirty-six (36) month financial review statements every three years. If cause is found in the financial review the board may require a full audit to be conducted and provided prior to release of annual allotments.

Mr. Seibel explained that there has been discussion in regards to the cost of accruing an audit every year, plus the commitment in time for the Treasurer and the President to provide all the records. The committee is suggesting obtaining an audit every three years versus every year.

## **Standing Committee Report – Public Works**

### **Environmental Committee (Sewer Committee and MS4 Updates)**

#### **Parks and Recreation**

Discuss the possibility of hosting a 'Trunk or Treat' Event at Scott Park.

Mrs. McFerron stated that they do not have a date in mind as of yet. They wanted to see if the Board was interested in hosting an event like this and they would have to check the availability of the park facilities. She suggested scheduling it for the beginning of October, potentially the date that Oktoberfest was scheduled.



Mrs. Meyers suggested scheduling the event closer to Trick or Treat, so this will provide the residents with an alternate way to take their children Trick or Treating if they don't feel comfortable doing it the traditional way.

Mrs. Gazda asked for an explanation as to what Trunk or Treat is.

Mrs. Watson explained that the participants would park in the parking spots available in the park, the trunks are facing outwards and each child would get a treat from each vehicle.

Mrs. Meyers suggested utilizing the parking lot in front of the baseball field.

Mrs. McFerron stated that they also would have a sign-up time to register to participate in the event.

The Board asked the Recreation Directors to provide a date and a vote will be made at the next meeting.

**Discuss designating Saturday, October 31, 2020 from 6:00pm to 8:00pm as Trick or Treat night in Scott Township.**

The Board agreed to vote upon this item at the next meeting.

## **Public Relations Report**

**Announcement:** A ceremony will be held for the former Tax Collector, Mr. Edward Stevens and Family, including a proclamation, once the dedicated bench is installed in Scott Park.

Ms. Altman mentioned that a Ceremony will be held once the bench and plaque have been installed.

**Discuss a possible food truck event(s). (Sedlak).**

Mrs. Sedlak explained that the pandemic has dropped food security in Communities by 16%, this is approximately 3500 residents within Scott Township, so she suggested hosting a food truck event. Each Ward would get a different food truck in their particular area and the fundraising can be used to donate to a Charity like Meals on Wheels.

The recreation Directors will assist Mrs. Sedlak with getting details for this event.

## **Diversity & Inclusion Committee**

Mrs. Wateska mentioned the next meeting is scheduled for October 6, 2020. She also, asked if the Committee drafts a Mission Statement, does this decision have to be voted on by the board prior to the Committee or can the Committee draft the Mission Statement without the Commissioners approval.

Mr. Calabria stated that the Committee can draft the Mission Statement and then present it to the Board of Commissioners for approval.

Mrs. Meyers also mentioned that a request was submitted from the CV Hockey Team for the use of the Locust Pavilion for a painting night fundraiser on October 4, 2020 from 3:00pm – 5:00pm and they would need approval.

The Board agreed to allow them to use the facility if it is available.

Mrs. Fitzgerald mentioned that she would add this to the next agenda so the Board can ratify approval.

### **Library Liaison Report**

Mrs. Sedlak mentioned that this month is Love your Library month. She also mentioned that the Library is still looking for a storage area for the books used in their book sale. They are currently looking at the possibility of using a storage shed.

### **SHACOG**

#### **Administration**

Discuss the possibility of creating a policy for the use of the Township Meeting Room.

Mrs. Fitzgerald explained that she created a policy for the use of the Meeting Room like setting the use for general, Non-Commercial, and Educational use only.

Mr. Castello thought that the Township agreed to only allow Township Meetings to be held in this room.

Mrs. Fitzgerald explained that there have been a lot of request for the use of the meeting room and she is asking the Board if this is something that they would want to entertain.

The Board of Commissioners disagree with creating a policy for others to use the Main Meeting Room and stated that the only use for this Meeting room should be for Township and library usage only.

#### **Conferences and Workshops**

#### **Public Comments on Items Not Listed on the Agenda**

#### **Commissioners Request**

**Mrs. Meyers** asked how much time Mr. Briggs has been training with Mr. Kelley.

Mr. Wells suggested getting a report of all the training he has done up to this point.

Mr. Kelley explained that one of the things that needs to be understood with Mr. Briggs is that he is out working with the Communities for approximately 22 weeks out of the year. It is difficult for the two of them to get together. Mr. Kelley mentioned that when he first started, he took Mr. Briggs to meet with some of the people that work for an organization that does certification for professional public works employees. Mr. Kelley advised that he provided a report outlining all the training that has been completed up to this point and things that are planned for future learning. He mentioned that he would be interested in spending more time with Mr. Briggs.

**Ms. Altman** mentioned that the School Board is meeting on October 5, 2020 to discuss if students will be going back to a five-day school day.

### **Executive Session**

### **Adjournment**

**Motion** by Ms. Altman, second by Mr. Wells to adjourn the meeting.

The meeting was adjourned at 10:24p.m.

Attest:



