



Scott Township Workshop Meeting Agenda

Minutes

Scott Township

3/11/2025 7:30 PM EDT @ 301 Lindsay Rd, Carnegie, PA 15106 and Zoom

Attendance

Present:

Members: Tom Castello, Sam Dalfonso, Denise Fitzgerald, Kathy Gazda, Marie Hartman, Tom Kelley (remote), Karla McGill (remote), Eileen Meyers, Lisha Mihalko, Mark Mox, Matt Podsiadly, Michelle Sedlak (remote), Jim Stoker, Angela Wateska, Ashley Puchalski

Absent:

Members: Stacey Altman, Brandon Edwards, Nick Seibel, John Vogel

Commissioner Castello filled the President position as Commissioner Altman and Commissioner Seibel were absent.

1. Call to Order, Moment of Prayer, and Pledge of Allegiance

Roll Call: Commissioner Gazda, Commissioner Edwards, Commissioner Sedlak, Commissioner Seibel, Commissioner Castello, Commissioner Dalfonso, Commissioner Meyers, Commissioner Wateska, Commissioner Altman

2. Public Comments on all Agenda Items Listed Below

The purpose of public comment is to hear the public's comments and express their views. Please email the Manager or your Commissioner if you have any questions concerning agenda items.

3. Planning, Zoning, and Code Enforcement

3.A. Discuss

Discuss the approval of the Manor Oak Associates, LLC 90-day time extension request to submit the required proof of financial security for the Max & Erma's Redevelopment Project located at 1910 Cochran Road. If approved, the time extension will expire on May 27, 2025.

Mox stated that this is the third (3rd) request for a time extension. Mox asked the representative to attend tonight's meeting to explain a little bit as to why they need an additional extension.

Brian Kelly – a representative for Manor Oak. Mr. Kelly explained that Chase Bank was originally supposed to move in last year, all the approvals were finished and then at the last second, they decided not to move forward with it any longer. The 90 day extension will help focus on the correct tenant fits for the building and what would benefit the community best.

Commissioner Castello stated that this topic will be voted upon during the March 25, 2025, meeting if no board members disagree.

The majority of the Board members agreed to vote at the next meeting.

3.B. Discuss

Discuss the update of the Fee Schedule Resolution.

Mox explained that he provided the old version and the new version for the Board members to compare. The latest version is more user-friendly and coincides with how PCS invoices the Township.

Commissioner Castello asked if there were any major increases in the fees.

Mox stated no.

Commissioner Dalfonso asked if there was any consideration for an incentive for those residents who are adding additions to their houses or any other kind of improvements.

3.C. Discuss

Discuss the Comprehensive Plan Update.

Mox explained that the Planning Commission reviewed the Comprehensive Plan and had a little sort of kick-off meeting, including Sam Dalfonso and Angela Wateska. Mox advised that this project was going to be put on hold until the Township finds out if the grant will be approved or not. Once the approval from the grant is provided, we can start working on getting an RFP to propose.

Mox also suggested making a committee to kind of brainstorm initial ideas; however, he is also aware of the challenges of getting everyone together. Everyone should have their individual ideas prior to the meeting so everyone will have an opportunity to contribute their thoughts and concerns. More details to come.

3.D. Code Enforcement Update

February 2025 Report: 5 Commercial alterations, 1 residential, 3 sign permits, 1 fire alarm, 1 porch and roof installation inspection, 1 solar panel installation inspection, 40 Notice of Violations, 12 Magistrate Hearings, 16 Building Inspections, and zero Right to Know requests. Mox also stated that there will be a new restaurant going in where Brueger's Bagels used to be.

4. Solicitor's Report

5. Engineer's Report

5.A. Discuss

Discuss the Request for Proposals for the North Wren Storm Sewer and Sanitary Sewer Improvements to be issued for preconstruction hydro-excavation services to locate conflicting utilities.

Hartman explained that this project pertains to the storm sewer and the sanitary sewer being in the same trench, and they crisscross a few times. The contractor is going to locate the conflict sites and do a soft dig to get an elevation of the pipe.

Commissioner Dalfonso asked Marie to explain what a soft dig is.

Marie stated that a soft dig is where the area is opened and hydro-excavated, which is a vacuum truck that vacuums all the material out of the line.

Marie stated that she would like to have a letter prepared to go out to those residents who will be affected by this project. Some driveways will have a piece of concrete taken out and temporarily replaced with an asphalt patch. The contractor will be returning after the completion of the project to replace any pads that were removed due to the project.

Commissioner Wateska asked if she could get a heads-up on the letter and those residents who will be affected.

Marie stated that she will be working with Tom Kelley to prepare everything and she confirmed that she would provide all information to Commissioner Wateska.

5.B. Discuss

Discuss roadway deterioration along Developer equipment / material haul route and requirement for execution of Excess Maintenance Agreement and provision of Bond for the Nixon School Residential Development.

Hartman is suggesting that the Contractor bond the road as the contractor is deteriorating the condition of the roads due to the heavy equipment traffic. She mentioned that someone stated there was a specific route that was designated for the equipment to go back and forth to the site; she is researching this. In the meantime, she explained that she went to the site and got photographs of the existing conditions of the roads compared to Google Earth conditions and she will be explaining to the contractor that if they continue to use these routes for hauling, they need to bond the road.

Commissioner Dalfonso asked if there was anything addressed in the Developers Agreement.

Marie stated that there was a clause that stated that any damage to the roads would have to be replaced. Marie feels that the bond would protect the Township from any damage that has already occurred, and any future damage that may be done in the future.

Mox stated that he has some ideas to discuss during Executive session pertaining to the letter.

5.C. Discuss

Discuss approval of Partial Payment No. 1 for the 2024 Road Improvement Program (CO#24-R01) in the amount of \$573,943.04 submitted by Mele & Mele & Sons, Inc. for work completed between October 15, 2024, and January 31, 2025.

Hartman stated that this is the asphalt portion of last year's road project.

Commissioner Castello asked if this payment includes Lindsay Road.

Marie said no, as the Lindsay Road project is a separate project.

Commissioner Meyers asked if they were going to replace the crosswalks on Carothers Avenue.

Marie stated that the Contractor still has a punch list of ideas to address once weather permits. The crosswalks on Carothers are included, and there is an approximate retainage amount of 71/2 percent according to those items left to address.

5.D. Discuss

Discuss approval of Partial Payment No. 2 for the 2024 Lindsay Road Improvements (CO#24-R02) in the amount of \$133,468.00 submitted by A. Liberoni, Inc. for work completed between November 30, 2024, and December 31, 2024.

Marie stated that this payment does not include any of the wearing issues that need to be addressed.

5.E. Discuss

Discuss approval of the Proposal for the Municipal Building Renovation submitted by WNA Engineering, Inc. in the amount of \$9,000 to provide a 3D Building Scan and AutoCAD files of the first and second floor to be used for design of interior renovations.

Marie explained that WNA is a firm that will come in and complete a 3D scan of the interior of the Municipal Building. This replaces paying someone to come in and measure every space and draw a scan of the building. This scan will do that and provide a CAD drawing of the building. Marie stated that this process is a lot cheaper and quicker than any other method, and she feels that it would also be convenient, as there was discussion of some interior renovations to accommodate the growing police department and the different uses for the administration staff.

Commissioner Castello asked if this amount was included in the budget.

Fitzgerald confirmed that it is budgeted for renovations, not specific to this tool, but it is included in the renovation project.

5.F. Discuss

Discuss approval of Partial Payment No. 1 for the CD Year 49 - Scott Park Restroom Improvements in the amount of \$3,501.00 submitted by Grahamboys, LLC dba Graham Construction for work completed between September 9, 2024, and January 31, 2025; Partial Payment No. 1 to be processed through SHACOG.

Commissioner Dalfonso asked if these were the bathrooms by the ball fields.

Marie confirmed.

5.G. Discuss

Discuss Columbia Gas / NiSource replacement of gasline within Lindsay Road from Greentree Road to approximately Cynthia Drive and within adjoining neighborhoods. Coordination regarding restoration obligations is ongoing.

Marie stated that the Township had a meeting with Columbia Gas representatives after the Township received a PA 1 call from them indicating that they were doing gas line replacement along Lindsay Road. Columbia Gas is going to put their gas line in and do the trench restoration up to the binder, and then the Township will complete the milling of the wearing surface. Marie confirmed that they are currently working on providing an agreement.

Marie stated that there is a discussion with them on what the restoration is going to look like if they encroach on the concrete portion of Lindsay.

Commissioner Dalfonso asked what the Township Ordinance reflects.

Marie stated that the Ordinance could be refreshed at this point. She stated that she just did one for another municipality, and she will forward it to Denise and Tom for their review.

Commissioner Castello asked how long the project will take to complete and when the work will begin on-site.

Marie stated that this is not something that was discussed.

Commissioner Castello is concerned and wants to make sure the residents who live in Chartiers Terrace are aware that they will not be allowed to park on the road during construction.

Fitzgerald advised that we will inquire about the start date of the project and make sure communication is provided.

6. Standing Committee Report - Finance

6.A. Discuss

Discuss approving a resolution for the disposition of records.

Commissioner Castello stated that these resolutions are a bit routine. The documents being released are from 2018 and back.

6.B. Discuss

Discuss findings from the Township Actuary on reducing the normal retirement age to 62 as requested by the non-uniform pension representative.

Commissioner Castello stated that a member of the Non-Uniform Pension Unit requested a change to the retirement age to 62 years of age. The actuary came back with a report which will be provided to the Pension Committee for review. Castello continued to explain that the board is willing to recommend that members of the Non-Uniform Pension Unit can retire at 62 if they wish, provided they increase their contribution amount to 6%.

Commissioner Dalfonso asked if there were many individuals anticipating to do this. What is this going to look like for the Township?

Fitzgerald said that there are not many who qualify and suggested finishing this conversation during Executive Session.

7. Standing Committee Report – Public Safety

7.A. Discuss

Discuss hiring one (1) patrolman at 80% of base patrolman pay per contract in the police department as included in the approved 2025 police department budget.

The chief mentioned that this officer would be a community resource officer, which has been discussed for years. The chief explained that he provided a packet that provides a general order that would outline the duties and responsibilities of the Community Resource Officer.

Commissioner Dalfonso explained that he would like to see a social worker in the Police Department.

The Chief advised that he will continue to try to find funding for a social worker as he feels it's a big benefit to have as well. Chief explained that he put in for every grant, however, the last round only provided 10 nationwide.

7.B. Chief of Police's Update

The chief provided the following February Activity Report: 406 Officer Activities, documenting 10 arrests and 30 citations issued. Sergeant Stevenson and Sergeant Scott started a leadership trilogy training. This is the one that was discussed during budget, as they are the last 2 in the department that need to go through this from the Command Staff. The Sergeants attended a Supervisory Leadership Institute in February, they will be doing command leadership this coming weekend, and then in April, they will go through an executive leadership training. Once this training is complete, the Township Police Department will be recognized as a trilogy. They call it a Trilogy Agency, and the entire Scott Township command staff will have this training.

Commissioner Gazda asked if he already had a list of eligible officers.

The Chief advised that there are 2 candidates left on the list. Chief advised that he would stay for executive session if there are any further questions.

8. Standing Committee Report – Public Works

8.A. Discuss

Discuss the ratification of approval for a **Resolution**, authorizing the disposition of thirty cubic feet of Public Works records following the schedules and procedures for the disposition of records set forth in the Municipal Records Manual of July 16, 1993. Procedures for disposition approved by the Scott Township Board of Commissioners on August 26, 2014, at Resolution 855-14.

Commissioner Wateska stated that this is a standard procedure to get rid of records.

8.B. Discuss

Discuss the approval to purchase of a Regenerative Air Street Sweeper from A&H Equipment through COSTARS in the amount of \$289,921. Purchase approved in 2025, Operating Budget. Funded through a \$126,270 LSA Grant and a five-year Municipal Lease Agreement.

Commissioner Castello asked if this was fully budgeted for.

Fitzgerald stated that the budgeted amount is less than this amount and asked Tom to explain.

Kelley stated that there is \$126,000 taken out of the operating budget, as this was a grant provided through an LSA Grant. This started approximately 3 years ago, and at that time, the agreements mentioned a lease agreement that was over a 7-year period, which seems a bit long, as these machines typically last about 12 years. Therefore, it would make more sense to use a 5-year lease.

Commissioner Castello stated that he trusts Kelley's expertise and said that this is the best option, however, he wants to confirm that the funding is budgeted for.

Kelley replied Yes.

Fitzgerald confirmed that the funding is there because we are taking another piece of equipment and we're leasing that instead of purchasing. Denise asked Kelley to move forward with the next topic as it's coordinating with this one.

8.C. Discuss

Discuss the approval to purchase a Hot Tar Crack Sealing machine in the amount of \$72,500.00 through COSTARS from Crafcro Preservation Products. This is a replacement for a 25-year-old machine.

Kelley explained that this is included in the 2025 budget request. He mentioned that they came down in price. They had indicated a quote for \$74,000 and we got it for \$72,500 and in addition to that they also threw in a lot of equipment to go with the unit.

Commissioner Castello confirmed that with both these items being packaged together, it gives sufficient funds to cover the full expense of both the units.

Kelley confirmed that to be correct.

9. Environmental Committee (Sewer Committee and MS4 Updates)

Commissioner Wateska stated that there will be an Environmental Committee Meeting tomorrow at 6:30 pm.

10. Parks and Recreation

10.A. Discuss

Discuss the request from the Pool Manager to consider the Scott Sharks to have an evening practice option.

Commissioner Meyers recommends not doing this during regular pool hours.

Commissioner Wateska would like to ask what the practice is and how long they need the space.

Commissioner Dalfonso asked if they would be using the lap lanes because he wouldn't see a problem in that as they are usually vacant.

Commissioner Castello mentioned that the climbing wall and diving boards are over there.

Commissioner Wateska requested more information from Benon as far as how many days a week this practice will take place, will it be during the day or evening, and where exactly they need in the pool area.

Fitzgerald stated that she would contact Benon to get clarification.

10.B. Discuss

Discuss the request from the Chartiers Valley Football Boosters to utilize the Lodge and the Locust Pavilion free of charge on Friday, August 15, 2025, to host the Varsity Football season picnic.

Commissioner Gazda asked if the board would be willing to give them this in exchange for the football team volunteering for Oktoberfest.

Commissioner Castello stated that Oktoberfest would be difficult as it is always held on a Saturday, and they have games on Friday and Saturday mornings.

10.C. Discuss

Discuss hiring three (3) Cashiers for the 2025 pool season.

Fitzgerald stated that she believes Benon is looking to hire the same individuals as last year. Names will be provided prior to voting.

10.D. Discuss

Discuss Concession Stand Proposals for the 2025 Season.

Commissioner Wateska asked for clarification on the \$1,000 in rent.

Fitzgerald confirmed that it would be in lieu of the 10%. The other proposed \$500 a month for the 3 months, and then \$16.50 a day for the outside months.

Commissioner Meyers suggested reviewing both bids received.

11. Public Relations Report

11.A. Discuss

Discuss recognizing the CV students of their Athletic Achievements.

Fitzgerald mentioned that with the number of students included on the list, she feels that it would be best to split the list and do the presentation during different months. She will be working with the school to coordinate information.

12. Library Liaison Report

12.A. Discuss

Discuss approving the request from the library to use the Community Room free of charge on Friday, September 19, 2025, to host a Trivia Night library fundraiser.

Commissioner Meyers addressed this topic for Commissioner Sedlak. Meyers asked to have this placed on the next meeting for a vote to approve if the space is available.

Commissioner Meyers advised that the library will be celebrating its 24th Anniversary in March, so Happy Birthday to the Scott Township Library. The library continues to accept donations of books until April 11th for the next Friends of the Library Book Sale which is scheduled for May 1,

2025. As always, for more information or current registration to programs, please visit www.scottlibrary.org.

13. SHACOG

13.A. Discuss

Discuss the request from SHACOG for the Joint Bid for O&M Preventive Maintenance of Sanitary Sewer Lines - Year 15.

Commissioner Castello explained that the Township does not participate in this. Castello requested sending the request back, replying no, and ratifying approval to deny the request.

14. Standing Committee Report – Administration

14.A. Manager's Update

Fitzgerald mentioned that the Township will be releasing their new AI Bot on the website in April. In addition, she advised that she will be planning another Manager's Breakfast Event.

15. Conferences and Workshops

16. Public Comments on Items Not Listed on the Agenda

The purpose of public comment is to hear the public's comments and express their views. If you have any questions concerning items not listed on the agenda, please email the manager or your commissioner.

Donna Leonard at 27 Rose Leaf Road asked Mox if he could provide a timeframe for the property that was knocked down on Orchard Spring Road. She understands that its winter, but it is a huge eye sore for the community.

Mox stated that the Township is waiting on the completed plans from the contractor.

Leonard also wanted to mention the deer management subject. She inquired if there is a procedure for including this topic on a ballot.

Commissioner Castello mentioned that there is a procedure for adding an issue to the ballot, however, the County controls that. He advised Donna to contact the County.

17. Commissioner's Request

Commissioner Gazda wished everyone a Happy St. Patrick's Day.

Commissioner Dalfonso congratulated Denise Fitzgerald for obtaining \$20 Million in grant funding for the Township.

Commissioner Wateska stated that a lifeguard from the 2024 season did not receive their last paycheck from the prior season.

Fitzgerald mentioned that this item can be further discussed in Executive Session. This item is currently being worked out throughout the Administration office.

18. Adjournment

Motion by Commissioner Dalfonso, seconded by Commissioner Wateska, to adjourn the meeting.

Motion Carries (6-0).

19. Executive Session:

Personnel

