



Scott Township Workshop Meeting Agenda Minutes  
06/10/2025 7:30 PM EDT to 9:30 PM EDT  
Scott Township 301 Lindsay Rd, Carnegie, PA 15106, and Zoom

Members Present:

Stacey Altman, Tom Castello, Sam Dalfonso, Brandon Edwards, Denise Fitzgerald, Kathy Gazda, Marie Hartman, Tom Kelley (Remote), Karla McGill (Remote), Eileen Meyers, Lisha Mihalko, Mark Mox, Matt Podsiadly, Nick Seibel, Jim Stoker, Angela Wateska, Ashley Puchalski

Members Absent:

Michelle Sedlak, John Vogel

**1. 7:00 PM Executive Session**

**2. Call to Order, Moment of Prayer, and Pledge of Allegiance**

**3. Public Comments on all Agenda Items Listed Below**

The board extended an open invitation for public comments for the items on the agenda, but no community members opted to provide input during this segment.

**Enterprise Fleet Management Presentation**

A comprehensive proposal from Enterprise Fleet Management detailed a transformative strategy for Scott Township's vehicle management, emphasizing cost efficiency and customization. The potential transition to a leasing model offers a significant operational cost reduction and aligns with modern fleet management practices.

- Devin Stedman from Enterprise Fleet Management presented fleet options and potential cost savings through leasing vehicles for Scott Township. The current approach involves cycling their fleet of vehicles every 12 years, purchasing roughly 3 vehicles per year.
- The proposal involves using a direct-to-order system from manufacturers to customize vehicles to township specifications and transition to a 5-year vehicle cycling plan, which is projected to reduce operating expenses by 48% over that timeframe.
- It was discussed that switching to the equity leasing model by Enterprise could result in annual savings of \$30,000 by transitioning the fleet management strategy.
- The township could benefit from a consistent budget impact of \$64,491 annually for the fleet.
- Discussion covered transitioning existing vehicles to a maintenance management program with Enterprise overseeing major repair decisions.

- Enterprise's fees are included within the leasing costs, with a management fee tied to vehicle delivery and a set service charge on vehicle sales.
- Enterprise will manage vehicle resale, utilize third-party channels, while maintaining market-responsive pricing.

#### **4. Planning, Zoning, and Code Enforcement**

Discuss the promotion of Stephanie Wilshire to the position of Assistant Zoning Officer at a rate of \$30.58/hour. This change is effective for the pay period beginning on June 8, 2025.

The Board discussed the promotion of Stephanie Wiltshire to Assistant Zoning Officer at a rate of \$30.58 per hour, effective June 8th, 2025. It was clarified that Stephanie Wiltshire's promotion would be made retroactive if voted on at the end of the month.

Discuss the adjusted work schedule for Mark Mox, the Planning, Zoning, Code Enforcement Officer, to a 3 day/32-hour work week at a reduced salary of \$92,726/yr. This change is effective for the pay period beginning on June 8, 2025.

Discussion on adjusting Mark Mox's work schedule to a 3-day, 32-hour work week with a reduced salary of \$92,726 per year, effective June 8, 2025. The adjustment to Mark Mox's work schedule would also be made retroactive to June 8, 2025, conditional on an approval vote.

It was noted that the changes would maintain or improve service levels despite the reduced hours. Plans to vote on these personnel changes during a future meeting were mentioned.

Discuss generator ordinance modifications for emergency declarations (Dalfonso).

Commissioner Dalfonso addressed an issue that the Township ran into with the recent emergency declaration that was called due to the storms. He stated that there were a few different issues with residents using temporary generators and getting notices of violations. He was without power for over 7 days. He suggested there being an amendment to the Ordinance.

Chief Podsiadly stated that if there was an emergency declaration called, that would be the exception to the Ordinance.

#### **5. Solicitor's Report**

The Solicitor's report was addressed in the assembly, though it was noted that there were no updates during this meeting.

## 6. Engineer's Report

Discuss approval of Change Order No. 1 (Final) submitted by Jet Jack, Inc. adjusting the Contract amount based upon the field measurement of final in-place quantities and work completed in the deduct amount of -\$125,016.90 for the 2021 Source Flow Reduction and Sanitary Sewer Improvements Project (Contract No. 23-S1).

Discussion on approval of change order number 1 for the 2021 source flood production and sanitary sewer improvements project, resulting in a deducted amount of \$125,016.90 due to changes in the project scope after updated CCTV information.

Discuss approval of Partial Payment No. 2 (Final) submitted by Jet Jack, Inc. in the amount of \$253,819.81 for work completed between October 1, 2024, and May 12, 2025, for the 2021 Source Flow Reduction and Sanitary Sewer Improvements Project (Contract No. 23-S1).

Approval of partial payment number 2 for the 2021 Source Flow Reduction and Sanitary Sewer Improvements Project, involving a final payment of \$253,819.81, which includes the \$125,000 reduction.

Discuss approval of Invoice No. 1800901 submitted by Artuso Construction Engineering Consultants in the amount of \$11,500.00 for Geotechnical Engineering Investigation associated with the Phase II PRP - Neville Street Stormwater Detention Facility site.

Recommendation for approval of invoice number 1800901 for geotechnical engineering investigation related to the Phase II PRP project, amounting to \$11,500, fulfilling the proposal requirements.

Recommend approval of the Invoice dated May 22, 2025 submitted by Independent Enterprises, Inc. in the amount of \$32,000 for work completed for the Greenbriar Drive Emergency Storm Sewer Repair Project.

Recommendation for approval of the invoice submitted by Independent Enterprise, Inc. for the work that was completed for the Greenbriar Drive Emergency Storm Sewer Repair in the amount of \$32,000.00.

Discuss Partial Payment Request submitted by A. Liberoni, Inc. for the Lindsay Road Improvements Project - Phase I; under review.

Discussion on the Lindsay Road project took place, with a minor pay request expected. The Engineer has been in communication with the Gas Company and the work they are performing.

Commissioner Seibel asked if there was a timeframe as to when the Gas Company would start their work.

The engineer confirmed that in the Fall, they are scheduled to move forward.

Discuss approval of Partial Payment No. 2 submitted by Excaliber Construction, LLC in the amount of \$24,813.00 for work completed from May 3, 2025, to May 30, 2025, for the Bower Hill Road Sidewalk Replacement Project.

Approval of partial payment number 2 in the amount of \$24,813 for the Bower Hill Road Sidewalk Replacement project, with further discussions about safety issues and permit restrictions on work during weekends.

The engineer stated that the company was not approved to work on Sundays; therefore, she will address this concern with them.

Discuss authorization to Bid the Green Light Go - Bower Hill Road / Painters Run Road project.

Authorization to bid for the Green Light Go Bower Hill Road and Painter's Run Road project, pending final preparations, as PennDOT approvals have been obtained.

Discuss authorization to Bid the Green Light Go - Bower Hill Road / Rockhill Road project.

Authorization to bid for the Green Light Go Bower Hill Road and Rock Hill Road project, also approved by PennDOT, and nearly ready to commence.

## **7. Standing Committee Report – Finance**

The Finance report was addressed in the assembly, though it was noted that there were no updates during this meeting.

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

Discuss ratifying the landing of a helicopter in Scott Park for the public safety day and touch-a-truck event next Saturday, June 14th, 2025.

Discussion about ratifying the landing of a medical helicopter in Scott Park for Public Safety Day and Touch a Truck event on Saturday, June 14th. Confirmation that the coordination with Scott AA for the field is in progress and awaiting confirmation about the helicopter.

Discuss partnership with Enterprise Fleet Management.

Discussion about Fleet Management Agreements and ensuring all agreements are forwarded and reviewed. Request to forward another set of agreements for John to review and ensure completeness.

### **8.C. Chief of Police's Update**

The Chief advised that in the month of May, the police department had 829 calls, 687 of which were reports, 13 arrests, and 28 citations were issued. Sergeant Stevenson and Sergeant Scott attended the final leadership course. The Police Department was awarded due to the entire command staff completing this course. All the new hires have completed the basic and advanced active shooter training from SHACOG.

## 9. Standing Committee Report – Public Works

The Public Works report was addressed in the assembly, though it was noted that there were no updates during this meeting.

## 10. Environmental Committee (Sewer Committee and MS4 Updates)

Commissioner Wateska mentioned an Environmental Committee Meeting scheduled for tomorrow, June 11, 2025, at 6:30 pm. She also suggested revising the Ordinance in the near future to authorize the appointment of a liaison to the Environmental Committee.

## 11. Parks and Recreation

Discuss the ratification of hiring the following individuals as cashiers for the 2025 season at a rate of \$12.50 per hour.

- Riley McAllister
- Julie Nangle

Discuss the ratification of hiring the below individuals as lifeguards at the rate listed for the 2025 season.

- Kenneth McFerron \$15.50/hour
- Teagan Bruce \$14.00/hour

Discussions with regard to ratifying the hiring of cashiers and lifeguards for the pool season of 2025.

Discuss revisiting Family Night (Mondays and Fridays) for passholders only (Meyers).

Discussion about revisiting the Friday Night events being open to passholders only. Commissioner Meyers noticed a lot of comments on Facebook about it, so she wanted to see if any of the board members were also interested in changing it back to being open to everyone.

Commissioner Meyers mentioned various upcoming community events, such as Public Safety Day on Saturday, June 14, 2025, from 12:00 pm to 3:00 pm, movies in the park will be on July 13, 2025, the movie will be Wicked, and themed family nights.

## 12. Public Relations Report

The Public Relations report was addressed in the assembly, though it was noted that there were no updates during this meeting.

### **13. Library Liaison Report**

The Library Liaison report was addressed in the assembly, though it was noted that there were no updates during this meeting.

### **14. SHACOG**

The SHACOG report was addressed in the assembly, though it was noted that there were no updates during this meeting.

### **15. Standing Committee Report – Administration**

The Administration report was addressed in the assembly, though it was noted that there were no updates during this meeting.

### **15.A. Manager's Update**

Township Manager Denise Fitzgerald will be holding another "Coffee with the Manager" session. Scheduled for June 30, 2025, at 10:00 a.m.

### **16. Conferences and Workshops**

The Conference and Workshop report was addressed in the assembly, though it was noted that there were no updates during this meeting.

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

The board extended an open invitation for public comments on items not listed on the agenda, but no community members opted to provide input during this segment.

Donna Leonard  
27 Roseleaf Road

Donna inquired about the impact of the partnership with Enterprise Fleet Management on costs related to a vehicle fleet.

The chief mentioned there was indicated that a potential cost increase was considered in the calculations.

Ian McNeill  
1391 Raven Drive (Zoom)

Ian McNeill provided feedback on the pool operations, suggesting improvements in managing family night events to ensure safety and mentioning the need for a better card reading payment system, including the potential implementation of PayPal or Venmo for transactions. Concerns were raised about wait times and staffing issues at the pool concession stand. Ian expressed dissatisfaction with bathroom renovations at the

park but noted that the use of portable restrooms should include frequent cleaning due to increased park activities.

Fitzgerald mentioned the restrooms at the park are open, with final floor work being done. Full use is expected by Friday.

### 18. Commissioner's Request

Commissioner Meyers reported garbage bags containing yard waste on Magazine Street that have been there for two weeks. Eileen also addressed an issue with a storm drain, causing noise and traffic issues due to its condition.

Tom Kelley advised that he would review it the following day.

Commissioner Dalfonso asked if there was a plan for the review of the strategic management plan that was recently completed.

Fitzgerald stated that the plan will be released to the Commissioners in July. The board of Commissioners will review the report prior to presenting it to the public.

Commissioner Castello raised concerns about flooding and drainage issues on Washington Road. He personally didn't hear anything from residents during the last storm; however, other Commissioners did. Tom also asked about the Hope Street Extension.

Kelley advised that he has been in communication with the resident and the Gas Company for the past month. The resident is asking the Gas Company if they will be cleaning up at the end of the job, which he confirmed they will be doing.

Commissioner Altman mentioned a meeting with Duquesne Light to address power outages is planned. Dates for availability need to be coordinated.

### 19. Adjournment

**Motion** by Commissioner Dalfonso, seconded by Commissioner Edwards, to adjourn the meeting.

The meeting was adjourned at 9:02 PM.

Attest: \_\_\_\_\_



