



Scott Township Workshop Meeting Minutes

Scott Township

Tuesday, November 11, 2025 at 7:30 PM EST to Tuesday, November 11, 2025 at 9:30 PM EST

301 Lindsay Rd Carnegie Pa 15106 and Zoom

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

Roll Call: Eileen Meyers - Present

Jane Sorcan - Present

Stacey Altman - Present

Samuel Dalfonso – Present

Thomas Castello, Esq. - Present

Michelle Sedlak - Present

Nick Seibel - Present

Angela Wateska - Present

Kathleen Gazda - Present

Also Present: Denise Fitzgerald-Township Manager

John Vogel, Esq-Solicitor

Karla McGill-Finance Director (present via Zoom)

Marie Hartman-Engineer

Tom Kelly-Director of Public Services (present via Zoom)

Mark Mox-Planning, Zoning and Enforcement Officer

Michael Rudolph-Interim Administrative Assistant

Public Comments on all Agenda Items Listed Below

No public comments were made.

Planning, Zoning, and Code Enforcement

Mr. Mox provided the board with an update. He stated that 30 building permits were issued for the month of October totaling \$2,352,131, most of which is from the new development along Lindsay Rd on the former site of Nixon Elementary. For October, Mr. Mox stated that 56 violations were issued, 7 hearings occurred, and 7 rental inspections were conducted. No right to know requests occurred for October. Mr. Mox stated that he removed 46 snipe signs in October. Mr. Seibel asked Mr. Mox what a snipe sign was and Mr. Mox stated that they were signs attached to telephone poles. Mr. Seibel and Ms. Meyers thanked Mr. Mox for removing the signs.

Ms. Altman stated that the next topic of discussion was filling the vacant spot on the Planning Commission to fill in Ms. Sorcan's term that expires on September 1, 2027. Mr. Trevor Tizard was present and introduced himself to the board. The other candidate, Mr. Martin Palma was not present. Mr. Tizzard stated that he recently moved to Scott Township from London, England and has a background in architecture, with over 35 years of experience, and is eager to give his expertise to the township.

Ms. Altman stated that the board needed to discuss approval to vacate the unopened alley bordering parcels 101-P-65, 101-P-52 and 101-P-60 with the intent that after the alley is vacated it would be part of the Russman Plat Adjustment Subdivision Plan as recommended by the Planning Commission. Mr. Castello stated that this is land along Church Street owned by

one person. Mr. Mox stated that it is three parcels. The owner is looking to merge the parcels and then subdivide. Mr. Mox stated that the county has reviewed and made recommendations; an ordinance from the Board is required to vacate the alley before moving forward with the subdivision plan. The vacating of the alley and subsequent adoption of the ordinance will occur at a specified Board of Commissioners meeting, with discussions around dates and processes. It was clarified that the property needs to be advertised before vacating, with a discussion to happen on January 13 and adoption on January 27.

Ms. Altman stated that the board needed to discuss the approval of the Yinzer Subdivision Plan to consolidate parcels 101-S-270 and 101-D-75 as recommended by the Planning Commission, subject to satisfying the comments of the Township Engineer Review Letter dated Nov. 3, 2025 and the Allegheny County Economic Development Review letter dated Oct. 8, 2025. Jim Wilkinson was present representing Robert Doerfier regarding the matter. Mr. Wilkinson stated that the building for Craftmont Auto does not meet ADA requirements and consolidating these two lots would allow the concrete garage on of the lots to satisfy these requirements as the building has a bathroom inside of it. Ms. Altman stated to Mr. Wilkinson that it would be voted on in the next meeting and thanked him for his time.

Solicitor's Report

Mr. Vogel stated he did not have anything to add for the report.

Standing Committee Report - Finance

Ms. Altman asked that the board discuss finance before the Engineer's report since two individuals from Jordan Tax were present. None of the board opposed this. Ms. Altman commenced the discussion regarding Jordan Tax service that Ms. Meyers had requested. The two individuals from Jordan tax were Bill Linnert and Jerry Pasquinelli.

Ms. Meyers stated that she has been getting complaints about how constituents will drop off payments to the tax office and then will get letter stating that they are late on their payments. Ms. Meyers asked why this may be the case. Mr. Pasquinelli stated that they send out letters to individuals via their online banking statements, who pay online and also mail their checks to the municipal building. Ms. Sedlak stated that she has been getting a lot of similar negative feedback regarding Jordan Tax with individuals dropping off their checks and getting letters stating that they're late with paying.

Mr. Pasquinelli stated that he would have to check why this was happening and stated that when a check is picked up they use the day it was received at the building as well as a 5 day grace period and he stated that they try to accommodate everyone.

Ms. Meyers stated that some constituents have told her that customer service is hard to get ahold of, and that customer service has been rude as well with one customer service representative stating, "how would you like to be on this end when people are complaining?" One representative stated that the representative is no longer with Jordan Tax.

Mr. Seibel confirmed with Jordan Tax that if they convert the online banking to the new bills it should convert electronically.

Mr. Seibel stated that he has gotten complaints from constituents persistently looking out for bills who have gotten letters regarding missing bills. Mr. Seibel stated that some of their terminology isn't very clear to the residents. Mr. Linnert stated that it is based on the gallons and it is based off of other municipalities. Due to programming reasons they cannot change it but they can possibly change it internally. Mr. Linnert told Mr. Seibel they would work on it.

Ms. Meyers asked both to "humor" the board and see how many of them got late fees, stating that there were bills she never received. Mr. Dalfonso added that he never got his July bill.

Ms. Wateska stated that she received a complaint that a constituent was unable to leave a voicemail because the voice mailbox was full.

Ms. Sorcan asked why they did quarterly bills. Mr. Seibel stated that it was due to paying for less postage.

Mr. Seibel, stated that it was likely due to legal reasons, expressed discontent at Jordan Tax stating that they were debt collectors over voicemail.

Mr. Castello stated that the final budget meeting would be on November 19th at 7pm. Mr. Castello stated that the budget is "looking real good."

Engineer's Report

Ms. Altman asked Ms. Hartman for the Engineer's Report. Ms. Hartman stated she needs approval of Partial Payment No. 2 submitted by LM&R Excavating, LLC in the amount of \$225,862.25 for work completed between October 1, 2025 and November 1, 2025 for the 2024 Stormwater Improvements Project. Mr. Castello asked if this included Hope street and Ms. Hartman said yes. Ms. Hartman stated that the progress is going on schedule with no concerns.

Ms. Hartman stated she needs the approval and execution of the Resolution authorizing Manager Denise H. Fitzgerald to execute the Chapter 105 Permit Application on behalf of Scott Township for the Scrubgrass Stream Restoration. Ms. Hartman asked this to be a resolution to be executed that evening so that Ms. Fitzgerald can sign a permit application and then it can be submitted. Ms. Altman asked if there were any objections. Mr. Castello said no.

Ms. Hartman stated that she needs approval of the Invoice submitted by Jet Jack, Inc. dated October 31, 2025 in the amount of \$10,800 for preconstruction hydroexcavation completed for the North Wren Storm Sewer and Sanitary Sewer Improvements Project. Ms. Hartman asked if this could be put on the agenda for voting. Ms. Altman asked if there were any questions regarding this. Mr. Dalfonso said that "those things are so cool." Ms. Altman said that they would put this on for vote.

Ms. Hartman stated that she needs approval and execution of a resolution to request funding in the amount of \$920,000 from the Commonwealth Financing Authority LSA program for The Oaks Stormwater Improvements Project. Ms. Castello asked if the township is able to get this money and Ms. Hartman said, "I certainly hope so." Ms. Hartman stated that this project was broken into phases due to the amount of work being done. Ms. Altman asked if everyone was alright with this. Ms. Altman said that they were.

Ms. Harman stated that she needs approval of Change Order No. 1 (Final) submitted by Mele & Mele & Sons, Inc. in the deduct amount of \$36,050.79 to reflect the measurement of final in-place quantities and work completed for the 2024 Roadway Improvement Program. Ms. Hartman stated that the next couple of motions would be to close the next few road programs and this was their final deduct change order. Mr. Dalfonso asked if all the line items had been completed and Ms. Hartman said that they were. Ms. Hartman asked to put this on the agenda. Ms. Altman asked if there were any questions. None of the board members spoke up and Ms. Altman told Ms. Hartman that she was okay to move to the next topic.

Ms. Harman stated that she needs approval of Partial Payment No. 2 (Final) submitted by Mele & Mele & Sons, Inc. in the amount of \$87,781.92 for work completed for the 2024 Roadway Improvement Program. Ms. Hartman asked to put this on the agenda in order to close the project out for the new year. Ms. Altman asked if there were any questions. Mr. Castello said no and then Ms. Altman told Ms. Hartman that she was okay to move to the next topic.

Ms. Hartman stated that she needs approval of coordination between Scott Township and Columbia Gas regarding work along Lindsay Road and restoration responsibilities. Ms. Hartman and Mr. Kelly met with representatives of the gas company in order to get their permits in and to get things solidified with the township in terms of them installing gas lines. This will be done around the municipal building all the way up to Cynthia Drive. This proposal came after the paving began on Lindsay Rd, which caused the township to halt replacing the wearing course. The township and People's Gas are cooperating with cost sharing. Ms. Hartman does not believe that this project will be started until next year. Ms. Hartman asked to put this on the agenda. Ms. Hartman asked if she was okay to move on. Ms. Altman said yes.

Ms. Hartman stated that she needs approval of Change Order No. 1 (Final) submitted by Michael Facchiano Contracting, Inc. in the deduct amount of \$79,609.10 to reflect final in-place quantity adjustment and work completed for the Lindsay Road Phase II Project. Ms. Hartman asked to put this on the agenda. Ms. Altman asked the board if there were any questions. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Hartman stated that she needs approval of Partial Payment No. 1 in the amount of \$119,075.98 submitted by Michael Facchiano Contracting, Inc. for work completed for the Lindsay Road Improvements Phase II Project. Ms. Hartman asked to put this on the agenda. Ms. Altman asked the board if there were any questions. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Hartman stated that she needs approval of Partial Payment No. 2 in the amount of \$144,967.87 submitted by Michael Facchiano Contracting, Inc. for work completed for the Lindsay Road Improvements Phase II Project. Ms. Hartman asked to put this on the agenda. Ms. Altman asked the board if there were any questions. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Wateska wanted to talk about the Liberoni regarding the corner of Lindsay and Greentree. Ms. Wateska asked if water was still ponding and Ms. Hartman said yes and that Liberoni would have to correct this.. Ms. Wateska asked if this would be a problem in the winter and Ms. Hartman said that public works was able to keep up with it last winter.

Mr. Vogel asked if they could have an executive session to discuss Partial Payment No. 2 submitted by Graham Construction in the amount of \$9,783.72 for work completed between September 1, 2025 and October 1, 2025 for the Public Works Garage Roof Replacement Project; returned to Contractor for revision. Ms. Hartman agreed with this.

Ms. Hartman stated that she needs approval of the additional cost for Signal Pole Mast Arms as a result of new PennDOT standard section length requirements; cost anticipated to be less than \$20,000 for Bower Hill Road / Rockhill Road and Bower Hill Road / Painters Run Road Intersection Improvements Projects. Ms. Hartman stated that PennDOT is now only accepting standardized increments, stating that "the way the polls are being made now, um, some of them are more costly, some of them are less costly" as they need to match the standardized heights. Because of this Ms. Hartman is requesting that this be put on the agenda for voting so that the project does not lose funding. Mr. Dalfonso asked if there were any other manufacturers and Ms. Hartman said that there is generally one manufacturer. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Hartman stated that she needs approval of Concurring Resolution authorizing submission of a funding application to SHACOG in the amount of \$50,600 for the Scott Park Community Room ADA Doors. Ms. Harman asked that it be approved that evening, executed and ratified so that Ms. Hartman could get it uploaded. Ms. Altman asked the board if anyone objected to this. Ms. Meyers asked if they were supposed to do The Lodge doors. Ms. Hartman said no. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Hartman stated that she needs approval of Concurring Resolution authorizing submission of a funding application to SHACOG in the amount of \$78,100 for the Scott Park Lodge Restroom Improvements. Ms. Harman asked that it be approved that evening, executed and ratified so that Ms. Hartman could get it uploaded. Ms. Altman asked the board if anyone objected to this. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Hartman stated that she needs approval and execution of a Resolution requesting funding in the amount of \$749,800 from the Commonwealth Financing Authority LSA program for the Municipal Building Generator Renovation Project. Ms. Hartman asked that it be executed this evening so that she could upload it. Ms. Altman asked the board if anyone objected to this. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Hartman stated that she needs approval and execution of a Resolution requesting funding in the amount of \$1,000,000 from the Commonwealth Financing Authority LSA program for the Municipal Building Renovation Project. Ms. Hartman stated that it would be the same type of approval and upload as the prior one. Ms. Altman asked the board if anyone objected to this. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Hartman stated that she needs the approval and execution of a Funding Commitment Letter in the amount of \$495,000 for the Municipal Building Renovation Project. Ms. Hartman stated that she and Ms. Fitzgerald submitted an application for the entirety of the project, as it is much more significant than the money they are asking for. Ms. Altman asked the board if anyone objected to this. Mr. Castello asked if this would be affected by the commonwealth having difficulty passing a budget and Ms. Hartman said it would not because this would be

submitted for 2026. Ms. Hartman asked that it be executed this evening so that she could upload it. Ms. Altman told Ms. Hartman that it was okay for her to move on.

Ms. Altman asked if Ms. Hartman could read over the matter that is being discussed in executive session. Ms. Hartman stated that the matter was regarding Partial Payment No. 2 submitted by Graham Construction in the amount of \$9,783.72 for work completed between September 1, 2025 and October 1, 2025 for the Public Works Garage Roof Replacement Project; returned to Contractor for revision. Ms. Hartman stated that this was returned to the contract for revision because she received it on October 28th but the signature was dated October 1st. Ms. Hartman stated that she did not want them coming back at her and accusing her of delaying the work. Ms. Hartman stated that there were concerns with the township being billed for stored materials rather than work completed.

Ms. Altman asked the board if they had any other questions or comments for Ms. Hartman. Mr. Dalfonso asked Ms. Hartman for an update on the Bower Hill sidewalk. Ms. Hartman stated that she was at a walkthrough last week regarding the project. Ms. Hartman stated that the contractor is completed with the concrete. Ms. Hartman stated that he has a bunch of cleanup and other things to do including pavement restoration. Mr. Dalfonso asked if Allegheny County was aware of the spots on the road that needed attended to and Ms. Hartman stated that the county was aware of this. Ms. Hartman stated that they had made the contractor aware that he needs an approved paving company. Mr. Dalfonso asked why the right hand turning lane had to be closed. Ms. Hartman said that they should not be blocking the lane if they are not working unless he has a reason to block the lane. Ms. Hartman stated that she would look into it. Ms. Altman stated that she has received complaints regarding this, including from concrete workers.

Ms. Hartman stated that El Grande asked to delay the milling and surfacing of Carothers Ave. Ms. Hartman immediately expressed to them how she was disappointed. She stated that she had been repeatedly emailing and texting them since September when they found out the work that needed to be done to it. El Grande had also expressed that work needed to be done on Carothers during these correspondences according to Ms. Hartman. The last day she received from El Grande was the second week of November and then Ms. Hartman "lost her mind." Ms. Meyers expressed concern on how Duquesne Light needs to replace three poles in the area that El Grande is working on.

Ms. Hartman stated that they have a dilemma, as if the township holds El Grande to milling and resurfacing now, they will be fighting the weather there may be issues with a prompt completion, therefore the results would be "worse" should they start now. Ms. Hartman stated that there are minor projects such as a steep lip along the road that they can finish now and then do the rest of the project in the spring. Mr. Seibel asked if the township can guarantee that they start working on it first thing in the spring and Ms. Hartman stated that LSSE can make them sign it.

Ms. Altman asked if there were any more questions for Marie. Ms. Altman thanked Ms. Hartman.

Standing Committee Report – Public Safety

Ms. Gazda stated that she did not have any updates.

Chief of Police's Update

Ms. Altman stated that Chief Podsiadly was unable to attend the meeting. Ms. Altman stated that there would be a Chief of Police update at the next meeting.

Standing Committee Report – Public Works

Mr. Seibel stated that the first public works committee meeting would be in January with the main topic being discussing the AI program that assesses the roads. Mr. Castello asked Marie if she had seen the data on the program yet and she said that she had not. She stated that Mr. Kelley was still working on it.

Environmental Committee (Sewer Committee and MS4 Updates)

Ms. Wateska stated that she did not have an update for the sewer committee. Ms. Wateska stated that the Environmental Advisory Committee meeting would be on November 12 at 6:30 PM.

Parks and Recreation

Ms. Meyers stated that she did not have any updates for Parks and Recreation.

Public Relations Report

Ms. Meyers stated that the board was giving a proclamation for John "Ace" Kowalo. Ms. Gazda stated that the board will be presenting a proclamation to former Police Chief John "Ace" Kowalo for decades of service to Scott Township on November 25. Mr. Castello asked if this would be limited to the proclamation itself and no other speeches. Ms. Gazda stated that she had disclosed to the resident that requested the proclamation that they allow 15 minutes for the presentation. Mr. Castello stated that they only allow the proclamation to occur and they do not allow people to get up and speak, reiterating his question. Ms. Altman stated that she felt they should read it like they normally do and allow Mr. Kowalo to say something if he would like to, as well as take pictures if they would like. Ms. Altman asked if there were any other questions or comments regarding this.

Library Liaison Report

Ms. Sedlak stated that she did not have any updates. She said, "love your library."

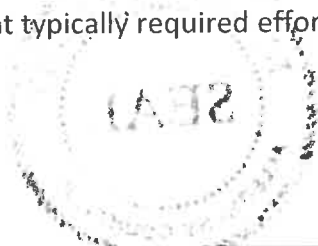
SHACOG

Mr. Seibel stated that he did not have any updates.

Standing Committee Report – Administration

Manager's Update

Ms. Fitzgerald stated that she attended the ICMA conference which had a significant focus on the use of AI safely in government applications. Presentations and information on localized AI solutions were obtained and Ms. Fitzgerald said she could get the board the PowerPoint presentations. Ms. Fitzgerald stated that a company is now providing free grant assistance, helping access information that typically required effort to obtain.



Ms. Fitzgerald stated a newly elected officials class that would be occurring at the end of the month that would last two days. Ms. Sorcan plans on attending.

Conferences and Workshops

Ms. Altman stated that she needed approval of attendance of the annual Spring Educational Conference of Allegheny League of Municipalities (ALOM) to be held at Seven Springs April 9, 2026-April 12, 2026, in the amount of \$350 per person for the full conference, \$275 for a two day conference, or \$175 for a one day conference. Meal plans are as follows: 3 day Meal Plan: \$297 per person, 2 Day meal plan: \$235 per person, and 1 day meal plan for \$110. (*Registration begins December 12, 2025*). Ms. Altman stated that this would be put on the agenda for next meeting to be voted on. Ms. Wateska asked if there would be lodging prices and Ms. Fitzgerald stated they weren't there yet and that it would look into for voting. None of the board opposed this being put on the agenda for voting.

Ms. Altman stated that she needed ratification of approval for the Finance Director to attend the 2026 GFOA Conference April 26 – April 29, 2026, at the Lancaster Marriott in the amount of \$450.00 for conference registration plus \$165.00/night lodging + parking + taxes & fees and hotel service charges (these are the early bird registration rates available now). None of the board opposed this and it will be put on to ratify.

Public Comments on Items Not Listed on the Agenda

There were no public comments.

Commissioner's Request

Ms. Gazda stated that she did not have anything to add.

Ms. Sorcan stated that she did not have anything to add.

Ms. Sedlak stated that she wanted to inform the public that she has seen food drives on Facebook being done by residents. Ms. Sedlak stated that the church by Old St. Luke's has an outdoor food pantry.

Mr. Seibel stated that he wanted to thank military members and veterans that day.

Mr. Castello stated that he wanted Mr. Kelley to explain why individuals with no identification were cutting down trees near his house. Mr. Castello was unsure why they were doing this.

Mr. Dalfonso stated that he wanted to thank the police officers that were working on Halloween passing out candy. Mr. Dalfonso also wished a Happy Veteran's Day.

Ms. Meyers stated that she wished everyone Happy Veteran's Day.

Ms. Wateska stated that she wanted to thank all our veterans.

Adjournment

Ms. Altman made a request to adjourn and acknowledged that an executive session would be occurring after the meeting. Ms. Meyers motioned and Ms. Sorcan seconded, adjourning the meeting.

Attest: _____

