

**MINUTES**  
**REGULAR MEETING, SHALER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**TUESDAY, FEBRUARY 8, 2022**

The meeting was called to order at approximately 7:04 P.M. by Chairman David Shutter. Following a prayer by Commissioner Cross and the Pledge of Allegiance, the Chairman asked the Secretary to call the roll as follows:

**PRESENT:** Mizgorski, Fisher, Iozzo, Boyle, Cross, Shutter, Wagner  
**ALSO PRESENT:** Timothy Rogers, Manager; Judith Kording, Assistant Manager; Harlan Stone, Solicitor; Sean Frank, Chief of Police; Robert Vita, Code Enforcement Officer; Matthew Sebastian, Township Engineer; Anthony Zelina, Public Works Director; Amanda Jennings, Assistant Finance Director; Elaina DiBucci, Administrative Assistant

**Mr. Rogers** stated that **Commissioner Fisher** is joining into the meeting telephonically.

The Chairman announced that an Executive Session was held on January 25, 2022 and this evening at 5:30 p.m. wherein the following topics were discussed: employee and personnel matters, contracts and policies, and an update on the actual and on-going litigation as well as potential litigations and identifiable complaints and agency business which if conducted in public would violate a lawful privilege or lead to the disclosure of confidential information. Mr. Stone said the session was absolutely necessary and was in full compliance with the Pennsylvania Sunshine Act and Act 15 which covers public meetings under the Governors Declaration of Disaster Emergency.

### **Appointments**

#### **Appointment of Township Treasurer**

The Chairman asked for an appointment Township Treasurer.

**Mr. Boyle moved, seconded by Mr. Cross that Erin Bartkins be appointed as the Township Treasurer for a four year term, term to expire January 1, 2026. The motion was carried.**

**Mr. Rogers** stated that due to changes in the law changing the position of the title of Treasurer to Tax Collector, it is incumbent upon the Township to appoint a Treasurer every year. He stated **Ms. Bartkins** is an elected official as the Tax Collector, as well as serving the Township as Treasurer, which is an appointed position.

#### **Appointment of Solicitor for the Zoning Hearing Board**

The Chairman then asked for an appointment of Solicitor for the Zoning Hearing Board.

**Mr. Boyle moved, seconded by Mr. Mizgorski that Adam Ventura be appointed as the Solicitor for the Zoning Hearing Board. The motion was carried.**

**Mr. Rogers** stated the Zoning Hearing Board has already made their required vote for the appointment of this position so now the Board is confirming the position.

### **Approval of Minutes**

The first item of business was the possible approval of the Reorganization and Regular Meeting Minutes of the Board of Commissioners held Monday, January 3, 2022. **Mr. Boyle**

**moved, seconded by Mr. Cross that the Minutes of the Reorganization and Regular Meeting of January 3, 2022 be approved as received by each Commissioner. The motion was carried.**

### **Planning Commission**

The next item of business was the Planning Commission minutes. **Mr. Piekarski** stated that the Planning Commission had their Reorganization meeting in January, and everything went well. He also stated at their last meeting, preliminary approval was given to the EAS Roofing site development, all they are waiting on now from them is the stormwater management requirements. He also thanked **Mr. Wagner** for his years of service with the Planning Commission and wished him the best of luck as a Commissioner.

### **Engineers Report – Mr. Matthew Sebastian**

The next item of business was the Engineers Report.

- *Sanitary and Storm Sewer*
  - Met with Ross Township staff and their engineer to discuss flow monitoring and potential multi-municipal projects for the regional source flow reduction efforts, as specified by each municipality's Consent Order. We will continue to work with our neighboring municipalities throughout the Consent Order process in an effort to meet our goals efficiently.
  - Met with S.P. Triton, our regular CCTV deployment contractor to discuss ways to minimize the cost of our ongoing sanitary sewer O&M efforts.
- *Roads and Paving*
  - Prepared preliminary paving plans for the 2022 annual paving program. It is my intention to refine the proposed paving list and present it to the Board at the February Committee Meetings. If the Board approves of the plan, we will bid the project after the Commissioners Meeting in March.
  - Met with County representatives to discuss the Vilsack bridge replacement project. Currently, they plan to begin the project in late spring. In coordination with the bridge replacement, we will be repairing a sanitary sewer manhole in the stream below.

Upon inquiry from **Mr. Mizgorski, Mr. Rogers** stated that McElheny Bridge is a fair condition bridge, so he would expect that be completed in future years.

### **Shaler Hampton EMS (SHEMS)**

The next item of business was a report from Mr. Eric Schmidt, Director of Shaler Hampton EMS (SHEMS). **Mr. Schmidt** present a PowerPoint to the Board explaining the challenges they have been facing and how they have been dealing with them. This presentation provided an explanation of finances, staffing, grants and much more that SHEMS deals with. **Mr. Cross thanked Mr. Schmidt** for his hard work and dedication throughout the years for SHEMS.

### **Shaler North Hills Library (SNHL)**

The next item of business was a report from Ms. Sharon McRae, Director of Shaler North Hills Library. **Ms. McRae** gave an update on upcoming events at the SNHL like; mini golf, book sales, 'Walk Talk Walk', Succulent Garden Workshop and much more! She stated they will be doing the 'Valentines for Seniors' again due to the high success last year when they received 930 valentines for seniors. Ms. McRae also reported that DVD circulation has bottomed out due to streaming services. She stated that used to be a big circulating material for SNHL, but since the pandemic specifically, it has bottomed out. She stated that one of the things that shows a healthy library is the circulation of kids books which is continuing to rise.

### **Receipts and Authorizations**

The next item of business was the receipts for the month of January 2022.

**Mr. Boyle moved, seconded by Mr. Cross that the receipts for the month of January 2022 be turned over to the proper authorities for deposit. The motion was carried.**

The next item of business was the authorizations for the month of January 2022.

**Mr. Boyle moved, seconded by Mr. Iozzo that warrants be drawn for the month of January 2022. The motion was carried.**

### **Reports of Standing Committees**

#### **Parks and Recreation**

##### **2022 Crawford Pool Pass Pricing**

The next item of business was the 2022 Crawford Pool Pass Pricing.

**Mr. Wanger moved, seconded by Mr. Mizgorski that the 2022 Crawford Pool pricing as proposed by the Parks and Recreation Committee at the January 25, 2022 committee meeting be approved. The motion was carried.**

### **Public Works Committee**

#### **ALCOSAN Transfer Agreement**

The next item of business was the ALCOSAN Transfer Agreement.

**Mr. Mizgorski moved, seconded by Mr. Iozzo that the Township enters into an agreement with ALCOSAN for the transfer of sanitary sewer trunk mains that are included in the drawings provided by ALCOSAN. The motion was carried.**

### **Ordinances & Resolutions**

#### **Introduction of Ordinances**

##### **Ordinance Number 1965 Short Term Rentals**

The next item of business was the introduction of Ordinance Number 1965 Short Term Rentals.

**Mr. Iozzo moved, seconded by Mr. Mizgorski that the proposed Short Term Rentals Ordinance be introduced, assigned a temporary number, and tabled and a public hearing be set for Tuesday, April 12, 2022 at 7:00 PM. The motion was carried.**

##### **Ordinance Number 1966 Conversion of Single Family to Multi Family Zoning**

The next item of business is Ordinance Number 1966 Conversion of Single Family to Multiple Family Zoning.

**Mr. Iozzo moved, seconded by Mr. Wagner that the proposed Conversion of Single Family to Multiple Family Zoning Ordinance be introduced, assigned a temporary number, and tabled and a public hearing be set for Tuesday, April 12, 2022 at 7:00 PM.**

**Resolution Number 2-2022 SHEMS Subscription Drive**

The next item of business was Resolution Number 2-2022 SHEMS Subscription Drive.  
**Mr. Cross moved, seconded by Mr. Boyle to approve Resolution Number 2-2022 for the Shaler Hampton EMS (SHEMS) Subscription Drive. The motion was carried.**

**Resolution Number 3-2022 Local Government Week**

The next item of business was Resolution Number 3-2022 Local Government Week.  
**Mr. Cross moved, seconded by Mr. Boyle to approve Resolution Number 3-2022 for Local Government Week. The motion was carried.**

**Resolution Number 4-2022 Civil Service Rules and Regulations – Amending Section 4.5**

The next item of business was Resolution Number 4-2022 Civil Service Rules and Regulations – Amending Section 4.5.

**Mr. Cross moved, seconded by Mr. Boyle to approve Resolution Number 4-2022 Civil Service Rules and Regulations – Amending Section 4.5.**

**Mr. Rogers** stated this amendment applies to the physical agility section so that it will now copy Allegheny County's requirements for police testing. The Shaler Township's Civil Service Commission has already approved this amendment to Section 4.5 as well.

**Commissioners Comments**

**Mr. Boyle** commended the Public Works Department on their excellent job they have done over the last month with snow and ice removal.

**Public Comments**

**Mr. John Rihn, Emergency Management Coordinator** stated they have been monitoring the flood gauge readings very closely recently and there is one very close to where the ice channel was on K Street Bridge as well as another at Grant Street. He stated recently, when the ice jam occurred and relieved itself at the K Street Bridge, there was a spike downstream that was 2 feet at the Grant Street reading in Etna that lasted for about 2 – 3 minutes. He also commended the Public Works Department on their excellent job recently.

**Mr. Anthony Zelina, Public Works Director**, thanked the Board and everyone for their compliments with the Road Department and commended the Road Department for their hard work.

**Mary Hartman, 1526 Butler Plank Road**

**Ms. Hartman** stated she has an Air BNB rental she has been renting out on her property for years now. She stated that this rental has allowed her family to receive additional income that has greatly impacted her and her family as well as being able to provide a place for travelers to stay while enjoying Shaler Township. This rental property is on the same property where she lives in her home. She provided the Board with insight on how she maintains this rental with no issues; the proximity to the rental being close to her home, presence of a Shaler Resident on the property, small unit allowing a maximum of 2 people and an off-street parking space. She also

stated that she has received nothing but positive comments from renters and her property is rented pretty much every day.

There being no further business, **Mr. Boyle moved, seconded by Mr. Cross that the meeting be adjourned at 8:10 PM.**

Respectfully submitted,

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Timothy J. Rogers, Secretary  
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