MINUTES
SHALER TOWNSHIP FINANCE COMMITTEE MEETING
TUESDAY, FEBRUARY 25, 2020

The meeting was called to order at approximately 6:42 p.m. by Chairman Boyle. He announced that the meeting was being taped and asked the Secretary to call the roll. The Secretary called the roll as follows:

PRESENT: Boyle, Cross, Iozzo
ALSO PRESENT: David Shutter, Board Chairman; Commissioners Mizgorski, McElhone & Fisher; Harlan Stone, Solicitor; Judith Kording, Assistant Manager; Amanda Jennings, Finance Assistant; Sherry Martin and Elaina DiBucci, Admin. Assistants

Presentation

Mr. Shutter presented Mrs. Martin with flowers and congratulated her on her retirement. Mrs. Kording also thanked Mrs. Martin for all that she has done for the Township and wished her the best of luck.

New Business
Discussion of Property Tax Payment review

The first item of business was the discussion of Property Tax Payment review. Mr. Boyle welcomed Erin Bartkins, Treasurer to join the committee on this discussion. Mrs. Kording stated that Mrs. Bartkins is protected by a bond, but the Township employees are not covered by that bond nor does the crime policy cover any loss. Mrs. Kording stated a resident came in a few weeks ago to pay their 4th quarter property tax for the school district with cash. Since Mrs. Bartkins was not available at the time Mrs. Kording assisted the property owner on the transaction, Mrs. Kording had concerns on accepting cash since she nor the Township would be covered under a bond and the Township would be responsible for the payment. Mrs. Kording surveyed about 12 other communities and overall, some do allow cash payments and if they do, only the tax collector accepts them, some municipalities do not accept cash. Mrs. Bartkins stated that she brought this up to Mr. Rogers a few years ago, and he stated to accept cash in order to service the residents. Upon inquiry from Mrs. Kording, Mr. Stone stated he was unaware if there was anything in the code that deals with cash payments, but usually codes are old enough that they would think cash is the best thing you could get. Mr. Cross stated that they should investigate whether the treasurer can set that requirement that cash is not acceptable. Mrs. Bartkins stated that they could organize it so people can bring cash only when she is in the office, then she will take the cash at the end of her day. Mrs. Bartkins also stated that the tax bills indicate that the exact amount is required when paying in cash. Mr. Bartkins stated her ideal situation would be to take no cash. Mrs. Kording stated that a few tax payments can exceed $10,000 in cash, which creates an issue with the IRS regulations for the processing of depositing $10,000 worth of currency. Due to the IRS regulations, Mrs. Bartkins breaks up the cash into increments to give to the bank, so she is not giving a deposit that contains $10,000 in cash.

Mrs. Kording directed Mr. Stone to review if the Treasurer could set a policy to only accept checks and/or money orders. This will be reviewed at the March Finance Committee meeting.

Public Comment: No comments.
There being no further business, the meeting was adjourned. Mr. Cross moved, seconded by Mr. Iozzo that the meeting be adjourned at 6:55 PM. The motion was carried.

Respectfully submitted,

Judith L. Kording
Assistant Manager

JLK:ed
MINUTES
SHALER TOWNSHIP PUBLIC WORKS COMMITTEE MEETING
TUESDAY, FEBRUARY 25, 2020

The meeting was called to order at approximately 6:56 p.m. by Commissioner Mizgorski. He announced that the meeting was being taped and asked the Secretary to call the roll as follows:

PRESENT: Mizgorski, Boyle, Iozzo
ALSO PRESENT: David Shutter Board Chairman, Commissioners Fisher, McElhone & Cross; Judith Kording, Assistant Manager; Harlan Stone, Solicitor; Matthew Sebastian, Engineer; Sherry Martin and Elaina DiBucci, Admin. Assistants

New Business:
Review of Streets for consideration of adoption

The first item of business was the review of streets for consideration of adoption. Mr. Sebastian stated that he and Public Works Director, Anthony Zelina have been reviewing streets from a list that Mrs. Martin compiled that have not been adopted yet. The streets not yet adopted have been split into three categories; streets that have been paved and/or have been on the paving list, streets that the Township provides winter maintenance to as a courtesy and streets that are private driveways or alleys that the Township does not maintain. Mr. Sebastian stated that the street listing they are considering for adoption are streets that have already been paved in the past and are maintained by the Township. Clare Street and Chris Lane are on the list the Committee received and will not be considered. Upon inquiry from Mr. Mizgorski, Mrs. Kording stated that Mrs. Martin has been working on compiling this list for two years and the approach was to deal with the roads that were paved and maintained, then once that was done, to move onto the next two groups. Mr. Sebastian stated that once streets become adopted, liquid fuel funds may be used for these streets. Upon inquiry from Mr. Cross, Mr. Sebastian stated that he will work on compiling a map of highlighted sections of roads that need adopted as well as making sure all the mapping, measuring and street names are up to date and accurate before any adoptions are considered.

Mr. Boyle moved, seconded by Mr. Iozzo to recommend to the full Board of Commissioners to authorize Mr. Sebastian to work with Mr. Zelina, Road Superintendent, the Solicitor and Mrs. Martin to improve and certify all the mapping measurements and names for the list presented to the Board for the streets in the Township that have not been formally adopted. The motion was carried.

Public Comments: No comments

There being no further business, the Chairman asked for a motion to adjourn. Mr. Boyle moved, seconded by Mr. Iozzo that the meeting be adjourned. The motion was carried. The meeting adjourned at approximately 7:08 p.m.

Respectfully submitted,

Judith L. Kording
Assistant Manager
JLK:ed
MINUTES
SHALER TOWNSHIP ENVIRONMENTAL & LAND USE COMMITTEE MEETING
TUESDAY, FEBRUARY 25, 2020

The meeting was called to order at approximately 7:14 p.m. by Commissioner McElhone. He announced that the meeting was being taped and asked the Secretary to call the roll as follows:

PRESENT: McElhone, Fisher, Boyle
ALSO PRESENT: Commissioners Cross, Mizgorski, Iozzo, Shutter; Harlan Stone, Solicitor; Robert Vita, Code Enforcement Officer; Matthew Sebastian, Engineer; Sherry Martin and Elaina DiBucci, Admin. Assistants

Old Business:

Air BNB

The first item of business was the possibility of Air BNB properties in Shaler Township which would be in violation of the township ordinance. Mr. Stone stated that these are referred to as short-term rentals and the Committee needs to determine the length of time for a rental and which zoning district they would be permitted. Mr. Stone stated that short term rentals could be restricted to commercial zoning districts only. Mr. Boyle recommended that Management and the Solicitor drop a position paper on both topics and come back, so they have all the options to base their decision on. Mrs. Fisher recommended reviewing neighboring communities and what their ordinances permit. Mr. Stone stated that if the Township does want to allow the short-term rentals that a standalone ordinance can be created that taxes them, makes them register, permit fees, inspections, etc. to regulate them. If the Township wishes to regulate them, they could include how many people are permitted to prevent any party house use. Upon inquiry from Mr. McElhone, Mr. Stone stated that hotels/motels do have to meet code and the determination will be if they are considered commercial or residential for code purposes. Courts are leaning toward treating them as commercial, not residential, and allowing municipalities to keep them out of the residential districts. Mrs. Kording directed Mr. Stone to work with Management to get an outline of everything to bring back to the committee for further discussion.

Discussion of Duplexes in Residential Zones

The second item of business was the discussion of duplexes in residential zones. Mr. Vita brought to the committee’s attention a previous issue of a single-family home morphed into a two-family home and they wanted to sell it as a two-family home. Mr. Vita could not allow that because the home does not meet the requirements to be a two-family home per Zoning Ordinance Chapter 225. Mr. Vita sent this issue to the Zoning Hearing Board, and they looked at Ordinance Chapter 225, which permits them to give authorization to convert a single-family home to a two-family home. Upon inquiry of Mr. Stone, Mr. Vita stated that the requirements in Section F of Chapter 225 are detrimental to an R-3 district, because they don’t meet the requirements for a two-family home. Upon inquiry from Mr. Cross, the Committee agreed to direct the Solicitor to review Chapter 225.

The Committee directed the Solicitor to review Chapter 225 for residential properties that are single family and the current regulations that indicate authorization from the Zoning Hearing Board to permit the conversion of single-family homes into two-family homes.

New Business:
Subdivision and Land Use explanation and possible discussion

The next item of business was the subdivision and land use explanation and possible discussion. Mr. Vita presented the Committee with the three different types of subdivisions, Simple Subdivision, Minor Subdivision and/or Land Development and Major Subdivision and/or Land Development. He further explained the assistance that is required of himself and Mr. Sebastian when property owners are applying for these developments. These developments are then submitted to the Planning Commission along with a report and/or recommendations from the Building and Zoning Department and the Engineer. If the Planning Commission gives final approval, the development is then forwarded to the Board of Commissioners for approval at their meeting.

Public Comment:

There being no further business, the Chairman asked for a motion to adjourn. Mrs. Fisher moved, seconded by Mr. Boyle that the meeting be adjourned. The motion was carried. The meeting adjourned at approximately 7:40 p.m.

Respectfully submitted,

Judith L. Kording
Assistant Manager

JLK:ed
MINUTES
PARKS AND RECREATION COMMITTEE MEETING
TUESDAY, FEBRUARY 25, 2020

The meeting was called to order at approximately 7:42 p.m. by Commissioner Fisher. She announced that the meeting was being taped and asked the Secretary to call the roll. The Secretary called the roll as follows:

PRESENT: Fisher, Mizzgorski, Iozzo
ALSO PRESENT: David Shutter, Board Chairman, Commissioners Boyle, Cross and McElhone; Judith Kording, Assistant Manager; Harlan Stone, Solicitor; Sherry Martin and Elaina DiBucci, Administrative Assistants

Presentation
Mrs. Fisher congratulated and welcomed Mr. Michael Garver, the new Parks and Recreation Foreman upon the retirement of Mr. Bill Burlett.

New Business:
Crawford Pool Concession Stand
The first item of business is the review of Crawford Pool Concession Stand operations. Mrs. Kording stated she met with the Cranberry Township Recreation Coordinator on the operation of their concession stand since the Kiwanis Club may turn over the concession stand operations to the Township in 2021. The coordinator provided Mrs. Kording with information on food safety, checklists for employees, and ordering. The coordinator also stated that she would be more than willing to assist Mrs. Kording.

Mr. Mizzgorski moved, seconded by Mr. Iozzo to recommend to the full Board of Commissioners that Mrs. Kording be authorized to observe the concession stand operations and work with Kiwanis Club and the Manager of the concession stand at Crawford Pool. The motion was carried.

July 4th Scheduling Suggestions/Other Considerations
The next item of business was July 4th scheduling suggestions and other considerations. Mrs. Kording stated that since the Jane Neely Race on July 4th was eliminated from the scheduling, the Committee may want to consider a few scheduling adjustments so that the events of the day are condensed to encourage residents to attend the park during the day and early evening. Mrs. Kording recommends that firetruck rides be scheduled from 2:00 PM to 4:00 PM compared to last year’s 1:00 PM – 3:00 PM. Mrs. Kording also would like to still have the D.J. at the pool, the same pool hours, sound system, band, bounce houses and vendor tent. Mrs. Kording suggested the Committee consider eliminating commercial vendors in the community tent. It was agreed that the community tent include Shaler Township, Shaler Police, Shaler Hampton EMS, Shaler North Hills Library and the Volunteer Fire Companies.

Mr. Mizzgorski moved, seconded by Mr. Iozzo to recommend to the full Board of Commissioners the recommendations made by Mrs. Kording for the July 4th festivities. The motion was carried.

Public Comment: No comments
There being no further business, the Chairman asked for a motion to adjourn. Mr. Mizgorski moved, seconded by Mr. Iozzo that the meeting be adjourned at approximately 8:02 p.m.

Respectfully submitted,

Judith L. Kording
Assistant Manager

JLK:ed