MINUTES
SHALER TOWNSHIP ENVIRONMENTAL & LAND USE COMMITTEE MEETING
TUESDAY, SEPTEMBER 22, 2020

The meeting was called to order at approximately 7:10 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; Elaina DiBucci, Admin. Assistant

New Business:

New Business Procedure Survey

The first item of business was the new business procedure survey. Mrs. Kording stated that Anita Frank surveyed other communities to see what process they follow when businesses move into an abandon building or rehabbing a building for new occupancy and fails to comply with municipal regulations and created a list of what they do. Mr. Rogers stated that it is imperative the Township knows where and when businesses are operating in the Township for public safety concerns. Mr. Rogers stated there has been two locations that have been difficult to deal with, one on Saxonburg Boulevard and one on Route 8 in Glenshaw Glass. Glenshaw Glass has several tenants that the Township was unaware of. Mr. Rogers and Mr. Vita spoke with the owner of Glenshaw Glass and he was very cooperative. Mr. Rogers stated that when looking at an industrial corridor, it is very important that the Township is aware of all business being ran in it for many reasons, one being safety. Upon inquiry from Mr. Rogers, Mr. Vita confirmed that he has the power to shut a business down for failure to have an occupancy permit.

Mr. Rogers stated that no business can operate for more than 30 days without an occupancy permit, if this is violated, a citation will be issued.

Public Comment:

Mark Burton brought up the concern for noise issues within the Township from contractors and what time they are working. The Board of Commissioners will further discuss this at the October Committee Meetings.

Allegheny County Vacant Property Recovery Program Request for 1222 Maple Street

The next item of business it the Allegheny County Vacant Property Recovery Program Request for 1222 Maple Street. Mr. Rogers stated that the resident living next door to 1222 Maple Street requested that the Township passes a resolution permitting them to acquire the property through the vacant property recovery program to recover this property.

Mr. Boyle moved, seconded by Mrs. Fisher that the Allegheny County Vacant Property Recovery Program Request for 1222 Maple Street be recommended to the full Board of Commissioners for approval. The motion was carried.

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 7:33 p.m.
Respectfully submitted,

Timothy J. Rogers
Manager

TJR:ed
MINUTES
SHALER TOWNSHIP FINANCE COMMITTEE MEETING
TUESDAY, SEPTEMBER 22, 2020

The meeting was called to order at approximately 7:34 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; DiBucci, Admin. Assistant

New Business
New Agreement with INShaler Magazine

The first item of business was the new agreement with INShaler Magazine. Mr. Rogers stated that the Township was debating whether to go back to our old newsletter that is completed within the Township or stick with INShaler with a few updates. Mrs. Kording stated that the current contract with INShaler permits the Township to have one cover per year and pages were moved to back of magazine. INShaler has now agreed to give the Township 3 covers per year and the pages will be moved up to the front of the magazine. Mrs. Kording also stated that they confirmed the Township will proof anything that goes in the magazine regarding Shaler to make sure it is correct information.

Mr. Cross moved, seconded by Mr. Iozzo that the new agreement with INCommunity Magazine be recommended to the full Board of Commissioners for approval. The motion was carried.

Update on the impact to 2020 Revenue due to COVID-19 Pandemic

The next item of business was the update on the impact to 2020 revenue due to COVID-19 pandemic. Mrs. Kording has been trending the big-ticket items; property tax, local service tax, deed transfer tax, earned income tax, magistrate fines, interest earnings and the regional asset district tax (RAD). Mrs. Kording stated that she took property tax out of the final calculation because there was a large increase this year and it would skew the number to include that in the report. She stated the Township is seeing an impact in the RAD money and she does believe that this will continue. Earned income tax first reduction in that was August 2020, it is not down as much as they thought. Deed transfer tax, houses in Shaler are selling off the market and going higher than asking price so as a result of the COVID requirements where you could not view a house, sales were declining but they are now spiking back up. The Township did very well last year with changing banks and new depositories, therefore interest earnings are down significantly. Mrs. Kording stated that she did an analysis on the revenues as well as one on expenditures. Overtime is down considerably in the public works department. Conferences and meetings are down. In addition to decreased revenues, the Township also has decreased expenditures. Mrs. Kording stated she just started working on the budget, but she does believe we will have deductions in revenues. She stated from last year, not including property tax, the Township is down $238,000.

Mr. Rogers stated that there are two vacancies in the Public Works Department and the Township will be filling those soon.
2021 Budget Schedule

The next item of business was the 2021 budget schedule. Mrs. Kording stated that her and Amanda Jennings, Finance Assistant, are revising the budget this year. They are changing the format and adding more visual graphs. Mr. Rogers stated that Shaler Township is much more conservative than many other municipalities in terms of the revenue numbers, they try and push it back as late as November so they can get more solid numbers. Mrs. Kording stated that the 2019 audit was completed and there were three management comments, but other than that it was the cleanest audit Shaler Township has ever had. Mrs. Kording stated that the lien fees have gone down this year, since the Township has separated the tax bills. As of right now, the Township is at 94.5% of collections. She stated tax collections are currently at $5,719,000. Mrs. Kording stated the three issues Mr. Cross brought up: external financial statement preparation and data security. She stated with all the issues with IT, it is recommended to have a company hired that will come in and send out emails to employees to see if they open it, this will assess vulnerability, fishing testing. The external financial preparation is a requirement. Another issue she has been working on with the school district is the real estate tax collector bond issue.

Public Comment: No comments.

There being no further business, the meeting was adjourned. Mr. Boyle moved, seconded by Mr. Iozzo that the meeting be adjourned at 7:48 PM. The motion was carried.

Respectfully submitted,

Timothy J. Rogers
Manager

TJR:ed
MINUTES
PARKS AND RECREATION COMMITTEE MEETING
TUESDAY, SEPTEMBER 22, 2020

The meeting was called to order at approximately 7:49 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, Mizgorski, Iozzo
ALSO PRESENT: David Shutter, Board Chairman, Commissioners Boyle, Cross and McElhone; Judith Kording, Assistant Manager; Harlan Stone, Solicitor; Elaina DiBucci, Administrative Assistant

New Business:
Request for trail in woods at Duss Park from Resident

Mr. Rogers stated that the Township does not own the hillside behind the park. Mr. Rogers stated that the Township is committed to completing the Eagle Canyon Trail next year, so that will consume most of the capital reserves for the purpose of recreation. Mr. Rogers stated this will be put on hold for future consideration.

Lite Up Night

The next item of business was the discussion on Lite Up Night. Mr. Rogers stated that the Township had to cancel the annual Fall Fest, so they wanted to go ahead with Lite Up Night on a modified basis. Mr. Rogers stated the Township developed a reasonable alternative; still on Mt. Royal Boulevard, will not be entering into the school at all due to COVID-19 restrictions. Santa will make his entrance by a parade down Mt. Royal Boulevard, two skating rinks to allow proper social distancing, Lite Up Night at the library, giving the school district an opportunity for boosters to sell food outside and fires outside. This event will be from 4 PM to 8 PM on November 21, 2020.

Kiwanis Stand Lease Termination

The next item of business was the Kiwanis Stand lease termination. Mr. Rogers stated at the direction of the Board of Commissioners, he and Mrs. Kording met with Kiwanis Club. Mr. Rogers stated that Kiwanis Club and the Township have shared a mutually beneficial relationship for years. Mr. Rogers stated that they are having some issues maintaining the stand, so the Township has reached a joint agreement with Kiwanis Club to surrender their lease with the Township. The Township will be taking over the concession stand and its operations next year. Mr. Rogers stated the Township gave the Kiwanis Club two options to reimburse them of their assets that are in the property; a program where they can have $2,500 a year for 4 years provided the stand make money that they can use for scholarships or just a $10,000 buyout of the assets in the property. The Kiwanis Club will be having a meeting to discuss the options to decide which they want.

Mr. Rogers stated on behalf of Management and the Board of Commissioners, they would like to wish a very gracious thanks to the Kiwanis Club and all their work over the years.

Kiwanis Concession Stand

The next item of business was the Kiwanis Concession Stand. Mr. Rogers stated the Mrs. Kording has been working very diligently visiting several stands and talking with the health department. Mr. Rogers stated that it is in their best interest to continue the relationship that
Kiwanis has with Shaler Area School District employee, Mindy Thiel, who assists with the employees at the stand. Mr. Rogers stated that the Township is exploring new options to increase profits of the Kiwanis Stand; update the menu to try and reduce the costs of the stand, birthday parties at the stand and changing the area that is between the filter building and the concession stand where they may dig it up and put a picnic grove in there. This would give people the option to come and have lunch without having to go into the pool. Mr. Rogers stated they are also looking into changing certain rules and regulations at the pool, like limiting what patrons can bring to the pool to try and get as much profit out of the stand as they can.

Mr. Rogers stated that KLH is finishing their design for the filter building that is closest to the locker room. The wall is failing in there and they will be able to restore this.

Public Comment: No comments

The Board of Commissioners thanked all management and staff that has worked on the pool this summer and the great success the Township has received from opening the pool with all guidelines in place due to COVID-19.

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 8:01 p.m.

Respectfully submitted,

Timothy J. Rogers
Manager

TJR:ed
MINUTES
SHALER TOWNSHIP PUBLIC SAFETY COMMITTEE MEETING
TUESDAY, SEPTEMBER 22, 2020

The meeting was called to order at approximately 6:40 p.m. by Commissioner Bill Cross. He announced that the meeting was being taped and asked the Secretary to call the roll as follows:

PRESENT: Cross, McElhone, Fisher
ALSO PRESENT: David Shutter, Board Chairman; Commissioners Mizgorski, Iozzo and Boyle; Timothy J. Rogers, Manager; Judith Kording, Assistant Manager; Harlan Stone, Solicitor; Elaina DiBucci, Admin. Assistant

New Business:
Discussion on Deer Management

The first item of business was the discussion on deer management. Lieutenant (Lt.) Josh Watkins, Manager of the program within Shaler Township stated that they hunt in several parks; Ellen Hughes, Fawcett Fields, Kiwanis Park, Farrell, and Fall Run Park. The team kills anywhere from 25-40 deer a year in controlled hunts that only use archery, controlled hunting signs hung up during the hunts. Upon inquiry from Mr. Rogers, Lt. Watkins stated that Shaler Township does not count deer to vehicle incidents but they could, the only problem is a lot of people do not report them to the police, most will continue to operate their vehicle and then call the police later for a deer on the road. The safety zone for archery hunting is 50 yards. If residents have the property that meets that safety zone requirement, the homeowner can waive it for themselves and hunt in their yard. Mr. Rogers stated that an annual call the Township receives is about Fall Run Park and it is listed through the Commonwealth of Pennsylvania that it is a state game land, but it is not. Upon inquiry from Mr. Iozzo, Lt. Watkins stated all hunters must be properly licensed as well as maintain a separate license for each doe that they harvest, and they are open to harvest any amount of doe. Lt. Watkins stated that Fox Chapel is the only Borough he is aware of that participates in a management program where their officers are certified and get special permitting through the game commission to kill 150-250 deer a year since they have more open land to do so there. Lt. Watkins stated that deer are carriers of ticks that may have Lyme’s disease, but the tick does not actually get it from the deer, the tick gets the disease from mice. Lt. Watkins stated that an opportunity the Township could explore are other properties within Shaler that could be used for hunting.

Recognition of Senior Volunteer Fireman

The next item of business was the recognition of senior volunteer firefighters. Mr. Rogers stated that he was approached by Cherry City Volunteer Fire Company, Ron Schueler, on behalf of all the Volunteer Fire Departments. Mr. Rogers stated that Shaler Township is currently giving volunteer firefighter the option to get up to $300 in a deduction from their earned income tax that they pay to the municipality. Mr. Rogers stated that something Mr. Schueler brought up is the fireman that do not have income but are contributing to the volunteer fire company. Mr. Schueler provided Mr. Rogers the list of qualifications they use to decide whether a firefighter qualifies for that $300 or not; all active firefighters or active members shall assist in work details, fundraising, social functions of the company and shall assist at a minimum of 12 functions each year. One credit will be given for all functions except for the annual street fair raffle and hall cleanups. If a member obtains the membership status of active firefighter pursuant to the requirements specified that member shall only be required to assist in 6 functions
and actual firefighting. Business members shall assist in fundraising and social functions of the company. They shall assist at a minimum of 15 fundraising functions each year, 1 credit for each function except for the annual street fair raffle and hall cleanings. They are requesting that the Board of Commissioners provide something for the volunteer firefighters. Mr. Stone stated that the Township adopted a resolution for the earned income tax credit, and it may have the language in there to do have an alternative of using that $300 toward earned income tax or property tax. Mr. Rogers stated he will bring this at the next North Hills Council-Governments meeting to see what other townships are doing as well.

Mr. Cross directed Mr. Stone to review the resolution for the $300 deduction volunteer firefighters can qualify for to see if they can use it towards their earned income tax or the alternative, property tax. This will be reviewed at the October Public Safety Committee Meeting.

Mr. Rogers thanked the group that visited the recycling business, this will be brought up to the Board of Commissioners at the next meeting.

Public Comment: No comments

There being no further business, the Chairman asked for a motion to adjourn. Mrs. Fisher moved, seconded by Mr. McElhone that the meeting be adjourned. The motion was carried. The meeting adjourned at approximately 7:10 PM.

Respectfully submitted,

Timothy J. Rogers
Manager

TJR:ed
MINUTES
SHALER TOWNSHIP PUBLIC WORKS COMMITTEE MEETING
TUESDAY, SEPTEMBER 22, 2020

The meeting was called to order at approximately 8:02 p.m. by Commissioner Boyle. 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; Elaina DiBucci, Admin. Assistant

New Business:
Road Restoration Ordinance update

The first item of business was the road restoration ordinance update. Mr. Rogers stated the road restoration ordinance is finally in the hands of the Solicitor. Mr. Rogers stated the Township is drafting a mirror ordinance as Hampton Township so Shaler will have the same restoration process as Hampton.

Mr. Rogers provided an update on road paving to the Board of Commissioners. Mr. Rogers stated that the entire program is predicted to be done next week and the Township is very pleased with this paving company, they have done an exceptionally good job. 
Mr. Rogers also proved an update on Wetzel Bridge and Elfinwild Bridge. Mr. Rogers stated that the Elfinwild Bridge is supposed to be finished on November 15.

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 8:09 p.m.

Respectfully submitted,

Timothy J. Rogers
Manager

TJR:ed