

MUNICIPALITY OF MONROEVILLE

COUNCIL WORK SESSION

MARCH 3, 2022

MINUTES

The meeting was called to order at 7:19 p.m. by Mayor Nick Gresock immediately following the Citizens' Night Meeting.

ROLL CALL

The Recording Secretary, Sharon McIndoe, called roll and the following were present: Mayor Gresock, Joe Hyzy, Bob Stevenson, Steve Wolfram, Mike Adams, Bob Williams, Dennis Biondo, Tim Little (via zoom), Bob Wratsher, Josie Rock, Paul Hugus, Joe Sedlak and Paul Whealdon. Mr. Poach was absent.

APPROVAL OF MINUTES

Council then considered the minutes of the Citizens' Night Meeting of February 3, 2022 and the Council Work Session of February 3, 2022. Further brief discussion ensued.

APPROVAL OF REPORTS OF TAX COLLECTIONS

There was no discussion of the Reports of Tax Collections.

LIST OF BILLS, BUDGET TRANSFERS AND PAYROLL

Council then considered the List of Bills in the amount of \$1,430,410.39, Budget Transfers and Payroll in the amount of \$1,154,619.56 for the month of February. There were no questions of comments at this time.

CONSENT AGENDA

NEW BUSINESS

SITE PLAN 21-8-ST

MANILLA GROUP, LLC, SELF STORAGE

The applicant is requesting site plan approval to construct a self-storage facility consisting of six buildings with a total of 56,000 square feet of storage space and associated site amenities. The property is located at the intersection of Frey Road and Thompson Run Road and known as Tax Parcel ID 637-J-139 in the M-2, Industrial Zoning District.

The Planning Commission recommended approval.

Mr. Whealdon requested this be discussed later in the meeting.

SITE PLAN 22-1-ST
GD DEVELOPMENT, LLC (AROMA JOE'S)

The applicant is requesting site plan approval to construct a 791 square foot drive-through coffee shop and associated site amenities. The property is located at 2524 Mossie Boulevard and known as Tax Parcel ID 857-R-046 in the C-2, Business/Commercial Zoning District.

The Planning Commission recommended approval.

CONDITIONAL USE 22-1-C
GD DEVELOPMENT, LLC (AROMA JOE'S)

The applicant is requesting conditional use approval to construct a 791 square foot drive-through coffee shop and associated site amenities. The property is located at 2524 Mossie Boulevard and known as Tax Parcel ID 857-R-046 in the C-2, Business/Commercial Zoning District.

The Planning Commission recommended approval.

This is a public hearing item.

Mr. Garrett Varner from Morris, Knowles and Associates came forward representing the applicant. He reported they are proposing to redevelop an existing carwash across from the Dollar General on Mossie Boulevard into a drive-through Aroma Joe's Coffee Shop. He reported the use is permitted in C-2 Business/Commercial and the drive-through is a conditional use. He explained they propose to have the same two access points, one right in and one right out entrance. He added they will also have the sidewalks extend across the frontage of the property and they have submitted it to PennDOT for all the work within the right-of-way. He stated they received approval from the Allegheny County Conservation District for the limits of disturbance of the site which is under half an acre. He explained the customers will enter the site through the southern entrance, continue around the building to the drive-through order window, then the pay window and there are two parking stalls in the back for employees. He added there is another option for customers entering the site by pulling into a stall and using the walk-up area. He pointed out there will be a patio area in front and a screened area in the back to provide extra storage and the entrance and exit for the employees. He reported they will connect to the existing value near the entrance of the site for the water and they will connect to the existing lateral and cleanout for the sewer near the front of the site. He explained they have contacted the municipal authority and they do not need a sewage planning facilities module. He stated the average daily flow expected for the site is to be less than 400 gallons per day. He reported they will utilize the two existing inlets for the storm water and they are decreasing the impervious area by 30 percent. He explained to meet the 60 percent release rate, they had to design an enlarged pipe with an outlet control structure to hold back the flows. He stated they added water quality insets to the proposed inlets to meet the municipal water quality standards.

Mr. Varner reviewed the existing buffer on the rim of the property will remain and they will add another row of deciduous trees in front. He added as requested by the municipality they added a few more trees and scrubs along Mossie Boulevard to add curb appeal. He reported they meet the landscaping requirements for one tree per five parking spaces and 5 percent of the parking area that should be landscaped.

Mr. Varner reviewed the conditional use requirements 1) the site provides for more than the minimum of 140 feet stacking lane as required; 2) no pedestrian crossing of the stacking lane shall be permitted and they provided an ADA compliant access ramp beyond the 140-foot stacking lane; 3) a minimum of 80 feet of stacking lane must be provided between the center of the order station and the center of the serving window. He reported because of the small nature of the site and side yard setbacks and to meet the 140-foot stacking lane requirement and the no pedestrian crossing requirement the pickup and order window are on the same side of the building; 4) the minimum stacking lane width shall be 10 feet and they provided 13-feet with stacking lane; 5) a maximum of three stacking lanes are permitted and their site only has one; 6) they provided a ten-foot wide bypass lane as required; 7) in order to permit vehicles to exit the stacking lane prior to loading there shall be no impediment of stacking lane and the site has no curbing, blockade or anything that would prohibit anyone from exiting the stacking lane at any point of the ordering; 8) all the stacking lanes shall not inhibit the pedestrian crossing traffic isles parking spaces right-of-way and the stacking lane that is located on the inside of the site does not prohibit any sort of activities on the outside of the site such as parking or bypass lane; 9) provide at least a 20 by 10 foot width lane after the serving window and they have provided 10 by 20 foot order confirmation area after the pickup window so patrons can make sure their orders are correct; and 10) a circulation plan through the drive-through lane must be provided and they provided a circulation plan for a vehicle through the pay lane and drive through.

Mr. Varner then pointed out the site on a plan on Mossie Boulevard, the entrance for the patrons entering the site with a right-in only, the drive through lane on the inside track and the exit for the patrons back onto Mossie Boulevard. He reported the employee parking is in the rear and all the patron parking is at the south side of the site. He pointed out the walk-up window with the ADA compliant ramp and the 10 by 20-foot order confirmation area.

Mr. Williams inquired about the width of the frontage and Mr. Varner was uncertain. Further discussion ensued. Mr. Whealdon estimated it to be 120 feet. He explained the proposed building is much smaller than the existing carwash building which takes up a majority of the site.

Mayor Gresock asserted one was recently built on Route 286 in Plum and Mr. Varner agreed. Mayor Gresock inquired whether it was the same size and Mr. Varner answered affirmatively. Mayor Gresock suggested it is a drive through and walk up with no public restrooms and Mr. Varner concurred. Mr. Wolfram questioned whether there was any indoor service and Mr. Varner answered negatively. He reported there is a patio in front of the building in front of the walkup window but no indoor service. Mr. Wolfram clarified that there is a right-turn exit only and Mr. Varner agreed. Further discussion ensued about the traffic in the area.

Mr. Little inquired about the façade of the building and Mr. Varner answered a stone brick at the bottom. He showed an image and reported it would be brick and siding. He explained the building plans have not been finalized yet so he was uncertain about the colors. Mr. Little questioned whether the menu would be more than coffee and Mr. Varner suggested there may be food items.

Mr. Hyzy pointed out it would be right in and right out and Mr. Varner concurred. Mr. Hyzy inquired whether there would be signage or cement barriers and Mr. Varner stated they currently have only signage proposed.

Mr. Wratcher inquired whether the zoning officer agreed with the applicant's opinion that all the conditions in the conditional use requirements have been met. Mr. Whealdon answered affirmatively for the drive through.

Whereupon, Mayor Gresock closed the public hearing.

SUBDIVISION 22-1-SUB
CLOVER COMMUNITIES MONROEVILLE, LLC

The applicant is requesting preliminary and final subdivision approval to subdivide Tax Parcel 741-R-333 which is currently 57.982 acres into two parcels. One parcel is 10.502 acres and the second parcel is 47.421 acres. The property is located at 3926 Logans Ferry Road in the R-4, Multi-Family Zoning District and R-2, One-Family Residential Zoning District.

The Planning Commission recommended approval.

Mr. Rob Jack came forward representing the applicant and reported he submitted the land development plan last month. He stated this is the proposed subdivision which they will split the 58 acres into a 10.5-acre parcel zoned R-4 and 47.4 acres zoned R-2. He reported they received minor housekeeping comments from the municipal engineer and county which will be addressed.

Mr. Biondo inquired whether the question concerning the People's Gas right-of-way has been resolved concerning the access driveway and Mr. Jack indicated it did not affect it. He reported he had contact with Peoples Gas and they are reviewing their records to determine whether they have any express or specific access rights to the driveway. He asserted they would allow them access through their parking lot. Mr. Biondo inquired whether they needed access on the 10.5-acre portion and Mr. Jack answered affirmatively. He added it is $\frac{3}{4}$ of the way back up against the Willow Hedge lots. Mr. Biondo inquired whether there was any affect on the Airport Road and Mr. Jack answered affirmatively.

Mayor Gresock requested he outline the properties as shown on the plan. Mr. Jack pointed out the 10.5 acres is pinkish-red which starts at Logans Ferry going along the Willow Hedge Lots then up towards Maple Crest and back around Logans Ferry. He reported the 47.4 acres is the balance of the site shown in white.

Mr. Adams inquired what was planned for the 47 acres and Mr. Jack responded they would sell it eventually but it is not currently on the market. He stated they have no intentions of developing it. Mr. Adams questioned what would be the access point to it and Mr. Jack answered there are a couple of roads in the back. He mentioned Buttercup Drive and Quince Road from the rear of the site would provide frontage to it.

Mr. Stevenson questioned how much of the 47 acres is developable and Mr. Jack estimated it to be approximately 20 acres. He explained there is a lot of hillsides and steep slopes around the perimeter. He stated the former runway is developable.

Mr. Biondo questioned whether any of the frontage is located on any of the Maple Crest development and Mr. Jack answered negatively. He added that backs up to other lots in Maple Crest.

MOTIONSMOTION

A motion to award the Zoning Ordinance Review Request for Proposal (RFP) agreement to Strategic Solutions, LLC with Gateway Engineers, Incorporated for the total project in amount of \$27,584.

Mayor Gresock reported council received a packet of information to review and Gateway Engineers was the lowest bidder.

Mr. Williams inquired whether Gateway Engineers is farming it out or whether they would do the work. Mr. Little explained Strategic Solutions works through Gateway Engineers.

Mr. Biondo pointed out it has been seven years since the 2015 zoning ordinance was ready for review. He questioned whether this would count toward the ten-year cycle. He questioned whether the municipality would have another ten years after the zoning ordinance is approved before another one needs to be done. Mayor Gresock suggested that would be the intent. He stated this would update it with the changes in Monroeville and other suburban areas which is why an outside firm is important. He felt the ten-year period would start now.

RESOLUTIONSRESOLUTION

A resolution authorizing the distribution of grant funds for the Memorial Day Parade.

Mr. Little reported council has an application from the VFW in the amount of \$6,000. He pointed out they have other funding sources of \$2,000. He further explained the municipality has increased the amount over the years from \$5,000 to \$6,000.

Mr. Stevenson corrected the request was from the American Legion Gold Star Post 820. Further brief discussion ensued.

RESOLUTION

A resolution authorizing the distribution of grant funds for the Monroeville Independence Festivities.

Mr. Little reported this is for the Fourth of July Parade in the amount of \$12,500. He pointed out the cost of the fireworks went up last year but this year the cost is the same as the past two year. Mayor Gresock mentioned it is \$12,500 from the municipality but also the Monroeville Convention and Visitors Bureau contributes \$12,500 toward the parade and fireworks. He explained the funds were not used for the past two years because there was no parade so the funds were used for the fireworks. He reported the past two years were really big. He was sure the fireworks would be great this year but was hoping the parade could take place.

RESOLUTION

A resolution approving a waiver releasing the applicant, Manilla Group LLC/John J. and Susan M. Sciarretti from installing sidewalks as required by Ordinance No. 1016 along the Thompson Run Road and Frey Road frontages.

Council went back to consider the new business Item No. 1.

SITE PLAN 21-8-ST
MANILLA GROUP, LLC, SELF STORAGE

The applicant is requesting site plan approval to construct a self-storage facility consisting of six buildings with a total of 56,000 square feet of storage space and associated site amenities. The property is located at the intersection of Frey Road and Thompson Run Road and known as Tax Parcel ID 637-J-139 in the M-2, Industrial Zoning District.

The Planning Commission recommended approval.

Mr. Whealdon gave a brief overview of the project because the applicant was not in attendance. He reported it is a barren site at the intersection of Frey Road and Thompson Run Road and is located in an industrial area. He stated it is a flat parcel and has not been developed. He explained the owner is proposing to construct self-storage units. He pointed out the buildings that will not have climate control which will be typical metal buildings with garage doors on either side. He stated the larger building will be three stories that is climate controlled. He explained the original access point was off of Thompson Run Road but was changed over to Frey Road because to allows them more stacking distance and makes it easier for emergency vehicles to access the site. He reported the three-story building will be sprinklered. He reported one of his first concerns was that it was in the flood plan but after review it was determined that it is higher than the flood plain even though it looks like it is located in the flood plain. He reported basically it is a very simple site plan with storage units. He showed a color rendering of what the applicants are proposing for the site.

Mr. Wratcher inquired about the location of the proposed sidewalks on the site plan and Mr. Whealdon explained sidewalks are required along all of the frontages. He pointed out they are required to put sidewalks along all of Thompson Run Road and a section of Frey Road. He reported there is nothing else located near the site and he reported there are some topographical issues at one end of the site that would make it difficult to construct sidewalks. He mentioned the engineer put together an exhibit which illustrates the problems that the applicant would face with the site. He pointed out how there is a lot of slope along Thompson Run Road and the berm is very narrow so they would have to build it up to construct a sidewalk. He suggested it would not connect to anything and probably never would so this is would be a good candidate for a waiver. He calculated it out at \$8 per square foot which totaled approximately just under \$50,000 that included the concrete only not dealing with the topography issues. He was uncertain whether that was factored into the waiver or paying into the fee in lieu of.

Mayor Gresock reported there are some challenges on that site for sidewalks because they go nowhere. He asserted sidewalks are required for new developments so long-term sidewalks would be built throughout the community. He explained a waiver and sidewalk waiver are in place for these types

of situations but the funds could be used elsewhere for sidewalks that would make more sense. He encouraged council to discuss this at the regular meeting.

Mr. Stevenson concurred if the sidewalks do not connect to anything.

Mr. Hyzy inquired whether the applicant would pillar the buildings with the slab construction. Mr. Whealdon answered negatively but maybe for the three-story building. He reported they had some geotechnical work done at the site but he was not concerned with it because it is not living space only storage space. He pointed out they are ten-foot tall steel buildings on slabs so he is not concerned with settling.

RESOLUTION

A resolution authorizing the display of various event banners at the corner of the intersection of State Routes 22 and 48 within the right-of-way of property belonging to the Pennsylvania Department of Transportation.

Mayor Gresock explained this is something the municipality periodically does at that corner and a resolution has to done. He stated these are for public, non-profit and community events. Mr. Williams questioned whether the municipality could prohibit anyone for displaying an obscene banner or anything not healthy for the community. Mr. Wratcher suggested there are PennDOT regulations concerning those issues.

ORDINANCES

ORDINANCE

An ordinance of the Municipality of Monroeville, Allegheny County, Pennsylvania, amending Ordinance No. 2689 to revise the Pollution Control and Flood Reduction Credit Manual Rules and Regulations.

Council tabled this ordinance at the February 28, 2022 Regular Council Meeting.

Mr. Wratcher reported this matter has been on the tabled and is part of a potential settlement with CBL or the Monroeville Mall Property. He recommended it remain tabled for another month until additional information is received from them.

ORDINANCE

An ordinance of the Municipality of Monroeville, Allegheny County, Pennsylvania, amending Ordinance No. 2754, the 2022 Fee Schedule, to amend the Timber Harvesting Permit Fees to \$200 per parcel.

Mr. Wratcher explained the municipality intended on including the \$200 per parcel when the 2022 Fee Schedule was adopted so this is to correct that omission.

ORDINANCE

An ordinance of the Municipality of Monroeville, Allegheny County, Pennsylvania, authorizing the proper officials to enter into an agreement granting a 25-foot wide easement to Sunoco Pipeline LP

to install underground cathodic protection equipment to maintain and protect an existing underground pipeline in Alpine Park.

Mr. Wrat cher reported council received information under separate cover concerning how the cathodic system works and there is an existing underground pipe at that location.

Mr. Stevenson referred back to the first ordinance and inquired whether there are still issues with the school and Mr. Wrat cher answered affirmatively. He added that is a separate issue and will probably end up in court. He explained one of the issues with these challenges is that MS4 is so new and there are cases with other municipalities currently in the appellate courts. He suggested a lot of these questions will be answered with the subsequent lawsuits by the decisions of the appellate courts over the next year. He pointed out there is a very important one that is up for argument next month. He felt the outcome may resolve these issues. Mr. Stevenson asserted it was with other municipalities and Mr. Wrat cher concurred. He added it would set precedent and be applicable to some of the same disputes that Monroeville has. Mr. Stevenson inquired whether he would be in contact with them and Mr. Wrat cher answered affirmatively.

MUNICIPAL MANAGER'S REPORT

COMPREHENSIVE PLAN COMMITTEE VOLUNTEERS

Mr. Little reported he and Mr. Whealdon met with the managers from Wilkins and Churchill which Monroeville has a Joint Comprehensive and they are seeking comprehensive plan committee volunteers. He stated a tentative meeting date has been schedule for late April. He explained it is a five-year comprehensive plan that was passed in 2018. He asserted they are looking for members from council, committees and residents.

HOUSEHOLD HAZARDOUS WASTE AND ELECTRONIC COLLECTION EVENT

Mr. Little reported a household hazardous waste and electronic collection event has been scheduled at the public works building on April 16, 2022 and registration is encouraged. He added all the information is on the website.

BANNER COMMUNITY

Mr. Little reported Monroeville has again been named a banner community by the Allegheny County League of Municipalities for its commitment to professional development, prudent fiscal management, transparency, accountability and proactive communications to engage community stakeholders. He reported there will be a luncheon at the Allegheny County League of Municipalities' Conference at Seven Springs to honor those municipalities in the banner community.

MONROEVILLE FOUNDATION 2022 EVENTS

Mr. Little reported the Monroeville Foundation has set dates for its four events this year as follows: CommUNITY Day on July 30, 2022 at the Community Park West; Monroeville Jazz Festival on September 3, 2022; Golf Outing on September 12, 2022 at Meadow Wink; and a Pumpkin 5K Race on October 23, 2022. He added Mr. Ernie Groover will address council at the regular council meeting on these events and about requesting use of the park.

Mr. Little congratulated Sergeant Mark Kandrak for his retirement from the police department and Mrs. Joann Morris for her retirement from the parks and recreation department. He sent condolences to Mrs. Pat Barley on the recent passing of her husband, Jack.

DIRECTOR OF PUBLIC WORKS AND ENGINEERING REPORT

MONROEVILLE BRIDGE REPORT

Mayor Gresock reported there was a recent bridge failure in the Squirrel Hill, Point Breeze area. He explained Monroeville wants to stay on top of this issue so information was requested for a bridge report.

Mr. Hugus distributed information to council. He explained a bridge with a span of 20 feet or greater is required to be inspected every two years across the commonwealth. He asserted bridge inspections for municipal-owned bridges are performed by third party consulting engineering firms under contract with PennDOT who report back to PennDOT and share their findings with the municipality. He reported the municipality owns and maintains six bridges within the municipality. He pointed out there are two bridges, one on Abers Creek and one on Cavitt Road that are owned and maintained by the county even though they are on municipal roads. He reported the municipality received notification that both of those bridges would be replaced in 2023. He explained many elements contribute to a term in the media as "poor condition". He reported it is an analysis of the bridge deck, the super structure and the substructure if any of those receive a rating of four or lower out of a one to nine rating then it is determined as poor conditions. He further explained the three bridges that the municipality owns and maintains are in the packet of information distributed. He showed the three bridges in the municipality that are currently in good condition: one, the bridge on Old Abers Creek Road behind the new CVS was recently inspected with no pad ratings on the bridge; the second bridge that is in good condition is on South McCully Road off of Thompson Run Road that facilitates the SV Temple in Penn Hills; and the third bridge is on Brookside Drive but is called Old William Penn Highway No. 1 which is located behind Jaden's that leads to the trailer park is in good condition.

Mr. Hugus then reviewed the list of bridges that are not in good condition. He referred to Old William Penn Highway No. 3 which carries Old William Penn Highway over Thompson Run that goes into Penn Hills. He pointed out the location on a map. He explained the stream that goes under the bridge is the delineation line between the two municipalities. He reported Monroeville jointly owns that bridge with Penn Hills. He referred to a meeting the mayor attended with PennDOT where this specific bridge was discussed. Mayor Gresock reported they met with PennDOT, Allegheny County Executive with his staff and also Penn Hills representatives. He stated there have already been discussions about getting that bridge repaired with possible funding sources to assist with it. Mr. Stevenson inquired about the condition of that bridge and Mr. Hugus answered it is rated as poor. Mr. Wolfram questioned the number for the ratings and Mr. Hugus answered zero to nine. He added anything below a four is considered poor. He explained first the municipality will get an immediate report from the bridge inspection to reduce the weight limits of the bridge then they will give you the deficiencies on the bridge that have to be repaired. Mr. Wolfram inquired whether this one has any weight limit postings on it and Mr. Hugus answered negatively. Mr. Williams questioned how far it would drop if it collapsed and Mr. Hugus answered eight feet but would go into the stream.

Mr. Hugus referred to the second bridge which is on Old William Penn Highway No. 2 or Brookside Drive located behind Grace Life Church which is currently closed. He reported the municipality was notified and it had to be closed and concrete barriers were put in place with bridge closed signs. He pointed out it has been in the capital improvements budget for the last five cycles. He asserted it is \$1 million to replace. Mr. Stevenson inquired how long it has been closed and Mr. Hugus answered three years. Mr. Wolfram questioned whether it had light traffic and Mr. Hugus answered affirmatively.

Mr. Hugus referred to the last one in poor condition that the municipality owns is the Spring Hill Bridge which is the access point from Route 130 to Wall Borough. He explained there is an asphalt approach, a bridge span then there is another asphalt approach on the Wall end. He reported it is owned partly by Wall Borough, Norfolk Southern Railroad owns the middle and Monroeville owns the other side. He pointed out Monroeville owns all of the asphalt but none of the bridge which is owned by Norfolk Southern but the municipality was required to post it closed because that is on Monroeville's side. Mayor Gresock inquired whether the municipality would only be responsible for the asphalt portion if this was ever repaired and Mr. Hugus answered affirmatively. He reported this is something that went through the Public Utilities Commission (PUC) because Norfolk Southern owns the bridge span and they have no intentions of repairing it. Mr. Stevenson inquired how long it has been closed and Mr. Hugus estimated 15 years. Mr. Williams questioned whether the railroad can be forced to remove it before it collapses. Mr. Hugus pointed out if PUC cannot make them do it he was uncertain who would.

Mr. Adams inquired whether there is any federal funding for bridge projects and Mr. Hugus suggested it would be determined very soon. Mr. Adams mentioned \$3 million was allocated to Monroeville. Mr. Little reported the municipality will get \$2.7 million. He stated the first tranche was received of \$1.4 million in May and the municipality will receive the second this May. He explained \$800,000 of the first tranche was used for the ladder truck purchase and \$1.4 million is in a separate fund. He asserted council determines how that money will be allocated when considering the capital improvements program.

ROAD RESURFACING REPORT

Mr. Hugus then distributed the Road Resurfacing Report. He reported there are approximately 193 miles of roadways within the municipality some are owned by the Monroeville, PennDot, Allegheny County or privately. He stated out of the 193 miles, 110 miles are owned by Monroeville. He reported Monroeville has 34 parking lots which includes the municipal building and public works building, the parks, fire training center, library and senior center. He added the 34 parking lots equate into 6.3 miles which adds to the roadways the municipality is responsible for totaling 116 miles of roadways. He stated that assets totals \$230 million. He reported the municipality uses a Pavement Surface Evaluation and Rating (PASER) program which looks at surface defects, deformation, cracks, patches and potholes.

Mr. Hugus reported based on the 2020 Analysis and the PASER average it is 6.22 which is good meaning Monroeville's system is in good health. He referred to Page 3, Exhibit 1 showing the rating system with one being failed to ten being excellent. He then referred to Page 4, Exhibit 2 of the PASER Rating with one, failed to ten, excellent and it shows the number of segments. He explained a road like Garden City Drive is not considered as a whole but from intersection to intersection which is a segment then the segments are compiled. He mentioned College Park Drive and Old William Penn are lengthy roads and explained segments have to be considered versus an entire roadway.

Mr. Wolfram inquired how the segments are determined whether it is stop sign to stop sign or road to road. Mr. Hugus answered it is intersection to intersection.

Mr. Hugus pointed out there are two failed segments of roads under the PASER rating which means it is a total reconstruction. He reported those two segments include two sections on one road on Old Abers Creek Road behind the CVS. He pointed out there are 41 segments that are tens.

Mr. Hugus referred to Exhibit 4 that lists all the wards with the roadway miles and pointed out how some wards have a lot more miles than others. He explained Ward One has 21.8 miles of road and Ward 6 has 11.12 miles so when the pavement program is developed some wards get more paved than others.

Mr. Hugus referred to Page 6 with the Historical trends in pavement conditions. He reported the municipality started to use the program in 2004 which is reflected in the PASER ratings from 2004 to 2020 with the conditions ranging from good to fair. He explained that different ratings are due to the direct relation to the amount of money that is allocated to the system.

Mr. Hugus referred to Page 7 to the factors affecting the paving conditions and stated funding is the very important then pavement construction and newly paved roads such as Maple Crest. He explained new roads are paved different than the older roads that were constructed in the 1950s and 1960s. He also explained the modern asphalt material is different and he mentioned Superpave which is required from PennDOT. He preferred the ID mix which is a better paving product but only Superpave is available. He also mentioned winter weather is another consideration and they review the roads in October before winter. He explained the worst condition is not snow but when there is a heavy rain then it freezes which happened five times in February. He stated the roads in the spring look very different than the pre-winter conditions.

Mr. Williams inquired whether it helped to seal coat the new roads and Mr. Hugus answered the municipality does seal coat the roads.

Mr. Hugus referred to Page 8 for the funding with the bar chart from 2004 to 2020. He reported there was a year in the late 1990s where no paving was done which set the municipality back and it is still trying to catch up. He explained when this report was originally done in 2018 the municipality was 50 miles behind schedule with the paving because of what was not done in the prior years. Again, he stated it is a huge asset to the municipality. He reported that based on the municipality's observed average overlay lifespan of 15 years which means road are expected to last 15 years when calculated and some roads last longer than others. He reported Old William Penn will not last 15 years but Donna Court will. He asserted in today's construction costs, the municipality should perform \$1.65 million in paving each year in order to keep the roadway system in good condition.

Mr. Hugus referred to Page 11 and reported milling and paving is done if a road has a PASER of four or less and the municipality tries to do fog seal within two years of paving a road which extends the lifespan about two to three years. He referred back to the Superpave and explained when a road is paved rain water leaches into it so if it is fog sealed it is sealed. He reported the PASER ratings for roads is usually eight to ten so if newly paved roads are fog sealed within the first two years it extends their life.

Mr. Hugus reported the municipality does a lot of crack sealing which is usually done on roads with a six to eight rating which is when cracks happen then the seal coating is done for PASER ratings of five or six with a flush coat over top. He stated a seal coat with a flush coat extend the life of the road by seven years.

Mr. Hugus referred to Page 13, Exhibit 10 and pointed out how the fog seal adds to the pavement lifespan and he mentioned the crack sealing and the seal coat and the seal coat with the flush coat and the three- inch mill and overlay. He pointed out the different costs with three-inch mill and overlay at a cost of \$213,000 per mile and seal coat with a flush coat is \$52,000 per mile. He stressed the municipality cannot afford to mill and pave every road so the seal coat is used.

Mayor Gresock added in the past the municipality was floating bonds to pay to do the road paving which is not the best practice which council decided not to do. Mr. Hugus reported the municipality has experimented with several different processes but a lot of them are cold mix asphalt which does not work well because they do not last with the cold weather, the freeze/thaws and snow plows. He suggested a hot mix asphalt has to be used and he mentioned a warm mix asphalt.

Mr. Hugus reported other communities have contacted Monroeville to find out how they rate their roads because they want to replicate it. He asserted next month the list of roads to be paved will be submitted to council.

Further discussion ensued regarding how much was budgeted for paving.

PARKING ON HAYMAKER ROAD

Mr. Hugus distributed information concerning the parking on the berm of Haymaker Road. He reported the residents expressed concern because people have been parking on the wider berms since Haymaker Road was paved. He explained Haymaker Road is lengthy and they tried to identify a study area. He stated they took from Northwestern Drive to Holy Cross Drive because that is the worst geometry of the road and is where the complaints came from and the cars have been parking. He mentioned the evaluation was done from 2401 to 2457 Haymaker Road and pointed out the study dates were February 17, 18, 21, 22, 23, 24, 25, 28 and March 1 at various hours from morning hours to afternoon hours, late afternoon and evening hours. He reported each date is in the packet and separated by an orange divider and color coded with approximate times. He explained what they found is that between Holy Cross and Princeton is where most of the vehicles are parking and that is what is generating the concern from people exiting Princeton the vehicles parking on the berm.

Mr. Hugus reported he discussed it with Chief Cole and there was only one single-vehicle accident within the last five years that involved a motorcycle that did not negotiate the bend at Princeton Drive. He explained from a site distance analysis exiting those roads the vehicles did not seem to be causing much of a site distance problem. He felt it is probably a neighborhood disgruntlement because of people parking on the berms.

Mayor Gresock inquired whether all of those homes have driveways and Mr. Hugus answered affirmatively. He explained they may be one car in width but they are deep enough to park several cars in them. Mayor Gresock questioned whether he had a recommendation or this is for council's review. Mr. Hugus recommended council review it so they can see where the vehicles are parking. He felt it is

not a pure site distance problem and there are no problems exiting the road but there are cars that park on the road.

Mr. Stevenson inquired what the county would be responsible for doing on the road. Mr. Hugus reported the county will establish the signs but the police will have to enforce them. He explained they want the municipality's blessing to post the signs and where. He suggested it would have to be passed by ordinance to establish no parking in a certain area. Mr. Stevenson questioned whether the municipality would have to install and pay for the signs and Mr. Hugus answered negatively.

Mr. Hyzy inquired about the site distance in feet. Mr. Hugus explained looking at the site distance chart would be from sitting in a car at approximately 4 ½ feet and the geometry of the roadway and speed have to be considered. Mr. Hyzy questioned whether it is a mathematical calculation and Mr. Hugus answered affirmatively. He could not see it being a problem in that area.

ACCOUNTS PAYABLE THIRD-PARTY OUTSOURCING

Ms. Rock came forward to discuss accounts payable third-party outsourcing. She explained it is a trend in the industry which is outsourcing the payments but the staff would still review the invoices for accuracy. She reported it is a lot of paperwork for her department which processes up to 600 checks per month but it could go as low as 400. She stated Upper St. Clair has been using this program for approximately seven to ten years with success. She explained when checks are written the staff has to match the invoice with the stubs and checks, stuff them in envelopes and mail them. She reported with this process, the municipality will prepare a computer file of what is expected to be paid then upload it to the vender's website and they will be responsible for mailing them. She pointed out the goal is to move from paper checks to ACH and credit card payments. She reported the municipality currently gets a rebate for the activity on the credit cards similar to form of interest. She stated the vender will then contact the municipal vendors and discuss the options for the form of payment which would be paper check, credit card, virtual card or Automated Clearing House (ACH). She explained one of the advantages is that the municipality will get rebates.

Ms. Rock referred to the vendor analysis and stated the first one was from Corpay and the municipality's current payment mix is 100 percent checks. She stated the post implementation is to equal them out so it is 30 percent each. She referred to the second page of the Corpay with the little green highlighted area the municipality's net rebate on an annual basis would be \$14,000. She did not agree with their math and stated they would deduct the \$6,000 annual fee from the rebate.

Ms. Rock reported the second company is Paymerang which would use a single file for payment, batches are created and uploaded to them and make the payments by ACH, virtual card or check. She felt it was a simple process.

Ms. Rock requested the cost to the municipality and she referred to the fee comparison sheet. She reported the cost for Corpay is \$7,200 and Paymerang is \$3,500. She explained the staff sat through presentations from both companies and both could do the job. She recommended Paymerang because they have a good product, cost is better and they have a relationship with AccuFund. She felt they would be able to work within the municipal system better.

Ms. Rock further explained this would mitigate fraud risk and reported there was an attempted fraud to the municipality. She stated the municipality has implemented Check Positive Pay and she

explained the process. She reported that would all be eliminated if the municipality went through a paperless type of payment for its vendors.

Mr. Little asserted it would virtually pay for itself from the credit card rebates. He pointed out these companies would take on all the liability of the fraud. He explained the Positive Pay with Huntington Bank is good but causes the accounts payable department to do extra work. He reported the municipality has had three or four fraudulent check but the Positive Pay caught them. He explained this would free up time for productivity with the accounts payable. He recommended moving ahead for those three reasons.

Mr. Stevenson questioned how it would affect the current staff. Ms. Rock explained that staff is still needed but it will free up their time to be more productive. She suggested there is enough in finance that they can move forward with their fixed asset project. Mr. Stevenson clarified that it would change some of the duties of employees in that department and Ms. Rock agreed. Mr. Stevenson inquired whether there would be any interruption of service and Ms. Rock answered negatively. She briefly reviewed the process of issuing the checks and slowly converting the vendors to virtual payments. Mayor Gresock inquired whether the municipality can currently pay the vendors with credit cards or ACH transfers in house. Ms. Rock pointed out it could be done but not as efficiently. Further discussion ensued.

Mayor Gresock inquired whether she recommended one. Ms. Rock indicated that Upper St. Clair uses Corpay but she recommended Paymerang for various reasons. Mayor Gresock inquired whether she could get recommendations from other communities.

Mr. Williams inquired about the length of the contract. Ms. Rock asserted there is no contract. Mr. Little explained there is an agreement.

Mr. Adams inquired whether the staff would still do the invoices and Ms. Rock answered affirmatively. She stated the municipality would still go through the process with the invoices and requisition and accounts payable. She reported the only difference is that the municipality will no longer print checks but upload a file to the vendor. She stated the intent is to go paperless. Mr. Adams asserted the municipality will deposit money into their account so they can send the checks and Ms. Rock answered affirmatively. She explained they set up an account for the municipality and it get funded for that pay only. Further discussion ensued regarding the process.

Mr. Wolfram inquired about the implementation fee being conditionally waived. Ms. Rock explained that if the municipality implements within two months of signing the agreement, then there is no fee then it was changed to no fee at all. She stated that is a one-time fee but on the Corpay it is an annual fee of \$6,000.

Mr. Adams clarified that it would be monthly payments to them of \$3,507 and Ms. Rock indicated that would be the municipality's annual cost. She explained it would be broken down based upon the type of process of checks, ACH or credit card.

COUNCIL MEMBERS' REPORTS

THIRD WARD COUNCILMAN ROBERT STEVENSON

Mr. Stevenson encouraged everyone to get vaccine because Covid is still out there.

FIFTH WARD COUNCILMAN MIKE ADAMS

Mr. Adams expressed his condolences to the Spicuzzo Family. He commended the Monroeville and surrounding communities' police departments for making a quick arrest for a senseless killing.

SIXTH WARD COUNCILMAN BOB WILLIAMS

Mr. Williams agreed that the police department did a great job which is why they should not be defunded. He referred to a Times Express article from February 17, 2022 where the Rotary was offering a scholarship from the Bob Williams Scholarship Program which is not from him.

SEVENTH WARD COUNCILMAN DENNIS BIONDO

Mr. Biondo also expressed his sympathies to the Spicuzzo Family. He also commended the Monroeville Police, County Police and everyone involved.

MAYOR NICK GRESOCK

Mayor Gresock sent condolences to the Spicuzzo Family and commended law enforcement in the region. He also expressed condolences to the Barley Family. He congratulated Officer Kandrack and Joann Morris on their retirements for many years of service to Monroeville in the Police and Recreations and Parks Department.

ADJOURNMENT

There being nothing further to come before council, Mr. Hyzy duly made a motion to adjourn the meeting at 8:47 p.m. and Mr. Stevenson seconded it. Upon a voice vote, the motion carried unanimously.

Respectfully submitted,

Timothy J. Little
Municipal Manager

TJL/sam