

TOWN OF MCCANDLESS
MINUTES – AGENDA REVIEW MEETING
NOVEMBER 21, 2016 TOWN HALL

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Council President Aufman with the following in attendance: Council members LeDonne, McKim, Mertz, Powers, Walkauskas and Zachary, Town Manager Cordek, Town Assistant Manager Ebner, Town Attorney Ries and Ms. Kennedy, Administrative Assistant.

REVIEW BUSINESS MEETING AGENDA

Agenda Item 4 – ANNOUNCEMENTS: Leaf season will be continuing an additional week until December 2, 2016.

Agenda Item 5 – PUBLIC HEARING ON ORDINANCE NO. 1460: This has changed a little bit due to a good suggestion made by Ms. Barbara Richards.

Agenda Item 6 – PUBLIC HEARING ON ORDINANCE NO. 1461: A memo was included in everyone's packet. Councilmember Zachary questioned the overages sheet that states 10% and \$5,000, and asked if this is the standard and what happens when it does occur. Mr. Cordek responded that if an item is found early it would be pointed out in the Manager's Report. By custom, the re-appropriation occurs in a batch every year at this time but if a bid came in that was significant he would report it immediately and see if enough funds are available and if Council would like to continue with the item or to send it out for rebid.

Agenda Item 8.2.A. – RESOLUTION NO. 25: This will be the wording and number change that was discussed last week. Everyone agreed with the changes, therefore, this item will be voted on next week.

There was some discussion regarding if an application needs to be signed by the applicant or if it can be signed by an agent. The Policy does not specify who needs to sign the application and can be discussed during the interview.

Agenda Item 9 – NEW BUSINESS: Councilmember Mertz stated that he has received an email from Ash Marwah regarding his property on Perry Highway and that he would like Council to consider having better access in and out of the property. Councilmember McKim replied that this development has been considered extensively in the past and the development has already been approved. Councilmember Mertz stated that it can only be accessed one way. Councilmember Aufman stated that you cannot have a left turn out because there is a Jersey barrier there due to numerous accidents. Councilmember Zachary stated that this is the case in a lot of communities where there is only access one way. Councilmember Mertz stated that Mr. Marwah has considered purchasing another property and tearing the home down to be able to cut through and Councilmember Aufman asked how that would make the neighbors

feel. This property was purchased knowing there was not any other means of egress and was still presented and approved with conditions.

LIAISON CONTACTS WITH OTHER BOARDS AND COMMISSIONS

Planning Commission: Councilmember McKim reported the last meeting was on September 6, 2016, and the next meeting is scheduled for December 6, 2016.

Zoning Hearing Board: Councilmember Walkauskas reported that there was a meeting on October 27, 2016, with one appeal which was granted. The property involved was a building built in an R-2 area but has since been rezoned to a C-7 District which has different requirements. The owner wanted a second story addition without changing the footprint of the building. There will not be a meeting in December.

McCandless Township Sanitary Authority (MTSA): Councilmember Aufman reported that they are currently working on their budget. ALCOSAN is raising their rates and will not stop for quite a while. MTSA is upgrading Pine Creek Plan, building a new pump station on Duncan Avenue, upgraded A and B, and they are using ultraviolet on Hazlett which will be used at other places too. This is a big operation that also helps to manage Ohio Township Sanitary, Girty's Run as well as Marshall which they get fees for. ALCOSAN will invite everyone sometime in the summer for a tour.

McCandless Franklin Park Ambulance Authority: Councilmember McKim reported that he attended a meeting that night and their Auditor, Brian Heinz from Kohler Heinz & Associates LLC, was there. Again there was discussion about the difficulty of collecting funds. The auditor did state that the books were kept according to the general county principles and were acceptable. The Medicare rate also was increased which flows through what they have to charge.

Northland Public Library Authority: Councilmember Powers reported that they are continuing to work on the Learning Garden and are accepting donations as well as selling bricks and wall toppers. Ross Township was the last one to accept the budget which they did this past week. Ms. Steele is interested in coming to Council to tell them about the programs the library has as well as answer any questions Council may have. The Rangers at North Park are going to start running programs for young people with the schools through the library. On December 2, 2016, the library will receive a portion of California Pizza's proceeds as well as on December 11, 2016, they will receive a portion of J Crew's proceeds. The whole building will be rekeyed. Councilmember Powers was also placed on Northland's Personnel Committee.

North Hills Council of Governments (NHCOG): Councilmember LeDonne reported that they met last week to go over the projected 2017 budget and all of the numbers and amounts relegated to every topic pretty much stayed the same except for healthcare coverage which for the employees went up 26% for next year. They also approved a certain amount of CBDG grants for COG Administration. The Fire Chiefs for every Fire Department throughout the COG membership have asked to create a Committee similar to what the Police Chiefs have with the

Council of Government so that will be looked into more closely. They are continuing to seek other municipalities to join the North Hills Council of Government that may not be contiguous. The Managers met on November 7, 2016, which covered the same items. Councilmember LeDonne also has a copy of the proposed budget, if anyone would like to see it.

Joint Recreation Board: Councilmember Aufman reported that this committee will be at rest till next spring.

Volunteer Firefighter's Steering Committee: Councilmember LeDonne reported that there has not been a meeting since the approval of the new apparatus piece for Peebles.

McCandless Industrial Development Authority: Councilmember McKim reported that nothing has changed since his last report.

Town Museum: Mr. Cordek reported that the training was completed and volunteers are being scheduled to go through the collection to catalogue it.

Community Day Committee: Councilmember Aufman reported that they had their wrap-up meeting and the next meeting will be in January. Community Day next year will be on Saturday, September 9, 2017.

Environmental Advisory Committee: Councilmember Zachary reported that they had their second meeting and they are still trying to get their bearings. They are trying to narrow down some issues that everyone feels like would be a good place to start and the deer management seems to be coming to the top. The group is also planning a tour of the Sanitary Authority. They will also be looking over the GIS mapping system to see where the green space is and to get an inventory of what there is in McCandless. From the Town Mark Sabina, Bruce Betty and Jeff Frazier all attended the meeting to discuss what resources would be available to the committee to help out.

BUDGET REVIEW

The Committee reviewed Accounts 451-494 (less 454), Special Funds and Revenues.

Account 451 – Culture: This program is the operating budget. We are gauging John Bojarski's time should be 20% or a little less. All will be based upon how much items such as utilities and cleaning will be.

Account 452 – Participant Recreation: We pay 65% of the cost based on population.

Account 456 - Library: The fund was increased \$20,000, which is approximately 3%. This fund follows a set formula of per capita and circulation. Councilmember Zachary questioned the amount. Mr. Cordek reminded Council that the proposed was previously received and accepted as per Northland's bylaws.

Account 457 – Community Celebrations: Donations pay for about half of Community Day out of pocket costs.

Account 491 – Refunds of Prior Year Revenues: This is an account they we have no control over. It was assumed that the further we got away from the reassessment the fewer appeals there will be, which was not the case this year. There were a lot of shopping centers who are appealing their property assessment based on the actual occupancy and are winning and in result they are getting substantial reductions on the property values.

Account 492 – Transfers to other funds: This is simply any funds above and beyond the unassigned fund balance level that Town Council's adopted fund balance policy which is the greater of two months of operating expenses or revenues for the average of the prior three years. Anything in excess of that amount that is unassigned is moved to the capital projects fund to help fund future projects. Basically at the end of the year this is the money that we didn't spend.

Account 494 – Fund Balance: These are the fund balance categories. Nonspendable fund balance refers to prepaid expenses and inventories, which here are fuel inventories. The committed fund balance is the fire apparatus fund. The unassigned fund balance is two months of revenues and expenditures that we need to keep for cash flow purposes.

Special Funds – 15 Transportation District Fund: The large scale projects were completed in 2011. In 2013; a transfer was then made to the capital improvements fund from what was accumulated here in assessment revenue. We are receiving assessments paid annually by AdVenture for its share of Transportation District improvements through 2030. PennDOT and the Town required AdVenture to install additional improvements. The balance of \$334,000 that was approved by Council as a committed fund balance which means that it has to be used for a specific purpose of a capital nature. The Town will reimburse AdVenture for upgrades performed on existing equipment and a final link of sidewalk requested by the Town. These were done at less cost than if the Town contracted for the work on its own.

We are currently monitoring state grants. Some of this money could front creation of a sidewalk district which will run from McCandless Corporate Center and the Vincentian Complex to UPMC Passavant. This is a perfect fit for the residual money we have in the transportation account.

Special Funds – 19 Street, Water and Sewer Assessment Fund: We keep money in a fund available to front the cost of widening or the creation of a new public street. We have created a number of water districts over the years where residents have availed themselves to this revolving fund. The fund has been maintained around \$800,000. We are showing that we have been carrying a budget item of \$391,000 since 2011 which is an estimated cost from PennDot for the sidewalks along Wexford Flats. Our share is 20%, which can be passed on through assessments; we are responsible for the difference in cost for the decorative light poles installed. PennDOT is in the process of preparing our invoice for the local share.

Special Funds – 35 State Highway Aid Fund: This is the allocation that we receive from the gas tax, which we estimate to be around \$829,800 next year. The Town has taken over seven state roads, which were upgraded before acceptance, so we receive \$26,800 each year as turnback funds. This money is usually applied to the paving program.

Revenue: We are budgeting \$3,328,000 in Real Estate Tax for next year. By collecting the business privilege tax in house we have collected \$150,000 in delinquent taxes. We earn interest on idle funds which currently is about 1%. Banking fees are waived. Under winter maintenance PennDOT's contribution is about 60% but the recourse would be that residents would be neglected so we cover the 40%. The performance recycling grant is increasing which we apply that money to the leaf pick-up program. Each municipality receives a share of the regional asset tax which is steadily increasing. The police general outside detail is paid by the institution the police are covering which includes evenings at Cinemark, school functions as well as construction projects such as the bridge work. The fees collected from building permits covers much of the Code Enforcement budget. We do receive money back from Athletic Associations on partnership projects. We continue to accept donations for the bricks in the museum walkway. The sale of Town vehicles has increased because we sold retired police vehicles on Municibid. Dividends on worker's compensation follow our experience. The total revenues are about \$14,900,000 next year and expenditures and transfers about \$14,800,000.

There will be a Public Hearing on the budget next Monday and to be voted on December 19, 2016. A scorecard will be given to Council on any changes that were made during the whole budget process at the Finance Committee Meeting on December 12, 2016.

Councilmember Zachary stated that the expenditures for next year seem significantly higher around 12% which seems like a big increase especially since the revenue is only going to increase about 1%. Mr. Cordek stated that when the projection summary was done in September, regarding the transfers anything over the two months of revenue or expenditures goes to the capital improvements budget to help pay for paving, drainage and so forth. Those transfers are no longer as large as they were a few years ago. We have been able to pay for our capital purchases and capital improvements out of current revenue and reserves. Since the money on hand is tapering on down, in three to four years from now we may need a tax increase of some sort. On page 86, the good news is that while there is less money to be transferred in excess the total expenditures and transfers are \$14,756,800.00 on page 10 the total revenue and refunds is \$14,900,000.00 so we are still operating in the black and current revenue still exceeds expenditures but the reserves are dwindling. We project out that we still look good for another three years.

PRESIDENT OF COUNCIL'S REPORT AND CORRESPONDENCE

Councilmember Aufman stated that he had nothing further to report.

TOWN MANAGER'S REPORT

Mr. Cordek reported that the key items were already covered throughout the meeting. JVS has agreed to do one more E-cycling Event on Saturday, January 21, 2017, for Town residents. Councilmember Aufman suggested doing the event at the high school so the traffic would flow better. Mr. Cordek stated he would contact the school district.

There were no questions or comments on the memo enclosed in Council's packets, therefore, the item will be placed on the Agenda for vote next week.

TOWN ATTORNEY'S REPORT

Mr. Ries stated that he had nothing further to report.

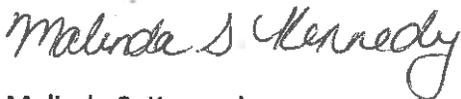
SCHEDULING INTERVIEWS OF BOARD, COMMITTEE AND AUTHORITY POSITIONS
WITH TERMS EXPIRING ON DECEMBER 31, 2016

Everyone agreed that anyone who submitted an application should get an interview. A person who has applied for more than one position will only need to be interviewed one time. The order of importance is the Personnel Board, McCandless Township Sanitary Authority, Zoning Hearing Board, Planning Commission then the McCandless Industrial Development Authority. The interviews will be conducted on the next four Mondays. A vote will take place on December 19, 2016, and another vote in January 2017 for the interviews conducted after or on December 19, 2016. It is a conflict of interest for a family member of an employee for an Authority to serve in an Authority position but would not be to serve on a Committee or Board position that is an advisory and not decision making.

ADJOURNMENT

The meeting was adjourned at 10:07 p.m.

Respectfully submitted,



Malinda S. Kennedy
Building/Fire Marshal Administrative Assistant