

**TOWN OF McCANDLESS
DECEMBER 12, 2016**

**AGENDA
ZONING COMMITTEE MEETING**

1. Call to order.
2. Notification a request has been received from Imad A. Baker, President of Royal Management & Development, Inc., for a two year extension of the land development time constraints for the Allegheny Development Company property located on Perry Highway. (Expires 12/31/16)
3. Notification a request has been received from Theodore R. Dixon for a two year extension of the land development time constraints for property located at 300 Ingomar Terrace. (Expires 12/31/16)
4. Public Comment on agenda items.

**AGENDA
FINANCE and PERSONNEL COMMITTEE MEETING**

1. Call to order.
2. Review a public hearing on an ordinance tentatively identified as Ordinance No. 1460, an ordinance setting the Real Estate Tax rate for 2017 and other revenue sources and setting appropriations for the 2017 budget year.
3. Review a public hearing on an ordinance tentatively identified as Ordinance No. 1461, an ordinance reappropriating amounts of money within the General Fund 2016 budget.
4. Notification a resolution should be scheduled for adoption at Council's Regular Business Meeting of December 19, 2016 establishing the amount when competitive bidding shall not be required for contracts for labor, material, supplies or services.
5. Notification a resolution should be scheduled for adoption at Council's Regular Business Meeting of December 19, 2016 establishing the rate of participant contributions of the Town of McCandless Police Pension Plan for 2017.
6. Review List of Bills.
7. Seminars and conferences.

8. Public Comment on agenda items.
9. Conduct candidate interviews for the Planning Commission and Zoning Hearing Board.
10. Executive Session to discuss a personnel matter.

Respectfully submitted,



Tobias M. Cordek
Town Manager

/mah

	Changes to Adopted Budget 2016	Changes to Projected Actual 2016	Changes to Proposed Budget 2017	Comments
GENERAL FUND				
Real Estate Tax - Prior Year	0	5,100	0	
Earned Income Tax - Delinquent	0	26,000	0	
Business Privilege Tax - Delinquent	0	40,000	0	
Business Privilege Tax - Penalty and Interest	0	9,000	0	
Sale of Town Vehicles	0	43,000	0	
Workers Compensation Refund	0	13,200	0	
TOTAL GENERAL FUND REVENUE AND FUND TRANSFERS IN	0	136,300	0	
TRANSPORTATION DISTRICT FUND (15)				no changes
CAPITAL PROJECTS AND IMPROVEMENTS FUND (18)				
Transfers from General Fund	445,700	(253,000)	(236,500)	
ASSESSMENT FUND (19)				no changes
STATE HIGHWAY AID FUND (35)				no changes
TOTAL SPECIAL FUNDS REVENUE AND FUND TRANSFERS IN	445,700	(253,000)	(236,500)	

Town of McCandless
 Changes to 2017 Proposed Budget Expenditures

12/9/2016 2:39 PM

		Changes to Adopted Budget 2016	Changes to Projected Actual 2016	Changes to Proposed Budget 2017	Comments
GENERAL FUND					
400	TOWN COUNCIL				no changes
401	GENERAL ADMINISTRATION				no changes
402	FINANCIAL ADMINISTRATION				no changes
403	TAX COLLECTION				no changes
406	CITIZEN INFORMATION				
	190 Health Insurance	8,100	0	0	replaced single with family coverage
	310 Legal Services	14,000	1,500	0	RTK & social media policy
409	BUILDINGS AND PLANT				add landscaping (\$20k); rebudget kitchen (\$3,500), main office carpeting (\$10k); police dept tile (\$11.3k)
	370 Building & Grounds Maintenance & Repairs	0	(25,000)	44,800	
410	POLICE PROTECTION				
	110 Part-Time Wages	0	0	5,000	add part-time position
	180 Police Officer Education Overtime	5,600	4,600	3,500	additional training
	180 Police Officer Outside Detail Overtime	15,000	0	0	greater demand than anticipated
	310 Legal Services	11,800	0	0	labor issues
411	FIRE PROTECTION AND PREVENTION				
	360 Public Fire Hydrant Services	19,200	0	0	12.5% rate increase
	530 VFC Contributions	400,000	400,000	0	Peebles loan moved up to 2016
412	AMBULANCE				no changes
413	CODE ENFORCEMENT				no changes
414	PLANNING AND ZONING				no changes
419	SCHOOL CROSSING GUARDS				no changes
426	RECYCLING				
	110 Laborer Wages	40,000	35,000	40,000	adjust to reflect actual time spent
	190 Payroll Taxes	0	2,400	2,700	adjust to reflect actual time spent
	190 Pension	0	2,100	1,900	adjust to reflect actual time spent

Town of McCandless
Changes to 2017 Proposed Budget Expenditures

12/9/2016 2:39 PM

		Changes to Adopted Budget 2016	Changes to Projected Actual 2016	Changes to Proposed Budget 2017	Comments
430	240 Other Operating Supplies	16,500	5,600	0	refuse/recycling cart inventory
	PUBLIC WORKS ADMINISTRATION				
	110 Salaries & Wages	35,300	0	0	promoted an laborer to supervisor
	110 Laborer Wages	0	(100,000)	(40,000)	see 426 and 438
	190 Payroll Taxes	0	(7,400)	(2,700)	see 426 and 438
	190 Pension	0	(6,000)	(1,900)	see 426 and 438
431	STREET CLEANING				no changes
432	SNOW AND ICE CONTROL				no changes
433	TRAFFIC CONTROL DEVICES				no changes
434	STREET LIGHTING				no changes
436	STORM SEWERS AND DRAINS				no changes
437	REPAIRS OF VEHICLES AND MACHINERY				no changes
438	MAINTENANCE AND REPAIRS OF ROADS AND BRIDGES				
	110 Laborer Wages	25,000	65,000	0	adjust to reflect actual time spent
	190 Payroll Taxes	0	5,000	0	adjust to reflect actual time spent
	190 Pension	0	3,900	0	adjust to reflect actual time spent
446	STORM WATER MANAGEMENT AND FLOOD CONTROL				no changes
451	MUSEUM				no changes
452	PARTICIPANT RECREATION				no changes
454	PARKS				no changes
456	LIBRARY				no changes
457	COMMUNITY CELEBRATIONS				no changes

Changes to 2017 Proposed Budget Expenditures

		Changes to Adopted Budget 2016	Changes to Projected Actual 2016	Changes to Proposed Budget 2017	Comments
491	REFUNDS OF PRIOR YEAR REVENUES				
	Property Tax Refunds	33,000	3,000	0	appeals for prior years
	TOTAL GENERAL FUND EXPENSES	623,500	389,700	53,300	
492	INTERFUND OPERATING TRANSFERS				
	Transfer to Capital Improvement Fund	445,700	(253,000)	(236,500)	
	TOTAL GENERAL FUND EXPENSES & TRANSFERS	<u>1,069,200</u>	<u>136,700</u>	<u>(183,200)</u>	
	TRANSPORTATION DISTRICT FUND (15)				no changes
	CAPITAL PROJECTS AND IMPROVEMENTS FUND (18)				
	436 Storm Sewers and Drains	0	50,000	91,000	rebudget pipe lining
	451 Culture	94,400	0	0	Heritage Center
	STREET, WATER AND SEWER ASSESSMENT FUND (19)				no changes
	STATE HIGHWAY AID FUND (35)				no changes
	TOTAL SPECIAL FUNDS EXPENSES	<u>94,400</u>	<u>50,000</u>	<u>91,000</u>	

OFFICIAL
TOWN OF McCANDLESS
ORDINANCE NO. 1460

AN ORDINANCE OF THE TOWN OF McCANDLESS FIXING THE REAL ESTATE TAX RATE FOR THE YEAR 2017 AND APPROVING THE TOWN BUDGET FOR THE YEAR 2017.

BE IT ORDAINED AND ENACTED by the Town Council of the Town of McCandless, Allegheny County, Pennsylvania as follows:

Section 1. A tax is hereby levied on all real property within the Town of McCandless subject to taxation for general governmental purposes, for debt purposes, for fire prevention and for capital improvements for the fiscal year 2017 as follows:

For governmental purposes, debt purposes, fire prevention purposes, and capital improvements, the sum of 1.296 mills on each dollar of assessed valuation, or the sum of 12.96 cents (\$.1296) on each one hundred dollars of assessed valuation.

Section 2. The 2017 Town of McCandless **General Fund** Budget is hereby approved as follows:

SUMMARY OF ESTIMATED REVENUE

Fund Balance (1/1/2017)	\$ 2,862,667
Real Estate Taxes	3,328,000
Act 511 Taxes	8,866,400
Penalties, Interest and Lien Filing Cost Reimbursements	47,000
Licenses, Permits and Franchise Fees	444,100
Fines and Forfeits	70,000
Interest Earnings	6,500
Rents and Royalties	17,000
Federal Capital and Operating Grants	- 0 -
State Capital and Operating Grants	131,000
State Shared Revenues and Entitlements	623,900
Local Grants/Contributions	116,500
Regional Asset District Sales Tax	440,000
Charges and Fees	591,200
Special Assessments	400
Contributions and Donations	16,000
Sale of Assets	42,000
Fund Transfers In	- 0 -
Refunds of Prior Year Expenditures	156,800
TOTAL ESTIMATED REVENUE AND CASH	<u>\$ 17,759,467</u>

SUMMARY OF ESTIMATED APPROPRIATIONS

General Government	\$ 1,884,600
Public Safety	6,867,600
Public Works	3,867,100
Culture & Recreation	1,046,300
Refunds	130,000

Fund Transfers Out 778,000

Fund Balance (12/31/2017):
Nonspendable Fund Balance 30,000
Committed Fund Balance 470,000
Assigned Fund Balance - 0 -
Unassigned Fund Balance 2,685,867
TOTAL APPROPRIATIONS \$ 17,759,467

Section 3. The 2017 Town of McCandless State Highway Aid Fund Budget is hereby approved as follows:

SUMMARY OF ESTIMATED REVENUE

Fund Balance (1/1/2017) \$ - 0 -
Liquid Fuels State Funds 829,800
Turnback Funds 26,800
Interest Income 600
TOTAL ESTIMATED REVENUE AND CASH \$ 857,200

SUMMARY OF ESTIMATED APPROPRIATIONS

Transfers Out \$ 857,200
Restricted Fund Balance (12/31/2017) - 0 -
TOTAL APPROPRIATIONS \$ 857,200

Section 4. The 2017 Town of McCandless Street and Water Assessment Fund Budget is hereby approved as follows:

SUMMARY OF ESTIMATED REVENUE

Fund Balance (1/1/2017) \$ 778,522
Assessments 65,000
Interest Income 1,100
TOTAL ESTIMATED REVENUE AND CASH \$ 844,622

SUMMARY OF ESTIMATED APPROPRIATIONS

Public Works \$ 391,000
Committed Fund Balance (12/31/2017) 453,622
TOTAL APPROPRIATIONS \$ 844,622

Section 5. The 2017 Town of McCandless Capital Projects and Improvements Fund Budget is hereby approved as follows:

SUMMARY OF ESTIMATED REVENUE

Fund Balance (1/1/2017) \$ 4,681,739
Contributions - 0 -
Interest Income 18,000
Transfers In 1,849,900

TOTAL ESTIMATED REVENUE AND CASH \$ 6,549,639

SUMMARY OF APPROPRIATIONS

General Government	\$ 198,100
Public Works	4,363,400
Culture and Recreation	179,100
Committed Fund Balance (12/31/2017)	<u>1,809,039</u>
TOTAL APPROPRIATIONS	\$ 6,549,639

Section 6. The 2017 Town of McCandless **Transportation District Fund** Budget is hereby approved as follows:

SUMMARY OF ESTIMATED REVENUE

Fund Balance (1/1/2017)	\$ 457,887
Assessments	124,700
Interest Income	<u>3,000</u>
TOTAL ESTIMATED REVENUE AND CASH	\$ 585,587

SUMMARY OF ESTIMATED APPROPRIATIONS

Public Works	\$ 126,000
Transfers Out	124,700
Committed Fund Balance (12/31/2017)	<u>334,887</u>
TOTAL APPROPRIATIONS	\$ 585,587

Section 7. An estimate of the specific items making up the amounts appropriated to the various departments is on file in the Office of the Secretary of the Town, 9955 Grubbs Road, Wexford, PA 15090.

ORDAINED AND ENACTED into law this 19th day of December, 2016, to become effective January 1, 2017.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President

OFFICIAL
TOWN OF McCANDLESS
ORDINANCE NO. 1461

AN ORDINANCE OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PA, AMENDING ORDINANCE NO. 1453 APPROPRIATING CERTAIN MONIES FOR FISCAL YEAR 2016

BE IT ORDAINED AND ENACTED by the Town Council of the Town of McCandless, Allegheny County, PA as follows:

Section 1. The 2016 General Fund Budget of \$18,345,052, as approved December 21, 2015 by Ordinance No. 1453, is hereby amended as follows:

SUMMARY OF APPROPRIATIONS

	<u>ORIGINAL APPROPRIATION</u>	<u>AMENDED APPROPRIATION</u>
CITIZENINFORMATION (406)		
Health Insurance	6,100	14,200
Legal Services	2,500	16,500
POLICE PROTECTION (410)		
Police Officer Education Overtime	6,500	12,100
Police Officer Outside Detail Overtime	125,000	140,000
Legal Services	17,000	28,800
FIRE PROTECTION AND PREVENTION (411)		
Public Fire Hydrant Services	130,000	149,200
VFC Contributions	439,500	839,500
RECYCLING (426)		
Laborer Wages	45,000	85,000
Other Operating Supplies	8,500	25,000
PUBLIC WORKS ADMINISTRATION (430)		
Salaries and Wages	250,900	286,200
MAINTENANCE AND REPAIRS OF ROADS AND BRIDGES (438)		
Laborer Wages	70,000	95,000
REFUNDS (491)		
Property Tax Refunds	5,000	38,000
TRANSFERS TO OTHER FUNDS (492)		
Transfer to Capital Improvements Fund	2,240,800	2,686,500

Section 2. The 2016 Capital Projects and Improvements Fund Budget of \$7,039,139, as approved December 21, 2015 by Ordinance No. 1453, is hereby amended as follows:

CAPITAL PROJECTS AND IMPROVEMENTS FUND (18)		
Culture (451)	125,600	220,000

These increased appropriations, totaling \$1,163,600, have been financed through reduced appropriations in other areas and increased revenues.

ORDAINED AND ENACTED into law this 19th day of December, 2016, to become effective immediately.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President

DRAFT

OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. ____ OF 2016

A RESOLUTION ESTABLISHING THE AMOUNT WHEN COMPETITIVE BIDDING SHALL NOT BE REQUIRED FOR CONTRACTS FOR LABOR, MATERIAL, SUPPLIES OR SERVICES

WHEREAS, the Home Rule Charter for the Town of McCandless provides that competitive bidding shall not be required for contracts for labor, material, supplies, or services, the annual cost of which shall aggregate less than one-quarter of one percent (1/4%) of the previous year's final budget, as per ARTICLE XIII – CONTRACTS, Section 1301, "Requirements", of the Town of McCandless Home Rule Charter, which states "...the Manager may execute contracts on behalf of the Town involving sums of not more than one-quarter of one percent (1/4%) of the previous year's final budget of the Town."

WHEREAS, the 2016 final budget totals \$18,772,567, and

WHEREAS, one quarter of one percent (1/4%) of the 2016 final budget amounts to \$46,931.42.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of McCandless as follows:

Effective January 1, 2017, and unless and until changed by subsequent resolution of Council, competitive bidding shall not be required by the Town of McCandless for any contracts for labor, material, supplies, or services, the annual cost of which shall aggregate less than \$46,931.42.

Motion made by Council member _____, seconded by Council member _____, and this resolution is adopted this **19th** day of **December, 2016**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

Vice-President

OFFICIAL
TOWN OF McCANDLESS
RESOLUTION NO. __ OF 2016

A RESOLUTION ESTABLISHING THE RATE OF PARTICIPANT CONTRIBUTIONS OF THE TOWN OF McCANDLESS POLICE PENSION PLAN FOR THE PERIOD JANUARY 1, 2017 THROUGH AND INCLUDING DECEMBER 31, 2017.

WHEREAS, the Town of McCandless (the "Town") established a retirement plan for certain of its employees known as the Town of McCandless Police Pension Plan (the "Plan"), which now operates under the provisions of Act 600 pursuant to the opinion of the Department of the Auditor General, and

WHEREAS, the Town reserves the right to reduce or eliminate Participant Contributions below the mandated rate of five percent (5%) of compensation subject to certain conditions on an annual basis, and

WHEREAS, the Town received confirmation from the Plan's Actuary with respect to the Participant Contributions and the actuarial soundness of the plan.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that, effective January 1, 2017 and continuing through and including December 31, 2017, the amount of Participant Contributions due shall be five percent (5%) of compensation. The obligation to pay Participant Contributions pursuant to Act 600 in the amount specified therein shall resume effective as of January 1, 2017.

Motion made by Council member _____, seconded by Council member _____, and this resolution is adopted this 19th day of December, 2016.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President