

TOWN OF MCCANDLESS  
MINUTES – AGENDA REVIEW MEETING  
June 20, 2016                      TOWN HALL

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Council President Aufman with the following in attendance: Council members LeDonne, McKim, Mertz, Powers, Walkauskas and Zachary, Town Manager Cordek, Town Attorney Ries and Ms. Kennedy, Administrative Assistant.

REVIEW RECOMMENDATION OF FIRE LANE EXTENSION  
NORTH ALLEGHENY HIGH SCHOOL

Everyone perused the memo submitted by Chief Gary Anderson and the letter by the North Allegheny Director of Facilities, Rob Gaertner, to recommend that the current fire lane be extended to include the area across the entrance to the stadium, Baierl Center and tennis courts. During large events such as a football game, vehicles are parking across the lower exit area and hampering emergency equipment access as well as traffic to move freely.

Councilwoman Zachary asked if this item came out of the committee meetings because she doesn't remember this item and was under the impression that the items before the agenda review board were items that came out of the committees. Mr. Cordek replied that ordinarily that would be the case but there was not a Safety Committee Meeting this month and the Chief suggested that we move on this item before school starts. The Agenda Review Meeting has been used for items such as this in the past.

ROAD SALT CONTRACT EXTENSION  
NORTH HILLS COUNCIL OF GOVERNMENT'S YEAR TWO OPTION

Mr. Cordek stated that this is a perfunctory item especially since the COG does the bidding for the municipalities and since it is the same price he feels as if we should move ahead with this.

BID TABULATIONS  
PUBLIC WORKS BUILDING FLOOR RENOVATIONS

Mr. Cordek stated that all of the bids were over budget. The architect's language was construed by three of the four bidders that they combine their base and alternate bid which makes the numbers look extremely high and there is no way of knowing what the base fee is. We were requesting a base bid price, an alternate bid price and a total and three of the companies just gave a total. Mr. Cordek suggested that there be a rejection on the bids next Monday. It was also suggested that since all bids were over budget that the Public Works Superintendent and the architect regroup to retool specifications and then be placed out for bid in January or February with the work being completed next Spring. Councilman Aufman did not see an issue with that.

## NOTIFICATION RESOLUTIONS

## REQUEST PERMISSION FROM PENNDOT FOR PLACEMENT OF COMMUNITY DAY BANNERS

Councilman Aufman stated that this is an item that we need to take care of every year. It is a resolution to PENNDOT requesting their permission to place our banners across Peebles Road at Duncan Avenue and across Perry Highway at Perrymont Road advertising Community Day.

## REVIEW OF DRAFT SOCIAL MEDIA POLICY

Mr. Cordek stated the change that was discussed was made. Mr. John Bojarski, Assistant to the Town Manager for Communications, stated per a recommendation from Kristin Biedinger, Tucker Arensberg, PC, to get rid of the "or if the social media platform does not permit disabling comments" so that it reads "When comment features are enabled the following guidelines shall apply". Councilwoman Zachary agreed that is better and is more consistent with the paragraph above. Mr. Cordek stated that since everyone seems to agree with the final change a resolution will be done and this will be voted on next week.

Mr. Bojarski did a presentation of the new Facebook page. If anyone has any ideas they are more than welcome to send them to Mr. Bojarski, which he encouraged. The Facebook page would be items that are a general interest to the community. The site will be ready to start after the new social media policy is passed.

Councilman Aufman suggested adding how the Town logo was created by the Community Day Committee. Councilman McKim suggested a photograph of the founding father be placed on the page. Council agreed that the site looks well and came out very nice.

REVIEW MEMORANDUM OF UNDERSTANDING WITH THE TOWN  
PROPOSED BY ALLEGHENY COUNTY CONSERVATION DISTRICT

Councilman Aufman asked why there is so much repetition throughout the memorandum. Mr. Ries replied that some of the same procedures would be done under the different subjects and that is why they are repeated.

Councilwoman Zachary asked if the conversation district sent this to us because they have been contracted out from the PADEP to manage these aspects and Mr. Cordek replied yes. Councilwoman Zachary asked if these things are already in law and Mr. Cordek replied yes. Mr. Cordek as well as Mr. Bruce Betty, Land Use Administrator, understanding is that this draft is of their responsibilities and largely the municipal's responsibilities which are now outlined in writing but have already been understandings. They are now just writing it for everyone in their jurisdiction. Mr. Ries stated that it was sent to all of the municipalities and many have already adopted it. Councilman Aufman asked why it states "most municipalities". Mr. Cordek replied that would be a question for them. Mr. Ries stated they did have agreements with some municipalities and the idea was to come up with a standard agreement with all municipalities. Mr. Cordek stated that there was a panel, which consisted of managers from

banner communities, twelve to fifteen of them went to three meetings and were asked some general questions since an agreement is required for MS4 and this draft derived from that.

Since there were so many questions regarding this document Mr. Cordek stated that he will contact them and try to set it up so that a representative will come to the July 18<sup>th</sup> meeting and explain and/or answer the many questions. Mr. Cordek stated that we should have a list of all questions in advance to give to the representative in advance so that they will be able to provide answers. Councilwoman Zachary asked if we could post this as a public meeting for anyone to come and Mr. Cordek replied yes.

Mrs. Rita Martin, 10585 Grubbs Road, asked if this should be a resolution or an ordinance and referred to Section 504(k) "Specific Actions Requiring Adoption by Ordinance". Mr. Ries replied that a resolution is fine and that an ordinance is meant for much broader municipal agreements like if we were going to share police departments or something like that. The other problem is when an ordinance is passed you have to advertise it, pay for it and any time you make a change to it you have to pass a new ordinance so since this is just a memorandum of understanding incorporating things that are already in existence he believes a resolution is fine.

#### REVIEW BUSINESS MEETING AGENDA

Councilman McKim stated that regarding Agenda items 6.B.1 & 2 that both items were discussed extensively with representatives present to answer and explain both items.

Agenda Item 7.B – Mr. Cordek stated per Councilwoman Zachary's comment earlier that sometimes this meeting is turned into a committee meeting since there was not a committee meeting earlier so he acknowledges that and an ad will be placed in the paper regarding the fire lane so that the fire lane will be advertised appropriately for next Monday's meeting. The salt contract will appear on the agenda under Public Works as well as the proposed rejection of bids for renovations. The two Resolutions for the banners and the Social Media Policy approval will also be added under each appropriate committee.

Councilman Aufman stated that he has an item to bring up and it is not new business but old business because it has been deferred which is the resignation of Jack Murtaugh from the Library Authority which we have not yet moved on and which we should move on and appoint Councilwoman Powers to take that position as council representative to the Library. Councilwoman Zachary stated that she would like council to consider advertising this position as an appointed position to the public using our new Appointment Policy. Councilman Aufman replied that we have two representatives and one of them is already from the public and he feels strongly that there be a councilmember on the Board since it is one of the Town's most expensive operations. The Town contributes about \$600,000 a year so he feels as if we need someone who comes to Council to report to us what is going on as well as someone who is cognizant of the budgetary process and how much money we spend. Councilman Walkauskas asked if there is a liaison and Mr. Cordek replied there is but they are not a voting member and do not serve as a member of the Board. It has been a custom of many years to have a member

of Council serve on the Board. Councilman Aufman stated that other municipalities have their councilmembers on the Board.

Councilwoman Zachary asked why Councilwoman Powers wasn't appointed when appointments were made last year or why wasn't she appointed instead of Mrs. Potter being reappointed since she is no longer a councilmember. Mr. Cordek replied because Mrs. Potter did not resign and Mr. Murtaugh only just resigned. Mr. Ries stated for background reference that for a long time over the years certain municipalities would try to change the formula under which funding took place to favor their particular municipality and by having a councilmember there we were able to stop and help control that. However it is done, he feels as if it is a good idea to have a councilmember be on the Library Board. Mr. Cordek stated that the funding is determined by population and usage. Mr. Ries stated that there is a three-prong formula and they would try to jiggle the formula every year so that different municipalities would pay less. They would try to say they did not use the Library much and that should be the strongest factor which went on for years with people playing around with the budget to try to benefit themselves so ever since then the Town has had a councilmember on the Board. Mr. Cordek stated the philosophy has been consistent that you have one of your own so that you help control the actions rather than just report them as a liaison. Councilman Aufman stated that funding use to be based on per capita until one particular community felt that wasn't a good way to do it because they wanted to find a way that was a little cheaper so then a special board had been appointed and it was studied over and it still came back that per capita reads book, people read books, assessed evaluation does not read books so after much discussion the formula was changed based on usage. The usage is based on the library cards. Councilman Aufman stated that we have a fine outstanding library and we want to keep it that way.

If this was placed on next month's agenda it would state that we accept Mr. Murtaugh's resignation and appoint Mrs. Powers to the remainder of the term. The Board is seven members and the appointment is a five-year term and it is an Authority, which means you cannot remove an Authority member without cause. Councilwoman Zachary asked if we were going to just ignore the new policy and Councilman Aufman replied no that this is old business and came about prior to the new policy. Councilman McKim asked what would be the end result if we used the new policy and how quickly could we do that since unfortunately we did not have that provision in our policy that there must be one member from Council. We would open it up, people would apply and then there would be a vote as they see fit to elect the person that they choose to elect. If people still feel as if Councilwoman Powers is the best fit, she would be the person elected. It would take four weeks to accept applications.

Councilwoman Zachary stated that the Sanitary Authority is a very expensive authority and asked if we have a member of council there. Councilman Aufman replied that MTSA is an expensive authority but is also a self-funded operation which is altogether different since it is a business. The Industrial Authority as well as the Ambulance Authority does not cost us anything. Councilman Mertz asked if the only committee that is costing us anything that we want to require a councilmember on is the library. Councilman Aufman replied yes. Councilwoman Zachary asked how does it work, does the library just bill us and we say ok, is money not allocated to them. Mr. Cordek replied that is correct that they send a bill.

Councilman LeDonne stated that since it has been tradition or customary protocol to have a councilmember as a member of the Board so anyone who would apply under this new policy would not be eligible for that position other than the people sitting in this room therefore you do not need to employ the new policy at this particular time. Councilman McKim asked if we would need to amend the policy procedure. Councilman LeDonne did not feel as if we needed to because he feels as if it is a moot point. Councilman Mertz pointed out that the member resigning is not a councilmember and Councilwoman Zachary noted that there has not been a Councilmember appointed to the position for the past six months. Councilman Mertz also stated that just because that is how it always has been does not make it a rule. Councilman LeDonne stated past practice and policy carries a lot of weight.

Councilwoman Zachary stated that it is not about Councilwoman Powers but about the policy and the process and being fair. Councilwoman Zachary stated that she feels as if we would have faith in Mrs. Potter since she previously sat on Council and that we would have faith in whoever who select.

Councilwoman Zachary stated that instead of changing the policy you could amend the definition for the Library Board, which was an attachment to the Appointment Policy, to state that one seat be filled by a councilmember and the other seat be filled by a citizen.

Councilwoman Zachary asked which other municipalities have a councilmember as part of the Board. Mr. Cordek replied that Bradford Woods and Marshall do not have an elected official on the Board that Ross, Franklin Park and the Town generally does.

Mr. Brian Moreth, 919 Cumberland Road, stated that council positions are four-year terms and the Library Authority is a five-year term. He also suggested that this be an executive appointment by the President of Council when doing the organizational meeting. Mr. Ries replied that it is an Authority and he would have to check the Library Charter because he thinks it requires a municipality to appoint for the five-year term. Usually the councilmember if not re-elected serves an extra year. Mr. Murtaugh's term ends December 31, 2017, which would be the re-election year for Councilwoman Powers.

It was decided that we would utilize the new Appointment Policy. Mr. Cordek will post it on the website.

#### REVIEW OF DRAFT MEETING PROCEDURES POLICY

Mr. Ries stated that he made the requested changes. Regarding the issue on how to handle disruptive people, he placed a provision that states that a majority of council can override that decision which should fix that particular issue. The language follows pretty much the same as the Social Media Policy. Everyone liked the new provision.

Councilman Walkauskas stated that he thinks public comments should be held at each agenda item; there will be a motion, council discussion, public comment and then a vote like it was done at the previous meeting. It was agreed that it is how they currently have been doing it

and is how they will continue to proceed for the Business and Special Business Meetings. At the Committee Meetings we will do as we have been where the comments are at the end of the each Committee Meeting. Mr. Ries will make the changes accordingly that there will be comment on agenda items prior to each vote and at the end of the meeting there will be an open comment section for non-agenda items.

Councilwoman Zachary suggested that regarding #3 a person may not know what their question is going to be until after hearing the discussion and therefore may not know what the subject will be. Mr. Ries will change the word "subject" in item #3.

Councilman Walkauskas suggested on item #4 placing a period after Town Council and deleting "which relate to matters on the agenda" because the agenda items only apply to the Regular and Special Business Meeting. Mr. Ries replied that no agenda items apply to all meetings for example if you are holding a Services Committee Meeting, people can comment on anything on the Services Committee Agenda then if that is followed by the Finance Committee then people can comment on the Finance Committee. One meeting a month, the Business Meeting, at the end of that meeting people can comment on anything they want. If you allow people to bring things up at the end of every meeting things could go on forever. The Committee Meetings are agenda items for that committee and at the Business Meeting they are limited to the agenda items with a session at the end to talk about matters of general concern. Councilwoman Zachary suggested that it should say "except at the end of the business meeting" because it is looking exclusive. The change will be made.

Councilman Walkauskas stated regarding #6 that some people might go longer than three minutes especially if there is some back and forth conversation. Councilwoman Zachary stated she thinks there may be issues dealing with the time limit. Mr. Ries replied that a clock or timer would need to be obtained. Councilman Mertz thinks it should be five minutes unless council asks a question. Mr. Ries stated that the purpose of public comment is to hear what people have to say and is not a debate. This is for only the Regular or Special Business Meetings. The word "Special" will be added. Four Councilmembers favored three minutes and; three seemed in favor of five minutes.

Councilwoman Zachary asked about the wording of one person from a group in #6 and if it was always in the policy. Mr. Ries replied that no he added it and informs people that they can designate a person to speak if they wanted to but does not preclude individuals from speaking. Mr. Ries stated that he will try to reword it so that it is clear that it is not mandatory.

Councilwoman Zachary stated that #10 should be put back in. She also suggested that on the sign in sheets a spot for email should be added so an answer can be sent to a person if the answer is not known at the time of the meeting. Item #10 will be placed back into the document.

Mr. Ries will make all of the changes discussed and this will be voted on at the next meeting.

## LIAISON CONTACTS WITH OTHER BOARDS AND COMMISSIONS

*Planning Commission:* Councilman McKim reported that the next Planning Commission Meeting is scheduled July 5, 2016, and since he already discussed the meeting they had in June he has nothing further to report.

*Zoning Hearing Board:* Councilman Walkauskas reported that there was not a scheduled meeting for May but they did have a continuation of the April meeting on the one item that he discussed last month regarding the home occupation which was approved. Mr. Alan Shuckrow, Zoning Hearing Board Solicitor, drafted the language to limit it to this one particular property. There will not be a Zoning Hearing Board Meeting in June.

*McCandless Township Sanitary Authority:* Councilman Aufman reported that they have the Engineer's report regarding the Lowrie's Run Road encroachment issue which is ongoing with Ross Township. They talked about the subterfuge installation. They had wet weather issues worrying about Alcosan's regionalization implementation plan. There was discussion of the Pine Creek Bridge expansion because they are all involved and have a main sewer line down there. The alternate fill program has gone to using natural gas since they got a grant using it on so many trucks. There was discussion on the Pine Creek Plan and looking it over to see if it is possible if necessary to expand it since when it was originally built it was supposed to be expanded four times which depends on the development and how much usage they have. Councilman Aufman stated that he is still waiting on dates to set up a tour.

*McCandless Franklin Park Ambulance Authority:* Councilman McKim reported that there was a meeting tonight and they presented the Treasurer's Report and an important number for them is the disbursements of the month which they had \$169,813.02 of disbursements. Again they discussed the difficulty of collecting money. There is a picnic set up for August 27, 2016, at Pine Community Center and UPMC is covering the cost of that except for \$5 for the administrative people who are part of the Authority. There was some discussion of purchasing some new trucks or ambulances.

*Northland Public Library Authority:* Councilwoman Powers reported that Amy Steele read a note from a patron expressing her gratefulness for the library especially the children's department. The children's garden plans have been finalized and they are waiting for Keystone Network's price. The buildings and grounds committee will decide whether or not to go out for bids and Ms. McFadden who is involved with this sees the estimated cost at approximately \$250,000. The new website is up and running. Ms. Palesteri attended a Port Authority Committee meeting last week and the services for the Perry Highway route, which they have been working on, is not being recommended for funds due to the limited funds but are still participating in conversation to see where they can go. Ms. Steele will be speaking at the Port Authority Board Meeting on Friday. Ms. Steele and Ms. Palesteri will be making some presentations at the North Chamber Connection Meetings in June, July and August. The library will be participating in all community days for all municipalities and possibly West View. Circulation Department Manager, Kim Ann Smith, reported that the collection agency has recovered \$4,400. There was a Foundation Fund Raising Committee Meeting on June 6, 2016,

and Rita Martin reported that the foundation previously approved supporting the projects and wants to raise half of the money before the ground is broken. It was requested and agreed that the groundbreaking would be planned for next spring to allow for ample time for fund raising. The discussion included raising as much of the money through fundraising with the possibility of borrowing money from the endowment if needed. A motion was made and unanimously carried to approve Andrew Reed, who is a high school student, as the Junior Board Member for 2016/2017 school year. Mr. Murtaugh spoke at the staff development day.

*North Hills Council of Governments:* Councilman LeDonne reported that they met last month and none of the action items were passed. There is a motion to negotiate with Turtle Creek Valley COG for an inter COG vector truck agreement which means that any municipality of the inter COG will be able to use the equipment on a first come first serve basis. There is a motion to send a letter to the state PUC as per Community Local Government recommendation and a motion for appointments to ad hoc committees for a revision to the bylaws. There are some municipalities who want to join a COG and cannot because of their location not having a border contiguous with another COG so they are attempting to bring under the umbrella other municipalities, which means a COG in Mon Valley may want to join our COG and will be able to do that under the new bylaws. There were ten COGS at one time and there are now eight so some of the other municipalities are still looking for a COG to join.

*Joint Recreation Board:* Councilman Aufman reported that they are in the second week and the numbers are comparable to last year. Franklin which is the biggest school has about 125 kids for summer recreation. Marshall which is on Knob Hill Road is all torn up so everyone has to drive around that which the numbers were never great there and were not expected to be. The attendance was not as high as anticipated at McKnight with 25 -30 students. In-service day is this Thursday coming up. Anyone interested in taking a tour, please let Councilman Aufman know.

*McCandless Industrial Development Authority:* Councilman McKim reported that there has not been a meeting. The available 2016 sponsorship for funds has been pretty much exhausted. A meeting has not been scheduled yet for the remainder of the year.

*Volunteer Firefighter's Steering Committee:* Councilman LeDonne reported that there is a meeting scheduled for August 9, 2016, at 7 pm.

*Town Museum:* Councilman Aufman reported that work is progressing and trees were planted today. Mr. Cordek stated that the outside work was done and there is minimal work left for the inside work. Public Works is starting to move the items from the old site of McKnight Elementary and a team of people have been identifying what items should be on display for the "Sneak Peek". They are also working on the guidelines for the operations of the museum. Sorting of the exhibits will continue through the winter and the grand opening will be next spring with a "Sneak Peek" on Community Day.

#### STATUS OF IMPLEMENTATION OF THE ENVIRONMENTAL ADVISORY COMMITTEE

Mr. Cordek stated that applications are due by June 24, 2016, to meet the thirty day policy. Each Ward except for Ward 6 has at least one person and a couple of the Wards have three applicants. Councilman LeDonne was under the impression that someone from Ward 6 was interested. Councilwoman Zachary stated that she would try to see if she could get in contact with the interested party to notify them that they need to apply for the position. After the deadline all information will be provided to Council to peruse. The selection process for interviews will need to be done at a public meeting and the interviews will be private.

Councilman McKim and Councilman Aufman previously discussed and feel the best person to be the Council Liaison for the Environmental Advisory Committee is Councilwoman Zachary with Councilman McKim as the alternate. The appointment will be placed on the agenda for next week's Business Meeting.

#### PRESIDENT OF COUNCIL'S REPORT AND CORRESPONDENCE

A Services Committee Meeting was not scheduled for July 11, 2016, due to an event. The event hours have changed which allows Council to now meet for the Services Committee Meeting on Monday, July 11, 2016, which is when Council will be able to select the candidates to bring in for an interview.

#### TOWN MANAGER'S REPORT

Mr. Cordek stated that they already discussed the Northern Allegheny Heritage Center. Councilwoman Zachary asked if anyone else will be contributing to this in Northern Allegheny. Mr. Cordek replied that it covers Northern Allegheny with a collection of municipalities that extends from West View to Bradford Woods and Marshall. North Allegheny School District has arranged to have Beattie Tech do a lot of good stuff as well. West View Water cut about \$10,000 off their bill when they were notified that they were allowed to display their old plans in our center so yes it extends past our boundaries. Franklin Park loaned us their historian. Councilman McKim asked if there is a cataloging system and Mr. Cordek replied yes that a program was purchased for about \$500.

Mr. Cordek stated that the Pine Creek Bridge will be closed for an estimated minimum of 50 to 84 days.

A magnetic name tag will be made and provided for each Councilmember with their name, Town Council and Ward number.

#### TOWN ATTORNEY'S REPORT

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

ADJOURNMENT

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Malinda S. Kennedy".

Malinda S. Kennedy  
Building/Fire Marshal Administrative Assistant