

TOWN OF McCANDLESS
MINUTES – FINANCE COMMITTEE MEETING
APRIL 11, 2016 TOWN HALL

CALL TO ORDER

The meeting was called to order at 7:53 p.m. by Committee Chairwoman Powers with the following in attendance: Council members Zachary, Aufman, Mertz, Walkauskas, LeDonne and McKim; Town Attorney Ries, Town Manager Cordek, Assistant Town Manager Ebner, Zoning Officer Betty, Marie Haller, Administrative Assistant; and citizens as per the sign-in sheet.

NOTIFICATION
RESOLUTION REQUIRED TO UPDATE
NON-UNIFORMED EMPLOYEE CONTRIBUTION PENSION PLAN

The Committee was notified that a resolution is required to update the Town of McCandless Non-Uniformed Employee Defined Contribution Pension Plan Adoption Agreement by incorporating changes in Federal law that affect the plan.

Assistant Town Manager Ebner reported changes made in Federal law pertain to accrued leave compensation or selling back vacation and sick time. He explained that this is not currently permitted under the current employment policy, and suggested Council consider adopting this resolution, leaving this requirement blank as it is not applicable; The Committee, Town Manager Cordek and Town Attorney Ries concurred.

NOTIFICATION
RESOLUTION TO BE SCHEDULED
RECORD DISPOSITION

The Committee was notified that a resolution should be scheduled for adoption declaring the Town's intent to destroy non-permanent, obsolete public records in accordance with the schedules and procedures for disposition of records as set forth in the Pennsylvania Municipal Records Manual approved on July 16, 1993 and as amended.

Councilman Mertz asked questions pertaining to the type of records scheduled for destruction and the method of destruction.

Assistant Town Manager Ebner reported this resolution is scheduled annually and will include a listing of the obsolete public records to be destroyed. He explained the majority of the records include Earned Income Tax records, noting the Town stopped collecting earned income tax in 2012 and is just now permitted to begin disposing these records according to regulations. Other records include old accounting, real estate, payroll, Public Works records, etc. Town Manager Cordek commented that each department is asked to review records for disposition. Mr. Ebner reported that documents are shredded onsite by CINTAS, a document management company that brings a shredding machine to Town Hall.

DISCUSSION OF SOCIAL MEDIA

The Committee discussed the use of social media by the Town, particularly Facebook. Councilwoman Powers reported that an informal meeting was held last week including Councilwoman Zachary, Town Manager Cordek, John Bojarski, Town Communications Assistant and herself. She asked other Council members to share comments regarding the use of social media.

Town Attorney Ries introduced Kristan Biedinger, Esq. of Tucker Arensburg, whose practice focuses on social media, particularly involving the development of policies and assisting clients to address issues that arise in regards to social media. Attorney Biedinger discussed obligations and increased risks involved with the use of social media in the municipal setting, differentiating it from a business or corporate setting. She discussed examples of potential liabilities involving public records, record retention, employment and labor issues and 1st Amendment disputes. Facebook, Twitter, Instagram were discussed as common medias, with Facebook being the most popular method for interactive communication. She explained the area of law dealing with social media is still developing and may also be problematic.

Councilwoman Zachary discussed Mt. Lebanon's use of social media. Town Manager Cordek reported he inquired there last year; Mt. Lebanon uses two full-time employees for this purpose. John Borjarski discussed queries he has made with other municipalities related to their experience with the management of Facebook accounts. He discussed the ability to add filters and some utilizing the Facebook page to redirect users to the municipality's website. Town Manager Cordek discussed decisions that would be required to establish specific guidelines and policies related to the administration of a Facebook account.

Councilwoman Zachary discussed limitations of the Town's current website and her support of a public Facebook account which she believes would encourage communication between Town Council and residents.

Town Manager Cordek pointed out the Town's current website includes email links to Administration and Departments, providing residents with an opportunity to direct questions and correspond with corresponding staff. General questions may be submitted to the Administration email and are referred to the appropriate staff member.

Councilman LeDonne remarked he would like to respect and consider the advice of Tucker Arensberg. He also commented that the Town already has established means of communication and he does not support the use of social media.

Committee Chairwoman Powers suggested email communication may be a better method of communication in order to directly respond to residents. She suggested the Town consider various options to collect resident email addresses.

Councilman Mertz discussed restrict the Facebook page to limit specific topics or possibly making it is members only site, similar to the site Citizens of McCandless established. He suggested all Council Members be administrators of the account. Attorney Biedinger recommended a

communication staff member manage the account as there would likely be an ongoing dialogue with legal counsel required.

Barbara Richards, 305 Manor Court, discussed her support of social media. She asked if any consideration had been given to the Town hosting a blog on the Town's website. Attorney Biedinger stated principals would apply this type of forum because it is the comment section may upset or offend users.

Councilman McKim remarked that he is not a Facebook user and stated he would be interested in a demonstration and/or will need to explore a Facebook page to attain a better understanding of its function.

Committee Chairwoman Powers discussed the need for further review and consideration; Council Members concurred.

SEMINARS & CONFERENCES

The Pennsylvania State Association of Township Commissioners (PSATC) 2016 Annual Conference will be held June 23-26, 2016 the Crown Plaza in King of Prussia, PA. The registration deadline is May 20.

The Annual Western Association of Township Commissioners Conference will be held May 26, 2016 at Shannopin Country Club, further details will be provided.

ADJOURNMENT

The meeting adjourned at 9:12 p.m.

Respectfully submitted,



Marie A. Haller, Administrative Assistant

TMC/mah