

TOWN OF MCCANDLESS
MINUTES – AGENDA REVIEW MEETING
September 19, 2016 TOWN HALL

CALL TO ORDER

The meeting was called to order at 7:30 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 NHCOG BID TABULATIONS
CURED INPLACE PIPE LINING SERVICES
2016-2017 SANITARY SEWER REHABILITATION CONTRACT SPECIFICATIONS (CONTRACT B)

The Committee perused the memo and attached bids. Mr. Cordek reported that the lowest bidder, State Pipe Services, Inc., withdrew its bid because they were unable to come to terms with a subcontractor, therefore, making Insight Pipe the lowest bidder. Insight is our current contractor and the bid is fairly close to what we are currently paying. Essentially Insight has only raised their price for inflation.

This item will be placed on the agenda next week under the Public Works Committee for a vote.

REVIEW BUSINESS MEETING AGENDA

Agenda Item 6.B.1 – SITE PLAN APPLICATION FOR RKW REAL ESTATE: Councilmember McKim reported the architects were here and this item has been reviewed and has gone through two Planning Commission Meetings.

Agenda Item 7.1 – MINIMUM MUNICIPAL OBLIGATION (MMO): Mr. Cordek reported that every year the Auditor General requires that we acknowledge publically when we see notification from our actuary as to where our pension plan contributions will be next year. We have seen the information and reviewed the actuary's report. We currently have three pension plans and the one plan we have we are phasing out since we have two people left in it which is a defined benefit plan for administrative and public works employees and that plan will end when those two employees are no longer here. We have to fund \$21,221 next year, which no State money will apply to that MMO because the State money received will be applied to the police pension plan, which is a defined benefit plan by law implementing defined contribution plan that many would like to do and is being discussed regularly. As of right now the police have a defined benefit plan and our obligation ultimately from the general fund will be \$459,464 next year. The police employees will be contributing \$130,000 which is 5% of estimated payroll with 5% being the maximum allowable by law so that diminishes what is actually required to go into the plan. The plan requires \$589,817 to keep it fully funded; the employee contributions of \$133,053 make our obligation \$459,464 to the police plan. We have a defined contribution plan for the public works and administrative employees which is a required plan. The Town's

contribution level is 5% and a mandatory 5% match for the employees so the Town's obligation for that plan is \$170,658. We find out in October what State Aid we are going to get.

REVIEW FIVE-YEAR BUDGET PROJECTIONS

Councilmember Powers stated that this is a project that the Town completes every year on a rolling 5-year basis. Council perused the packets. This helps us forecast what is out there and to get the department heads thinking in regards to if there are any adjustments to the Capital plan, which we are obligated under our Home Rule Charter to put forth capital purchases and capital improvements. Mr. Ebner does a thorough job on gathering the best information he can on this first run of finances with the department heads and on his own. When Mr. Ebner does not know a number he defers to 3%.

Mr. Ebner reported that last year Council passed a new fund balance policy that states that the general fund unassigned fund balance will be no less than two months of the average of either revenues or expenditures over the past three years, whichever is higher, and the excess funds are then transferred to the capital projects and improvements funds to help fund capital projects into the future. Mr. Ebner reviewed a couple of the pages in the packets. He reported that we are projecting in 2021 replacing the culvert at Blazier and Ingomar Road. If it fails by then we will show a deficit at that point. Mr. Cordek stated that the culvert has been in really good shape and that PennDOT inspects it regularly. The last culvert replaced, which was a couple of years ago cost 1.3 million dollars so a conservative estimate for this culvert would be around 1.9 to 2 million dollars. If we budget conservatively throughout the years, we may have some extra funds to cover that but not enough and then may need to get a bank note. Ms. Barbara Richards, 305 Manor Court, asked if this culvert was worked on this past Spring. Mr. Cordek replied that some silt was dredged out based on PennDOT's consultant report.

All questions were answered regarding definitions. This will be posted on the website but everyone was cautioned that this is not a budget but a forecast.

Ms. Richards asked about the audio visual equipment that was in last year's budget. Mr. Cordek replied that they are still working on quotes for this equipment which is for overhead projections. The audio equipment that is in the budget is not for televising the meetings but is for a projector and any other electronic means for both meeting rooms as well as large screens for people to be able to review items or documents being presented. Mr. Cordek will place an item on the Services Committee Meeting next month to start discussions regarding broadcasting meetings.

LIAISON CONTACTS WITH OTHER BOARDS AND COMMISSIONS

Planning Commission: Councilmember McKim reported that the principal discussion was for the Wright Nissan building. The next Planning Commission Meeting is scheduled for October 4, 2016.

Zoning Hearing Board: Councilmember Walkauskas reported that there was not a Zoning Hearing Board Meeting in August and there is nothing on the agenda for September.

McCandless Township Sanitary Authority: Councilmember Aufman reported that he did not make the last meeting but he knows that they are going to refinance to save money, which they will use some of to upgrade the Pine Creek Plan in order to meet all of the requirements from DEP and the EPA. Councilmember McKim reported from a different meeting there was discussion formulating a Resolution, one being done on behalf of MTSA and the other being done on behalf of the Town of McCandless, to tidy up an ALCOSAN line agreement document which is missing from over fifty years ago. Mr. Cordek stated the resolution is being worked on to ratify an action that was taken way back (at least 60 years ago) when the then Township transferred part of the system but there is no detailed record so they are working on filling that gap and will probably be before Town Council in October.

McCandless Franklin Park Ambulance Authority: Councilman McKim reported that Mr. Tillis gave a report on the investment side. They are constrained on their investments; everything has to be FDIA insured and they purchase single bonds and are considering doing this in a ladder fashion to keep the money straight. They went through the budget but not in great detail.

Northland Public Library Authority: Councilmember Powers reported the updated price from the contractor for the learning garden was decreased to \$202,000 and is now in the fundraising phase. A few changes were made by Ms. Steele per a request that the 2013 budget statistics be added for comparison as well as updated population assessment. Ms. Steele added the updated circulation numbers to show the approximate amount needed for each municipality and their percentage increases. The circulation numbers are not final until the end of August so she will have that in next month's report. Ms. Steele offered to attend any municipal meeting to present the budget and answer any questions. Councilmember Powers reported she attended a session focusing on libraries at the Western PA Townships' Fall Conference which was really beneficial.

North Hills Council of Governments: Councilmember LeDonne reported that the next meeting will be on September 22, 2016, which is their annual Legislative Meeting and there has not been one since his last report. Mr. Cordek stated that there was a Managers Meeting and a report given which was almost identical to the one at the Conference the Township hosted this past weekend. Everything else was perfunctory.

North Pittsburgh Community Development Corporation: Councilmember LeDonne reported that they have not had a meeting recently nor has one been called for.

Joint Recreation Board: Councilmember Aufman reported summer recreation is over. There will be a summary meeting with the Board. Attendance was good this summer.

Volunteer Firefighter's Steering Committee: Councilmember LeDonne reported that there have been no new developments since the vote to allow Peebles to borrow money to purchase their new piece of apparatus. Mr. Cordek confirmed that Peebles has made the purchase.

McCandless Industrial Development Authority: Councilmember McKim reported that there is not a scheduled meeting. The last significant action occurred in the early part of this year, which was the support for the Animal Friends and nothing else is on the horizon for now.

Town Museum: Mr. Cordek reported that we had a great sneak peak. The cataloguing will continue throughout the winter. Mr. Cordek suggested that the tentative opening date be the weekend before Memorial Day. All of the cataloguing will probably not be finished but enough will be complete. There are procedures in place in respects to preserving the paper items. The more popular items have and will be copied and scanned in. Ms. Rita Martin, 10585 Grubbs Road, suggested that the University of Pittsburgh might have a digitizing process for a lot of those materials where they can digitize them and put them on line.

Community Day Committee: Councilmember Aufman reported that Community Day went well and the weather held out. There was a good turnout as well as the parade went fine. There were a number of committee members as well as volunteers present. The Re/Max balloon did not show up due to the weather but the car cruise went well with about 150 to 200 cars. There will be a summary meeting to critique the event to see if anything needs to be changed or improved.

Environmental Advisory Committee: Councilmember Zachary reported that their organizational meeting will be on Wednesday, October 12, 2016, at 7:30 p.m.

PRESIDENT OF COUNCIL'S REPORT AND CORRESPONDENCE

Councilmember Aufman stated that he had nothing further to report.

TOWN MANAGER'S REPORT

Mr. Cordek did a brief summary of Devlin Field and stated he has a meeting coming soon and he will report back with the results of the meeting.

There was a brief update on the opioid situation. Currently there is plenty going on and Mr. Cordek will be giving a report on October 3, 2016.

There was a brief discussion regarding ALCOSAN and catch basins. ALCOSAN work would be coordinated primarily through McCandless Township Sanitary Authority.

TOWN ATTORNEY'S REPORT

Mr. Ries requested they go into executive session at 8:51 p.m. regarding a real estate matter. The executive session ended at 9:05 p.m.

ADJOURNMENT

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Malinda S. Kennedy, me". The signature is written in a cursive style.

Malinda S. Kennedy
Building/Fire Marshal Administrative Assistant