

**TOWN OF McCANDLESS
AGENDA REVIEW MEETING
AGENDA
NOVEMBER 21, 2016**

1. Call to order at 7:30 p.m.
2. Review Business Meeting Agenda.
3. Liaison Contacts with Other Boards and Commissions:
 - A. Planning Commission – William J. McKim
 - B. Zoning Hearing Board – Gregory W. Walkauskas
 - C. McCandless Township Sanitary Authority – Gerard J. Aufman, Jr., William J. McKim, Alternate
 - D. McCandless Franklin Park Ambulance Authority – William J. McKim
 - E. Northland Public Library Authority – Joan D. Powers
 - F. North Hills Council of Governments – Ralph J. LeDonne, Gerard J. Aufman, Jr., Alternate
 - G. Joint Recreation Board – Gerard J. Aufman, Jr.
 - H. Volunteer Firefighters' Steering Committee – Ralph J. LeDonne; Gregory W. Walkauskas, Alternate
 - I. McCandless Industrial Development Authority – William J. McKim
 - J. Town Museum – Gerard J. Aufman, Jr.; Tobias M. Cordek; Mark Sabina
 - K. Community Day Committee – Gerard J. Aufman, Jr.
 - L. Environmental Advisory Committee – Kim Zachary, William J. McKim, Alternate
4. Review Budget Programs 451-494 (less 454); Special Funds; Revenues.
5. President of Council's Report and Correspondence
6. Town Manager's Report
7. Town Attorney's Report

8. Discuss the scheduling of interviews of candidates for Board, Committee and Authority positions with terms expiring on December 31, 2016.

Respectfully submitted,

Tobias M. Cordek, Town Manager

/mah

**TOWN MANAGER'S REPORT
NOVEMBER 17, 2016**

1. Transportation Projects/Development Status Report:

- a) ***McCandless Crossing West.*** Texas Roadhouse opened on October 24. Emiliano's is installing block. The assisted living/rehab facility, Main Street, has yet to apply for building and site development permits.
- b) ***McCandless Crossing East.*** Exterior brick is being installed on the Fairfield Inn & Suites. Flooring and drywall on floors two, three and four. Paint Monkey received its occupancy permit on November 14, but is not yet opened. AdVenture and INPAX remain in the planning stages for the office/personal security training building. Quest Diagnostics' permit is ready for pickup.

Waffles Incaffeinated located in the same plaza as Moe's Southwest Grill obtained its occupancy permit on November 16.

- c) ***Pine Creek and Route 19 Corridor Improvements.*** A final inspection to create a punch list of items to tidy up this project is scheduled for November 17. Adjustments are being made to the newly installed traffic signal during the signal test period. Preemption equipment slated to move to the Peebles Road/Duncan Avenue intersection is being stored in the Public Works garage while final details of equipment installation is determined among the Town, Peebles District, leadership and our traffic engineer, Trans Associates.
- d) ***SSB Bank Building Permit.*** Work is underway.
- e) ***Saint Alexis Church*** continues with construction of their new sanctuary and bell tower.

- 2. **Allegheny North Tax Collection District's (ANTCD)** budget was adopted on November 9 with no assessment of membership needed. I appointed a committee to meet with Keystone to review performance reporting to member jurisdictions.
- 3. **MS4 Program.** Staff and engineers continue to meet regularly on report preparation and pollution reduction plan preparation which falls under the next five-year permit cycle. Work on the GIS map and migration to Cloud technology and will continue through September 2017.
- 4. **Town of McCandless/Northern Allegheny Heritage Center.** Two dozen volunteers completed training on cataloging, cleaning and organizing display items and will begin regular sessions of work through the winter and spring to ready us for a Grand Opening in late May or June 2017.
- 5. **Waste Management Contract** is settling in well at this point. Cart exchanges continue as do deliveries of yard waste carts to those who had not yet availed themselves of recycling yard waste in this manner.

6. **Televising meetings.** Work with vendors continues with a goal of find an acceptable solution so that this effort can begin in February or March 2017.
7. **North Hills Council of Governments (NHCOG) Stormwater Management** reviewed analysis performed by PVE Sheffler on behalf of the NHCOG and PVE Sheffler's clients of which we are one. The committee developed a letter with the NHCOG Director Wayne Roller and Andy Banfield of PVE; we have attached that letter to one that Bruce Betty and I prepared this week to meet the comment period deadline of November 21.
8. **Wexford Flats Project.** PennDOT encountered a number of right-of-way settlements for this project which delayed in their preparing an invoice for the Town's and Pine Township's share of costs. We have been carrying funding in our Assessment Fund for this. PennDOT is now preparing an invoice which we are discussing and reviewing.

Respectfully submitted,

Tobias M. Cordek
Town Manager

/mah

**TOWN OF McCANDLESS
COUNCIL'S REGULAR BUSINESS MEETING**

**TENTATIVE AGENDA
NOVEMBER 28, 2016**

- 1) Call to Order at 7:30 p.m.
- 2) Invocation by Councilman Walkauskas.
- 3) Pledge of Allegiance to the Flag.
- 4) Announcements.
- 5) 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 various appropriations for the 2017 calendar year budget.
- 6) Public Hearing on an ordinance tentatively identified as Ordinance No. 1461, an ordinance reappropriating various amounts of funds within the General Fund 2016 Budget.
- 7) Move to approve the minutes of Council's Regular Business Meeting of October 24, 2016, as submitted to each member of Council.
- 8) Reports of the Committee:

A. FINANCE & PERSONNEL COMMITTEE

1. Move to approve the bills on List #11, dated October 25, 2016 through November 28, 2016, totaling \$2,120,330.79, as submitted to each member of Council and posted on the bulletin board.
2. Move to adopt Resolution No. 25 of the 2016 Series, a resolution amending the Town of McCandless Appointment Policy for authorities, boards, commissions and advisory committees regarding incumbent candidates.

B. PUBLIC SAFETY COMMITTEE

1. Move to adopt Resolutions No. 26, 27, 28 and 29 of the 2016 Series, resolutions authorizing the Council President and Town Manager to sign and submit an application for traffic signal approval to the Pennsylvania Department of Transportation for maintenance of a School Zone Signal update at the intersections of 1) Ingomar Road (SR4070) at Ingomar Elementary School 2) Peebles (SR4064) and Hosack Elementary School 3) Peebles Road (SR4064) at Peebles Elementary 4) Cumberland Road (SR4024) at McKnight Elementary School/North Allegheny Intermediate High School, respectively.

- 9) **New Business**
- 10) **Public Comment.**
- 11) **Adjournment.**

Respectfully submitted,

**Tobias M. Cordek
Town Manager**

/mah

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)	\$ 2,863,067
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>\$ 17,759,867</u>

SUMMARY OF ESTIMATED APPROPRIATIONS

General Government	\$ 1,839,800
Public Safety	6,859,100
Public Works	3,867,100
Culture & Recreation	1,046,300
Refunds	130,000
Fund Transfers Out	1,014,500

DRAFT

Fund Balance (12/31/2017):

Nonspendable Fund Balance	30,000
Committed Fund Balance	470,000
Assigned Fund Balance	- 0 -
Unassigned Fund Balance	<u>2,503,067</u>
TOTAL APPROPRIATIONS	\$ 17,759,867

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	<u>600</u>
TOTAL ESTIMATED REVENUE AND CASH	\$ 857,200

SUMMARY OF ESTIMATED APPROPRIATIONS

Transfers Out	\$ 857,200
Restricted Fund Balance (12/31/2017)	<u>- 0 -</u>
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)	\$ 829,802
Assessments	65,000
Interest Income	<u>1,100</u>
TOTAL ESTIMATED REVENUE AND CASH	\$ 895,902

SUMMARY OF ESTIMATED APPROPRIATIONS

Public Works	\$ 391,000
Committed Fund Balance (12/31/2017)	<u>504,902</u>
TOTAL APPROPRIATIONS	\$ 895,902

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)	\$ 4,934,739
Contributions	- 0 -
Interest Income	18,000
Transfers In	<u>2,086,400</u>
TOTAL ESTIMATED REVENUE AND CASH	\$ 7,039,139

DRAFT

SUMMARY OF APPROPRIATIONS

General Government	\$ 198,100
Public Works	4,363,400
Culture and Recreation	179,100
Committed Fund Balance (12/31/2017)	<u>2,298,539</u>
TOTAL APPROPRIATIONS	\$ 7,039,139

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. _____

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	147,200
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
Capital Purchases	85,300	126,000
MAINTENANCE AND REPAIRS OF ROADS AND BRIDGES (438)		
Laborer Wages	70,000	82,000
REFUNDS (491)		
Property Tax Refunds	5,000	38,000
TRANSFERS TO OTHER FUNDS (492)		
Transfer to Capital Improvements Fund	2,240,800	2,939,500

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 \$1,442,300, 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

OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 9 of 2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS,
ALLEGHENY COUNTY, PENNSYLVANIA, ~~ESTABLISHING AN~~ AMENDING THE TOWN'S
APPOINTMENT POLICY FOR AUTHORITIES, BOARDS, COMMISSIONS AND
ADVISORY COMMITTEES WITH RESPECT TO REAPPOINTMENT OF INCUMBENT
APPOINTEES

WHEREAS, the Town Council of the Town of McCandless regularly appoints qualified electors and/or residents of the Town to positions on various Town Authorities, Boards, Commissions and Advisory Committees; and

WHEREAS, Town Council wishes to ~~establish an~~ amend its appointment policy ~~to ensure that the most qualified individuals are identified to serve in such roles~~ to clarify its procedure regarding incumbents.

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

Section 1.

The Town Council of the Town of McCandless hereby ~~adopts~~ amends the Appointment Policy by deleting the current Section 8 and inserting a new Section 4 and renumbering current Sections 4 through 7 as shown in the attached ~~hereto as~~ Exhibit A, with such changes and incorporated herein by reference.

Section 2.

Any resolutions in conflict with this Resolution shall be repealed to the extent of such conflict.

Section 3.

This Resolution shall become effective upon adoption.

Motion made by Councilmember _____, seconded by Councilmember _____, and this resolution is adopted this ___ day of _____, 2016.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

**EXHIBIT A
APPOINTMENT POLICY**

1. An application form for positions on Authorities, Boards, Commissions and Advisory Committees appointed by Town Council and information about these positions will be available at Town Hall and on the Town website.
2. Applications will be accepted at any time for any position. Acknowledgement of receipt of an application will be sent within seven (7) days. Applications will be kept on file at the Town Hall for up to two years from the date of receipt.
3. When a vacancy occurs, the position will be posted on the Town website for thirty (30) days, unless a shorter or longer period is determined by Council. Advertisements can also be placed in other Town publications such as the Town Crier and eNews (McMail), if feasible within the thirty-day time period.
4. Incumbents will be invited to be considered for re-appointment by the appropriate Town Council Committee Chair or liaison unless Town Council determines otherwise. An incumbent seeking re-appointment will complete the Town's application form, submit an updated resume if the incumbent desires and schedule an interview with Town Council through the Town Manager's Office.
- 4-5. Applications may be submitted in person at the Town Hall, by mail or electronically to the Town Manager before the posted deadline.
- 5-6. Town Council will conduct an interview with qualified individual applicants for vacancies at the convenience of the applicant and Council soon as feasible.
- 6-7. Appointments will be made following the interview by majority vote of Town Council.
- 7-8. Successful appointees will be notified within one week of appointment.
- ~~8. Reappointments will be considered by Town Council upon consultation with the applicant and Council Liaison or Council Committee Chair as applicable.~~
9. Those appointed to positions after June 1, 2016, may hold no more than two appointed positions at one time.
10. Full descriptions, responsibilities and lengths of terms for Authorities, Boards, Commissions and Advisory Committees, as well as the names of appointees, appointment dates and term expiration will be posted on the Town website in the appropriate location.

OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 26 of 2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE COUNCIL PRESIDENT AND TOWN MANAGER TO SIGN AND SUBMIT AN APPLICATION FOR TRAFFIC SIGNAL APPROVAL TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR A SCHOOL ZONE SIGNAL UPDATE AT THE INTERSECTION OF INGOMAR ROAD (SR4070) AT INGOMAR ELEMENTARY.

BE IT RESOLVED, by authority of the Town Council of the Town of McCandless, Allegheny County, and it is hereby resolved by authority of the same that the Council President and Town Manager of the Town of McCandless are authorized and directed to sign and submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the Town of McCandless.

Motion made by Council member _____, seconded by Council member _____, and this resolution is adopted this **28th** day of **November, 2016**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President

**OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 27 of 2016**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE COUNCIL PRESIDENT AND TOWN MANAGER TO SIGN AND SUBMIT AN APPLICATION FOR TRAFFIC SIGNAL APPROVAL TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR A SCHOOL ZONE SIGNAL UPDATE AT THE INTERSECTION OF PEBBLES ROAD (SR4064) AT HOSACK ELEMENTARY.

BE IT RESOLVED, by authority of the Town Council of the Town of McCandless, Allegheny County, and it is hereby resolved by authority of the same that the Council President and Town Manager of the Town of McCandless are authorized and directed to sign and submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the Town of McCandless.

Motion made by Council member _____, seconded by Council member _____, and this resolution is adopted this **28th** day of **November, 2016**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President

**OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 28 of 2016**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE COUNCIL PRESIDENT AND TOWN MANAGER TO SIGN AND SUBMIT AN APPLICATION FOR TRAFFIC SIGNAL APPROVAL TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR A SCHOOL ZONE SIGNAL UPDATE AT THE INTERSECTION OF PEBBLES ROAD (SR4064) AT PEBBLES ELEMENTARY.

BE IT RESOLVED, by authority of the Town Council of the Town of McCandless, Allegheny County, and it is hereby resolved by authority of the same that the Council President and Town Manager of the Town of McCandless are authorized and directed to sign and submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the Town of McCandless.

Motion made by Council member _____, seconded by Council member _____, and this resolution is adopted this **28th** day of **November, 2016**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President

**OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 29 of 2016**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE COUNCIL PRESIDENT AND TOWN MANAGER TO SIGN AND SUBMIT AN APPLICATION FOR TRAFFIC SIGNAL APPROVAL TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR A SCHOOL ZONE SIGNAL UPDATE AT THE INTERSECTION OF CUMBERLAND ROAD (SR4024) AT McKNIGHT ELEMENTARY/NORTH ALLEGHENY INTERMEDIATE HIGH SCHOOL.

BE IT RESOLVED, by authority of the Town Council of the Town of McCandless, Allegheny County, and it is hereby resolved by authority of the same that the Council President and Town Manager of the Town of McCandless are authorized and directed to sign and submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the Town of McCandless.

Motion made by Council member _____, seconded by Council member _____, and this resolution is adopted this **28th** day of **November, 2016**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President