



**TOWN OF MCCANDELLS
MEETING OF TOWN COUNCIL
AGENDA
February 24, 2025**

- 1. Call to Order at 7:30 p.m.**
- 2. Pledge of Allegiance led by Town Councilmembers**
- 3. Announcements**
 - a) The Town is requesting assistance from our McCandless residents with the Parks Master Plan Questionnaire. Your input is essential in creating high-quality recreational opportunities, park facilities and trails for generations to enjoy. Please complete by March 11 to share your thoughts.
 - b) Save the Date for our Spring Roadside Cleanup on April 12 hosted by the Environmental Advisory Committee starting at 8:30 a.m. at the Public Works Garage.
 - c) Statement regarding Ward Map updates.
 - d) Presentation by former K-9 Officer Bryan Madden.
- 4. Public Comment on Agenda Items Only**
- 5. Approval of Minutes:**
 - a) Meeting of Town Council Minutes, February 10, 2025
- 6. Administration and Finance Reports:**
 - a) Finance Report for the Month of January 2025
 - a) Review and Motion to [approve/deny] Check Listing No. 01 dated January 1, 2025 to January 31, 2025 totaling \$1,836,495.31 as submitted to each member of Council and posted on the bulletin board and Town website
 - b) Financial Summary and Dashboard Report
 - b) Communications Report for the Month of February 2025

- c) Junior Councilmember's Report for the Month of February 2025
- d) Liaison Reports

- a) McCandless Industrial Development Authority – Mr. Arlow
- b) North Hills Council of Governments – Mr. Singer
- c) Public Comment on Administration and Finance

7. Planning and Zoning Reports

- a) Planning Director's Report for the Month of February 2025
- b) Liaison Reports
 - a) Planning Commission – Mr. Arlow
 - b) Zoning Hearing Board – Ms. Cloonan
 - c) Public Comment on Planning and Zoning

8. Recreation Reports

- a) Parks and Recreation Director's Report for the Month of February 2025
- b) Liaison Reports
 - a) Finance Development and Promotional Committee for the Heritage and Cultural Center – Mr. Hart
 - b) Activities Advisory Ad-Hoc Committee – Ms. Cloonan
 - c) Public Comment on Recreation

9. Town Manager's Report

- a) Engineer Report

10. Town Attorney's Report

11. Old Business

- a) No old business

12. New Business

- a) Action concerning Resolution 2025-02
 - i) Motion to [adopt/reject] tentatively identified Resolution 2025-02,
A Resolution of the Town Council of the town of McCandless,

Allegheny County, Pennsylvania, Establishing Appointment Policy
for Boards, Commissions and Special Committees.

- b) Action concerning appointment of acting Zoning Officer
 - i) Motion to appoint Mr. John F. Schwend as the Zoning Officer effective March 1, 2025.
- c) Action concerning Walnut Court Phase 2 Land Development
 - i) Motion to [approve/deny] the Public Recreation/Open Space fee-in-lieu payment request, set at \$4,800 per the Town's current Master Fee Resolution rate (6 units x \$800).
 - ii) Motion to [approve/deny] Modification Request #1 from \ §1705.05(a) to allow fill slopes of 2:1 (code requirement maximum fill slope 3:1) in the rear yard of the townhome units as shown on the submitted plans with a supporting geotechnical report.
 - iii) Motion to [approve/deny] Modification Request #2 from §1104.13(C)1 to allow the individual townhome lots to front on the 20' wide access drive off of the Walnut Court cul-de-sac, rather than creating a flag lot configuration for each lot to achieve 20' of frontage on the existing cul-de-sac
 - iv) Motion to [approve/deny] the Subdivision/Land Development application for Walnut Court Phase 2 submitted by Walnut Court, LLC, located on vacant land formerly known as 350 Ingomar Terrace (Block/Lot 945-N-227), contingent upon all items being addressed as identified in the Planning & Development staff report dated February 20, 2025, Town Engineer's review letter dated February 17, 2025, and any other subsequently issued review letters

13. Public Non-Agenda Comments

14. Executive Session

- a) Legal matter

15. Adjournment

Respectfully submitted,

John F. Schwend

Town Manager

/dmr

Town of McCandless All Funds
Check Listing with Accounting Distribution 1/01/2025-1/31/2025

PAGES	FUND NO	FUND DESCRIPTION				Check Amount
5	01	GENERAL FUND CHECKING ACCOUNT (FUND 01)				\$ 479,629.33
1	01	PAYROLL CHECKING ACCOUNT (FUND 01)				\$ 846,921.83
1	01	FIRE APPARATUS CHECKING ACCOUNT (FUND 01)				\$ -
1	15	TRANSPORTATION DISTRICT FUND CHECKING ACCOUNT (FUND 15)				\$ -
1	18	CAPITAL IMPROVEMENTS FUND CHECKING ACCOUNT (FUND 18)				\$ 508,525.33
1	19	ASSESSMENT FUND CHECKING ACCOUNT (FUND 19)				\$ -
1	35	STATE HIGHWAY AID CHECKING ACCOUNT (FUND 35)				\$ -
1	91	REAL ESTATE AGENCY FUND CHECKING ACCOUNT (FUND 91)				\$ 1,418.82
Total Checks						\$ 1,836,495.31

Town of McCandless General Fund (Fund 01)
Check Listing with Accounting Distribution 1/01/2025-1/31/2025

Check No	Date	Vendor - Description	Invoice Description	Account Description	Distribution Amount	Check Amount
7013	1/09/2025	ALLEGHENY COUNTY CHIEFS OF POLICE ASSOC.	2025 MEMBERSHIP DUES - HAWK	Membership Dues	100.00	100.00
7014	1/09/2025	ALLEGHENY LEAGUE OF MUNICIPALITIES	2025 ANNUAL DUES - ACWPATC & ALOM	Membership Dues	475.00	475.00
7015	1/09/2025	AMAZON CAPITAL SERVICES	SANITATION SUPPLIES - ADMIN VEHICLES - FIRE/DPW OFFICE SUPPLIES - POLICE	Sanitation Supplies General Office Supplies Vehicles Vehicle Parts	84.95 24.95 153.97 72.51	336.38
7016	1/09/2025	APMM	2025 MEMBERSHIP DUES - JOHN SCHWEND	Membership Dues	200.00	200.00
7017	1/09/2025	AQUA FILTER FRESH INC.	BOTTLED WATER - POLICE BOTTLED WATER	Other Operating Supplies Miscellaneous Supplies	98.25 98.50	196.75
7018	1/09/2025	BIG DADDY WILDLIFE REMOVAL	DEER AND ANIMAL REMOVAL (12) DEER	Animal Removal	1,020.00	1,020.00
7019	1/09/2025	BLUEPEARL - PITTSBURGH NORTH	K-9 EXPENSES	K-9 Unit Supplies	5,115.55	5,115.55
7020	1/09/2025	COMMONWEALTH BUILDING OFFICIALS	MEMBERSHIP DUES - KENNEDY (2025)	Membership Dues	75.00	75.00
7021	1/09/2025	RETIRED POLICE OFFICER	MEDICAL INSURANCE REIMBURSEMENT	Police Officer Health Insurance	689.42	689.42
7022	1/09/2025	DELTA DENTAL OF PA.	DENTAL - DECEMBER 2024 DENTAL - DECEMBER 2024	Employee Dental Contributions	2,266.33	2,266.33
7023	1/09/2025	EMPLOYMENT PARTNERS BENEFITS FUND	LTD PARTICIPANT Pay period ending 12/01/2024, Employer Medical Teamsters, Health Ins-DPW Pay period ending 12/15/2024, Employer Medical Teamsters, Health Ins-DPW	Healthcare Public Works Laborer Health Insurance	35416.50 1686.50	37,103.00
7024	1/09/2025		UNIFORM REIMBURSEMENT - SELF/PRIMARY ARMS	Uniform Clothing	296.86	296.86
7025	1/09/2025	Hart Jr, Richard W	UNIFORM REIMBURSEMENT - SELF/CONDITION 1/ZEBA/ORTHOFEET/DIABETIC SOCK CO	Uniform Clothing	518.14	518.14
7026	1/09/2025	HIGHMARK INC.	MEDICAL REIMBURSEMENTS	Police Officer Health Insurance	160.59	160.59
7027	1/09/2025	HILL INTERNATIONAL TRUCKS NA LLC	PARTS - VEHICLE	Vehicle Parts	229.84	229.84
7028	1/09/2025	HOME DEPOT CREDIT SERVICES	WINTERFEST SUPPLIES FINANCE CHARGES	Office Supplies General Operating Supplies	56.56 594.94	651.50
7029	1/09/2025	IBIS EMERGENCY VEHICLES	TRICOLOR LIGHTS - VEHICLE MAINTENANCE	Vehicle Maintenance	344.00	344.00
7030	1/09/2025	INTERNATIONAL ASSOC CHIEFS OF POLICE	2025 MEMBERSHIP DUES - HAWK	Membership Dues	220.00	220.00
7031	1/09/2025	RETIRED POLICE OFFICER	MEDICAL INSURANCE REIMBURSEMENT	Police Officer Health Insurance	1,433.11	1,433.11
7032	1/09/2025	JACKS AUTO PARTS	PARTS - VEHICLE	Vehicle Parts	395.00	395.00
7033	1/09/2025	JDP	SOLICITOR BACKGROUND CHECKS	Background Checks	132.00	132.00
7034	1/09/2025	Jennings, Patrick	UNIFORM REIMBURSEMENT - SELF/AMAZON	Uniform Clothing	182.09	182.09
7035	1/09/2025	RETIRED POLICE OFFICER	MEDICAL INSURANCE REIMBURSEMENT	Police Officer Health Insurance	873.29	873.29
7036	1/09/2025	KOLEK, ANDREW	UNIFORM REIMBURSEMENT - SELF/AMAZON/PRIMARY ARMS	Uniform Clothing	386.95	386.95
7037	1/09/2025	KOO, ANTHONY	UNIFORM REIMBURSEMENT - SELF/IVOBAREFOOT	Uniform Clothing	270.00	270.00
7038	1/09/2025	Lucostic, Abby	HOLIDAY DECOR FOR WINTERFEST	General Operating Supplies	19.05	19.05
7039	1/09/2025	RETIRED POLICE OFFICER	MEDICAL INSURANCE REIMBURSEMENT	Police Officer Health Insurance	750.52	750.52
7040	1/09/2025	MARKL SUPPLY COMPANY	PO# 575 - OPTICS UNIFORMS - RAY UNIFORMS - CROSKEY UNIFORMS - BARTOSZEWCZ UNIFORMS - SHANAHAN	Uniform Clothing Public Safety Equipment	1739.95 4617.14	6,357.09
7041	1/09/2025	MATHESON TRI-GAS INC.	PARTS - VEHICLE	Vehicle Parts	341.10	341.10
7042	1/09/2025	MCCANDLESS FLORAL	FUNERAL CHIMES - SGT GRANT'S STEPDAD	Local Meetings	112.95	112.95
7043	1/09/2025	MORTON SALT INC.	ROCK SALT	Rock Salt	126,716.58	126,716.58
7044	1/09/2025	MR. MAGIC CAR WASH	2025 CAR WASH SERVICES	Vehicle Maintenance	5,397.00	5,397.00
7045	1/09/2025	MUNICIPAL CODE ENFORCEMENT, LLC	PROFESSIONAL SVCS - INSPECTIONS - NOVEMBER	PROFESSIONAL SERVICES	4,720.25	4,720.25
7046	1/09/2025	NORTH EASTERN UNIFORMS	UNIFORMS - SHANAHAN UNIFORMS - MARGOLIN UNIFORMS - RAY	Uniform Clothing	336.97	336.97
7047	1/09/2025	NORTH HILLS COUNCIL OF GOVERNMENTS	2025 MEMBERSHIP DUES	Membership Dues	9,950.00	9,950.00
7048	1/09/2025	OPTIMUS RISK SERVICES	LOSS CONTROL SERVICES	Consulting Services	795.00	795.00
7049	1/09/2025	PENN POWER	TRAFFIC SIGNAL SCHOOL ZONE TRAFFIC SIGNAL TOWN HALL MEMORIAL DR. MONUMENT	Electricity Electricity Traffic Signal Electricity Electricity	3449.30 27.83 279.62 32.79	3,789.54

Town of McCandless General Fund (Fund 01)
Check Listing with Accounting Distribution 1/01/2025-1/31/2025

Check No	Date	Vendor - Description	Invoice Description	Account Description	Distribution Amount	Check Amount
7050	1/09/2025	PERFECTION SERVICES, INC.	IT SERVICES - JAN 2025 SMARTBOARD - ADMIN COMPUTERS - ADMIN	Computers Software Contracted IT Services	4748.47 450.00 7670.00	12,868.47
7051	1/09/2025	QUADIENT, INC.	POSTAGE MACHINE LEASE - JAN	Office Equipment Leasing	326.10	326.10
7052	1/09/2025	SHULTS FORD LINCOLN	PARTS - #2102	Vehicle Parts	24.75	24.75
7053	1/09/2025	RETIRED POLICE OFFICER	MEDICAL INSURANCE REIMBURSEMENT	Police Officer Health Insurance	56.78	56.78
7054	1/09/2025	STANDARD INSURANCE COMPANY	STD, LTD, LIFE & AD&D - JAN 2025	STD Gross-Up Premium Paid LTD Gross-Up Premium Paid Town Manager/Asst Mgr Life Insurance Administrative Staff Life Insurance - RET Administrative Staff Life Insurance - Citizen Info Department Head Life Insurance Administrative Staff Life Insurance Police Officer Life Insurance Police Officer LTD Insurance Department Head Life Insurance Administrative Staff Life Insurance Supervisor Life Insurance Department Head Life Insurance Administrative Staff Life Insurance Supervisor Life Insurance Laborer Life Insurance	3038.69 1665.47 64.50 25.80 16.63 30.96 14.19 39.57 23.22 842.37 1889.48 18.06 16.77 20.64 37.41 24.51 12.90 33.54 175.03 18.06 27.09	8,034.89
7055	1/09/2025	STRASSBURGER MCKENNA	ZHB LEGAL SERVICES	ZHB Legal Services	3,511.00	3,511.00
7056	1/09/2025	STRATUS BUILDING SOLUTIONS	CLEANING SERVICES	Building Cleaning Services Building Cleaning Services	2775.00 200.00	2,975.00
7057	1/09/2025	T-MOBILE	MONTHLY WIRELESS	Monthly Telephone Charges Internet Fees Monthly Telephone	80.36 40.18 164.93 684.00 21.14 80.36 40.18 200.90	1,312.05
7058	1/09/2025	THIRD GENERATION	MONTHLY TELEPHONE CHARGE - JANUARY 2025	Monthly Telephone	1182.38 46.75	1,229.13
7059	1/09/2025	TRANSUNION RISK AND ALTERNATIVE	PERSON SEARCH	Subscriptions	150.00	150.00
7060	1/09/2025	UNIFIRST CORPORATION	UNIFORMS & MATS	Building Cleaning Services Uniform Cleaning Service	51.80 212.02	263.82
7061	1/09/2025	UNITED AUTO SUPPLY	PARTS - #2102 PARTS - VEHICLE LUBRICANTS PARTS - #6135 AA PARTS - VAN 2 AA	Vehicle Parts Lubricants Vehicle Parts	344.61 163.98 44.23	552.82
7062	1/09/2025	VERIZON CONNECT FLEET USA, LLC	VEHICLE TRACKING - NOVEMBER VEHICLE TRACKING - DECEMBER	Communications Equipment	446.60	446.60
7063	1/09/2025	WAPMM	2025 MEMBERSHIP DUES - RJ SUSKO	Membership Dues	40.00	40.00
7064	1/09/2025	WEST VIEW WATER AUTHORITY	558.0 HYDRANTS	Public Hydrant Services	14,937.66	14,937.66
7065	1/09/2025	WITMER PUBLIC SAFETY GROUP INC	AMMO	Ammunition & Firearm Peripherals	1,117.17	1,117.17
7066	1/09/2025	BRANDY FARROW INSURANCE & FINA SERVICES INC	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	11.56	11.56
7067	1/09/2025	CNP EMP LLC CHARLES R STOLZ	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	250.00	250.00
7068	1/09/2025	DRISCOLL, KEVIN P	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	5.24	5.24
7069	1/09/2025	GIFTED HANDS GIFT SHOP	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	62.50	62.50
7070	1/09/2025	GORNICK, DAVID E.	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	140.86	140.86
7071	1/09/2025	IN THE MOMENT MASSAGE THERAPY	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	28.80	28.80
7072	1/09/2025	K C CRAFT LLC	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	85.92	85.92

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7073	1/09/2025	KEN RICHARDS HAIR DESIGN	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	22.20	22.20
7074	1/09/2025	LAW OFFICES OF DAWN K GULL	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	204.57	204.57
7075	1/09/2025	SCHWEIGER DESIGNS	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	27.32	27.32
7076	1/09/2025	SEYMORE, KEITH B.	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	5.66	5.66
7077	1/09/2025	THOMPSON REMODELING AND REPAIR	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	17.41	17.41
7078	1/09/2025	VENTURA REVOCABLE TRUST	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	8.66	8.66
7079	1/09/2025	WEST PENN MULTI LIST	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	30.17	30.17
7080	1/09/2025	ZAUNICK, DANIEL J	BUSINESS PRIVILEGE TAX REFUND	BPT Refunds	189.40	189.40
EFT	1/13/2025	NEOPOST USA, INC.		Postage Meter Balance	1,000.00	1,000.00
7081	1/16/2025	AMAZON CAPITAL SERVICES	PAPER - DPW COMPUTER SUPPLIES - DPW OFFICE SUPPLIES SUPPLIES - ABBY SUPPLIES - POLICE OFFICE SUPPLIES - POLICE CAMERA - POLICE PUBLIC SAFETY - FIRE OTHER SUPPLIES - DPW COMMUNITY DAY - RADIOS OFFICE EQUIPMENT - ADMIN OFFICE SUPPLIES - POLICE PUBLIC SAFETY EQUIPMENT - DPW	Office Equipment Office Supplies General Office Supplies Public Safety Equipment Public Safety Equipment Paper Products Computer Supplies Other Operating Supplies Public Safety Equipment General Operating Supplies Advertising	106.98 273.18 201.59 599.00 188.99 40.98 35.99 147.76 29.10 31.34 35.99	1,690.90
7082	1/16/2025	BABST, CALLAND, CLEMENTS AND ZOMNIR, P.C.	GENERAL MATTERS LABOR AND EMPLOYMENT MATTERS - GENERAL RETAINER POLICE MATTERS 282 COURTNEY PROPERTY MAINTENANCE MCT CUMBERLAND LANDCO, LLC ZHB APPEAL 100% TOWN	Town Attorney Retainer Town Attorney Labor Attorney Enforcement Actions ZHB Legal Services	1500.00 4049.50 3012.50 1073.00 51.00 388.50	10,074.50
7083	1/16/2025	BLACKBURN MFG CO	STREET MARKING SUPPLIES	Street Marking Supplies	287.56	287.56
7084	1/16/2025	DUQUESNE LIGHT COMPANY	SCHOOL ZONES/TRAFFIC LIGHTS GREYBROOKE - 12/24	Electricity Traffic Signal Electricity	50.56 1100.98	1,151.54
7085	1/16/2025	FENCE BY MAINTENANCE SERVICE, INC.	DEVLIN PARK - POSTS & RAILS	Repairs	1,218.00	1,218.00
7086	1/16/2025	GATEWAY ENGINEERS INC.	9603 ANDERSON RD DEMO AND REBUILD 412 ARCADIA DR SINGLE-FAMILY RESIDENCE REDEVELOPMENT WILLIAMS SITE DEVELOPMENT PLAN RACHEL CARSON ECOVILLAGE VEHICLE STORAGE AREA MURN FILL SITE GRADING PLAN REVIEW CAREY LANE APARTMENTS FASSINGER FARMS CONSTRUCTION THE RIDGE CONSTRUCTION INSPECTION WALNUT CT AMENDED LAND DEVELOPMENT PLAN BOEHLER PLAN CONSTRUCTION OLD PERRY HIGHWAY TOWNHOMES 100% ESCROW	Walnut Court Baird Subaru Lot Review - Vehicle Storage Area Fassinger Farm Development The Ridge - Marwahl 10247 Grading Permit The Boehler Plan Williams/Hufnagel Subdivision 9603 Anderson Rd Stormwater Review Rachel Carson Eco-Village 412 Arcadia Drive - Stormwater Review 10085 Old Perry Hwy Stormwater Review Carey Lane Apartments	834.00 141.00 918.00 11168.75 141.00 999.00 78.00 36.00 2117.00 276.00 1742.50 1056.00	19,507.25
7087	1/16/2025	GBS	IMAGE BILLINGS AND ENCRYPTION FEE	Document Imaging	313.06	313.06
7088	1/16/2025	GETZ, DANA	SUPPLIES FOR LEARN TO KNIT 2/12 & 2/19	Recreational Supplies	113.25	113.25
7089	1/16/2025	GLASSMERE FUEL SERVICE	UNLEADED & DIESEL FUEL	Unleaded Fuel Diesel Fuel	5557.27 5166.15	10,723.42
7090	1/16/2025	GRAINGER	GAS CANS	Other Operating Supplies	1,046.08	1,046.08
7091	1/16/2025	HIGHMARK INC.	MEDICAL REIMBURSEMENT	Police Officer Health Insurance	15.80	15.80
7092	1/16/2025	iContact Marketing Group	ANNUAL SUBSCRIPTION FOR MCMAIL 2025	Website & E-Newsletter	744.60	744.60
7093	1/16/2025	JACKS AUTO PARTS	PARTS - SHOP SUPPLY	Other Operating Supplies	51.16	51.16
7094	1/16/2025	JP MORGAN CHASE & CO	ESCROW REFUND	Chase Bank	2,454.50	2,454.50
7095	1/16/2025	KONICA MINOLTA PREMIER FINANCE	BIZHUB 360 LEASE	Office Equipment Leasing	210.59	210.59
7096	1/16/2025	M & R POWER EQUIPMENT	PARTS - MACHINERY	Machinery Parts	346.05	346.05
7097	1/16/2025	Machesney, David A	UNIFORM REIMBURSEMENT - SELF/BROWNELLS	Uniform Clothing	58.84	58.84

Town of McCandless General Fund (Fund 01)
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Check No	Date	Vendor - Description	Invoice Description	Account Description	Distribution Amount	Check Amount
7098	1/16/2025	MARKL SUPPLY COMPANY	PO# 575 - MOUNTS UNIFORMS - EVEY UNIFORMS - METZGER UNIFORMS - KOLEK UNIFORMS - BARTOSZEWICZ	Uniform Clothing Public Safety Equipment	2162.45 1199.00	3,361.45
7099	1/16/2025	MOTOROLA SOLUTIONS, INC.	PO# 614 - POLICE CAMERAS	Public Safety Equipment	24,840.60	24,840.60
7100	1/16/2025	MUNICIPAL CODE ENFORCEMENT, LLC	PROFESSIONAL SVCS - INSPECTIONS - DECEMBER	PROFESSIONAL SERVICES	1,375.00	1,375.00
7101	1/16/2025	NORTH EASTERN UNIFORMS	UNIFORMS - SHANAHAN	Uniform Clothing	18.00	18.00
7102	1/16/2025	O'REILLY AUTO PARTS	PARTS - VEHICLES	Other Operating Supplies Vehicle Parts	55.80 43.96	99.76
7103	1/16/2025	OSBURN ASSOCIATES, INC.	PO# 605 - SIGN MATERIALS PO# 605 - SIGN MATERIALS CREDIT	Sign Making Equipment	1,452.75	1,452.75
7104	1/16/2025	PEOPLES GAS	TOWN HALL HERITAGE CENTER	Natural Gas Natural Gas	258.24 207.41	465.65
7105	1/16/2025	POWERPLAN	PARTS - VEHICLE	Machinery Parts	553.24	553.24
7106	1/16/2025	S & D CALIBRATION SERVICES INC	ACCUTRAK & ENRAD CERTIFICATION	Calibration Services	128.00	128.00
7107	1/16/2025	SABRE EQUIPMENT, INC.	SCENE LIGHTING FOR EMA TRAILER	Vehicles	465.00	465.00
7108	1/16/2025	SCOTT ELECTRIC CO.	PARTS PARTS	Other Operating Supplies	763.76	763.76
7109	1/16/2025	SHERWIN WILLIAMS	EMS TRAILER EMS TRAILER EMS TRAILER	Other Operating Supplies	362.90	362.90
7110	1/16/2025	STEPHENSON EQUIPMENT INC.	SALT SPREADERS	Salt Spreaders	1,006.04	1,006.04
7111	1/16/2025	SUNBELT RENTALS	EQUIPMENT RENTAL	Equipment Rental	204.00	204.00
7112	1/16/2025	UNIFIRST CORPORATION	UNIFORMS & MATS	Building Cleaning Services Uniform Cleaning Service	25.90 106.34	132.24
7113	1/16/2025	UPS STORE, THE	SHIPPING FAULTY CAMERA	Postage	21.08	21.08
7114	1/16/2025	VERIZON	MONTHLY INTERNET - JANUARY EQUIPMENT RENTAL - JANUARY	Internet Monthly Telephone Charges	188.99 8.81	197.80
7115	1/16/2025	W.B. MASON CO., INC.	BREAKROOM SUPPLIES - DPW OFFICE SUPPLIES - DPW	Office Supplies Other Operating Supplies	15.29 18.89	34.18
7116	1/16/2025	WISSNER, JEFF	UNIFORM ITEMS REIMBURSEMENT	Uniform Clothing	124.50	124.50
7117	1/16/2025	WITMER PUBLIC SAFETY GROUP INC	AMMO	Ammunition & Firearm Peripherals	3,670.72	3,670.72
7118	1/22/2025	A-COMFORT SERVICE	SERVICE CALL - NO HEAT	General Maintenance	69.00	69.00
7119	1/22/2025	ADP, INC	UNEMPLOYMENT	Unemployment Comp Management Fees	83.79	83.79
7120	1/22/2025	ALL ABOUT FUN PARTY RENTALS	COMMUNITY DAY - INFLATABLE RENTALS (DEPOSIT) EASTER EGG HUNT - INFLATABLE RENTAL (DEPOSIT)	Entertainment	548.02	548.02
7121	1/22/2025	ALLEGHENY COUNTY FIRE MARSHAL'S OFFICE	2025 REGISTRATION FEE	Fuel System Registration Fees	100.00	100.00
7122	1/22/2025	ALLIED COMMUNICATIONS OF PA	GPS AIR TIME - DEC	Public Safety Equipment	360.73	360.73
7123	1/22/2025	AMAZON CAPITAL SERVICES	OTHER SUPPLIES - DPW OTHER SUPPLIES - DPW OFFICE SUPPLIES - TAX HCC HVAC MAINTENANCE SUPPLIES	General RET Office Supplies Other Operating Supplies Other Operating Supplies Building Maintenance Supplies	34.93 56.96 186.19 182.98	461.06
7124	1/22/2025	S&S PROCESSING	TREE RECYCLING	Brush and Tree Recycling	180.00	180.00
7125	1/22/2025	BON TOOL COMPANY	SAFETY EQUIPMENT - DPW	Uniform Equipment	275.10	275.10
7126	1/22/2025	BUGS OR US, INC.	BEE TREATMENT	General Maintenance	75.00	75.00
7127	1/22/2025	CTW ELECTRICAL CO INC	VEHICLE - PARTS	Vehicle Parts	78.63	78.63
7128	1/22/2025	GLASS AMERICA	WINDSHIELD REPAIR	Vehicle Repairs	285.86	285.86
7129	1/22/2025	GRAINGER	TRASH BAGS LARGE GAS CAN OTHER SUPPLIES - DPW LARGE GAS CAN PARTS - VEHICLE	Sanitation Supplies Other Operating Supplies Vehicle Parts	107.38 50.39 357.60	515.37
7130	1/22/2025	HIGHMARK INC.	MEDICAL REIMBURSEMENTS MEDICAL REIMBURSEMENTS	Police Officer Health Insurance	433.75	433.75
7131	1/22/2025	HILL INTERNATIONAL TRUCKS NA LLC	PARTS - #3106 PARTS - #3110	Vehicle Parts	469.06	469.06

Town of McCandless General Fund (Fund 01)
Check Listing with Accounting Distribution 1/01/2025-1/31/2025

Check No	Date	Vendor - Description	Invoice Description	Account Description	Distribution Amount	Check Amount
7132	1/22/2025	JACKS AUTO PARTS	SANITATION SUPPLIES PARTS - #3120	Sanitation Supplies Vehicle Parts	40.47 188.11	228.58
7133	1/22/2025	LOCALITY MEDIA INC. dba FIRST DUE	ANNUAL RENEWAL OF FIRST DUE SOFTWARE	Software Maintenance	8,925.00	8,925.00
7134	1/22/2025	LOWE'S	DPW BUILDING SHOP PUBLIC WORKS GARAGE COUNCIL PARKS WINTERFEST BUILDING SUPPLIES COUNCIL CHAMBERS	Building Maintenance Supplies General Maintenance Other Operating Supplies Vehicle Parts Other Operating Supplies General Operating Supplies	103.85 158.86 90.13 24.66 109.61 928.24	1,415.35
7135	1/22/2025	MOTION & CONTROL ENTERPRISES LLC	PARTS - #3619	Vehicle Parts	10.79	10.79
7136	1/22/2025	O'REILLY AUTO PARTS	PARTS - VEHICLE	Vehicle Parts	49.95	49.95
7137	1/22/2025	PA ONE CALL SYSTEM INC	MONTHLY ACTIVITY FEE	PA One Call Fees	102.96	102.96
7138	1/22/2025	PEOPLES GAS	DPW	Natural Gas	2,228.37	2,228.37
7139	1/22/2025	PITT SPECIALTY SUPPLY, INC.	SANITATION SUPPLIES	Sanitation Supplies	130.99	130.99
7140	1/22/2025	PSTCA	2025 MEMBERSHIP DUES - WAGNER	RET Membership Dues	100.00	100.00
7141	1/22/2025	QUADIENT, INC.	POSTAGE MACHINE LEASE - FEB	Office Equipment Leasing	326.10	326.10
7142	1/22/2025	SABRE EQUIPMENT, INC.	PARTS - VEHICLE	Vehicle Parts	325.00	325.00
7143	1/22/2025	SKANDER TIRE SERVICE INC.	TIRES	Tires	469.00	469.00
7144	1/22/2025	TREASURER OF ALLEGHENY COUNTY	TAX DUPLICATE	RET Blotter	25.00	25.00
7145	1/22/2025	TRI-TECH FORENSICS, INC	INVESTIGATIONS TRAINING	Seminars & Training	389.00	389.00
7146	1/22/2025	UNIFIRST CORPORATION	UNIFORMS & MATS	Building Cleaning Services Uniform Cleaning Service	25.90 252.71	278.61
7147	1/22/2025	UNITED AUTO SUPPLY	PARTS - VEHICLE	Vehicle Parts	319.95	319.95
0007148[VOID]	1/22/2025	WADOSKY, JAMIE	WOODLAND ANIMAL COOKIE CLASS (1/18)	Recreational Supplies	-	-
7149	1/22/2025	WAPMM	2025 MEMBERSHIP DUES - JOHN SCHWEND	Membership Dues	40.00	40.00
7150	1/22/2025	WEST VIEW WATER AUTHORITY	HERITAGE CENTER DPW TOWN HALL	Water - Town Hall/DPW Water	437.55 12.11	449.66
7151	1/22/2025	WISSNER, JEFF	DRESS UNIFORM REIMBURSEMENT	Uniform Clothing	338.89	338.89
7152	1/22/2025	Y-PERS, INC	SANITATION SUPPLIES GARAGE CATCH BASINS	Sanitation Supplies General MS4 Maintenance	308.00 248.00	556.00
EFT	1/28/2025	MUNICIPAL BENEFITS SERVICES		Healthcare Healthcare Police	26485.78 58106.87	84,592.65
7153	1/31/2025	DSG TRAINING	PATROL K9	Police K-9 Donations	14,500.00	14,500.00
7154	1/31/2025	CASH	PETTY CASH REIMBURSEMENT - POLICE DEPT	Unleaded Fuel Miscellaneous Supplies Parking Expense	40.00 26.73 88.00	154.73
7155	1/31/2025	PA TURNPIKE TOLL BY PLATE	TOLL BY PLATE - PA-MG4144J	Miscellaneous Supplies	4.70	4.70
7156	1/31/2025	SUNBELT RENTALS	EQUIPMENT RENTAL	Equipment Rental	6,912.00	6,912.00
7157	1/31/2025	VERIZON WIRELESS	MONTHLY WIRELESS	Monthly Telephone	255.42 340.56 47.57	643.55
Total Checks						479,629.33

Town of McCandless Payroll Checking Account
Check Listing with Accounting Distribution 1/01/2025-1/31/2025

Check No	Date	Vendor - Description	Account Description	Account Description	Distribution Amount	Check Amount
EFT	1/2/2025	ADP CHILD SUPPORT PAYMENT	WAGE GARNISHMENT	CHILD SUPPORT	276.92	276.92
EFT	1/2/2025	ADP PAYROLL DIRECT DEPOSITS	REGULAR WAGES	Regular Wages Regular Wages	187,795.21	187,795.21
EFT	1/2/2025	ADP PAYROLL TAXES	PAYROLL TAXES	FICA, MED, PA STATE TAX	90,200.01	90,200.01
EFT	1/10/2025	PAYROLL FEES	PAYROLL FEES	PAYROLL FEES	2,325.65	2,325.65
EFT	2/16/2025	ADP PAYROLL DIRECT DEPOSITS	REGULAR WAGES	Regular Wages Regular Wages	181,308.88	181,308.88
EFT	2/16/2025	ADP PAYROLL TAXES	PAYROLL TAXES	FICA, MED, PA STATE TAX	87,593.25	87,593.25
EFT	2/16/2025	ADP CHILD SUPPORT PAYMENT	WAGE GARNISHMENT	CHILD SUPPORT	276.92	276.92
EFT	2/24/2025	ADP PAYROLL FEES	PAYROLL FEES	PAYROLL FEES	954.17	954.17
EFT	1/30/2025	ADP PAYROLL DIRECT DEPOSITS	REGULAR WAGES	Regular Wages Regular Wages	202,650.46	202,650.46
EFT	1/30/2025	ADP PAYROLL TAXES	PAYROLL TAXES	FICA, MED, PA STATE TAX	93,263.44	93,263.44
EFT	1/30/2025	ADP CHILD SUPPORT PAYMENT	WAGE GARNISHMENT	CHILD SUPPORT	276.92	276.92
Total Checks						\$846,921.83

Town of McCandless Capital Improvements Fund (Fund 18)
Check Listing with Accounting Distribution 1/01/2025-1/31/2025

Check No	Date	Vendor - Description	Invoice Description	Account Description	Distribution Amount	Check Amount
393	1/09/2025	INSIGHT PIPE CONTRACTING LP	PO #594 - 15" STORM SEWER REHABILITATION PIPE LINING	Pipe Lining	22,249.80	22,249.80
394	1/16/2025	S.E.T., INC.	SIGNAL COMPONENTS - PROJECT	Traffic Signal Upgrades	486,275.53	486,275.53
Total Checks						508,525.33

Town of McCandless Real Estate Tax Agency Fund (Fund 91)
Check Listing with Accounting Distribution 1/01/2025-1/31/2025

Check No	Date	Vendor - Description	Account No	Account Description	Distribution Amount	Check Amount
1397	1/09/2025	ANTHONY & DEBORAH NIKOLIN	DEC 2024 RE TAX REFUND - #695843	Prior Real Estate Tax Due To Town	112.85	112.85
1398	1/09/2025	DAVIES, JASON M	DEC 2024 RE TAX REFUND - #693562	Prior Real Estate Tax Due To Town	357.03	357.03
1399	1/09/2025	HUBER, RHEA	DEC 2024 RE TAX REFUND - #694822	Prior Real Estate Tax Due To Town	50.03	50.03
1400	1/16/2025	JEKE, ROBERT	ACT 72 REFUND - FIREMAN	RET Refunds	183.14	183.14
1401	1/31/2025	JOHNSON, CHERIE L	ACT 72 REFUND - FIREMAN	RET Refunds	209.37	209.37
1402	1/31/2025	MONPER, RONALD W.	ACT 72 REFUND - FIREMAN	RET Refunds	206.40	206.40
1403	1/31/2025	TITLEY, CHARLES E.	ACT 72 REFUND - FIREMAN	RET Refunds	300.00	300.00
Total Checks						\$1,418.82



Town of McCandless

9955 Grubbs Road, Wexford, PA 15090
Phone: 412-364-0616 Fax: 412-364-5066
Web: www.townofmccandless.org

Date: February 20, 2025

To: Town Council

From: John Bojarski, Public Information Officer

RE: Communications report

Below are some recent statistics for our Town media and communications methods:

Town Facebook page: Currently sitting at 5,510 follows. Over the last month, posts on the page reached 79,487 people with 274,311 total views, 2,074 content interactions (i.e., likes, shares and comments) and we received 126 new page follows.

Police Facebook page: Currently sitting at 6,454 follows. Over the last month, posts on the page reached 13,320 people with 53,881 total views, 964 content interactions and we received 23 new followers.

Heritage and Cultural Center Facebook page: Currently sitting at 1,756 follows. Over the last month, posts on the page reached 9,155 people with 68,521 total views, 1,177 content interactions and we received 64 new followers.

McMail: We sit at 4,029 subscribers. The February edition had a 64.55 percent “open” rate by subscribers and 10.98 percent of the contact list clicked on at least one link in the message.

YouTube: The Town’s channel has 174 subscribers and 45,721 total views. Over the last month, we received 234 views (33.4 total hours viewed).

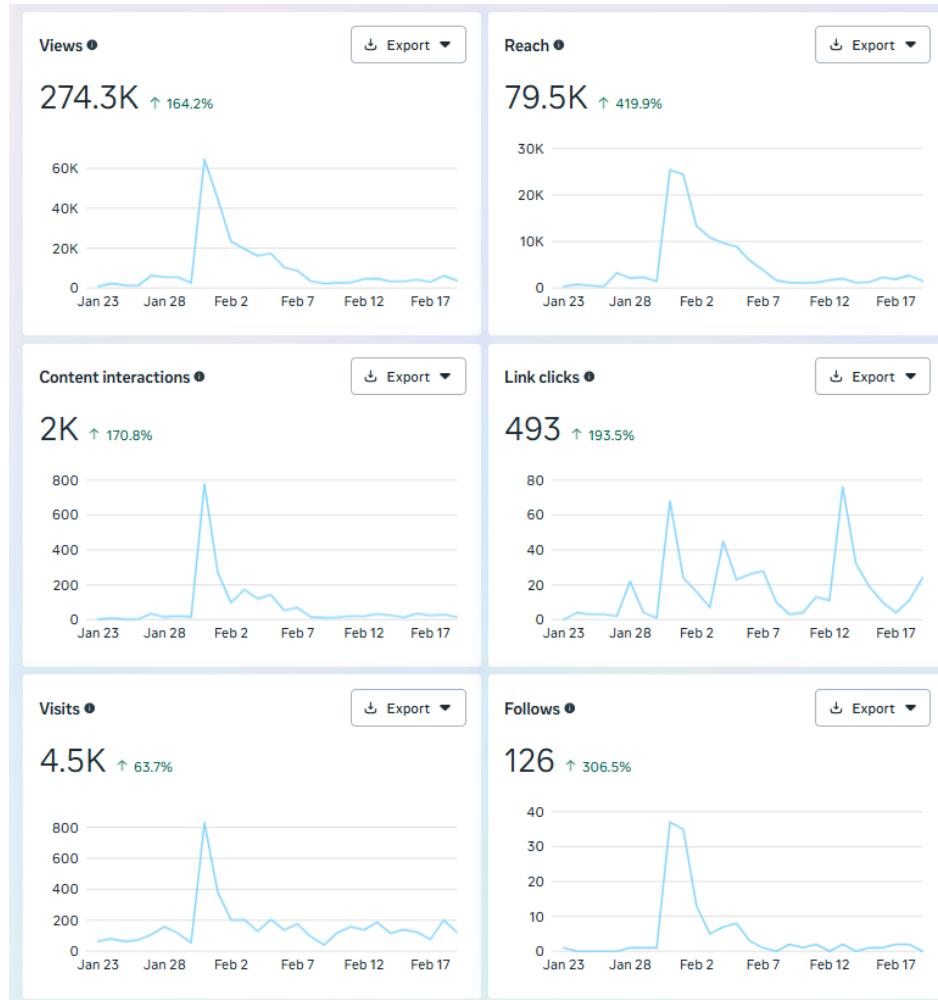
Instagram: The Town has 1,219 followers (an increase of 13 since the previous report).

LinkedIn: The Town has 381 followers (an increase of 12 since the previous report).

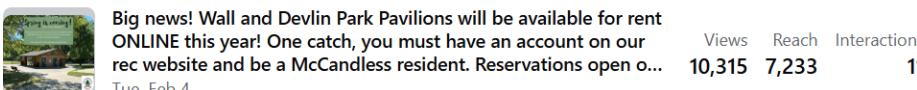
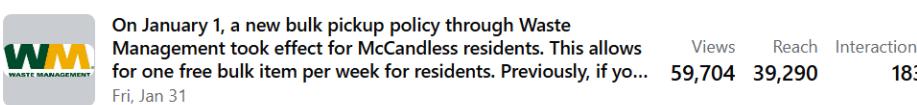
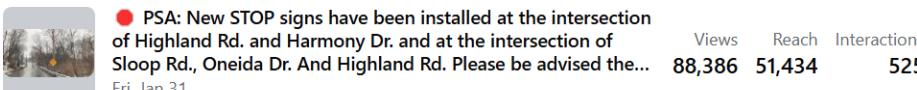
Town Crier: A 16-page edition of the Town Crier has been sent to the printer and is predicted to hit mailboxes mid-March.

For more details, see the graphics and charts on the following pages.

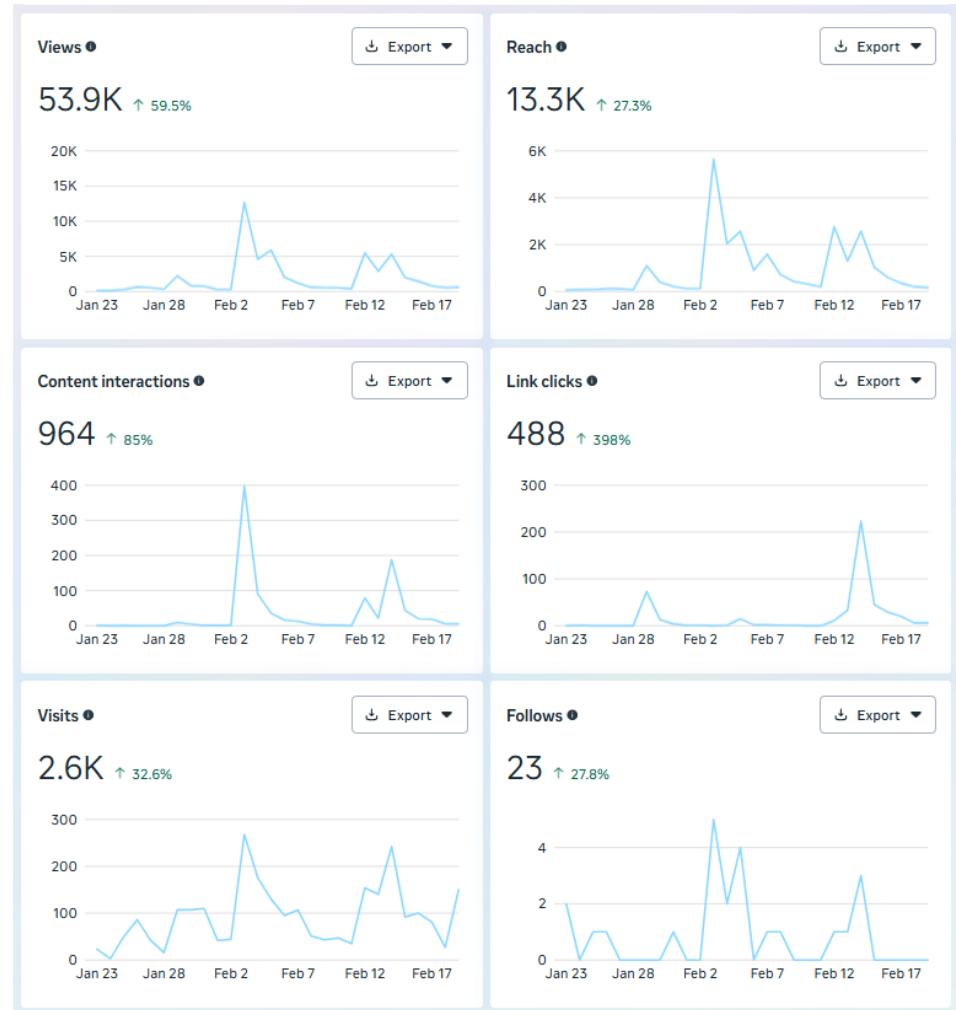
Town Facebook stats



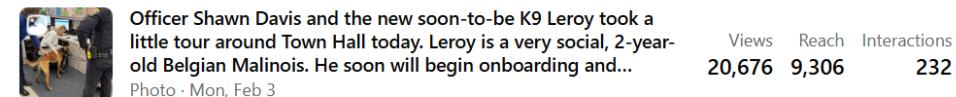
Top content



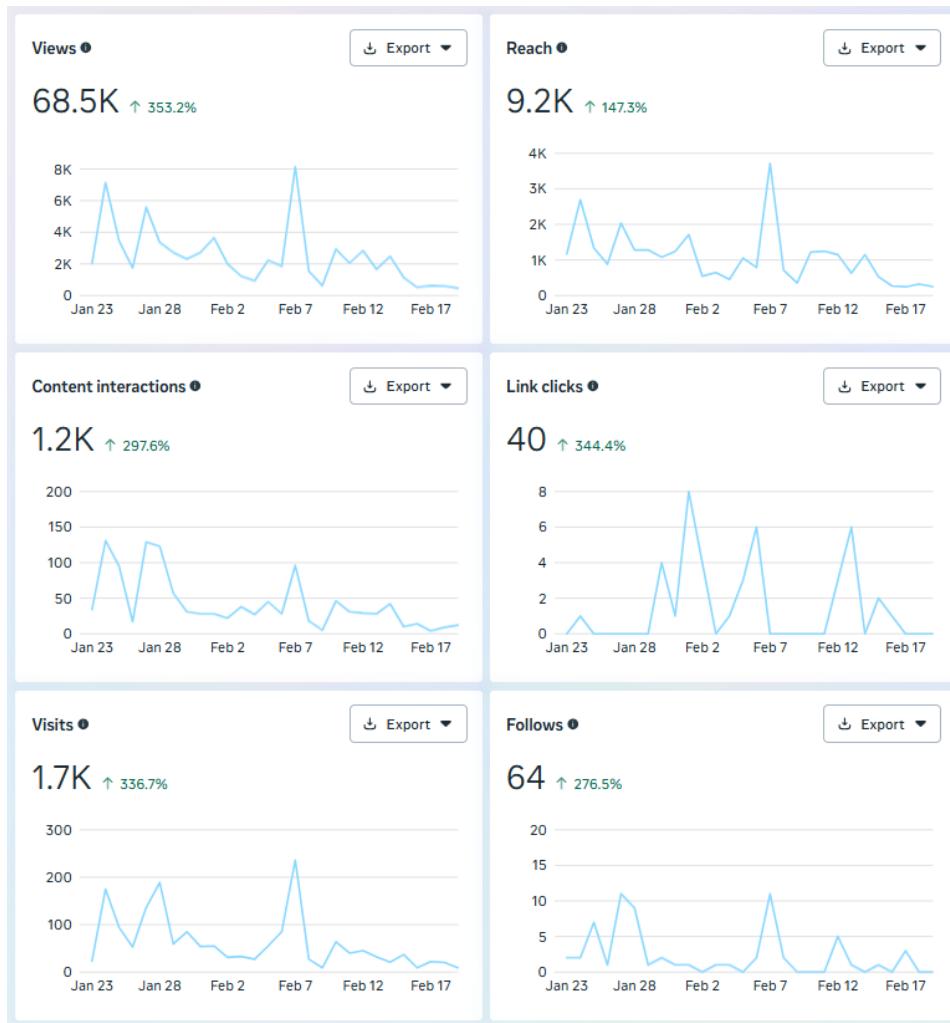
Police Facebook stats



Top content



HCC Facebook stats



Top content



Do you have any items, photos or memorabilia from things that have disappeared from our area in the last 20 years? Millennials are nostalgic too! Contact us at...

Fri, Feb 7

Views 8,967 Reach 4,684 Interactions 63



The first suburban development in McCandless. Brown and Vaughn builders began building homes in Longvue Acres #1 in the late 1940s. Home layouts and finishes were chosen by the buyer...

Fri, Jan 24

Views 8,497 Reach 3,900 Interactions 64



Today in things that aren't there anymore...some oldies but goodies!

Mon, Jan 27

Views 5,604 Reach 2,418 Interactions 64

February 2025 McMail report

Subject You've Got McMail™ – February 2025 e-newsletter from the Town of McCandless

Sent January 31, 2025 1:43:12 PM (55 seconds)

TOTALS

Contacts Sent To 4,022

Opened (64.55%) 2,596

Clicked (10.98%) 285

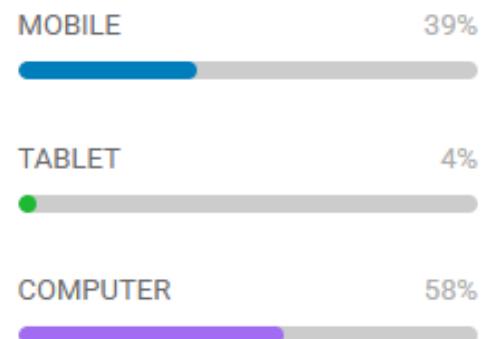
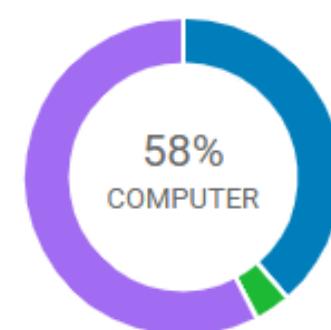
No Info (34.49%) 1,387

Bounced (0.97%) 39

Unsubscribed (0.1%) 4

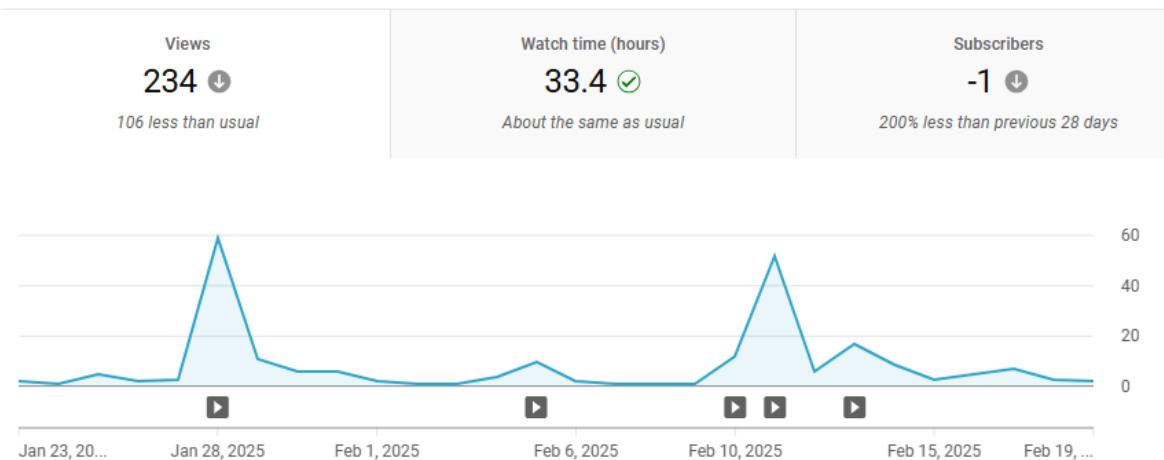
Complained 0

DEVICE USAGE

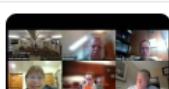


Town YouTube channel statistics

Your channel got 234 views in the last 28 days



Your top content in this period

		Views
1		Meeting of the Town Council (January 27, 2025) Jan 28, 2025 82
2		Meeting of the Town Council (February 10, 2025) Feb 11, 2025 56
3		Environmental Advisory Committee (February 12, 2025) Feb 13, 2025 17
4		Planning Commission (February 4, 2025) Feb 5, 2025 15
5		Personnel Board (January 28, 2025) Feb 10, 2025 13

Instagram stats

1,219
Total followers

6,285
Views

Followers 93.9%

Non-followers 6.1%

Accounts reached 945

Top content based on views



SAVE
the
DATE



Feb 3

Feb 16

Jan 24

Jan 29

LinkedIn stats

381
Total followers

2,657
Impressions
▼70.5%

65
Page views
▲27.5%

13
New followers in the last 30 days
▲8.3%

79
Reactions
▼71.4%

1
Comments
▼97.1%

2
Reposts
•0%

29
Unique visitors
▲20.8%

Top Performer

Post title	Impressions	Reactions	Comments
Officer Shawn Davis and the new soon-to-be K9 Leroy took a little tour around Town Hall today. Lero... Posted by John Bojarski 2/3/2025	628	23	0



TO: Town Council

FROM: Abby Lucostic, Parks & Rec Coordinator

DATE: February 24, 2025

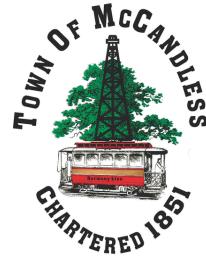
RE: Monthly Parks & Rec Activity Report – February 2025

- **Parks**
 - Parks open April 1
 - Updated permits released to youth and adult athletic associations in early February
 - Pavilion Permits available for Wall and Devlin Park pavilions ONLINE in 2025
 - Reservations will open on March 1 for RESIDENTS
 - Reservations will open on March 15 for NON-RESIDENTS
- **Recreation**
 - **See attached for Mar-April “Upcoming Events”**
 - Scheduling posts on Town’s social media to drive attendance and engagement and proto events
 - AAC ad hoc committee meeting scheduled for next week
 - **Community Events:**
 - Easter Egg Hunt
 - Scheduled for Saturday, April 19th
 - Working on events and planning for McCandless 175 in 2026
 - Treasures in the Trunk will be on Saturday, May 3
 - Community Day, Sat. September 13th
 - Will be from 1pm-8pm this year
 - **Recreation Programs:**
 - Learn To Knit
 - Feb 12 & 19 concluded to great success
 - Added another class for March 5 & 12, only 1 space left
 - Pickleball
 - Starting in May with learn to play pickleball series, round robins and intermediate classes
 - Classes will run through Sept/October
 - Tennis
 - May 10, will partner with USTA and resident Jim Block to teach an intro class

- HCC lecture series
 - 3rd Thursday of each month beginning in March with a presentation by the Moonshot Museum March 20
 - Working to boost the HCC's social media presence to drive visitation and program attendance
 - All lectures will use the Civic Rec registration system – registration is open for the March, April and May programs
- **Parks Study**
 - Next meeting in March
 - Survey is out to collect the public opinions until March 11, already 250+ responses logged by Pashek
 - Steering committee is made up of representatives from athletic associations, Town Council members, and recreation instructors

Upcoming events.

SPRING 2025



MAR

01

PAVILION RENTALS OPEN

Reserve Wall or Devlin Pavilions online.

MAR

20

MOONSHOT

Presentation at the HCC.

APR

01

PARKS OPEN

Come play!

APR

17

GARDEN SPOT OF PGH

Presentation at the HCC.

MAY

1,8,15

INTRO TO PICKLEBALL

Learn the basics to dink in the kitchen.

MAY

10

LEARN TO PLAY TENNIS

Looking for a new hobby? Start here.

MAY

15

ALLEGHENY OBSERVATORY

Presentation at the HCC.

MAR

5,12

LEARN TO KNIT WITH KNIT HOPE

Looking for a new hobby? Start here.

MAR

29

RAINGARDEN PROJECT

Help restore the rain garden.

APR

12

BEAUTIFY MCC

Join the EAC for the annual roadside cleanup.

APR

19

EASTER EGG HUNT

Free event, lots of prizes and fun.

MAY

03

TREASURES IN THE TRUNK

Someone's trash is your treasure.

MAY

10, 25

YOGA

Under the pavilion at Devlin Park.

MAY

22,29

ADV. BEGINNER PICKLEBALL

Level up.

Parks and Recreation Department
9955 Grubbs Rd, Wexford, PA 15090

Register for events online at www.townofmccandless.org.



Memorandum

Memo To: McCandless Town Council
From: John F. Schwend, Town Manager
Date: February 21, 2025
Re: February Manager's Report

Please accept this status report on various projects and activities in the Town and in the Town Manager's office. This report reflects current activities and is by no means all inclusive. Should you have any questions on any topic, please feel free to contact me directly.

Personnel

- Commenced a search for the Planning Director position. Currently we have five highly qualified applicants. Interview process will begin in early March.
- Completed one on one meetings with all administrative staff and department heads
- Continued to work with department heads to review 2025 departmental and Town-wide goals and objectives
- Application period for volunteers for ZHB, MIDA and Personnel board has closed. Interviews will be scheduled for the first week of March.

Finance

- Continued compiling data for the Town audit, auditors onsite on Monday the 24th.
- Finance department working to organize filing system and storing records
- ADP payroll system is in full use and has been well received by employees.
- Prepared retirement paperwork for one police officer, one public works employee and completed onboarding paperwork for two employees.

Grants

- Applications were submitted for Green Light Go Cycle 10 for three intersections on the Wexford flats and for the intersection of Perry and Perrymont – in progress
- Application was submitted for a Main Street Matters Grant for planning activities along Ingomar Road – in progress
- Actively working to close out remaining grant paperwork for GEDTF grant from 2023 – in progress
- Updated applications with additional information for Local Share Account (LSA) grant applications – in progress.
- Closing CITF grant for work at Devlin Park – in progress.

- Completed We Conserve PA grant in conjunction with Landforce Pgh. for work on the Brandt Trail – in progress.

Buildings and Grounds

- Window replacement project on track for August completion - ongoing
- Emergency Operations Center work is completed
- Completed painting work in Town hall
- Analyzing keyless entry system, security camera upgrades for Town Hall
- Preparing RFQ for flooring replacement in Town Hall - ongoing
- Preparing RFQ for emergency generator replacement at Town Hall – ongoing
- Designing lighting for parking lot near Heritage Center
- Quoting repair work for lighting in town parks

Public Works / Infrastructure

- Crews were called out 11 times for snow and ice events thus far in February
- Working to interview and hire two public works employees to fill vacancies.
- Met with Jason Dailey regarding PW evaluation and recommendations – ongoing
- Preparing the 2025 paving program – bid opening March 13th, potentially awarding a contract on March 24th.
- Catch basin repair work is well underway, crews preparing for the 2025 paving program
- Wall Park drainage improvements planned to begin within a few weeks, weather dependent - ongoing.

Parks and Rec

- Park's Master Plan steering committee met on 1/23. It was a very productive first meeting. Additional key stakeholders will be contacted within the coming month. Public engagement campaign begins in late Feb. / early March. Next meeting will take place in March. Deliverable should be approximately Jan. 2026.
- Parks Master Plan survey distributed and advertised via all media
- Considering adding additional community activities in 2025 - ongoing

Miscellaneous

- Interviewing LGA intern candidates for summer intern project
- Reviewing IPMC for proposed changes to the property maintenance code
- Researching leash laws – proposed language for the March 10th meeting
- Met with representative from Univest Bank to discuss money market opportunities
- Reviewing town contracts - ongoing
- Outlining the process for a Strategic Planning Session for the Town Council and staff



Memorandum

Memo To: McCandless Town Council
From: John F. Schwend, Town Manager
Date: February 21, 2025
Re: Policy on Board and Commission Applications and Appointments

After review, we have found a need for a formal, uniform policy regarding the appointment of residents to Boards and Commissions in the Town. The following proposed resolution outlines the following:

Advertisement – period of 30 days which can be extended if no one has applied. Advertisement to be placed on any form of media available, but must be posted at a minimum on the website, social media pages, town bulletin board and announced at Council meeting. Incumbents shall be asked to interview. Alternates shall interview for full positions as well.

Interview – Interviews shall be conducted by an interview committee that is comprised of the Council Liaison, Alternate Liaison and Town Manager or Staff Liaison. Interviews are recorded and available for viewing by any Council members at least 7 days prior to action being taken on the appointment of an applicant. All applicants shall be interviewed, and a list of all applicants shall be provided to Council prior to interviews. Interview questions shall be approved by the interview committee.

Appointment – Council will vote to appoint residents to fill the vacancies. Beginning with all appointments made after the date of the resolution, terms shall be measured in full calendar years.

**OFFICIAL
TOWN OF McCANDLESS
RESOLUTION 2025-02**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA,
ESTABLISHING APPOINTMENT POLICY FOR BOARDS,
COMMISSIONS AND SPECIAL COMMITTEES**

WHEREAS, the Town Council of the Town of McCandless regularly appoints qualified electors of the Town to positions on various Town Boards, Commissions and Special Committees; and

WHEREAS, Town Council has determined that it would be in the best interests of the Town and its residents to establish an appointment policy to ensure that the most qualified individuals are identified to serve in such roles.

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 the Appointment Policy attached hereto as **Exhibit A** and incorporated herein by reference.

Section 2.

Any resolutions in conflict with this Resolution shall be repealed.

Section 3.

This Resolution shall become effective upon adoption.

Motion made by Council member _____, seconded by Council member _____, and this resolution is adopted this 24th day of February, 2025.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

Secretary

President

EXHIBIT A
APPOINTMENT POLICY

1. Applications for positions on boards, commissions and advisory committees appointed by Town Council and information sheets 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 in the event that the position becomes available. The application will be kept on file at the Town Hall for up to two years.
3. In the event of a vacancy, the position will be posted on the 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), and social media, if feasible within the thirty (30) day time limit.
4. Applications may be submitted in person to Town Hall or electronically to the Town Manager before the approved deadline from posting. A listing of all applicants shall be made available to Town Council and posted on the Town Bulletin Board.
5. 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 and schedule an interview through the Town Manager's office. No incumbent shall be reappointed for more than two (2) consecutive terms unless the Town receives no other applications from a qualified applicant as determined by Town Council
6. Interviews will be conducted by an interview committee consisting of the appropriate Council Liaison, Alternate Council Liaison and Town Manager or their designee, (typically the Staff Liaison), generally within one month of the application deadline, as soon as feasible. Interviews shall be recorded, and available for review by any member of Town Council at least seven (7) days prior to any appointment action.
7. Appointments will be made following the application deadline and interview, by majority vote of Town Council. Successful appointees will be notified within one week of appointment.
9. No person shall hold a position on more than one board or commission.
10. Beginning with appointments after February 24th 2025, full term lengths shall be measured in calendar years (January 1 until December 31). In the event of a vacancy, the term would commence upon appointment and continue until the end of the appropriate calendar year.
10. Full descriptions, responsibilities and length of term for boards, commissions and special committees, as well as the appointee names, appointment dates and end of term will be posted on the Town website under the appropriate tab.



Staff Report

To: Town Council Members

From: Rachel J. Susko, Planning & Development Director

Date: February 20, 2025

Re: Walnut Court Phase 2 Subdivision/Land Development application

Date filed with Planning Commission: November 10, 2023

Last meeting prior to action deadline: April 14, 2025

Developer: Walnut Court, LLC

Location: At the end of existing Walnut Court, fka 350 Ingomar Terrace, Block/Lot 945-N-227

Summary of previous activity

The plan was initially submitted in late 2023 and began review at the November 2023 Planning Commission meeting. At this time the plan proposed 1 townhome building consisting of 7 individually owned front-entry units to be accessed by a driveway extension off of the existing cul-de-sac built in Phase 1, with a hammerhead turnaround for emergency vehicle access at the far end of the property. The Town and Commission raised concerns about compliance with the Town's new SALDO due to the lack of frontage on a full-width road, which would be required for the units to be subdivided for individual ownership. Several design modification requests were also submitted relating to grading and buffer planting depth at the edge of the hammerhead, where the property abuts the heavily wooded area on MTSAs grounds. It was again reviewed at the December 2023 meeting before the developer decided to pause the application to work out utility configuration issues, which were causing the grading and buffer depth modification requests, and consider the Commission's comments on the driveway configuration.

In December 2024 a revised submission returned to the Planning Commission which dropped 1 unit to better accommodate the existing water line adjacent to the cul-de-sac. This plan also eliminated the buffer planting depth modification request and reduced the area subject to the grading modification request. The road frontage issue for the individual units' mortgage subdivision remained. The Commission questioned the developer on alternate configurations of the townhome building to resolve the access driveway/frontage issue. The developer stated that it would not be a financially viable project if less than 6 units were built.

Discussion continued with the Commission at the January 2025 meeting, where the developer presented a revised subdivision plan that managed to achieve at least 20' of road frontage on the existing cul-de-sac (the minimum code requirement, which reflects the minimum lot width required for a townhome) for each unit by utilizing L-shaped and horseshoe-shaped "flag lots." This would create a highly unusual, although technically legal, property line configuration where all units would require cross-access agreements with each other to utilize the driveway and large areas of land for each owner that would be functionally unusable. In light of this information, the Commission determined that it was in

the best interest of the Town – in other words, a result “equal to or better than the code as written” – to grant a frontage modification to allow for more traditional lot shapes that would front directly on the shared access driveway and eliminate land ownership confusion for the future residents.

At the February 2025 Planning Commission meeting the developer presented the final proposed lot shapes and received a recommendation of approval from the Commission.

Note: The Town has subsequently engaged in an amendment to the zoning ordinance to more clearly prohibit flag lot shapes, but that amendment process is separate from this development’s review purview and cannot be retroactively applied to the plan currently on the table.

Modification requests

Modification Request #1 – 2:1 Fill slopes

§1705.05(a) limits fill slopes to a slope of 3 horizontal to 1 vertical (3:1) by default. Applicant requests a 2:1 fill slope in the rear of the townhome units.

Recommendation: 2:1 fill slopes are a reasonable alternative to limit unnecessary land disturbance when supported by a geotechnical report from the applicant and are commonly approved by the Town with this standard. Gateway has reviewed the submitted report and concurs with its conclusions. The Planning Commission has also recommended approval.

Modification Request #2 – Allow individual townhome unit lots to front on the 20' shared access drive

§1104.13(C)1 requires all new lots to have a minimum of 20' of frontage abutting a public road, with the exception of “suitably designed residential courts or other planned developments having acceptable means of access.” Applicant requests the proposed 20' wide shared access drive with hammerhead turnaround, which townhome residents will use to enter/exit their garages and take access to the existing privately owned Walnut Court cul-de-sac, to be considered an acceptable means of access.

Recommendation: The Planning Commission did not prefer this configuration to a reduction of total units that could have taken access and achieved 20' of frontage on the cul-de-sac more directly, but the developer was able to achieve 20' of frontage using L-shaped and horseshoe-shaped “flag lots,” which would have created highly unusual lot shapes inconsistent with the intent of the Town’s SALDO. The Commission ultimately agreed that allowing the lots to be subdivided directly onto the 20' wide access drive would be a better result than what was allowed by the code as currently written and has recommended approval. In this case, it is also reasonable to allow the access drive to connect to the Walnut Court cul-de-sac even though it is privately owned, rather than a public road, because Phase 1 of Walnut Court was originally reviewed and approved under the old subdivision design requirements which allowed for private roads if they were designed to Town road standards. Walnut Court meets this standard.

Public Recreation/Open Space (PROS) fee-in-lieu request

The applicant has requested to pay a fee-in-lieu to waive the PROS requirements of §1104.150, which would otherwise require the minimum assessment of 12,000 square feet, or about 1/4 acre, of additional space to be reserved on the property for one of the approved PROS uses. Phase 1 of Walnut Court was permitted to exercise the fee-in-lieu option, so allowing Phase 2 to do so would be consistent with how

this development has been previously handled. Additionally, the remainder parcel on the other side of the access drive would appear to be the most appropriate location for an open space reservation, but it is already encumbered with utility easements for service throughout the plan and could not be guaranteed to remain undisturbed due to utility access rights.

If approved, the PROS fee-in-lieu would be assessed at \$4,800 per the Town's current Master Fee Resolution rate of \$800 per dwelling unit. The funds would be available to be used at the Town's discretion to cover maintenance, improvements, or additions to Town-owned recreation facilities within the next 10 years.

Final considerations

If Town Council approves this plan, the following contingencies will be included:

- A development agreement must be executed with the Town.
- The developer must execute a stormwater facilities operations & maintenance agreement with the Town and pay the required financial guarantee as calculated by the Town Engineer.
- If any encroachments into existing streams and/or floodways are considered, they must be permitted per DEP Chapter 105 requirements and a copy of the permit must be provided to the Town once issued.
- Service availability letters from utility providers must be submitted to the Town.
- The plan must be submitted to MTSA for review and approval. Proof of approval must be provided to the Town. MTSA may require a Planning Module.
- The plan must be reviewed and approved by West View Water Authority.
- An amended NPDES permit will be required for the project. Copies of all letters of approval and permits must be provided to the Town upon receipt.
- A cost estimate for the proposed improvements must be submitted for review prior to final plan approval for bonding purposes.
- Any other remaining comments of the Town Engineer's review letter dated February 17, 2025, and any subsequently issued review letters, must be satisfied.



A FULL-SERVICE CIVIL ENGINEERING COMPANY



100 McMorris Road
Pittsburgh, PA 15205



412-921-4030



GatewayEngineers.com

February 17, 2025

C-35333-0008

Town of McCandless
9955 Grubbs Road
Wexford, PA 15090

Attn: Rachel Susko, Planning Administrator, Town of McCandless

Re: Walnut Court Phase 2
Preliminary/Final Land Development and Subdivision Review

Dear RJ,

We have reviewed the above referenced land development and subdivision plan for Phase 2 of the townhouse development and a private driveway in the R-M Moderate Density Neighborhood Zoning District. The first phase of development is complete. Phase 2 proposes the consolidation and re-subdivision of lots for the development of a six (6) unit townhouse building and all required infrastructure. The following material has been submitted for review:

- Final Subdivision Application dated November 4, 2024
- Allegheny County Subdivision Application dated November 4, 2024
- Allegheny County Requests for Modifications and Waivers dated November 4, 2024
- Project Narrative prepared by Common Ground submitted November 7, 2024
- Modification requests prepared by Common Ground dated November 4, 2024
- Waiver request prepared by Common Ground dated November 4, 2024
- Waiver request prepared by Victor-Wetzel Associates dated January 15, 2025
- Walnut Court Ph 2 plan set prepared by Common Ground revision dated February 4, 2025
- PCSM Report prepared by Common Ground revision dated February 4, 2025
- Geotechnical Investigation prepared by ACA Engineering dated October 4, 2023
- Response to Gateway's 2/4/2025 comment letter prepared by Common Ground dated January 31, 2025
- Aquatic Resource Determination Letter Report prepared by Ecotune Environmental Consultants dated December 19, 2024

The following are our comments with respect to the above referenced materials with regards to the requirements of the Town of McCandless Ordinances for a Preliminary/Final Plan review:

FULL-SERVICE CIVIL ENGINEERING

ASSET MANAGEMENT • ENVIRONMENTAL • GEOTECHNICAL
LAND DEVELOPMENT • MUNICIPAL • STRUCTURAL • SURVEYING • TRANSPORTATION

Subdivision and Consolidation Plan Comments:

1. The recording plans, sheets 1, 2, and 3, must be signed and sealed by the professional preparing them. ***The applicant's consultant has acknowledged; this comment will remain until the item is addressed.***
2. A legal instrument as required by owners of the portions of the existing easements proposed “to be extinguished” must be provided to the Town. ***The applicant's consultant has acknowledged; this comment will remain until the item is addressed. It appears there is also a section of the waterline easement that is proposed “to be realigned with pipeline.” This proposed adjustment must also be captured in the above-mentioned legal instrument.***
3. It appears the total area of Parcel A (2.4915 acres) and the metes and bounds along the southern boundary line does not match the area and labels listed in the original subdivision plan (2.489 acres). Please verify and revise as needed. A closure report for proposed Parcel A-1 must be submitted, the other reports have been received.
4. It appears the original Parcel A will consist of two non-contiguous areas split by a road and multiple parcels, and the plan shows these separate parcels to be joined. Allegheny County must provide approval confirming these parcels can be joined. ***The applicant's consultant has acknowledged; this comment will remain until the item is addressed.***

General:

1. The following modification request(s) to the Town Ordinance have been submitted.
 - a. §1705.05(a) Standards for Grading: The maximum slope for fill shall not exceed 3:1.
 - i. *Proposed:* Allow 2:1 fill slopes
 - ii. *Justification:* The enclosed geotechnical report supports the use of 2:1 slopes.
 - iii. *Gateway:* Our Geotechnical Engineer's review concurs with the report.
 - b. §1104.13(c)(1) Lot Frontage: Every lot shall have a minimum of 20 feet of frontage along the right-of-way of a public street. Every lot shall abut on a public street with the exception of a suitably designed residential courts or other planned developments having acceptable means of access.
 - i. *Proposed:* Sublots A, B, C, D, and F of Lot 201 will not have 20 feet of frontage on a public street with the exception of a suitably designed residential court.
 - ii. *Justification:* There is sufficient frontage on Walnut Court to meet the frontage requirement utilizing a “flag lot” design. The modification will provide the opportunity to create more conventional shaped lot lines for the sublots of Lot 201.
2. The dates of granted modifications shall be listed on the cover sheet per §1103.130(D)(13).
3. A note must be added to the plan as follows: “Any encroachments into existing streams and/or floodways must be permitted per DEP Chapter 105 requirements.”
4. The plan must be reviewed by the Town Fire Marshal.

5. Letters must be provided from utilities confirming service availability.
6. The plan must be reviewed by MTSAs, a planning module may be required.
7. The plan must be reviewed and approved by the West View Water Authority.
8. Provide proof of the NPDES permit amendment approval to the Town per §913.10(a).
9. A stormwater facilities maintenance and monitoring agreement and financial guarantee must be provided to the Town per §913.19(b)(1)(C).
10. A cost estimate for the proposed improvements must be submitted for review.
11. A developer's agreement must be executed with the Town.
12. The applicant is requesting a fee-in-lieu waiver of the required Public Recreation and Open Space (PROS) area requirements of §1104.150. Per §1104.150(G)1, if approved by Town Council, the fee would be assessed at the current Master Fee Resolution rate of \$800 per dwelling unit for a total of \$4,800.
13. The Town may have additional comments.

All revisions must be submitted to the Town. The plan has been reviewed for conformance to Town Ordinance standards only. The review is based on surveys and a plan prepared by others and assumes this information is correct and valid as submitted. If you should have any questions, please call.

Sincerely,
THE GATEWAY ENGINEERS, INC.

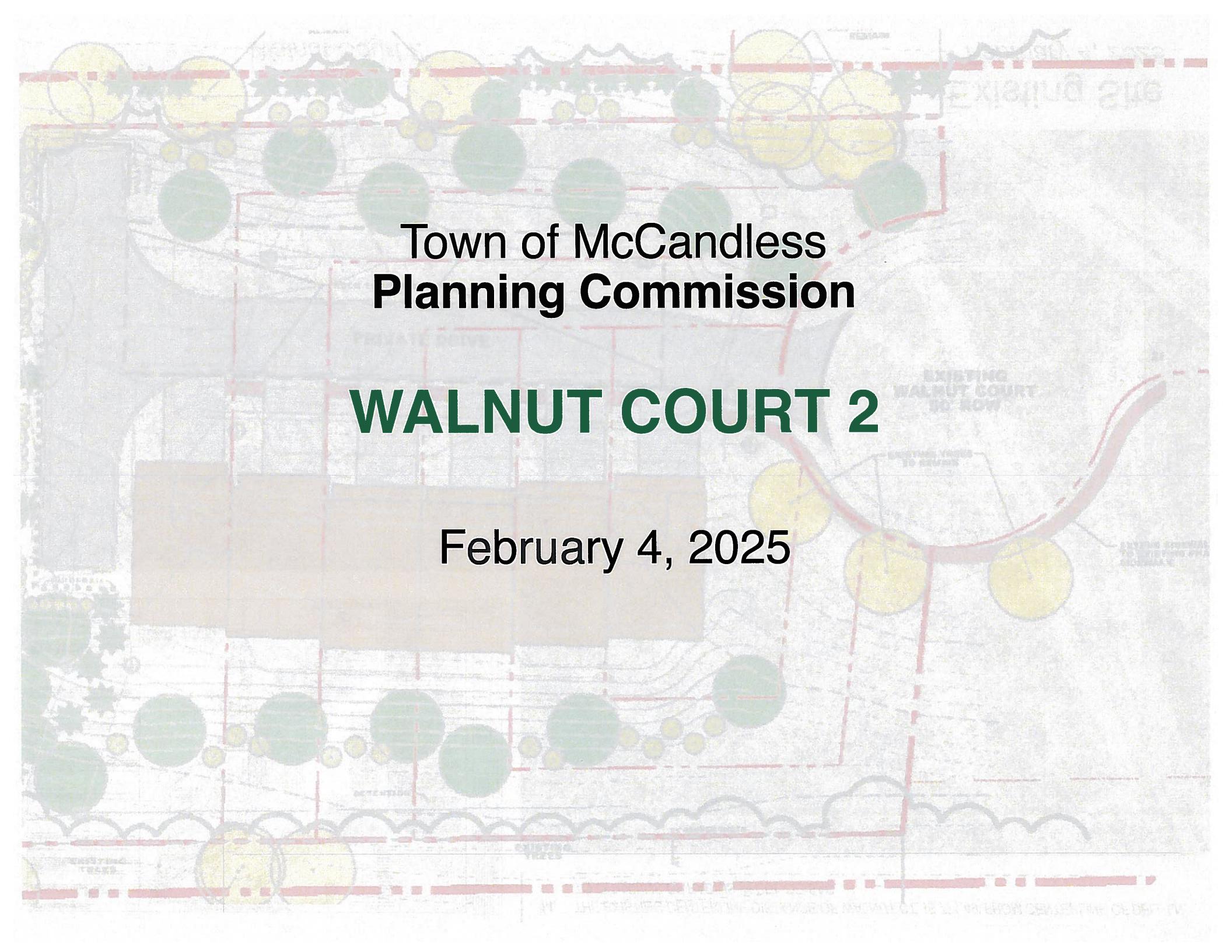


Daniel S. Deisereth, P.E.
Town Engineer



Kelley R. Harrington, E.I.T.
Project Manager

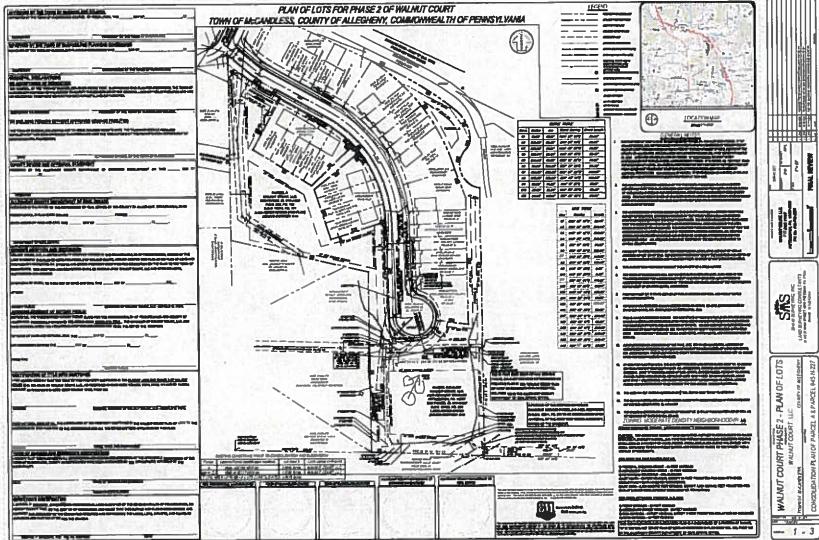
cc: John Schwend, Town Manager, Town of McCandless
Brad Iannuzzi, Public Works Superintendent, Town of McCandless
Lucas Holden Land Use Administrative Assistant, Town of McCandless
Steve Korbel, Solicitor, Town of McCandless
McCandless Township Sanitary Authority
Bernard Lamm, Common Ground
David Lucci, Victor-Wetzel Associates
Don Pohl, Walnut Court, LLC



Town of McCandless Planning Commission

WALNUT COURT 2

February 4, 2025



14. THE EXISTING CENTERLINE DISTANCE OF WALNUT CT. IS 771.49' FROM CENTERLINE OF DELL LN. TO TERMINUS OF RADIUS IN CUL-DE-SAC.



Existing Site

February 4, 2025

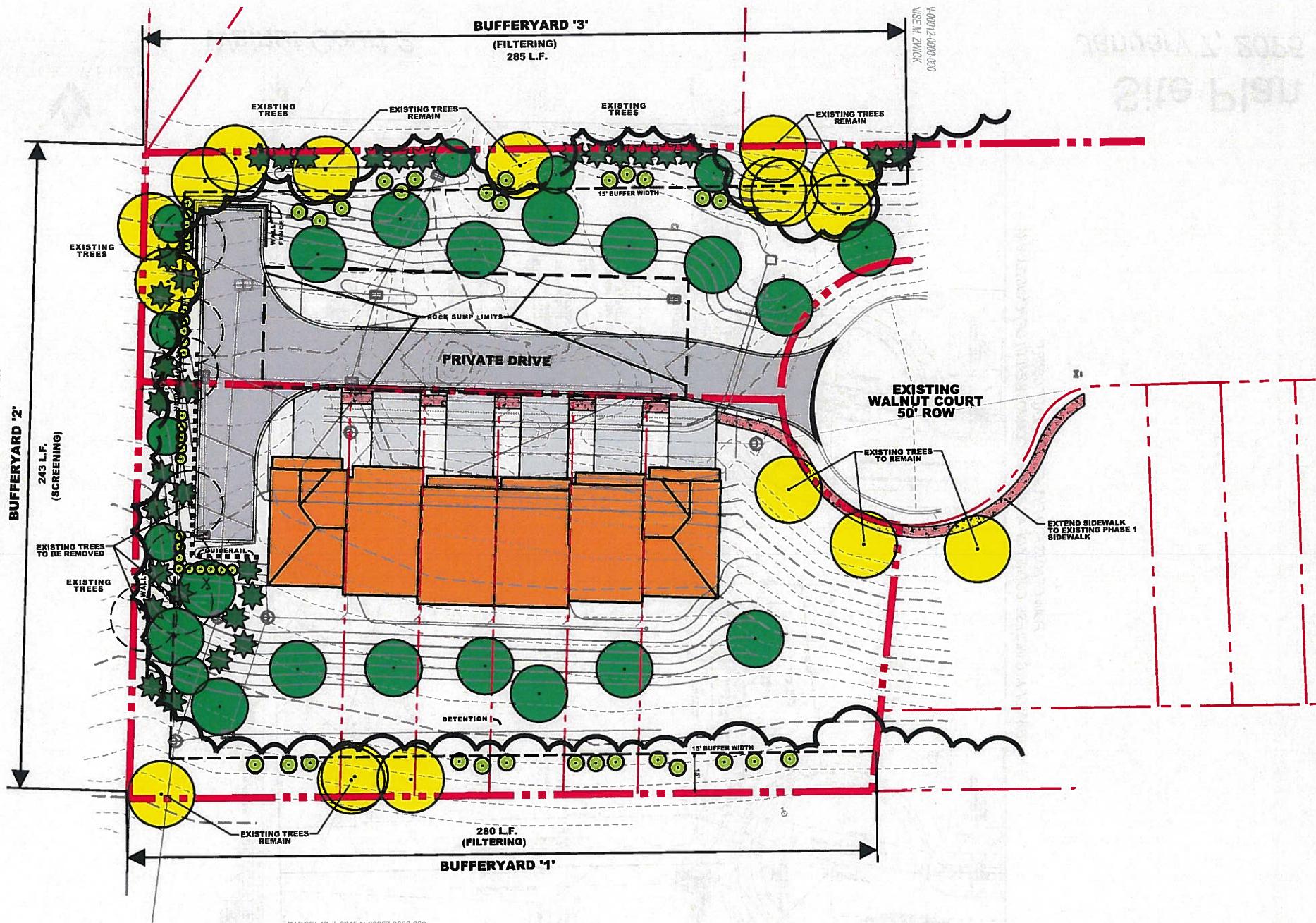
PARCEL ID #: 0826-B-00254-0000-400
MC CANNLESS TOWNSHIP SANDBAY 11TH CEN

PARCEL ID #: 0945-N-00057-0000-000
NEIL A. & GAIL J. MASON

Walnut Court 2

Site Plan

January 7, 2025

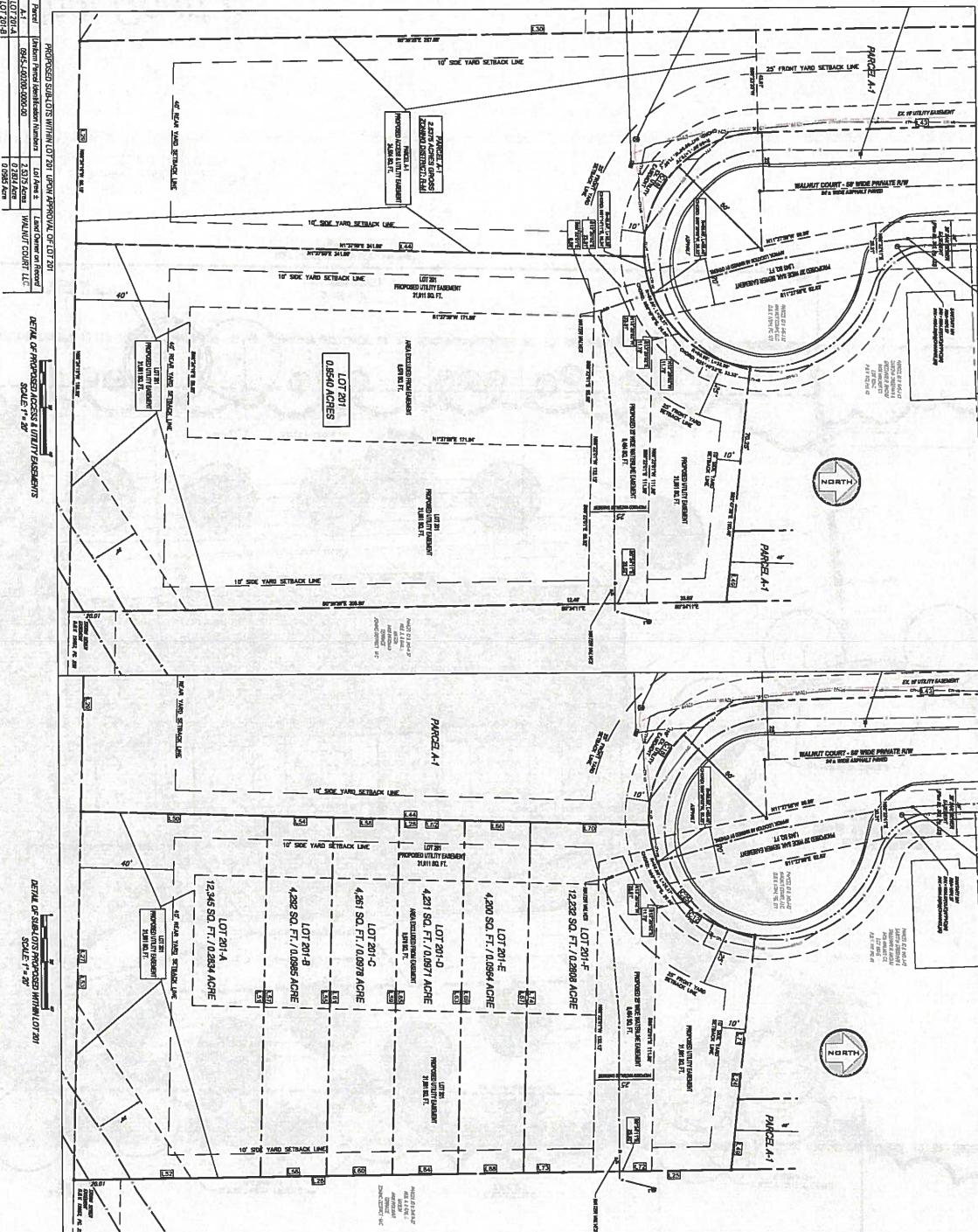


**PLAN OF LOTS FOR PHASE 2 OF WALNUT COURT
TOWN OF McCANDLESS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA**

Site Plan

January 7, 2025

January 7, 2025



Walnut Court 2

