TOWNSHIP OF O'HARA
COUNCIL VIRTUAL
SPECIAL WORKSHOP MINUTES
NOVEMBER 17, 2020

I.   OPENING PROCEDURES

      A.   Call to Order by <u>President Smith</u> at 7:03 p.m.
      B.   Pledge of Allegiance led by <u>President Smith</u>
      C.   Roll Call

Council Members Present:	Robert John Smith, President of Council; Charles A. Vogel, Vice President of Council; George H. Stewart, Second Ward; Allison Berger, Fourth Ward; Cassandra R. Eccles, Fifth Ward
Absent:	John R. Denny, Jr., At-Large
Also Present:	Ted Curran, Treasurer; Julie A. Jakubec, CPA, CGMA, Township Manager; Charles W. Steinert, Jr., P.E., Township Engineer; Scott K. Slagel, Police Superintendent; Loren R. Kephart, Public Service Superintendent; Cathy Bubas, Manager's Secretary

<u>Manager Jakubec</u> informed <u>Council</u> that <u>Mr. Denny, Jr.</u> was attending a business matter.

The <u>Manager</u> read a statement related to virtual meeting procedures and participation in the meeting.

II.   CITIZEN COMMENTS CONCERNING NON-AGENDA ITEMS

No comments.

III.   REVIEW AND DISCUSSION

      A.   Review of the Proposed 2021 Operating and Capital Budgets

<u>Manager Jakubec</u> stated the purpose of the Special Workshop is to review the 2021 Proposed Operating and Capital Budgets. A Public Hearing to receive public comments concerning the proposed 2021 budget is scheduled for 7:00 p.m. on December 1st. The Public Hearing will be followed by a scheduled workshop that same evening during which time review of the budget will continue if necessary. The final adoption of the 2021 Township budget is scheduled to occur at the December 8th regular <u>Council</u> meeting.

The <u>Manager</u> proceeded to review each section of the proposed budget document. It was noted the unassigned general fund balance, going into 2022, would be 11.17%, which equates to approximately $1,000,000.

<u>Manager Jakubec</u> recalled when the COVID-19 pandemic began to surface in the United States in

March, cost savings measures were put into place due to potential effects on anticipated revenue. The Manager stated no tax increase is proposed for 2021. Normally the budget is prepared assuming a 98% tax collection rate. For 2021, to err on the side of conservatism, the tax collection rate of 96% was assumed due to COVID-19. Manager Jakubec noted other possible effects to tax revenue in 2021.

Manager Jakubec noted a sanitary sewer rate study will be performed as a result of new connections to the Saxonburg and Dorseyville/Village sanitary sewer projects. ALCOSAN rates were just received and will be updated in the budget.

The Manager noted the storm water fee recently implemented is specifically for storm water projects. It is anticipated the Township will receive $960,000 in 2021 from this fee.

Manager Jakubec reviewed expenditures, noting administrative expenses are fairly consistent with other years.

Ms. Eccles noted $3,500 allocated for small tools. The Manager explained the funds are set aside to replace older computers as needed.

Manager Jakubec noted the Police Department includes 13 Patrol Officers, 1 Sergeant and one Police Superintendent. One Officer will retire in 2021. Ms. Eccles recalled the high school used to pay for a School Resource Officer, which the school district has eliminated. She questioned if the former School Resource Officer would offset the Officer that is retiring, which the Manager affirmed.

Manager Jakubec noted an increase of funding for Police training, recalling a successful "De-escalation" training session with Diversity Builders.

The Manager stated the Township contracts with Hoffman Kennels, a no-kill animal shelter, for animal control.

Manager Jakubec stated $75,000 is allocated to each of the Township's volunteer fire department/company, and $75,000 is shared with Aspinwall, Blawnox, Fox Chapel and Sharpsburg fire departments/companies for assisting the Township. She noted $25,000 was allocated to Parkview EMS in 2020 and the same allocation is proposed for 2021. It was also noted Tom Heilmann, Parkview EMS Chief, is also the Township's Emergency Management Coordinator.

The Manager noted Community Development includes the Township Engineer, Code Enforcement, Zoning and Planning. She stated with the implementation of the storm water fee and required inspections to receive a refund, she proposed the hiring of a Storm Water Coordinator and Code Enforcement Officer, and eliminate an outside contractor, or promote from current staff and hire a person to fill that position. The Township would continue the contract with PCS for Building and Fire Inspections.

Manager Jakubec stated Public Service Department includes solid waste collection, Township vehicle and equipment repairs, road maintenance and park maintenance. Ms. Eccles inquired about when the trash and recycling contract with Waste Management expires. The Manager stated

the contract expires at the end of 2021, and she is working on a way for residents to recycle glass, which she anticipated would not be included in a new contract.

The Manager noted the Municipal Building category includes telephones, heating, ventilation and air conditioning systems. Mr. Stewart inquired about a maintenance contract for the HVAC, which Manager Jakubec affirmed.

Manager Jakubec stated the Township owns the community center and a non-profit runs the operations. The Township allocates $120,000 each year to subsidize the community center.

Mr. Stewart inquired about the percentage of residents that have connected to the new Saxonburg sanitary sewer. The Manager explained not everyone has connected, noting some people have extenuating circumstances and the Township has not heard from all of the residents.

Manager Jakubec stated the Township offers two employee pension plans. The Township is responsible to fully fund the pensions. State aid is received to help fund the Township's municipal minimum obligations ("MMO").

The Manager noted proposed Capital Projects are rated by Council and based on the ratings, are included in the budget. She stated $1,100,000 is allocated for the road paving program.

Ms. Eccles referenced the Powers Run Stream realignment cost and an awarded grant. Mr. Steinert, Jr., P.E. stated the project cost would exceed $250,000. The project will be broken down in order to apply for additional grants.

Ms. Eccles inquired about the age of the server. Manager Jakubec indicated the server is five or six years old. It was scheduled to be replaced in 2020, but deferred due to the pandemic.

Ms. Eccles noted the Township website is down. The Manager recommended reaching out to Civic Plus, who creates custom websites. She proposed putting up a splash sheet to include forms, contacts and the calendar, which could be up in a few weeks. She requested Council's authorization to engage Civic Plus to at least get a splash sheet up, to which Council concurred.

Manager Jakubec also noted expenditures by fund, supplemental information, proposed ordinances, the calendar for adopting the budget and a wage chart included in the budget document.

President Smith commended staff for doing a good job monitoring the budget this year.

Manager Jakubec explained staff has been working with Consolidated on the Township website for a few weeks. When Consolidated did an upgrade, the Township's website crashed. Some residents are upset the website is not functioning. If staff is able to get started with Civic Plus, it will be three months to have a fully customized webpage up and running, but things could be added to the website.

Mr. Stewart asked if Consolidated is paid a yearly fee. The Manager stated a monthly hosting fee is paid. Mr. Stewart asked if any warning about the upgrade was given, and if they have assumed any responsibility. Manager Jakubec recalled Consolidated performed an upgrade before, but was able to get the website back up. If the Township contracts with Civic Plus, the Township would be done with Consolidated, and have total control of the Township's website after training is

provided to staff. President Smith noted Fox Chapel Borough's website was created by Civic Plus. He was on that website last night and found it very easy to navigate, to which Ms. Eccles agreed. Ms. Berger noted the need for a reliable website.

IV.   CONCERNS OF COUNCIL

Ms. Eccles noted Fox Chapel Borough assigned a Chairperson for their section of the Long Range Plan, and suggested O'Hara Council do the same. Mr. Stewart disagreed, noting the people on the committee do not know each other's strengths. He also did not think a member of the Planning Commission should be appointed, as it would provide too much control. Ms. Eccles disagreed, noting it is not a control issue, but rather a matter or organizing. President Smith stated the whole group should decide on a Chair. He noted the consultant had not been hired, and the consultant would help organize the committee. He stated there seems to be a lot of side bars going on. Vice President Vogel believed Council should direct the Committee to appoint a Chair. Ms. Berger stated Council created the committee and the committee should work it out. Ms. Eccles noted frustration in not having a point person to talk to. President Smith questioned what Fox Chapel's Chair has done. Ms. Eccles stated they are more organized than the O'Hara group. Mr. Stewart noted Fox Chapel's Chair is a member of Council, which he considers a conflict of interest and Ms. Eccles agreed. President Smith supported letting the Long Range Comprehensive Plan Review Committee work it out together.

V.   CONCERNS OF STAFF

Manager Jakubec requested Council to remain after the meeting for an Executive Session to discuss legal and personnel matters.

VI.   ADJOURNMENT

Motion by Vice President Vogel to adjourn the Special Workshop was seconded by Mr. Stewart and carried unanimously. The Special Workshop adjourned at 8:03 p.m. and Council entered into Executive Session.

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Cathy Bubas, Manager's Secretary

Attachment(s): Attendance Sheet(s)