

MUNICIPALITY OF MONROEVILLE

COUNCIL WORK SESSION

AUGUST 4, 2022

MINUTES

The meeting was called to order at 7:09 p.m. by Mayor Nick Gresock immediately following Citizens' Night.

ROLL CALL

The Recording Secretary, Sharon McIndoe, called roll and the following were present: Mayor Gresock, Joe Hyzy, Eric Poach, Bob Stevenson, Mike Adams, Dennis Biondo, Tim Little, Bob Wratcher, Josie Rock, Paul Hugus, Joe Sedlak and Paul Whealdon. Messrs. Wolfram and Williams were absent.

APPROVAL OF MINUTES

Council considered approval of the minutes of the Capital Improvement Program Budget Hearing of May 19, 2022, Citizens' Night Meeting of July 7, 2022, Council Work Session of July 7, 2022 and the Regular Council Meeting of July 12, 2022.

There were no corrections or additions at this time.

APPROVAL OF REPORTS OF TAX COLLECTIONS

Council considered approval of the Reports of Tax Collections.

There was no discussion.

LIST OF BILLS AND BUDGET TRANSFERS

Council then considered approval of the List of Bills in the amount of \$941,637.68, Budget Transfers and Payroll in the amount of \$1,150,600.67 for the month of July 2022.

There was discussion.

VACANCIES OF BOARDS, COMMISSIONS AND AUTHORITIES

Vacancies exist on the Boards, Commissions and Authorities for 2022.

Mr. Poach questioned the alternate on the zoning hearing board. He reported the alternate was appointed when the board had three members but when it was expanded to five, the alternate was allowed to finish his term but was not needed after that. Mr. Biondo agreed that the mayor clarified that there are currently no alternates. Mayor Gresock explained there was an alternate when there were three members if someone is absent but was uncertain when there is a five-member board. Mr. Wratcher stated the appointment of alternates are at the pleasure of council. He asserted when the board had three members and there were two absences there was no quorum but with a five-person board there is still a quorum if there are two absences. He explained with a five-person board the alternates are not as active but council can appoint one. Again, Mr. Poach stated the alternate was allowed to finish his term which is over in 2022 but it is not needed after that point. Mr. Biondo

inquired whether they do not participate or whether they just do not vote. Mr. Wratsher asserted they generally do not participate.

Mr. Stevenson reported they attend the meeting but do not sit on the dais and do not participate or vote. He explained he served on the board for eight years and felt having five members is more than enough without an alternate but it was a good idea to have an alternate when there is a three-member board. He mentioned there were specifics that the person did not get paid unless he served. Mayor Gresock asserted the alternate did not make comment unless they were actually sitting on the board. Again, Mr. Stevenson explained the alternate only participated or voted and paid when they were sitting on the dais. He felt it was good with five members.

Further discussion ensued. Mayor Gresock suggested the volunteer may not be interested if they knew the details. Mr. Biondo indicated he would contact the individual. After further discussion, Mr. Biondo suggested the website needs to be updated concerning the vacancies.

CONSENT AGENDA

REZONING 22-1-Z LAW FUNERAL HOME

The applicant is requesting to rezone the portion of Tax Parcel 587-M-195 that is currently zoned R-1, Single-Family Residential to C-2, Business/Commercial. The total area of the property is 4.411 acres. The property is located at 2555 Haymaker Road.

The Planning Commission recommended approval with conditions.

The applicant requested tabling until the September Council Meeting.

Mr. Whealdon reported the reason for the tabling is because it conflicts with vacations.

MOTIONS

MOTION

A motion to accept the resignation of Ed Lekowicz from the Police Civil Service Commission.

MOTION

A motion to accept the resignation of Dr. Dennis McDaniel from the Ward Two position of the Library Board.

RESOLUTIONS

RESOLUTION

A resolution approving the disposition of records as set forth in the municipal records manual.

Mr. Little reported this is a housekeeping item. He pointed out he has two additional items on the list. He explained the municipality has six filing cabinets that are worth less than \$2,000. He stated pursuant to the Borough Code, anything less than \$2,000 in personal property can be disposed of with council's approval and he suggested that should be done. He also reported the municipality has two 2008 Crown Victoria vehicles that are not worth anything. He stated one resident was interested until he saw them but is no longer interested. He recommended they be disposed of through junking them. Mr. Hugus reported they were in use last week by the code enforcement. Further discussion ensued.

MUNICIPAL MANAGER'S REPORT

DISPOSITION OF MUNICIPAL RECORDS

Mr. Little reported Monroeville Municipal TV has a plethora of VHS tapes and council tabled it last month. He suggested the historical society may do something with the tapes.

Mr. Poach reported a meeting was scheduled for the next day with the archivist to consider whether those tapes could be copied. He referred everyone to You Tube for Monroeville in the 1960s and 1970s. He explained how some of the items were produced by Dan Nowak and they have been copied onto the Cloud and You Tube but it is time consuming. He reported he saw the original resolution creating the historical society in 1970 signed by Carol Pickens Borough Secretary and George Dale, Borough President which is stored in a bathroom. He stated they have a lot of storage and archive issues to work on.

Mr. Little reported these tapes are all public meetings not events. Mr. Poach explained this group will have the ability to copy the tapes and it will be in conjunction with the website with the ability to search off their website to add to it. He suggested they not be stored in boxes if they need to be moved. He indicated he would keep council abreast of the issue.

COMMUNITY DAY AND NATIONAL NIGHT OUT HIGHLIGHTS

Monroeville Municipal TV showed a video of highlights from the Community Day and the National Night Out. Mayor Gresock gave thanks to the TV Department and all the volunteers that came out to make both of those events special. He was very proud of those two events.

NEW WEBSITE

Mr. Little showed the new website and reported it would probably go live in September. He referred to the pull-down menus which will be easier. He stated all the department heads and secretaries are going through training to learn how to move through the website. He briefly reviewed some details and explained how easy it would be to use. He also mentioned how residents will be able to register complaints and concerns.

JAZZ FESTIVAL

Mr. Little reported the Jazz Festival is September 3, 2022 from 2 p.m. to dusk at that Tall Trees Amphitheater, Monroeville Community Park West. He referred to the website for a list of bands.

HOUSEHOLD HAZARDOUS WASTE COLLECTION

Mr. Little reported the Household Hazardous Waste and Electronic Collection Event will be held on August 20, 2022 from 9 a.m. to 1 p.m. at the Boyce Park Ski Lodge Parking Lot. He stated it is sponsored by the Pennsylvania Resource Council.

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

Mr. Little distributed information that was an update of what council already has which is a draft of the capital improvement program that the departments put together. He stated the second item is a list of the adjusted priorities of council and the last item is a financing model that he got from Public Financial Management which council got in May. He again reviewed the three options to finance the \$27 million worth of expenditures in the capital improvement program.

Mr. Little reviewed Option One is floating a bond for ten years with steps of \$10 million, \$20 million and \$30 million. He pointed out and explained the anticipated debt service. He suggested the \$30 million would not be doable because it is too much debt service of \$5 million annually. Mr. Little reviewed Option Two would be for \$20 million for 20 years with three steps with each being \$10, \$20 and \$30 million and he referred to the debt service. He suggested those debt services are a little more reasonable. He pointed out Option Three is a pro-rata wrap which is a smoothing of the debt service and for 19, 18 or 17 years and those debt services are doable. He briefly reviewed and explained the options. He stated these are the options for financing on floating a bond with Public Financial Management.

Mayor Gresock clarified the one the manager did not recommend was on Page One, Step Three. Mr. Little agreed and indicated the municipality could not afford that one. He explained the municipality's capital improvement program does not have a dedicated revenue service. He stated it is funded through grants and transfers from the general fund. He suggested the operational budget has been good and the municipality has not had any problems with it. He recommended the five-year capital improvement program needs to be updated and a decision has to be made about how to finance it. He again reviewed that this is a five-year capital improvements program put together by the department heads in the amount of \$27 million. He felt the priority list reflects how most of the items are important from vehicles and paving roads but he mentioned the carpet and the building security in the municipal building.

Mayor Gresock felt this is an investment in the community and the capital improvement program has not been updated since 2018. He agreed the capital expenses have been absorbed by the general fund but they only get worse the longer those things are pushed aside. He agreed there are a lot of important items and it is an investment in the community.

Mr. Adams questioned what number does council need to get to so taxes would not be raised. Mr. Little referred to the summary page and stated the capital reserves is a transfer that is made into the capital fund. He inquired about the current amount in reserves and Ms. Rock answered approximately \$17 million. Mr. Little suggested the municipality should always have a buffer in the operational budget in case of an emergency. He felt the capital reserve amount could be increased because that is the amount transferred from the general fund to the capital fund each year. Mr. Little

answered the number to not raise taxes depends on what council wants done from the priority list. He stated if council wants to incur the \$27 million over the next five years it would have to have financing through a bond issue because it cannot be done with the available funds. He added the municipality could start leasing the vehicles so no debt would be incurred but it would use more cash flow and be spread out through leasing. He asserted it is cheaper to purchase than to lease vehicles and they are paid with cash. He reviewed how different options could be considered for leasing.

Mayor Gresock felt no one is interested in raising taxes but the municipality is currently paying \$1.4 million a year in debt service which has been worked into the current budget and will go away in 2027.

Mr. Adams again inquired how much the municipality can borrow without increasing taxes. Mayor Gresock pointed out the columns on the sheet of the break down reflects how much the debt service would increase if more money was borrowed. He asked what number gets to the point where it would not work into the regular budget. Ms. Rock was uncertain.

Mr. Poach was concerned with the number that the council would have to get to so there would not be a tax increase. He pointed out the municipality has not raised taxes in 13 or 14 years. He reported how he had a discussion with a resident that felt inflation is a default tax increase. He agreed council needs to know what number they need to get to before taxes would need to be increased or to avoid a tax increase. He further explained one mill of tax equals \$2.3 million or approximately \$120 per household. Mr. Little asserted it is \$100 per year for a \$100,000 house. Mr. Stevenson pointed out that is on top of MS4. Mr. Poach explained MS4 is a fee and would stay the same.

Mr. Little suggested the municipality could pick a debt service number then determine what the municipality could purchase keeping in mind when it would be paid off. He pointed out the longer the debt service the more interest would be paid. He would go back to Public Financial Management with that council is interested in the number for not increasing taxes. He suggested the column most palatable is Option Three, Column Three but it is flexible and can be changed. Further discussion ensued.

Mayor Gresock inquired about the deadline to approve that capital improvement budget. Mr. Little would not commit to a timeline but pointed out the Home Rule Charter says five years and a capital improvement program should be adopted before September 30. He felt the capital improvements program should be approved every year before July 31 because most municipalities across Pennsylvania discuss big ticket items not general operational items because those expenses are set like union wages. He felt if it was done by mid-Summer then a lot of other items would not have to be discussed when the regular budget is passed. Further lengthy discussion ensued concerning how the capital improvement program should be considered.

Mr. Poach suggested if the municipality remains fiscally conservative then it would not be in trouble in the fund balance area again. He stated if the operating budget can be maintained and the municipality can do the things that need done then the number can be handled. Mr. Little pointed out the Government Financial Officer Association (GFOA) recommends that the debt service not be more than 10 percent of the general fund so if the municipality's general fund is \$35 million it would be \$3.5

million but he did not recommend going to that number because it is too high. He felt it is healthy to pay things on time whether it is leasing or a bond issue because the municipality has to be kept running and operate. He suggested the municipality has been fortunate that it has been able to pay for police vehicles or salt trucks or pave roads over a four or five-year period. Mr. Poach felt if council gets this information promptly they could get it done by October and Mr. Little agreed. He stated he would come back to council next month with what he thinks the municipality can do and afford without a tax increase.

Mr. Adams suggested there are items on the priority list that need to be eliminated. Mr. Little inquired what council felt should be eliminated off the list. Mr. Stevenson answered the vestibule at the library in the amount of \$90,000. Mr. Biondo felt the K9s are more of a want than a need in the police department. Mayor Gresock pointed out council has time to review the priority list. He suggested council has to determine where the funding would come from and what it would be spent on. Again, he stated council has to go through all the options and they need to be discussed.

REPORTS OF COUNCIL MEMBERS

SECOND WARD COUNCILMAN ERIC POACH

Mr. Poach thanked the mayor for the moment of silence for Councilman Wolfram's dad. He also mentioned the recent passing of Fred Manno who was a life member on No. One Fire Hall and was a paramedic. He reported it was a line-of-duty death in North Huntingdon and there was a large attendance from across the state and some out-of-state. He pointed out that he was going to retire the next year. He reported this is the Twentieth Anniversary of the Joe Vagnier Golf Outing scheduled for August 20, 2022. He explained all the proceeds for the golf outing will be donated to the National Fallen Fire Fighters Memorial. He referred anyone interested to go to No. Four Fire Hall's Website to register.

THIRD WARD COUNCILMAN BOB STEVENSON

Mr. Stevenson reported council approved installation of a salt dome at the training center on Johnston Road. He explained it was budgeted but the cost has increased and council agreed to appropriate funds for it to make it happen before it snows. He added the manager has been instructed to make sure it happened.

Mr. Stevenson sent his condolences to Fred Manno's family and Mr. Wolfram's family.

SEVENTH WARD COUNCIL DENNIS BIONDO

Mr. Biondo reported the Community Day and the National Night Out were great events. He stated he and his family loved both of events and he mentioned the balloon tragedy with his son.

MAYOR NICK GRESOCK

Mayor Gresock explained this is the Citizens' Night and Agenda Setting Meeting which is the Thursday before the council meeting which is the second Tuesday of the month. He reported he discussed it with the manager and other council members about changing the Agenda Setting Meeting

to the first Tuesday of the month to allow additional time to gather information. He felt it would be easier for the public to understand that there are meetings the first and second Tuesdays of the month. He added it is a little more transparent to give residents time to hear about things or do research. He requested council's support in changing it and suggested it could be done immediately or later in the year or by resolution. It was the consensus of council to change the agenda setting meeting from the Thursday before the council meeting to the first Tuesday of the month. Mayor Gresock inquired whether it should be done by resolution and Mr. Wratcher answered affirmatively. Mayor Gresock suggested the staff determine whether it would start in September or October and reviewed how it would have to be advertised. Further discussion ensued regarding the advertising. Mr. Wratcher advised the municipality would have to advertise the new dates for whatever period of time it starts. Mr. Stevenson felt the sooner the better is the best. Mayor Gresock agreed and suggested the resolution be included on the council agenda.

Mayor Gresock thanked all the volunteers for the Community Day and National Night Out. He appreciated all the participation and for everyone that attended the events.

Mayor Gresock extended his sincere condolences to the Manno Family and the Wolfram Family.

ADJOURNMENT

There being no further business to come before council at this time, a motion was duly made by Mr. Stevenson to adjourn the meeting 8:05 p.m. and Mr. Hyzy seconded it. Upon a voice vote, the motion carried unanimously.

Respectfully submitted,

Timothy J. Little
Municipal Manager

TJL/sam