

Union Township Board of Supervisors
Workshop – Consultant
Operational Assessment Report
March 15, 2017

The Board of Supervisors Meeting was called to order by Chairperson Larry Spahr at 6:10 p.m. The meeting was held at the Union Township Municipal Building, 3904 Finleyville-Elrama Road, Finleyville, PA. The pledge of allegiance was recited.

Board Members in Attendance by roll call were Larry Spahr, Charles Trax, Paul Chasko, Heather Daerr, and Deborah Sargent. Also in attendance, Judy Taylor–Treasurer, Debra Nigon–Secretary.

~~Motion to go to Executive Session at 6:05 p.m. to discuss personnel~~

~~Motion by Deborah Sargent, Second by Chuck Trax~~

~~Roll call vote: Spahr-yes, Trax-yes, Chasko-yes, Daerr-yes, Sargent-yes. Motion carried.~~

The Board had an executive session at 6:05 p.m. to discuss personnel.

The Board returned at 6:14 p.m. They discussed personnel issues.

Mike Silvestri, who was hired as a consultant to review the Township, presented his final Operational Review. Hardbound binders were prepared for the Board and secretary, treasurer, and solicitor. Mr. Silvestri delivered a slide presentation covering Staffing Options, Personnel, Financing & Budget, Purchasing Manual, Contractual and Volunteer Services, and Miscellaneous Items. The bullet points listed below are an outline of the presentation which will be posted on-line at Union Township's General Code website, with a link appearing on the main Union Township website.

- Many recommendations should be discussed to determine detailed fit for Union Township
- Recommendations should be prioritized for implementation over a period of years.
- Priority recommendations
 - Commence Manager hiring process by adopting ordinance, job description and start search process.
 - Implement docket submittal process to Board-hard copy or electronic options
 - Implement formal performance evaluation process for top 3 key employees
 - Adopt record retention policy and concentrate on organizing records

Staffing Options

- Hire Manager—Fiscal capability does exist
- Advise that Treasurer and Roadmaster be exempt positions, adequately paid commensurate with duties and time
- Secretary Position - if a manager not hired - be upgraded
- Manager skillset should be a hands on individual with expertise in planning and zoning
- Road department should be at least 3 non-managerial employees and up to 5 employees.

Personnel:

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- Adopt updated personnel manual
 - Included benefit summary that is consistent
 - Hiring practice
 - Increase probation period to 6 mos.
 - Consider joining a health care municipal trust
 - Develop formal evaluation system
 - Comprehensively review leave policy
 - Establish code of Conduct
 - Electronic Resource Usage guide
 - Fleet safety program
 - Pay plan and classification

Financing & Budget:

- Maintain Fund Balance equivalent to 2 month of GF Revenues--\$410,000
- Implement a modified program budget
- Grant policy
- Review fees every 3 years
- Consider Traffic Impact Fee and Stormwater Management fee
- Financial policies addressing taxes, budget, capital improvements program, debt service and investments
- Contract expiration tracking

Purchasing Manual:

- Adopt Purchasing Manual
 - Tiered purchasing procedures based on spending levels
 - Petty cash fund procedure
 - Charge accounts and purchasing card procedures
 - Purchase order process
 - Bidding procedures
 - Payment procedures
 - Review Professional services every 3 years
 - Contract procedures/documents
 - Bonding requirements

Contractual and Volunteer Services:

- Establish benchmarks as part of reporting process
- Contract out building inspection
- Possibly bring zoning in house – Township Manager
- Emergency Service Reporting

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Communications:

- Semi-annual newsletter
- More dynamic website
- Agenda publicized in advance for all boards
- Advance docket

Miscellaneous:

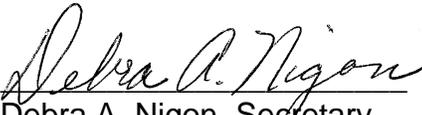
- Insurance Appraisal
- Specialty software
- Focus on Power plant reuse
- Gas Drilling ordinance
- Meet with Route 88 property owners - Overlook
- Possibly negotiate expansion of Peters Creek Sewage
- Adopt records retention program
- Review all records and organize files.

Public Comment

Mr. Rick Lawson inquired regarding the level of authority the manager would be given. Mr. Silvestri said that a manager will provide uniformity and can offer support to the board and direction to the staff. However, the Board would have to realize that they would be delegating authority which they now currently have over to the manager.

Mr. Lawson also asked about a 5% discount for the PA Safety Committee. If you use MRM Worker's Trust, the discount does not apply. MRM Trust which does Worker's Compensation does not insure the fire companies which is through SWIF.

The meeting was adjourned at 7:25 p.m.


Debra A. Nigon, Secretary