

## MINUTES

### ORGANIZATIONAL MEETING OF HAMPTON TOWNSHIP COUNCIL

MONDAY, JANUARY 7, 2019

Mr. Lochner called to order the Organizational Meeting of Hampton Township Council at 7:00 p.m. in the Council Chambers of the Municipal Building located at 3101 McCully Road, Allison Park, Pennsylvania. Those present: B. Blackburn, R. Dunlap (via video call), C. Johnson, S. Neugebauer, M. Peters, Members; J. Speakman, Controller; M. Cromer, Legal Counsel; W.C. Lochner, Municipal Manager.

#### ELECTION OF A PRESIDENT

Dr. Johnson moved to open the floor for nominations for the President of Hampton Township Council. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.

Dr. Johnson nominated Michael Peters for the position of President of Hampton Township Council. Ms. Blackburn seconded the nomination. No further nominations were made.

Dr. Johnson moved to close the floor for nominations and have the secretary cast a unanimous ballot for Mr. Peters as President. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.

#### ELECTION OF A VICE-PRESIDENT

Ms. Blackburn moved to open the floor for nominations for the position of Vice President of Hampton Township Council. Dr. Johnson seconded the motion and a roll call vote was unanimously in favor.

Ms. Blackburn nominated Dr. Johnson for the position of Vice President of Hampton Township Council. Mr. Peters seconded the nomination. No further nominations were made, and a roll call vote was unanimously in favor.

Ms. Blackburn moved to close the floor for nominations for the position of Vice President of Hampton Township Council. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.

#### APPOINTMENT AND SWEARING IN OF FIRE POLICE (HAMPTON TOWNSHIP #1 AND NORTH HAMPTON VOLUNTEER FIRE DEPARTMENTS)

Mr. Lochner explained that the swearing in ceremony is performed by the Assistant Township Manager at the respective department buildings for each VFD.

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**Ms. Blackburn moved to authorize the Assistant Township Manager to swear in those members of the fire police. Dr. Johnson seconded the motion and a roll call vote was unanimously in favor.**

**APPOINTMENT OF CHARLES KOVAC AS THE TOWNSHIP'S FIRE MARSHAL**

Mr. Lochner stated that this item will re-establish the position of Township Fire Marshal. Mr. Kovac was in attendance to answer any questions from the members of Council. Mr. Lochner stated that the memorandum from Mr. Orban dated January 4, 2019 lays out the job requirements and Mr. Kovac's credentials. He noted that Mr. Kovac is already employed by the Township as a part-time code enforcement officer.

**Dr. Johnson moved for the appointment of Charles Kovac as the Township's Fire Marshal. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**SETTING OF MONTHLY MEETING DATES**

Mr. Lochner reported that the suggested meeting dates for 2019 are on the second and fourth Wednesday of each month, except for the months of September, November, and December. For these months, the meeting dates of September 11<sup>th</sup> and September 18<sup>th</sup>, November 6<sup>th</sup> and November 20<sup>th</sup>, and December 4<sup>th</sup> and December 18<sup>th</sup> have been proposed. Mr. Lochner briefly outlined the reasons why the modified meeting dates are being requested for these months.

**Dr. Johnson moved to set the monthly meeting dates as specified in the Organization Meeting agenda. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

**COUNCIL COMMITTEE APPOINTMENTS**

The Council Committee appointments are listed below, as per item 6 of the Organizational Meeting Agenda.

	<b><u>Delegate</u></b>	<b><u>Alt. Delegate</u></b>
A. Administration	Peters	Johnson
B. Public Safety	Blackburn	Dunlap
C. Community Services	Johnson	Neugebauer
D. Environmental Services	Dunlap	Blackburn
E. Comm. Dev./Planning	Neugebauer	Johnson
F. School Board Liaison	Blackburn	Johnson
G. Fire Dept. Liaison	Neugebauer	Peters
H. Water Auth. Liaison	Dunlap	Peters
I. Dep. Lands Museum Liaison	Blackburn	Neugebauer
J. Community Library Liaison	Johnson	
K. Hampton Community Assoc.	Peters	

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**COUNCIL ORGANIZATION APPOINTMENTS**

The Council Organizational Appointments are shown below, as per item 7 of the Organizational Meeting Agenda.

- A. Appointment of a representative to the North Hills Council of Governments. (*Proposed representative – C. Johnson*)
- B. Appointment of an alternate representative to the North Hills Council of Governments. (*Proposed alt. representative – B. Blackburn*)
- C. Appointment of a Voting Delegate to the PA State Association of Township Supervisors (PSATS). (*Proposed representative – M. Peters*)
- D. Appointment of an Alternate Voting Delegate to the PA State Association of Township Supervisors. (*Proposed representative – S. Neugebauer*)
- E. Appointment of a Voting Delegate to the Allegheny League of Municipalities (ALOM). (*Proposed representative – R. Dunlap*)
- F. Appointment of an Alternate Voting Delegate to the Allegheny League of Municipalities. (*Proposed representative – M. Peters*)
- G. Appointment of a Delegate to the Allegheny County Association of Township Officials (ACATO). (*Proposed representative – R. Dunlap*)
- H. Appointment of an Alternate Delegate to the Allegheny County Association of Township Officials. (*Proposed representative – B. Blackburn*)
- I. Appointment of a Voting Delegate to the PA Municipal League (PML). (*Proposed representative – C. Lochner*)
- J. Appointment of an Alternate Delegate to the PA Municipal League (*Proposed alternative representative – S. Bernet*)

**Dr. Johnson moved to approve the Council committee appointments, as outlined in Item 6 of the Organization Meeting agenda, and the Council organizational appointments, as they appear in Item 7 of the Organization Meeting agenda. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**POSSIBLE APPOINTMENTS TO BOARDS, COMMISSIONS AND AUTHORITIES**

**Dr. Johnson moved to open the floor for nominations for the appointments to the Planning Commission. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

- A. Planning Commission – Appointment of Ron Deems to a four (4) year term expiring in 2022.

**Ms. Blackburn moved for the appointment of Ron Deems to the Planning Commission for a four (4) year term expiring in 2022. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

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- A. Planning Commission – Appointment of Dan Nugent to a four (4) year term expiring in 2022.

**Ms. Blackburn moved for the appointment of Dan Nugent to the Planning Commission for a four (4) year term expiring in 2022. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**Dr. Johnson moved to close the floor for nominations for the appointments to the Planning Commission. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

**Dr. Johnson moved to open the floor for nominations for the appointments to the Zoning Hearing Board. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

- B. Zoning Hearing Board – One (1) appointment – 5-year term – expires 2023 (expired term – Michael Maccagnan does not wish to seek reappointment)

Mr. Lochner stated that Mr. Maccagnan has indicated that he does not wish to seek reappointment to the ZHB. He noted that Slade Miller has been an alternate member of the ZHB for many years and could be advanced to fill Mr. Maccagnan’s position if Council approves. At a later point Council would need to appoint a new alternate member to replace Mr. Miller. Dr. Johnson verified from Mr. Lochner that Mr. Miller is interested in advancing to fill this position.

**Ms. Blackburn moved for the appointment of Slade Miller to the Zoning Hearing Board for a five (5) year term expiring in 2023. Dr. Johnson seconded the motion and a roll call vote was unanimously in favor.**

**Dr. Johnson moved to close the floor for nominations for the appointments to the Zoning Hearing Board. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**Ms. Blackburn moved to open the floor for nominations for appointments to the Environmental Advisory Council. Dr. Johnson seconded the motion and a roll call vote was unanimously in favor.**

- C. Environmental Advisory Council – Appointment of John Wilson to a three (3) year term expiring in 2021.

**Dr. Johnson moved for the appointment of John Wilson to the Environmental Advisory Council for a three (3) year term expiring in 2021. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

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- C. Environmental Advisory Council – Appointment of Stephanie Gallogly to a three (3) year term expiring in 2021.

**Ms. Blackburn moved for the appointment of Stephanie Gallogly to the Environmental Advisory Council for a three (3) year term expiring in 2021. Dr. Johnson seconded the motion and a roll call vote was unanimously in favor.**

- C. Environmental Advisory Council – One (1) appointment – 3-year term – expires 2021 (expired term – Laura Kelly does not wish to seek reappointment)

Mr. Lochner noted that members of Council may nominate another resident to fill Ms. Kelly's position if they know of someone that they want, or they can table the appointment and Township staff will advertise the position.

**Ms. Blackburn moved to table the appointment of a new member to the Environmental Advisory Council for a three (3) year term expiring in 2021. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**Dr. Johnson moved to close the floor for nominations for the appointments to the Environmental Advisory Council. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

**Dr. Johnson moved to open the floor for nominations for appointments to the Hampton Community Association. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

- D. Hampton Community Association – One (1) appointment – 2-year term – expires 2020 (expired term – Crystal Eastly does not wish to seek reappointment)

No nominations for an appointment were made. Mr. Lochner reviewed the past practices for obtaining resumes for a replacement member of the HCA.

**Dr. Johnson moved to table the appointment of a new member to the Hampton Community Association for a two (2) year term expiring in 2020. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

**Dr. Johnson moved to close the floor for nominations for the appointments to the Hampton Community Association. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**Dr. Johnson moved to open the floor for nominations for appointments to the Hampton Shaler EMS. Ms. Blackburn seconded the motion and a roll call vote was unanimously in favor.**

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- D. Hampton Shaler EMS – One (1) appointment – 3-year term – expires 2021 (expired term –Carolynn Johnson does not wish to seek reappointment)

Mr. Lochner explained that, due to scheduling conflicts, Dr. Johnson can no longer serve on the Board for the Hampton Shaler EMS.

**Dr. Johnson moved to table the appointment of a new member to the Hampton Shaler EMS for a three (3) year term expiring in 2021. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**ADOPTION OF A RESOLUTION IN CONJUNCTION WITH THE 2019 TAX AND REVENUE ANTICIPATION NOTE**

Mr. Lochner stated that the 2019 TRAN will be provided by First National Bank. He explained that adopting this resolution will authorize the closing of the TRAN and the execution/filing of the appropriate documentation with the Department of Community and Economic Development.

**Dr. Johnson moved for the adoption of Resolution No. 1003 in conjunction with the 2019 Tax and Revenue Anticipation Note. Ms. Neugebauer seconded the motion and a roll call vote was unanimously in favor.**

**OTHER BUSINESS**

Mr. Lochner requested an Executive Session after the January 9, 2019 Agenda Meeting to discuss a personnel matter.

Mr. Lochner reported that the Township will need to send out notices to all Township residents regarding the upcoming sewer rate increases. He presented two possible versions of the draft notice and discussed the method that will be used to mail it to all Hampton residents. Mr. Lochner read the proposed notice and asked the members of Council to forward him their feedback. Dr. Johnson recommended including a notice that the process of the WPCP upgrades has begun. She also suggested listing a targeted end date for construction of the new WPCP. Mr. Speakman and Mr. Lochner discussed the cost range for the construction of the new plant listed in the proposed notice. Ms. Blackburn recommended being judicious with the targeted end date that is provided.

Mr. Lochner briefly outlined the previous practices utilized by past Councils to seek out applicants, and ultimately make appointments, for vacancies on the Township's boards and commissions. Several remarks were exchanged regarding Mr. Speakman's willingness to serve on the Hampton Shaler EMS Board and another resident who has expressed interest in appointment to this Board.

Ms. Bernet asked for input from the members of Council as to how they would like to respond to the Hampton RecycleRama Committee's request for the Township to take over the RecycleRama event. A short

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discussion was held regarding the upcoming changes to the accepted materials in the weekly recycling service. This item will be added to the agenda for the January Council Regular Meeting.

Several remarks were exchanged pertaining to the Township's membership in the PSATS organization.

**There being no further items for discussion, Mr. Peters adjourned the Organization Meeting at 7:35 pm.**

Susan A. Bernet,  
Clerk of Council

Michael L. Peters,  
President of Council