

**MINUTES**

**AGENDA MEETING OF HAMPTON TOWNSHIP COUNCIL**

**WEDNESDAY, APRIL 10, 2019**

President Peters called to order the Agenda Meeting of Hampton Township Council at 7:30 pm in the Council Chambers of the Municipal Building located at 3101 McCully Road, Allison Park, Pennsylvania.

Those present: M. Peters, President; B. Blackburn, R. Dunlap, C. Johnson, S. Neugebauer, Members; J. Speakman, Controller, V. Tucceri, Legal Counsel; W.C. Lochner, Municipal Manager.

**DISCUSSION REGARDING AN ORDINANCE ADOPTING A NEW PERSONNEL POLICY MANUAL**

Mr. Lochner stated that the ordinance pertaining to the new Personnel Policy Manual has been prepared and he will be requesting authorization from Council to advertise that ordinance at their next meeting. He noted that the Township's Personnel Policy Manual and the HTPD's Personnel Policy Manual are two separate documents; however, they reference each other depending on the necessity of the item. He added that, due to the extensive revisions in the Township's version, the solicitor's office has recommended that the new one be enacted via ordinance.

**DISCUSSION REGARDING THE APPOINTMENTS TO THE ENVIRONMENTAL ADVISORY COUNCIL, HAMPTON COMMUNITY ASSOCIATION, AND ZONING HEARING BOARD ALTERNATE VACANCIES**

Mr. Lochner remarked that there are several vacancies on the Township's boards and commissions that still need to be filled and asked Council how they would like to proceed. Mr. Peters suggested setting up interviews with the candidates for Saturday, April 27, 2019, which was acceptable to the other members of Council. Mr. Dunlap inquired as to the number of applicants, to which Ms. Bernet replied that it is between 10 to 12.

**DISCUSSION REGARDING THE HAMPTON COMMUNITY LIBRARY ANNUAL PRESENTATION – SUZANNA KRISPLI, LIBRARIAN**

Mr. Lochner reported that Hampton Community Library Director Suzanna Krispli will be in attendance at the April 24, 2019 Council meeting to present the annual report of Library activities.

**DISCUSSION REGARDING THE FOLLOWING CAPITAL EXPENDITURE REQUESTS, 1. PURCHASE OF LICENSE READERS FOR PATROL UNITS, 2. REPLACEMENT OF POLICE STATION BASE RADIO SYSTEM, AND 3. REPLACEMENT OF PORTABLE BREATH TESTING UNITS**

Mr. Lochner listed the three Capital expenditures requested by Chief Vulakovich, namely the purchase of license readers for the patrol units, the replacement of the Police Station base radio

**MINUTES**  
**AGENDA MEETING**

**HAMPTON TOWNSHIP COUNCIL**  
**WEDNESDAY APRIL 10, 2019**

system, and the replacement of the portable breath testing units. Mr. Peters asked if these items are included in the Capital Budget for this year. Mr. Speakman replied yes but added that there are no funds in this account yet so the payments for these items will not occur until the Township starts receiving tax revenue. Dr. Johnson asked when they can expect to see these funds start being received. Mr. Speakman explained that the bulk of the tax receipts come in between May and June. Mr. Lochner added that if the orders are placed in May the invoices will not show up until June or July.

**DISCUSSION REGARDING AMENDING THE PERSONNEL POLICY MANUAL**  
**ADOPTING THE POLICE OPERATIONS MANUAL**

Mr. Lochner stated that this resolution is for the purpose of adopting the HTPD Personnel Policy Manual. He noted that the resolution has been reviewed at length by legal counsel and reflects a number of changes that have occurred.

**DISCUSSION REGARDING THE 2019 ROAD RESURFACING PROGRAM**

Mr. Zarenko commented that bids for the 2019 Road Resurfacing Program have been advertised and the bid opening is next Wednesday at 10:00 am. He stated that if all goes well he will have a recommendation for an award at the next Council meeting.

**DISCUSSION REGARDING THE BASEBALL SCOREBOARDS REPLACEMENTS –**  
**HAMPTON SCHOOL DISTRICT**

Mr. Flannery remarked that his memo dated April 2, 2019 outlines this item. He added that the approval of this item would include multiple conditions, including the standard condition that nothing be advertised on the backs of the signs to stay consistent with Council's previous actions on signage. He recommended approval of the five signs that were presented in the April 2, 2019 memo, plus a sixth sign that is existing, at the April 24, 2019 Council meeting. Mr. Peters asked what the cost to the Township for these signs will be. Mr. Flannery replied that all costs are being borne by the School District, including maintenance, except for the cost of the electric, which must be paid by the Township since the signs are connected to the electrical system in the Community Park.

**DISCUSSION REGARDING AN UPDATE ON THE GAGA PIT – GIRL SCOUT TROOP**  
**#54325**

Mr. Zarenko remarked that last year Council authorized Girl Scout Troop #53245 to build a Gaga pit in the Hampton Community Park at their own expense and with their own labor and expertise. He reported that workers with DCS began site preparations earlier that day. Mr. Zarenko provided a summary of the steps that will occur to build the pit, as well as a timeline for the planned construction. He noted that the troop members are planning to hold a community orientation during the July 3rd celebration. Mrs. Green and several members of Girl Scout Troop #53245

**MINUTES**  
**AGENDA MEETING**

**HAMPTON TOWNSHIP COUNCIL**  
**WEDNESDAY APRIL 10, 2019**

were in attendance. Mr. Zarenko commented that the troop has held true to their word and handled all the fundraising, adding that there will be no cost to the Township except for future maintenance. He also noted that insurance has been secured for the pit. A representative for the troop thanked Mr. Zarenko and stated that the process has gone very smoothly. Mr. Zarenko replied that the project has been a team effort and reported that it has gone very well. Mr. Peters thanked the members of Girl Scout Troop #53245 for involving the Township in this project.

**DISCUSSION REGARDING THE LIGHTBRIDGE ACADEMY SANITARY SEWER PLANNING MODULE RESOLUTION**

Mr. Degnan remarked that this item is related to the previously approved Lightbridge Academy child care facility. He explained that the DEP is now requiring the Township to adopt a resolution in conjunction with the sewage facilities planning module exemption for all developments. Several comments were exchanged regarding why the DEP has made this policy change. Mr. Degnan explained that this will be a requirement for all plans moving forward, no matter how small or large, both in Hampton and for any properties in Richland that are serviced by Hampton Township.

**WINDMONT FARMS PRELIMINARY PRD (18-06)**

The applicant is proposing to develop approximately 63 acres off S. Pioneer Road as a Planned Residential Development (PRD) in an RB zoning district. The proposed development will consist of 14 duplexes and 40 single family houses for a total of 69 units. A variance request has been submitted to the Township's ZHB requesting relief from Zoning Ordinance requirements for replacement trees. A public hearing is required. Should final approval be granted, the zoning map will be amended to a PRD-B classification for the property.

Mr. Orban stated that the Public Hearing for Windmont Farms has been opened and closed and, as such, Council is required by law to make a decision on this tentative application at the next Council meeting. He added that Township staff and the solicitor's office will prepare motions for and against the four modifications requested by the applicant, which were listed by Mr. Orban, as well as a motion for the tentative application itself. Mr. Peters invited any of the residents in attendance to ask any questions they have regarding Windmont Farms. No questions or comments were offered by members of the audience.

**MILLER SIMPLE SUBDIVISION (19-01)**

The applicant is proposing to subdivide an existing lot on Mount Royal Blvd containing a single-family dwelling in an RB zoning district.

Mr. Orban displayed the plan for the proposed Miller Simple Subdivision and noted that the request is to subdivide an existing property on Mt. Royal Boulevard into two lots. He noted that the plan has been configured to meet all bulk and area requirements in the Zoning Ordinance, including the

**MINUTES**  
**AGENDA MEETING**

**HAMPTON TOWNSHIP COUNCIL**  
**WEDNESDAY APRIL 10, 2019**

amount of frontage along the right-of-way. Mr. Orban reported that the application has been reviewed by Township staff, engineers, and the Planning Commission, who are all recommending conditional approval. Ms. Blackburn and Mr. Orban discussed why the applicant would like to subdivide their property.

**DISCUSSION REGARDING THE COMPREHENSIVE PLAN CONSULTANT SELECTION**

Mr. Orban commented that interviews with the top two firms have been completed. He recommended that Council select the consulting firm for the update of the Comprehensive Plan at the next meeting to keep the process on track.

**DISCUSSION REGARDING THE AMUSEMENT LICENSE REQUEST FOR A RETAIL SALES EVENT AT THE WILDWOOD SPORTS COMPLEX – 2330 WILDWOOD ROAD**

Mr. Orban summarized the proposed event and noted that the floor plan will be very similar to the Home Show that was held at the Wildwood Sports Complex several weeks ago. He explained that the applicant is requesting to rent 1/3 of the dome structure to hold a retail/consignment sales event. He noted that the dates of the event have changed since Council's packets were sent, with the event now scheduled for May 15, 2019 through May 20, 2019. He added that the application is very similar to the previous Amusement License application; however, there will not be any off-site parking for this event. Mr. Orban reported that the Township engineer is reviewing the application. He did not anticipate any problems, adding that the Township Fire Marshal has been to the site to make sure it is safe, and the same conditions will apply as with the previous event, including the requirement to keep the aisles open and refrain from blocking any doors. He commented that if there are any issues with parking the HTPD will be called out and the applicant will be responsible for those costs. Ms. Blackburn asked how the traffic flow was at the previous event. Mr. Orban replied that the Township did receive some complaints regarding difficulty getting back onto Wildwood Road after leaving the event. Mr. Lochner noted that there were several issues with ingress/egress due to traffic backing up on Wildwood Road, and a resident who lives adjacent to this development also reported that traffic was an issue. Dr. Johnson asked if the level of attendance for this event is expected to be similar to the previous event.

Jed Robie, the applicant and a representative of Just Between Friends, was in attendance and reported that they are expecting between 400 and 500 people per day, over the course of eight hours, which he estimated would be much less than the previous event. He explained the proposed event, noting that it is a children's consignment sale event that will start at 9:00 am and could go as late as 8:00 pm. Mr. Robie noted that he counted 211 parking spaces on site, while they normally only require 140 spaces, so he did not anticipate that parking would be an issue. He added that they have held children's consignment sale events all throughout Pittsburgh and noted that they are a great way to help families. Mr. Robie added that they always have a charity partner, which in this case is Living in Liberty, which helps victims coming out of a trafficking situation to recover and get back on their feet. He provided more detail on the positive impacts of these

**MINUTES**  
**AGENDA MEETING**

**HAMPTON TOWNSHIP COUNCIL**  
**WEDNESDAY APRIL 10, 2019**

events and stated that it will help families in Hampton Township, and the surrounding areas, across the whole socioeconomic spectrum. Mr. Dunlap asked Mr. Lochner if the Township will be recommending police presence for this event, to which Mr. Lochner replied yes.

**OTHER PLANNING AND ZONING BUSINESS**

Mr. Orban requested to add an item to Council's agenda for April 24, 2019. He explained that the Township received another request from a representative of Lightbridge Academy for an extension to the plan recording time limits that were included in the conditions of approval. He stated that they have been having some problems with the current property owner and the closing, which is why they would like to ask for another extension into June for that recording requirement. Mr. Orban briefly provided clarification regarding the County's requirement to record the final plan within 90 days of approval.

Mr. Orban remarked that the Township has received two new land development applications, the Giza - Eat 'N Park Subdivision/Lot Consolidation and the Uhl Contractor's Storage Yard Revised Site Plan. He briefly summarized the details of each application. Mr. Orban remarked that the submissions are in order and he would ask that Council refers them at the next meeting so that the review process can begin.

**OTHER BUSINESS**

Mr. Lochner provided a brief summary of several upcoming community events, including the annual Easter Egg Hunt on April 13, 2019, the rain barrel giveaway, which has a registration deadline of April 15, 2019, the DLM Children's Heritage Day, on May 5, 2019, and the Memorial Day Ceremony on May 27, 2019.

Mr. Lochner reported that the Township has met with Trans Associates and worked through a full grant application for the GTRP grant for the trails in the Hampton Community Park. He commented that the project had to be broken up into multiple phases because the cost for the construction of the entire trail, for construction and engineering, would be almost 1 million dollars. He stated that the Township would like to include a resolution on the agenda for the April 24, 2019 meeting that will recognize a grant application in the amount of \$500,000. He added that \$250,000 would come from the grant and the Township would provide a matching \$250,000 to take care of Phase 1 of this project. Mr. Lochner noted that the Mr. Zarenko has previously been very successful with this program and he anticipated that the Township will have a good chance of receiving the grant due to this past track record.

Mr. Lochner reported that he recently met with Mr. Flannery, Mr. Corace, Mr. Ryder and the members of the pool committee to finalize a survey regarding what the pool patrons like and don't like, as well as any recommendations for changes, which will then be disseminated to the current users of the pool. He added that the survey is being reviewed by the committee and it will likely be formalized on May 6, 2019. Mr. Lochner reported that he will forward a copy of the survey to

**MINUTES**  
**AGENDA MEETING**

**HAMPTON TOWNSHIP COUNCIL**  
**WEDNESDAY APRIL 10, 2019**

the members of Council once it is finished. Ms. Blackburn inquired if the survey would be online or in hard copy. Mr. Lochner answered that it will be online and hosted by Survey Monkey; however, the Township will send an email prompt to all participants so they can easily click the link to access the survey.

Mr. Lochner reported that the Township must take steps to end the use of spray sunscreen at the Hampton Community Pool due to the extensive amount of damage it causes to the pool systems and the complaints that have been received from patrons who do not like to breath it in. He noted that the pool committee came up with the idea of creating an area where patrons can go outside the gate to use spray sunscreen. However, once people come back through the gate and into the fence line they will not be permitted to use spray sunscreen. He added that the Township will provide small bottles of sunscreen lotion at cost, which is around \$1 per 1-ounce tube. Mr. Lochner commented that Township staff will disseminate information regarding this change to patrons and will post signs at the Community Pool. He briefly provided more detail on the problems caused by spray sunscreen.

On behalf of the members of Council, Mr. Peters thanked everyone who participated in the Township's annual litter clean-up day. Ms. Bernet reported that volunteers picked up over 300 bags of trash.

**There being no further items for discussion, Mr. Peters adjourned the Agenda Meeting at 7:55 pm.**

Susan A. Bernet,  
Clerk of Council

Michael L. Peters,  
President of Council