

MINUTES

STRATEGIC PLANNING MEETING OF HAMPTON TOWNSHIP COUNCIL

THURSDAY, APRIL 7, 2016

President Son called to order the Strategic Planning Meeting of Hampton Township Council at 9:15 a.m. in the Chestnut Room of the Seven Springs Convention Center, Champion, Pennsylvania.

Those present: V. Son, President; R. Dunlap, C. Montgomery, P. Russ, Members: J. Speakman, Controller; V. Tucceri, Legal Counsel; Staff members: C. Lochner, S. Bernet, A. Presto, J. Degan, A. Zarenko, and T. Vulakovich.

Mr. Lochner gave a brief introduction and review of meeting agenda.

POLICE PERSONNEL HIRING AND PROMOTIONS FOR BOTH TODAY AND THE NEXT TEN YEARS

Chief Vulakovich gave a presentation recommending certain changes to the Police Hiring and Promotion Ordinance #750. One proposed change discussed was the application process procedures that are outdated and to bring the ordinance more in line with current procedures. Discussion then centered on modifying the weighted scores to allow for better screening of applicants; Council declared that the weighted scores should be the same for the hiring of part-time officers as well as promotions. Another key discussion centered on the possibility of part-time years of officers given consideration in the promotion process, and Council requested no change to this section. Identifying how Veteran's Preference would be given was also discussed, and it was Council's decision to leave the existing language.

At this point, Council requested Legal Counsel to rework the entire ordinance. This item will be on Council's May agenda for advertisement with possible enactment in June.

A brief break was held.

PHASE 3 – LOWER ALLISON PARK IMPROVEMENT PROJECT

Mr. Lochner presented renderings and cost breakdowns for the Phase 3 of the Lower Allison Park Improvement Project, which is based primarily on grant funding. This project includes regrading, a walking trail as well as break-away bridges on the northern side of Duncan Avenue. After a brief discussion, Council requested that this project begin prior than the August-October, 2016 timeline.

Mr. Lochner advised Council that he has been negotiating with Lamar Advertising regarding the installation of a transit shelter to be located at the Park-N-Ride.

Also, the Hampton LaCrosse Association has approached the Township requesting the use of the area behind the Park-N-Ride for a practice field. A rendering of the proposed site was provided to Council for review. The LaCrosse Association would bear the cost for the installation of the field. Since this property was purchased with FEMA funds, it can be used for recreational purposes as long as no buildings are constructed. Discussion then centered around the Association placing food trailers and port-a-johns on-site and it was felt that those using the field should be patronizing the BP for any food related items.

EMERGENCY RESPONSE SYSTEM – TODAY AND TOMORROW

Mr. Lochner reviewed with Council the current system that is in place for the fire departments and E.M.S. to determine if the current system should be maintained, take all three departments in-house, or consider a partnership strategy with all of the departments where they maintain a volunteer base but operate a facility built and owned by the Township. After a brief discussion, Mr. Lochner suggested that a committee be formed with all of the departments and the Township to start discussions. It was suggested to get certain facts first, such as response reports for each department and a financial plan to see how it could be paid for, check the current ordinance to determine if funding distribution can be weighted differently, and what risks are the residents at with the current system before and place this item on next year's Strategic Planning Meeting.

Council broke for lunch at 12:10 p.m. and reconvened the meeting at 1:40 p.m.

RECOMMENDED EXECUTIVE STAFF TRANSITION PLANS

Members of the executive level staff who are close to retirement were requested to provide transition plans. Proposed transition plans were submitted by the Finance Director, DCS Director, Land Use Administrator, and the Municipal Manager. While Council agreed with the plans submitted by the Land Use Administrator and Municipal Manager, it was felt that a further review and discussion was needed for the Finance Director and DCS Director's recommendations.

FINDING OUR RALLYING CRY – OUR TOP PRIORITIES FOR TOMORROW AND BEYOND

Members of the Township's executive level staff were requested to give their thoughts and suggestions as far as what they feel should be top priorities for the Township. The Assistant Township Manager focused on MS4 regulations and storm water management of existing infrastructure and the need for a funding source, personnel transitions of the Finance Director and DCS Director, and continued growth of community service events/activities. The Chief of Police focused on the possibility of mandatory body cameras as well as media storage and compliance with the Right-to-Know law. The Finance Director suggested a separate physical space for his position since human resources is becoming a more integral part of this position and privacy is needed. The DCS Director focused on a comprehensive storm water management system. The DES Director focused on WPCP infrastructure conditions and a long-term funding

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STRATEGIC PLANNING MEETING**

**HAMPTON TOWNSHIP COUNCIL
THURSDAY, APRIL 7, 2016**

source for line maintenance and plant improvements. The Land Use Administrator focused on MS4 and storm water management specifically inspections as well as facility ownership and maintenance. The Facilities Director focused on the age and space management of the Municipal Building. The Manager focused on bond/lending ratings and the defined contributions plan management, HOA/storm water and MS4 management, as well as future resident communications and technology.

A break was held at 3:00 p.m.

At this point, members of Council provided their thoughts and suggestions as far as top priorities for the Township. Ms. Neugebauer in her absence presented an e-mail suggesting that the cost of part-time employee drug testing (employment screening) should be borne by the Township. After a brief discussion, Council concluded that retroactive to January 1, 2016, the Township is to treat all part-time employees like full-time employees when it comes to pre-employment drug testing and cover all related expenses and would be required to go to the Township designated physician.

Mr. Russ suggested that the Township look at its Community Center for a make-over as far as the physical facility itself as well as its programs and uses. Staff may want to look at what the Township has in comparison to other communities, continue to give the residents what they want, and wants to make sure it continues to be competitive.

Mr. Speakman questioned Jordan Tax Service statements for delinquent tax accounts that don't even have addresses and if the Township should be lienning certain properties. One of the recent statements listed \$845,000 lienied with 938 accounts and only 165 accounts have addresses totaling \$134,000. After a brief discussion, it was decided that the list would be reviewed for the top 50 properties since 2000 and they would be submitted to Mr. Tucceri's office for review.

The following items are to be researched further and presented at next year's Strategic Planning Meeting: MS4 funding strategy, comprehensive strategy and funding plan for the engineering design and reconstruction of the sewer plant, monitor Commonwealth legislation regarding police personnel body cameras, further research on how the Employee Defined Compensation Plan is to be monitored in conjunction with the Tribble vs. Edison court case, and develop a plan for the future design and operation of the Community Center.

There being no further items for discussion, Mr. Son adjourned the meeting at 5:40 p.m.

Susan A. Bernet,
Clerk of Council

Victor D. Son,
President of Council