



TOWN OF MCCANDELLS  
MEETING OF TOWN COUNCIL  
January 5<sup>th</sup>, 2026

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- 1. Call to Order at 8:00 p.m.**
- 2. Pledge of Allegiance led by Town Councilmembers**
- 3. Appointment of Temporary Chairperson**
- 4. Oath of Office to be Administered by District Justice Matthew J. Brungo:**
  - a) Councilmember Elect Laureen Alt (Ward 2)
  - b) Councilmember Elect John Hickerson (Ward 4)
  - c) Councilmember Elect Nathan Babich (Ward 6)
- 5. Public Comment on Agenda Items Only**
- 6. Elect President of Council**
  - a) Nominations
  - b) Motion to elect President of Council
- 7. Elect Vice President of Council**
  - a) Nominations
  - b) Motion to elect Vice President of Council
- 8. Appointment of Secretary of the Town of McCandless**

Motion to appoint John F. Schwend as the Secretary of the Town of McCandless for a two-year term for the years 2026 and 2027.
- 9. Appointment of Town Officials**
  - a) Motion to appoint the Town Officials as outlined in the memo from Town Manager John Schwend dated December 30<sup>th</sup>, 2025.
- 10. Appointments to be made by the President for liaisons with other boards, commissions, authorities and committees:**
  - a) Planning Commission - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
  - b) Zoning Hearing Board - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
  - c) McCandless Twp. Sanitary Authority - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
  - d) McCandless Franklin Park Ambulance Authority - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
  - e) Northland Public Library Authority - \_\_\_\_\_ and \_\_\_\_\_ (alternate)

- f) North Hills Council of Governments - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
- g) McCandless Industrial Development Authority - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
- h) Volunteer Firefighter's Steering Committee - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
- i) Environmental Advisory Committee - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
- j) Financial Development and Promotional Committee - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
- k) Personnel Board - \_\_\_\_\_ and \_\_\_\_\_ (alternate)
- l) Pittsburgh North Chamber of Commerce - \_\_\_\_\_ and \_\_\_\_\_ (alternate)

## **11. Public Non-Agenda Comments**

### **11) Adjournment**

Respectfully submitted,

John F. Schwend

Town Manager  
/dmr



# Memorandum

**Memo To:** McCandless Town Council  
**From:** John F. Schwend, Town Manager  
**Date:** December 30, 2025  
**Re:** 2026-2027 Appointed Officials

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Based on our current staff, the following list of appointed officials is recommended by the Town Manager to be approved at the January 5<sup>th</sup>, 2026 Organizational Meeting. At the January 26<sup>th</sup> Regular Meeting of Council, an Assistant Secretary will be named as well.

Town Manager	John F. Schwend
Asst. Town Manager	(to be filled January 26)
Town Solicitor	Stephen L. Korbel, Babst Calland
Town Engineer	Gateway Engineers
Zoning Officer	Matthew G. Innes
Assistant Zoning Officer	John F. Schwend
Building Code Official	Michael McLain
Emergency Management Coordinator	Jeffery Wissner
Deputy Emergency Mgt. Coordinator	John F. Schwend
Earned Income Tax Collector	Keystone Collections Group
Local Service Tax Collector	Keystone Collections Group
Business Privilege Tax Collector	Keystone Collections Group
Real Estate Tax Collector	Jordan Tax Service
Delinquent Real Estate Tax Collector	Jordan Tax Service
Right to Know Officer	John Bojarski
Deputy Right to Know Officer	John F. Schwend
Flood Plain Administrator	Matthew J. Innes
Official Newspaper	Pittsburgh Post Gazette

Note: The Assistant Zoning Officer acts as the Zoning Officer in their absence  
Note: The Deputy Emergency Management Coordinator acts as the Emergency Management Coordinator in their absence

If you have any questions, please feel free to contact me directly.