

**SOUTH STRABANE TOWNSHIP  
BOARD OF SUPERVISORS BUDGET MEETING**

**October 5, 2020**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The October 5, 2020 Budget Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 6:00 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building (550 Washington Road).

The following were present:

Board of Supervisors	Thomas Moore, Chairman, Rich Luketich, Vice Chairman; Bracken Burns; Mark Murphy; and Bob Weber.
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Also Present	Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; and Financial Analyst Marie Coffman
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No visitors were in attendance.

**2. PUBLIC COMMENT**

Chair Moore stated the Board allocates a period of time during this item for those individuals who would like the opportunity to address the Board on any matter. Each person addressing the Board is asked to limit their comments to a maximum of three (3) minutes.

There were no public comments.

**3. REVIEW OF BUDGET FORMAT, PROJECTED REVENUES, AND COMPREHENSIVE FEE SCHEDULE**

Township Manager Stanick began the discussion by highlighting changes to the Budget format including the creation of a separate line items within the budget for Parks and Recreation projects, equipment, and resources. He also noted the continued use of a 5-year capital improvement plan which will include priority projects and purchases made by the Township moving forward. He next illustrated and discussed the Township's various grant revenues, noting recent awards through the DCNR's Park Rehabilitation Program and Act 101 Section 904 Recycling Performance Program. Mr. Weber inquired regarding the recycling program. Township Manager Stanick highlighted the Act 101 revenue associated with the recycling program increased by 169% year-over-year and noted that the DCNR Grant would be put towards the revitalization of Billy Bell Park with an emphasis on ADA accessibility. Next, Township Manager Stanick highlighted the Township's various Stormwater grant submissions.

Mr. Luketich inquired regarding the Township's consideration of a burning ban and the associated revenues which would be available with such a ban. Township Manager Stanick stated that he is continuing to work with Township Solicitor Makel to develop an updated draft for the Board's consideration. He noted the nuances regarding agricultural burning and exemptions are being considered. He then continued by discussing available funding through the CARES Act which is being distributed by Washington County. He noted the Township qualifies for up to \$274,000 dollars in reimbursements for costs associated with the pandemic. He highlighted the Township has not incurred much to date. Mr. Weber inquired regarding the Township's supply of personal protective equipment. Township Manager Stanick highlighted the Township is well supplied citing the overall supply chains have caught up with the demand. Mr. Weber then inquired regarding the renovation of Tanger Boulevard. Township Manager Stanick noted the funding available for the project and highlighted he has been advised that a Land Development application will be forthcoming.

Assistant to the Township Manager Conners then outlined the proposed changes to the 2021 Fee Schedule. He noted across the board increases for the park pavilion and facility rentals citing the scheduled improvements to Community Park (Kitchen and Bathroom Project) and Billy Bell Park (playground revitalization and accessibility updates). He highlighted that rental fees would be adjusted to ensure Billy Bell and Community Parks are comparably priced noting the amenities would be equal moving forward. He then outlined various fee increases for lien letters, dye tests, and sign permit applications. He concluded by discussing the institution of an escrow system for subdivision and land development applications. Township Manager Stanick highlighted there would be a Township wide escrow policy for applications requiring staff and third-party review.

Township Manager Stanick then discussed projected revenues for the upcoming year. He noted the Real Estate and Earned Income revenues have remained steady through the pandemic. He highlighted the complexity of projecting what the future holds because of the pandemic. He then discussed the cable Franchise Fee revenues noting the anticipated decline of their share in the long-term. He highlighted that many residents are "cutting the cord" with traditional cable. Mr. Weber inquired regarding the expansion of broadband internet into rural areas of the Township. Township Manager Stanick stated that discussions are ongoing with Comcast and local residents concerning an expansion of coverage. A discussion regarding existing internet options ensued.

Township Manager Stanick next discussed the projected decline in revenues for the Act 13 and Liquid Fuels accounts, noting the lesser demand for energy and gasoline during the overall economic slowdown. He cited that the budget estimated \$360,000 in Act 13; however, \$297,000 was received by the Township. He noted that expenses and spending will be shifted accordingly. Mr. Weber then inquired regarding about the Landlord Occupancy Report fee. Township Manager Stanick noted that all landlords are required to fill out an annual permit outlining their tenants. A discussion regarding the fee structure of the permit ensued. Mr. Murphy noted the structured should be tiered to capture more revenue from larger landlords. Township Manager Stanick next highlighted that fire inspection revenues had dropped significantly in 2020 because inspections

were halted for approximately 6 months. He noted the in-person inspections would be resuming in October.

Township Manager next discussed the establishment of a fee in lieu structure for planned residential developments (PRD). He noted the history of the Strabane Manor PRD which required a payment of \$250 per lot which was used in place of green space and recreational facilities. He highlighted that the payments were rolled over into the Township's General Fund. He concluded by highlighting that healthcare costs are estimated to increase by 3.5% in 2021.

**4. NEXT BUDGET MEETING**

Township Manager Stanick reported the next Budget Meeting is scheduled for Monday, October 12<sup>th</sup> at 6:00 p.m.

**5. ADJOURNMENT**

Mr. Weber moved to adjourn the meeting. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:15 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager