

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

**December 10, 2019**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The December 10, 2019 Regular Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 7:00 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building (550 Washington Road).

The following were present:

Board of Supervisors                Rich Luketich, Chairman; Bob Weber, Vice Chairman; Bracken Burns; Thomas Moore; and Laynee Zipko.

Also Present                            Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; Township Solicitor Dennis Makel; Chief of Police Drew Hilk; and Township Financial Analyst Marie Coffman

A list of 4 visitors is on file at the Municipal Building.

**2. PLEDGE OF ALLEGIANCE**

Chair Luketich led the Pledge of Allegiance.

Chair Luketich stated the Board met in Executive Session this evening prior to the meeting for the purpose of discussing personnel matters.

**3. PUBLIC COMMENT**

Chair Luletich 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.

Mr. Eric Zipko of Berry Road came before the Board to thank his mother, Ms. Marie Zipko for her 6 years of service as a Township Supervisor. Those in attendance provided Ms. Zipko with a warm round of applause. Ms. Zipko thanked those in attendance for the kind words.

Ms. Cynthia Rossi of Zediker Station Road came before the Board to express her concerns with the Township's Zoning Code, highlighting her adamant opposition regarding the expansion of natural gas and long-wall mining operations. She also voiced her concerns regarding a new commercial business in the Township which specializes in vaporized cigarettes and associated

recreational smoking paraphernalia. She highlighted that the business has advertised the sale of adult products in a separate “adult toy room” on social media platforms including Facebook. She cited that Trinity East Elementary School and Abundant Life Church are located a short distance away from the new business. Township Manager Stanick encouraged Ms. Rossi to send him the information she has received.

**4. CONSIDERATION OF MEETING MINUTES – NOVEMBER 19, 2019**

Mr. Burns moved to approve the November 19, 2019 Board of Supervisors Regular Meeting Minutes as presented. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**5. FINANCIAL BUSINESS**

The Board considered the following financial business:

- Payroll: \$ 116,380.12 (pay date of November 22, 2019)
- Payroll: \$ 122,593.36 (pay date of December 6, 2019)
- General Fund: \$ 676,004.01
- Liquid Fuels: \$ 2,035.00
- **Total Expenditure: \$ 917,012.49**

- Overtime costs for the period include:

- Police: \$3,352.91
- Fire: \$1,558.82
- Public Works: \$ 136.23
- **Total OT: \$5,347.96** (pay date of November 22, 2019)

- Police: \$16,625.62
- Fire: \$ 913.92
- Public Works: \$ 1,670.28
- **Total OT: \$19,209.82** (pay date of December 6, 2019)

The following expenses were included for this period:

- 2019 MMO Police Pension \$320,173.00
- 2019 MMO Fire Pension \$178,101.00
- 2019 MMO Non Uniform Pension \$ 65,996.00
- SSTFD 4<sup>th</sup> Quarter Contribution \$ 27,500.00
- MRM Trust Workers' Comp Fund \$ 35,623.00
- Fire Department Brush Truck \$ 18,070.50
- Swede Construction (Cold Storage Building) \$ 37,260.00

Mr. Moore moved to approve payroll for the periods November 3 through November 16, 2019 and November 17 through November 30, 2019 and the bills for the period November 16 through

December 6, 2019. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**6. ANNOUNCEMENTS**

Township Manager Stanick reported that Stimmell's Greenhouse (99 Floral Hill Drive) had donated a holiday wreath which is on display at the Municipal Building.

**7. TOWNSHIP REPORTS**

**Municipal Separate Storm Sewer System (MS4) Report**

Mr. Luketich noted the Board of Supervisors allocates a period of time during this item for comments regarding the topic of stormwater. Each person addressing the Board of Supervisors is asked to limit their comments to a maximum of three (3) minutes.

There were no comments received.

**Township Manager's Report**

**South Main Street Speed Study**

Township Manager Stanick reported that at its August meeting, the Board authorized Staff to request PennDOT conduct a road safety study of South Main Street following a request from Presbyterian SeniorCare as South Main Street runs through its campus. He stated that according to PennDOT's response in a letter dated November 26, 2019, criteria are met to permit the installation of a mid-block crosswalk and the Township may proceed with the installation of signs and pavement markings. He highlighted that Staff will reach out to representatives of Presbyterian SeniorCare in the near future to review the results of PennDOT's study and determine the best course of action.

**Demolition of the Former Road Shed Buildings**

Township Manager Stanick reported that during the week of December 2<sup>nd</sup>, the Public Works crew completed the planned demolition of the former Road Shed buildings.

**Glass Recycling Dumpster**

Township Manager Stanick reported that a glass recycling dumpster was dropped off at the Municipal Building by Michael Brothers during the week of December 2<sup>nd</sup> allowing residents to responsibly dispose of glass containers. He highlighted that it is anticipated the dumpster will remain at the Municipal Building until the site of the former Road Shed is configured to handle this service. Additionally, he stated that a future meeting with East Washington Mayor Mike Gomber has been scheduled for the purpose of partnering to provide this service on an ongoing basis.

**Solicitor's Report**

Solicitor Makel had nothing to report.

**Secretary/Treasurer's Report**

The following items have been received or issued between November 16, 2019 and December 6, 2019:

**Minutes and Agendas:**

- a) Green Team Meeting Minutes – October 9, 2019;
- b) Sanitary Authority Meeting Agenda – October 16, 2019;
- c) Planning Commission Meeting Minutes – November 7, 2019;
- d) Sanitary Authority Meeting Agenda – November 20, 2019;
- e) Green Team Meeting Agenda – November 21, 2019; and
- f) Planning Commission Meeting Agenda – December 5, 2019.

**Reports and Publications:**

- a) Finance Report – November 2019;
- b) Fire Department Report – November 2019;
- c) Volunteer Fire Department Financial Report –11/7/19 thru 12/4/19;
- d) Public Safety Department Report – November 2019;
- e) Tax Collector’s Report & Interim Collection Only – November 2019;
- f) Animal Control Officer’s Report – November 2019;
- g) MS4 Report – November 2019; and
- h) Township Engineers Report – November 19, 2019.

**Correspondence:**

- a) *Letter (w/o attachments) dated November 18, 2019 from Comcast regarding Price Changes;*
- b) *Letter (w/o attachments) dated November 19, 2019 from Polestar/Rice Energy regarding an application to Drill Zoro 99H (North Bethlehem Township);*
- c) *Letter (w/o attachments) dated November 22, 2019 from Range Resources regarding the lengthening of laterals at the Wagers Unit H9 (Amwell Township);*
- d) *Letter (w/o attachments) dated November 4, 2019 from Range Resources regarding the lengthening of laterals at the Wagers Unit 5H-7H (Amwell Township);*
- e) *Letter (w/o attachments) dated November 25, 2019 from WEWJA regarding their 3<sup>rd</sup> quarter Financial Statements; and*
- f) Letter dated December 4, 2019 from Township Manager Stanick regarding the volunteer Fire Department’s proposed Alcohol and Drug Use Policy.

*Copies of those items in italics are not attached, but available upon request.*

**8. UNFINISHED BUSINESS**

No unfinished business was discussed.

**9. NEW BUSINESS**

**9A: Motion Approving a Resolution Extending the Time Required to Meet Certain Conditions of the Final Subdivision & Land Development Approval for the Revised Phase IV Bradford Run Development**

Township Manager Stanick reported that the Township is in receipt of a request from J. Angelides Enterprises, L.P. (“Applicant”), the developer for the Bradford Run Planned Residential Development (“Development”), for the Township to grant an additional extension of 90 days to fulfill the conditions of Resolution #11-19, a resolution granting Preliminary and Final Subdivision

Approval and Land Development Approval for Revised Phase 4 of the Development. He stated that at its September meeting, the Board had granted an initial extension of time pursuant to Resolution 21-19. He highlighted the conditions that cannot be met within the required timeframe include:

- i. Posting of a performance bond;
- ii. Executing the development agreement; and
- iii. Recording the final plat of subdivision with the Washington County Recorder of Deeds.

Township Manager Stanick also reported that in the event an extension of time is not granted, the Applicant would then resubmit materials and proceed through the subdivision and land development approval processes. He concluded by stating that it is important to know that there are no revisions proposed to the final plat of subdivision, land development plans or development agreement.

Mr. John Quigley, representing the Applicant, noted the request is purely procedural. He cited that the Applicant resides out of state highlighting the extended timeframe will allow him to complete all outstanding paperwork. He also reported that all lots in Phase 2 of the Bradford Run Development have been sold. He concluded by discussing new product lines which would be constructed in Bradford Run in the coming year.

Mr. Burns moved to approve a Resolution extending the time required to meet certain conditions of the Final Subdivision & Land Development approval for the Revised Phase IV Bradford Run Development. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9B: Motion Approving a Resolution Granting Preliminary and Final Minor Subdivision Approval for the Smith & Truman Consolidation Plan Along Kopper Kettle Road**

Township Manager Stanick reported the Township is in receipt of an application for Preliminary and Final Minor Subdivision Approval dated November 12, 2019 from Mr. & Mrs. Michael Smith (Applicant) for a proposed land consolidation of 69 Kopper Kettle Road (Tax ID 600-013-00-00-0016-01). He stated the purpose of the subdivision is to consolidate two parcels owned by the Applicant along Kopper Kettle Road in order to more easily construct a single-family dwelling that will meet the Township's Zoning Code. He highlighted that according to the Township Engineer, the application was determined to be complete and in compliance with the Township's subdivision and zoning requirements. He concluded by reporting that at its meeting on December 5, 2019 the Planning Commission unanimously recommended conditional Preliminary and Final Minor Subdivision approval to the Board per the applicant submitting additional documentation cited in the Engineer's review letter dated December 5, 2019. Assistant to the Township Manager Conners reported that the Applicant has submitted all additional material requested by the Township Engineer and Planning Commission.

Mr. Burns moved to approve a resolution granting Preliminary and Final Minor Subdivision Approval for the Smith & Truman Consolidation Plan along Kopper Kettler Road. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9C: Motion Releasing a Performance Bond and Remaining Escrow Funds to 1600-84 Investors, LP for Construction of Private Stormwater Facilities at 1600-RT. 136, Eighty Four, PA 15330**

Township Manager Stanick reported that at its meeting on August 27, 2019, the Board approved a request 1600-84 Investors, LP (“Company”), located at 1600 Rt. 136, Eighty Four, for the Township to serve as Applicant for a PennDOT Highway Occupancy Permit (“HOP”) on the Company’s behalf so it may install an inlet that straddles the PennDOT right-of-way line (“Project”). He highlighted the purpose of the inlet is to connect a subsurface pipe to redirect the flow of stormwater to the creek running along the rear of the property. He stated that action by the Township was required because PennDOT does not grant HOPs to private businesses.

In addition to the HOP, Township Manager Stanick stated that the Board approved an Indemnity Agreement that: i) clarifies that the Company is responsible for the ongoing maintenance and operation of the inlet; ii) indemnifies the Township from any responsibility with the construction, maintenance and operation of the inlet; iii) establishes a \$2,500 escrow to cover costs incurred by the Township; iv) requires a performance bond in the amount of 110% to ensure the Project is completed; and v) requires a maintenance bond (18 months) in the amount of 15% of the cost of the Project.

Township Manager Stanick stated that as the Project is now complete and has been inspected by the Township Engineer and found acceptable, it is recommended (pursuant to the Indemnity Agreement) the Board release the performance bond and the \$1,219.70 balance remaining from the \$2,500 escrow. He concluded by highlighting that a maintenance bond (18 months) will now be required in the amount of 15% of the Project cost.

Mr. Burns moved to release a Performance Bond and remaining escrow funds to 1600-84 Investors, LP for construction of private stormwater facilities at 1600-RT. 136, Eighty Four, PA 15330. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9D: Motion Approving a Resolution Fixing the Real Estate Tax Rate for the 2020 Year**

Township Manager Stanick reported that pursuant to Section 3205 and Section 3207 of the Second-Class Township Code, taxes levied upon all real property within the Township may be done by resolution and have the rate of taxation be expressed at a mill rate and a rate in dollars and cents on each \$100 of assessed valuation of taxable property. He stated that a resolution has been prepared for the Board’s consideration fixing the Real Estate Tax at 1.10 mills or .0011 dollar and cents on each \$100 of assessed valuation. He concluded by stating this rate is reflective of the 2020 Annual Budget prepared for the Board’s consideration during the next agenda item.

Mr. Burns moved to adopt a Resolution fixing the real estate tax rate for 2020. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9E: Motion Approving the Proposed 2020 Final Annual Budget**

Township Manager Stanick reported the Final Annual Budget (“Budget”) of South Strabane Township, Pennsylvania (“Township”) for the 2020 fiscal year is in the amount of \$5,952,039.50 plus \$943,671.50 in inter-fund transfers and the Liquid Fuels Fund is in the amount of \$629,650. He stated the General Fund Budget projects \$6,895,711 in total revenues and budgets the same in expenditures establishing a balanced budget for the next year. He highlighted that this is a 15.58% increase from the estimated actual revenues for 2019. He cited that a significant portion of this increase is due to funds not being expended in 2019 and being carried over to 2020 because of the delays in production of the 2020 Ford Explorer Interceptors and the construction of the Public Works Cold Storage Building and CIPP Lining Project that will not be complete until early 2020. He highlighted that it is important to know that this projection does not include any short-term debt proceeds or additional long-term debt service next year; however, a 0.1 mill adjustment to the Township’s Real Estate Tax is planned providing for increased revenue of \$129,731.

Township Manager Stanick continued by reporting that the increase in the Real Estate Tax is reflective of: i) increased wages for Police and Public Works employees as a result of renewed labor contracts and adjustments to salaries for Non-Uniform exempt employees, as well as planned increases for Firefighters once the union contract is finalized after the first of the year and the hire of one additional Firefighter; ii) compliance with the requirements of the Township’s MS4 Permit that requires the Township to reduce pollution (typically, sediment removal) in the streams that flow into the Chartiers Creek Watershed; iii) increased pension obligations for Police, Fire and Non-Uniform Pension Plans as a direct result of Ordinance #1-16, an ordinance amending the Fire Pension Plan, that was a requirement of the arbitration award with the Firefighters, Local 5006 for the 2015-2018 contract term; iv) reestablishing the replacement schedule for vehicles and large equipment; and v) avoiding reliance on one-time and restricted revenue sources. He stated the 2020 revenue projection is also based on increases to the Township’s Comprehensive Fee Schedule to reflect greater consistency in the costs the Township incurs to provide specific services.

Township Manager Stanick next stated that budgeted General Fund expenditures for 2020 are \$6,895,711, an increase of 5.67% from 2019. He highlighted this change is the direct result of personnel services, including wages benefits and insurance, capital expenditures and investment and meeting the minimum municipal obligation for Non-Uniform, Fire and Police pension plans. He cited that General Fund capital expenditures and capital investment are in the amount of \$744,197, some of which includes leasing of three additional SUV Police Interceptors, leasing of a Ford 550 and a Tiger Mower, the construction of a kitchen and restroom facility and trail at Community Park, as well as technology upgrades to the Municipal Building network & board room cameras to name a few.

Township Manager Stanick concluded by reporting after the Board’s approval of the Tentative Budget on November 19<sup>th</sup>, a legal notice was published in the November 20<sup>th</sup> edition of the

Observer-Reporter advising the Budget is available for public inspection for at least 20 days prior to the adoption of the Final Budget.

Mr. Burns moved to approve a Resolution adopting the 2020 Annual Budget. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9F: Motion Authorizing Capital Purchases for the 2020 Calendar Year**

Township Manager Stanick reported that the purpose of this agenda item is for the Board to formally authorize capital purchases for the upcoming year that are reflective of the 2020 Final Budget to allow time for purchase orders and other plans for procurement of goods and services in a timely manner. He noted this authorization does not negate rules and regulations related to purchasing.

Mr. Burns moved to authorize Capital purchases for the 2020 Calendar Year. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9G: Motion Promoting Two Police Officers to the Rank of Sergeant**

Township Manager Stanick stated that with the recent retirements of Sergeant Cregut and Officer Molinaro and the planned retirement of Sergeant Manfredi, the Police Officer Interview Committee (Mr. Luketich, Ms. Zipko, Chief Hilk and Twp. Manager) conducted seven interviews for the promotion to Sergeant on December 4<sup>th</sup>. Chief Hilk stated that after a thorough interview process and careful consideration Officers Ryan Hoffman and Andrea Steiner have been selected to serve as Sergeants in the South Strabane Township Police Department.

Mr. Burns moved to appoint Officer Ryan Hoffman and Officer Andrea Steiner to the rank of Sergeant in the South Strabane Township Police Department. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9H: Motion Appointing a Full-Time Police Officer**

Township Manager Stanick stated that with the recent retirements of Sergeant Cregut and Officer Molinaro, the Police Officer Eligibility List, which was established earlier this year by the Police Officer Interview Committee (Mr. Luketich, Ms. Zipko, Chief Hilk and Twp. Manager), provides for the next hire to the Police Department. Chief Hilk stated that candidate Nicholas Cichon has been selected to serve as a Police Officer in the South Strabane Township Police Department.

Mr. Burns moved to appoint Officer Nicholas Cichon as a Full-Time Police Officer in the South Strabane Police Department. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9I: Motion Accepting a Revised Minimum Municipal Obligation for Plan Year 2020 for the Police Pension Plan**

Township Manager Stanick reported that at its meeting on September 24, 2019, the Board accepted the 2020 Minimum Municipal Obligation (“MMO”) for Non-Uniform, Police and Fire Pensions in the total amount of \$506,680 (to be paid in 2020). He stated that Mockenhaupt Benefits Group is the actuarial consultant for the Police Pension and its 2019 actuarial report was not complete



before the legally required September 30<sup>th</sup> deadline to accept the MMO and a revised MMO based on the 2019 valuation has been provided.

Township Manager Stanick stated that overall, the change in the Police Pension MMO that was approved in September is \$38,222 or 11.94% greater. He highlighted that the actuarial reports for both the Non-Uniform and Fire Plans (performed by PMRS) will stay the same as the new 2019 valuation report is finished in 2020 and will affect the 2021 MMO (anticipate consideration in September 2020).

Township Manager Stanick concluded by reporting the Budget was prepared with the revised number and it is recommended the Board accept the revised MMO for the Police Pension in the amount of \$358,395 (to be paid in 2020).

Mr. Burns moved to accept a revised Minimum Municipal Obligation (MMO) for Plan Year 2020 for the Police Pension Plan. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9J: Motion Approving the General Liability Insurance Policy for the South Strabane Fire Department**

Township Manager Stanick stated that on an annual basis the Township covers the cost of insurance coverage for the South Strabane Volunteer Fire Department. He reported that coverage is provided for property, general liability, management, cyber liability and commercial automobile by American Alternative Insurance Corp. and boiler and machinery coverage is provided by Harford Steam Boiler. He highlighted the annual premium offered by Huntington Insurance, Inc. for 2020 is \$29,294, a decrease of 7.6% from 2019.

Mr. Burns moved to approve the General Liability Insurance Policy for the South Strabane Fire Department. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9K: Motion Approving an Agreement with Onsolve to Provide an Emergency Notification Software**

Assistant to the Township Manager Connors presented for the Board's consideration an agreement with Onsolve (Code Red) to provide emergency and general notification software for Township residents. He stated that residents will be provided with the opportunity to opt-in for this free notification service for both general and emergency events. He highlighted that if approved, Staff will work to develop and deploy a strategy in order to facilitate immediate resident interaction in the event of an emergency. He concluded by stating that per the agreement, the Township will be charged a fixed rate of \$3,000 per year of service, which includes immediate development of the Township's software program.

Mr. Burns moved to approve an agreement with Onesolve to provide emergency notification software. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9L: Motion Approving an Agreement with Civic Plus to Provide Park and Facility Software Management Services**

Assistant to the Township Manager Conners presented for the Board's consideration an agreement with Civic Plus (Civic Rec) to provide Park Facility and Recreation reservation software for Township customers. He stated that customers will be provided with the opportunity to reserve pavilion shelters, ballfields, and purchase tickets to potential Township events through this service. He highlighted that users will have the option of paying with a credit card as well as with a check or cash. He stated that staff anticipates this program will provide a more professional level of service and will alleviate the administrative burden associated with the Township's shelter rental program. He concluded by highlighting per the annual agreement, the Township will be charged an initial rate of \$5,500 for 2020 which includes program development and Staff training with reoccurring costs of \$3,000 for each subsequent year of service.

Ms. Zipko moved to approve an agreement with Civic Plus to provide park and facility software management services. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9M: Motion Appointing Ms. Penny Steggles to the Green Team**

Mr. Moore moved to appoint Ms. Penny Steggles to the Green Team. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**10. ADJOURNMENT**

Mr. Burns moved to adjourn the meeting. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:41 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager