

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

December 14, 2021

APPROVED MEETING MINUTES

1. CALL TO ORDER

The December 14, 2021 Regular Meeting of the South Strabane Township Board of Supervisors (“Board”) came to order at 7:01 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building (550 Washington Road, Washington, PA 15301).

The following were present:

Board of Supervisors	Bob Weber, Chair; Mark Murphy, Vice Chair; Bracken Burns; Russell Grego (via Phone); and Richard Luketich.
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Absent	None
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Also Present	Township Manager Brandon Stanick; Assistant to the Township Manager Jim Sutter; Police Chief Drew Hilk; Finance Analyst Marie Coffman; Township Solicitor Dennis Makel; and Township Engineer Kevin Creagh.
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Chair Weber reported the Board had met in Executive Session on December 14, 2021 to discuss personnel matters and potential litigation.

2. PLEDGE OF ALLEGIANCE

Chair Weber lead the Pledge of Allegiance.

3. PUBLIC COMMENT

Ms. Cynthia Rossi, resident on Zediker Station Road, appeared before the Board to comment on the proposed termination of the South Strabane Township Sanitary Authority (“SSTSA”). She inquired why the Board is dissolving the SSTSA and that no concerns were shared with the SSTSA before tonight. She expressed her belief the Board was advised the SSTSA is not willing to participate in the Manifold Road Forcemain Project (“Project”) and stated this is not true. She stated the SSTSA has not awarded the contract due to the desire to have a Memorandum of Understanding and Developer Agreement. She stated the SSTSA cannot take any risks with only approximately \$660,000 in cash assets, and as a result needs the upfront monetary guarantees from the participating developers. Ms. Rossi questioned why the Township had requested her to submit a reappointment letter and are currently advertising the vacant seat on the SSTSA given the proposed termination. Ms. Rossi distributed copies of the reappointment letter she had previously submitted to the Township and read the letter aloud. She concluded her remarks by asking again why no one reached out to the SSTSA with their concerns.

4. CONSIDERATION OF REGULAR MEETING MINUTES FROM NOVEMBER 23, 2021

Mr. Burns moved to approve the November 23, 2021 Board of Supervisors Meeting Minutes as presented. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

5. FINANCIAL BUSINESS

The Board considered the following financial business:

- Payroll: \$ 118,984.34 (pay date of November 19, 2021)
- Payroll: \$ 118,533.81 (pay date of December 3, 2021)
- General Fund: \$ 203,839.88
- Liquid Fuels Fund: \$ 12,006.35
- Escrow: \$ 2,581.37
- **Total Expenditure: \$ 455,945.75**

- Overtime costs for the period include:

- Police: \$ 7,235.99
- Fire: \$ 982.44
- Public Works \$ 540.44
- **Total OT:** \$ 8,758.87 (pay date of November 19, 2021)

- Police: \$ 4,574.61
- Fire: \$ 1,133.06
- Public Works \$ 0.00
- **Total OT:** \$ 5,707.67 (pay date of December 3, 2021)

General Fund:

- cfs Bank (General Obligation Note) \$ 55,214.75
- MRM Trust Workers' Comp Fund (Workers' Compensation Insurance) \$ 63,937.77

Reports and Documents Attached:

- Expenses by Vendor Summary and Detail for the Period;
- Police, Fire and Public Works Overtime Analysis for pay date November 19, 2021; and
- Police, Fire and Public Works Overtime Analysis for pay date December 3, 2021.

Mr. Murphy moved to approve the payroll for the periods October 31 through November 13, 2021 and November 14 through November 27, 2021 and Bills for the period November 20, 2021 through December 10, 2021. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Township Manager Brandon Stanick reported the Township Municipal Building will be closed in observance of the Christmas and New Year's Day holidays on December 24, December 27 and December 31, 2021. Mr. Stanick wished everyone a happy holiday.

7. TOWNSHIP REPORTS

Municipal Separate Storm Sewer System (MS4) Report

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 minutes.

There were no public comments relating to stormwater.

Township Manager's Report

Mr. Stanick had nothing to report.

Secretary/Treasurer's Report

The following was transmitted to the Board through the Secretary/Treasurer's Report:

Minutes and Agendas:

- a) Planning Commission Regular Meeting Minutes – November 4, 2021;
- b) Sanitary Authority Meeting Agenda – November 24, 2021;
- c) Planning Commission Regular Meeting Agenda – December 2, 2021; and
- d) Zoning Hearing Board Regular Meeting Agenda – December 13, 2021.

Reports and Publications:

- a) Finance Report – November 2021;
- b) Fire Department Report – November 2021;
- c) Volunteer Fire Department Transaction Detail – November 2021;
- d) Public Safety Department/Building Permit Report – October & November 2021;
- e) Police Department Report – October & November 2021
- f) Tax Collector's Report & Interim Collection Only – November 2021;
- g) Animal Control Officer's Report – November 2021;
- h) Township Engineer's Report – December 14, 2021;
- i) *WEWJA Financial Statement for the fiscal quarter ending September 30, 2021;*
- j) Tomorrow, Wash. Co. Conservation District Newsletter – October 2021;
- k) OR Legal Notice for CPA Appointment – December 1, 2021;
- l) OR Legal Notice for ZHB Public Hearings – November 29, and December 6, 2021; and
- m) OR Public Notice for Pension Ordinance – December 7, 2021.

Correspondence:

- a) Email dated October 23, 2021 from Aiden McCoy regarding him receiving his Eagle Scout rank;
- b) Email dated October 28, 2021 between Cynthia Rossi and Brandon Stanick regarding the Public Hearing for use of Recycling Facility proposed Ordinance; and
- c) Letter dated November 19, 2021 from Comcast regarding Xfinity TV Price Changes.

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

Township Solicitor's Report

Solicitor Dennis Makel reported they have assisted and advised the Township on developer reviews, personnel issues, labor negotiations and potential litigation over the past month.

Township Engineer's Report

Township Engineer Kevin Creagh reported on the following activities:

Community Park

- KLH completed the as-builts of the forcemain for potential adoption by WEWJA.

Billy Bell Park

- KLH and the Township had the final walkthrough with DCNR in late November. The final 10% of the grant was submitted along with all closeout documents.

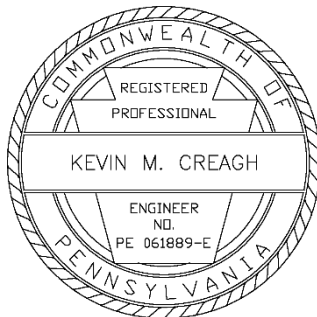
Aboveground Storage Tank

- KLH is awaiting further direction from Township staff on this project.

Developer Review Letters

- KLH has reviewed the Pankratos Conditional Use, the Washington Hyundai addition, the Meadows Landing development, and a preapplication for a residential development off of Lakeview Road for the Planning Commission.

END OF CONSULTING ENGINEERS REPORT



Respectfully Submitted,

Kevin M. Creagh, P.E.
KLH Engineers, Inc.

8. UNFINISHED BUSINESS

There was no Unfinished Business.

9. NEW BUSINESS

9A: Resolution granting Preliminary and Final Land Development Approval of Washington Hyundai for a car dealership expansion for the property located at 305 Washington Road in the C-2 Commercial Zoning District

Mr. Stanick reported on November 16, 2021 the Township received an application for Land Development approval from Washington Hyundai ("Applicant") for renovations to the car dealership ("Development") located at 305 Washington Road ("Property") in the C-2 Commercial Zoning District.

The structure is 24,237 square feet spread over two levels on the eastern side of the Property. The Applicant proposes to undertake interior and exterior renovations for aesthetic purposes and construct a new 1,200 square foot addition to the right-side elevation. On the lower level, this proposed addition will be a new covered vehicle delivery center with space for two vehicles and door access to the adjacent detail shop. The proposed addition will also have men's and women's lavatories and metal stairs providing access to the first floor. On the first floor, the proposed addition will comprise an open sales area with one corner office.

The Applicant appeared before the Planning Commission at their December 2, 2021 meeting for the consideration of their application. The Planning Commission unanimously recommended approval of the request.

Mr. Ed Moraczyk, representing the Applicant, briefly described the purpose of the expansion. He stated the upper level of the expanded area will be part of an expanded showroom. He stated the lower level will be a conversion of two outdoor parking spaces to indoor parking spaces for vehicle delivery.

Mr. Murphy asked for clarification on the proposed expansion. Mr. Gary Flannery, architect for the Applicant, stated the expansion is two stories and reiterated the uses for each level. Mr. Moraczyk stated the expansion will not add to the overall height of the structure. Mr. Flannery also noted the expansion provides restroom facilities. Mr. Murphy inquired on the overall square footage. Mr. Flannery stated it is 30 feet by 40 feet, which is 1,200 square feet per level.

Mr. Burns moved to approve the resolution granting preliminary and final land development approval of Washington Hyundai for a car dealership expansion for the property located at 305 Washington Road in the C-2 Commercial Zoning District. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9B: Resolution Authorizing and Directing the Termination of the South Strabane Township Sanitary Authority and Directing the Conveyance by the South Strabane Township Sanitary Authority to South Strabane Township of all Established Projects of the Authority and all Authority Assets

Mr. Stanick presented for the Board's consideration a resolution, prepared by Solicitor Makel, authorizing and directing the termination of the South Strabane Sanitary Authority. This action has been prepared at the request of the Board to:

- i. improve efficiencies in the financing of new sanitary sewer systems, as well as expand capacity of existing lines;
- ii. eliminate the duplication of services which can be reasonably absorbed by the Township;
- iii. streamline processes for new commercial and residential development; and
- iv. consolidate the authority and control of development in South Strabane.

Mr. Makel reviewed the resolution and highlighted significant aspects of the transition to the Township assuming the SSTSA's responsibilities. These actions are to take place by 10:00 a.m. on December 21, 2021. He noted, the resolution states the responsibility for updating and/or implementing the Act 537 Sewage Facility Plan shall be exclusively under the control and jurisdiction of the Township.

Ms. Rossi stated the prescribed timeline for transition is too short, particularly due to the upcoming holidays. She expressed her displeasure with the way this process occurred.

Mr. Murphy moved to approve the resolution authorizing and directing the termination of the South Strabane Township Sanitary Authority and directing conveyance by the South Strabane Township Sanitary Authority to South Strabane Township of all established projects of the Authority and all Authority assets. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9B(i): Motion to Award Manifold Road Forcemain Project to J5 Construction in the amount of \$877,958.80

Mr. Luketich moved to table this item. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9C: Motion Approving the Proposed 2022 Annual Budget

Mr. Stanick reported the proposed budget is unchanged from what was tentatively approved at the November 23, 2021 meeting. He stated the General Fund is in the amount of \$6,521,853 plus \$524,335 in inter-fund transfers and the Liquid Fuels Fund is in the amount of \$589,388.

Mr. Stanick stated a new fire hydrant assessment fee will be implemented this year. The purpose of user fees, as opposed to a tax, is to ensure that costs to provide services are directly borne by users of the service. In this case, the fire hydrant assessment fee is a user fee that will be assessed on homes within 780 feet of a fire hydrant. The revenue generated from the fee will be used to pay for the expenses paid to PA American Water for the maintenance and upkeep of fire hydrants within the Township. Residents can anticipate the fee added to their property tax bill in 2022.

Mr. Murphy asked when the Fire Hydrant Assessment will be ready. Mr. Makel said it will be ready in time to be applied to property tax bills. A brief discussion ensued on the implementation of the Fire Hydrant Assessment Fee.

Mr. Murphy moved to approve the proposed 2022 Annual Budget. Chair Weber seconded the motion. The motion passed on a 4 to 1 voice vote with Mr. Luketich voting no.

Mr. Luketich stated his vote against approving the proposed 2022 annual budget is due to the proposed increase in Police Chief Hilk's salary.

9D: Motion to Adopt an Ordinance Amending the Township's Non-uniform Pension Plan Administered by the Pennsylvania Municipal Retirement System Agreeing to be Bound by All Provisions of the Pennsylvania Municipal Retirement Law as Amended and as Applicable to Member Municipalities

Mr. Stanick presented for the Board's consideration an ordinance amending the non-uniform Pension Plan through the Pennsylvania Municipal Retirement System ("PMRS"). This amendment is required by PMRS and is a restatement of the existing pension benefit (no changes to benefits) that simply defined full-time employees and identified the applicable bargaining unit. More specifically, this:

- Applies to employees (both defined benefit and cash balance) hired on or before December 31, 2005 because these employees are not required to contribute to the plan and allows them to make additional contributions; and
- Applies to employees (both defined benefit adoption and cash balance) hired on or after January 1, 2006 because these employees are required to contribute 1% towards the plan and allows them to make additional contributions.

Mr. Murphy moved to adopt the ordinance amending the Township's non-uniform pension plan administered by the Pennsylvania Municipal Retirement System agreeing to be bound by all provisions of the Pennsylvania Municipal Retirement Law as amended and as applicable to member municipalities. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion to Adopt an Ordinance Amending the Township's Fire Pension Plan Administered by the Pennsylvania Municipal Retirement System Agreeing to be Bound by All Provisions of the Pennsylvania Municipal Retirement Law as Amended and as Applicable to Member Municipalities

Mr. Stanick presented for the Board's consideration an ordinance amending the Firefighter Pension Plan through PMRS. This amendment is required by PMRS and is a restatement of the existing pension benefit (no changes to benefits) that simply defined full-time employees and identified the applicable bargaining unit. More specifically, it also applies to all full-time Firefighters and allows them to make additional contributions if they so desire. The minimum required contribution for Firefighters is currently 5% of base wages. This is different from non-uniform as the non-uniform pension covers employees that at one time not subject to required contributions; however, that has since changed and is established at 1% for those hired after January 1, 2006.

Mr. Luketich moved to adopt the ordinance amending the Township's fire pension plan administered by the Pennsylvania Municipal Retirement System agreeing to be bound by all provisions of the Pennsylvania Municipal Retirement Law as amended and as applicable to member municipalities. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9F: Motion Authorizing Capital Purchases for the 2022 Calendar Year

Mr. Stanick reported the purpose of this agenda item is for the Board to formally authorize capital purchases for the upcoming year that are reflective of the 2022 Final Budget to allow for purchase orders and other plans for procurement of goods and services in a timely manner. Authorizing Staff to move forward with the purchasing process, bid or request for proposal processes, with the following items does not negate any additional rules and regulations related to purchasing nor final selection of consultants/vendors, etc.:

Item	Action	Budgeted Cost
Fixed Asset Register	Engage consultant, finalize scope of services for Board's consideration.	\$15,000
Manifold Rd. Streambank Restoration Project	Solicit proposals for design, prepare bid packet and advertise for bids on design work (not construction) for Board's consideration.	\$100,000
F-600 PW Truck Cold Storage Bldg. electrical	Authorize purchase and submit PO Authorize purchase and submit PO	\$40,388 (Yr. 1 of 3) \$10,000
Billy Bell Park Pavilion maintenance Community Park Dog Park	Authorize purchase and submit PO Authorize purchase and submit PO	\$ 3,500 \$47,300
2022 SUV Ford Interceptors (2x)	Authorize purchase and submit PO	\$31,244 (Yr. 1 of 3)
Unmarked Squad	Authorize purchase and submit PO	\$13,905 (Yr. 1 of 3)
Intersection cameras	Authorize purchase and submit PO	\$17,000
Fire Turnout Gear	Authorize purchase and submit PO	\$57,500

Mr. Murphy moved to authorize capital purchases for the 2022 calendar year. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9G: Motion to Appoint a Full-time Code Enforcement Officer/Building Inspector

Presented for the Board's consideration is a motion to appoint Troy Lucas as a Full-Time Code Enforcement Officer/Building Inspector with a starting salary of \$50,000 per year to be increased to \$57,000 per year once Mr. Lucas obtains his residential building certifications within 18 months.

Mr. Murphy moved to appoint Troy Lucas per the conditions stated as a full-time Code Enforcement Officer/Building Inspector. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9H: Motion to Appoint Roger Shaw as a member of the Green Team

Mr. Murphy moved to appoint Roger Shaw as a member of the Green Team. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

Mr. Luketich moved to add the following to the agenda: Motion to Hire a Full-time Firefighter. Mr. Murphy seconded the motion. The motion passed on the following roll call vote:

Ayes: Mr. Burns, Mr. Grego, Mr. Luketich, Mr. Murphy, and Chair Weber

Nays: None

9I: Motion to Hire a Full-time Firefighter

Mr. Murphy moved to hire a full-time firefighter. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

10. ADJOURNMENT

Mr. Murphy moved to adjourn the meeting for the evening and to reconvene on December 21, 2021 at 10:00 a.m. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager