

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

JANUARY 22, 2019

APPROVED MEETING MINUTES

1. CALL TO ORDER

The January 22, 2019 Regular Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 7:05 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building (550 Washington Road).

The following were present:

Board of Supervisors Richard Luketich, Chairman; Bob Weber, Vice Chairman; Thomas Moore; Bracken Burns; 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; Public Works Director Russel Grego; and Fire Chief Scott Reese.

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 ongoing litigation and personnel matters.

3. PUBLIC COMMENT

Chair Luketich 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.

Ms. Janie Deemer (resident on Zediker Station Road) came before the Board of Supervisors to voice her concerns regarding the renewal of the site access agreement between CW Wright Construction and the Township. Ms. Deemer stated that in her opinion, the Township does not receive appropriate compensation from CW Wright Construction for permission to park their various vehicles and equipment at the former Road Shed Facility. Ms. Deemer discussed various other storage yards throughout Washington County, highlighting that many smaller lots are rented for higher sums than the Township's current agreement with CW Wright Construction. Ms.

Deemer stated that a price greater than the current \$400 per month charge would be more appropriate.

4. CONSIDERATION OF MEETING MINUTES – JANUARY 7, 2019

Mr. Weber moved to approve the January 7, 2019 Board of Supervisors Reorganization Meeting Minutes as presented. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

5. FINANCIAL BUSINESS

The Board considered the following financial business:

- Payroll: \$113,463.09 (pay date of January 4, 2019)
- Payroll: \$108,018.98 (pay date of January 18, 2019)
- General Fund: \$132,075.09
- Liquid Fuels Fund: \$ 8,650.71
- **Total Expenditure:** **\$362,207.87**

Overtime Costs for the period include:

- Police: \$10,309.67
- Fire: \$ 566.04
- Public Works: \$ 0.00
- **Total OT:** **\$10,875.71** (pay date of January 4, 2019)

- Police: \$ 7,007.39
- Fire: \$ 1,426.80
- Public Works: \$ 1,205.90
- **Total OT:** **\$ 9,640.09** (pay date of January 18, 2019)

Mr. Moore moved to approve the payroll for the periods of December 16 through December 29, 2018 and December 30, 2018 through January 5, 2019, as well as the bills for the period January 5 through January 16, 2019. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Township Manager Stanick announced the Sanitary Authority had set their 2019 meeting schedule at their January 16th Organization Meeting. Township Manager Stanick stated that the Sanitary Authority will continue to meet on the third Wednesday of each month at 5:00 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building.

7. TOWNSHIP REPORTS

Township Solicitor's Report

The Township Solicitor had nothing to report.

Township Manager's Report

Township Manager Stanick introduced Ms. Laurel Ziemba, Director of Public Affairs for Range Resources. Ms. Ziemba discussed the Automatic External Defibrillator (AED) that was donated by Range Resources to the Township. Ms. Ziemba also stated that Range Resource's Good Neighbors Fund Grant award would be increasing to \$100,000 for 2019. Ms. Ziemba highlighted that South Strabane Township was awarded funds in 2018 that assisted in the of purchase self-contained breathing apparatus systems for the Fire Department and intersection cameras for the Police Department. Ms. Ziemba concluded by stating that the application process for the 2019 grant will open on February 1st. The Board of Supervisors thanked Ms. Ziemba for Range Resource's generous donation.

Departmental Reports

Police Department

Police Chief Hilk summarized the Police Department's accomplishments and highlighted various programs and technologies that were implemented in 2018. Chief Hilk discussed his appreciation for all members of the Police Department and commended the Department for their engagement during the re-organization that took place over the past year. Chief Hilk discussed the relationships that the Police Department has built with both Trinity East Elementary School and Trinity High School highlighting that officers interact with staff and students on a near daily basis. Chief Hilk reported that the Department has integrated new technologies including roadway intersection camera systems that have assisted the Department in the apprehension and prosecution of criminals throughout the Township. Chief Hilk stated that updating of the Police Policy and Procedure Manual and training incoming officers are the two primary goals for 2019. Chief Hilk concluded by discussing the exceptional job that all officers in the Department do on a daily basis.

Fire Department

Fire Chief Reese summarized the Fire Department's 2018 accomplishments and highlighted various equipment, including a 2018 International Tanker, that was integrated into the Fire Department's fleet. Chief Reese reported that the Fire Department had secured grant funding from multiple resources including Range Resources through its Good Neighbors Grant, as well as a state grant through the Office of the State Fire Commissioner. Chief Reese highlighted that funding from these grants assisted the Department in purchasing new self-contained breathing apparatus systems. Chief Reese reported that call volume in 2018 was slightly down from the frequency in 2017. Chief Reese also highlighted an inter-departmental active shooter training in which the Township's Police and Fire Departments participated. Chief Reese outlined the Department's goals for 2019 including fully staffing the Department and continuing to introduce updated self-contained breathing apparatus systems. Chief Reese discussed the need for both the Volunteer and

Career Service branches of the Department to work together in the coming year, particularly regarding the upcoming DCED shared-services study. Chief Reese concluded by highlighting the need for elected officials and the professional staff to complete AED and CPR training in addition to the Incident Command System (ICS) 100 and 700 level trainings in order to comply with FEMA emergency preparedness guidelines.

Public Works Department

Public Works Director Grego summarized the Public Works Department's projects and programs that were completed in 2018. Public Works Director Grego discussed improvements that were completed in Community Park including ADA compliant trails and lining the basketball court to accommodate pickleball play. Public Works Director Grego discussed the inclement weather that the area experienced in 2018 and highlighted the 2019 schedule is entirely weather dependent. Public Works Director Grego highlighted infrastructure projects that were completed in 2018 including the replacement of a stormwater pipe under Clare Drive. Public Works Director Grego concluded by discussing scheduled projects for the current year including the construction of a cold storage building, the demolition of the former Road Shed Facility, and the 2019 road paving program which is anticipated to begin in mid-June.

Secretary/Treasurer's Report

Township Manager Stanick reported the following items have been received or issued between January 5, 2019 and January 18, 2019:

Minutes and Agendas:

- a) Sanitary Authority Meeting Agenda – January 16, 2019; and
- b) Sanitary Authority Meeting Minutes – December 19, 2019

Reports and Publications:

- a) Finance Report –December 2018;
- b) Progress Report-PennDOT District 12 – Volume 2 Issue 1;
- c) OR Job Ad for Firefighter – January 13, 2019;
- d) Observer-Reporter Website Press Release for Board and Commission Vacancies – January 14, 2019;
- e) OR Job Ad for Police & Firefighter – January 16, 2019; and
- f) OR Legal Ad for Township Meeting Dates – January 17, 2019.

Correspondence:

- a) Letter dated December 28, 2018 from Brandon Stanick regarding Public Works Tree Trimming within the Right-of-Way;
- b) Email dated January 4, 2019 from Jason Theakston of the Washington Co. Planning Commission regarding 2019 Electronics Collection;
- c) Letter (w/ enclosure) dated January 9, 2019 from Township Manager Stanick regarding a Violation of the Township Regulations;
- d) Letter (w/ enclosure) dated January 9, 2019 from Township Manager Stanick regarding the Community Development Block Grant Funding for FY 2019;

- e) Letter (w/o enclosure) dated January 15, 2019 from PA Department of Environmental Protection regarding the Township Final NPDES permit – MS4 submittal; and
- f) Letters dated January 16, 2019 from Township Manager Stanick regarding appointments for 2019.

8. UNFINISHED BUSINESS

There was no unfinished business to report.

9. NEW BUSINESS

9A: Motion Appointing a Firefighter Interview Committee

Township Manager Stanick reported that pursuant to the Township's Firefighter Hiring Policy, an Interview Committee, comprised of the Fire Chief, Township Manager and two members of the Board of Supervisors, is responsible for administering the oral examination portion of the hiring process. It is requested the Board consider two Supervisors to serve on the Committee. After some discussion, Chair Luketich suggested the appointment of Mr. Burns and himself to the Firefighter Interview Committee.

Mr. Weber moved to appoint Mr. Burns and Mr. Luketich to serve on the Firefighter Interview Committee. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9B: Motion Approving Wages for Part-Time Firefighters

Township Manager Stanick reported that he had met with the Township's Firefighter Union on January 18th to address the proposed wage for part-time firefighters. Township Manager Stanick highlighted that while the current Contract does cover part-time firefighters in the Department, it does not designate a specific hourly wage. Township Manager Stanick stated that an agreed upon wage of \$18.19 per hour for service up to 1,040 hours would be the starting rate for part-time firefighters. The wage for service up to 2,080 and 3,120 hours would be part of the ongoing negotiations between the Township and the Union.

Ms. Zipko moved to approve the wage of \$18.19 per hour for Part-Time Firefighters for service up to 1,040 hours, a wage to be negotiated for up to 2,080 hours and a wage to be negotiated up to 3,120 hours. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9C: Motion Authorizing a Police Officer Recruitment Process

Township Manager Stanick reported that during the week of January 7, 2019, he had polled the Board individually regarding an immediate commencement of a Police Officer recruitment process (for two Officers) to take advantage of a written examination schedule by Bill Gamble, a Police and Fire personnel management consultant used regularly by the Township. Township Manager

Stanick reported that as there was no opposition to commencing with the recruitment, an advertisement was published in the January 16, 2019 edition of the Observer-Reporter. Township Manager Stanick highlighted that the advertisement was also posted at the Indiana University of Pennsylvania and California University of Pennsylvania Criminal Justice Training Centers, CCAC, the Police Department's Facebook page, the Township website and a regional information sharing platform for public safety personnel (Spin Network). Township Manager Stanick stated that interested candidates must submit application materials by 4:00 p.m. on February 15, 2019 to the attention of the Township Manager at the Municipal Building.

Township Manager Stanick concluded by stating the 2019 Annual Budget includes funding for the hire of two additional Police Officers at a rate of \$25.41 (pending contract negotiations) to bring the Department to full staffing level. Township Manager Stanick recommended the Board formally authorize a Police Officer recruitment process.

Ms. Zipko moved to authorize the Police Officer recruitment process. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion Appointing a Police Officer Interview Committee

Township Manager Stanick reported that pursuant to the Township's Police Officer Hiring Policy, an Interview Committee, comprised of the Police Chief, Township Manager and two members of the Board of Supervisors, is responsible for administering the oral examination portion of the hiring process. Township Manager Stanick requested that the Board consider two Supervisors to serve on the Committee. Chair Luketich suggested the appointment of Ms. Zipko and himself to the Police Officer Interview Committee.

Mr. Weber moved to appoint Ms. Zipko and Mr. Luketich to serve on the Police Officer Interview Committee. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion Authorizing the Purchase of a Police Interceptor Utility AWD Vehicle

Township Manager Stanick reported that on November 28, 2018, a Township Police Interceptor (2017 Explorer) was involved in an accident that resulted in a total loss of the vehicle. Township Manager Stanick highlighted that the Township has received \$21,542.76 from insurance as a result. Township Manager Stanick stated that Chief Hilk obtained a quote for a 2019 Ford Interceptor Utility AWD model to replace this vehicle under the PA Co-Stars Contract (#013-157) from C. Harper Ford in the amount of \$29,993.00. Chief Hilk has stated it will cost no more than \$1,000 to furnish the new vehicle with the Township's insignia/decals. Township Manager Stanick reported that the necessary equipment from the damaged vehicle will be salvaged and used to up-fit the new model. As a result, the remaining cost to the Township is \$9,450.24 to purchase the new vehicle and approximately \$1,000 for up-fit costs, which will return the fleet to its full complement of vehicles. Township Manager Stanick concluded by highlighting that funds are

available in the Risk Management line item of the 2019 Annual Budget to cover this unanticipated cost.

Mr. Weber moved to authorize the purchase of a 2019 Ford Interceptor Utility AWD vehicle from C. Harper Ford in the amount of \$29,993.00. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

9F: Motion Appointing Cypher & Cypher as Auditor for the 2018 Audit

Township Manager Stanick reported that at its meeting on December 20, 2018, the Board authorized the Township Manager to publish a notice of the Township's intent to appoint a certified public accountant to perform the annual audit in place of the Elected Auditors. Township Manager Stanick highlighted that a legal notice was published in the December 22nd edition of the Observer-Reporter. Township Manager Stanick reported that pursuant to Section 917 of the Second-Class Township Code, this notice must be published at least 30 days before a vote is taken to appoint a CPA. Township Manager Stanick stated that at the Reorganization Meeting on January 7, 2019, the appointment of a CPA was erroneously listed on the appointment register and Cypher and Cypher was appointed before the 30-day notice period expired. As the notice period has now expired (as of January 21st), Township Manager Stanick recommended the Board once again consider the appointment of Cypher and Cypher as auditor for the 2018 annual audit.

Mr. Weber moved to appoint Cypher & Cypher as Auditor for the 2018 Audit. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9G: Motion Approving a Site Access Agreement with CW Wright Construction to Park Vehicles and Equipment at the Former Road Shed Facility

Mr. Burns recommended re-evaluating the Township's access agreement with CW Wright Construction. Mr. Burns stated that the Township may be able to increase the monthly rent to benefit Township taxpayers.

Mr. Moore moved to table the discussion concerning the site access agreement with CW Wright Construction. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9H: Resolution for the Disposition of Specific Public Records

Township Manager Stanick reported that on April 24, 2018, the Board approved Resolution #11-18, a Resolution Declaring the Township's Intent to Follow the Schedules and Procedures for the Disposition of Records. Township Manager Stanick reported that pursuant to the Township's Disposal of Records Policy (Policy), acts of disposition are approved by resolution. However, resolutions are not necessarily required for disposing of records that meet the criteria outlined in the Policy. Township Manager Stanick stated that because there are a significant number of records, it is in the Township's best interest at this time to document the disposition by resolution.

Township Manager Stanick reported that the records proposed for destruction are listed in categories in the proposed resolution. Township Manager Stanick highlighted that this process would follow a seven-year cycle, resulting in the disposition of year 2011 documentation this year.

Mr. Moore moved to approve the resolution authorizing the disposition of specific public records. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9I: Motion Appointing Part-Time Firefighters

Mr. Burns moved to table the appointment of part-time Firefighters. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

10. ADJOURNMENT

Mr. Weber moved to adjourn the meeting. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 8:05 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager