

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

JANUARY 7, 2019

APPROVED MEETING MINUTES

1. CALL TO ORDER

The January 7, 2019 Reorganization 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 Bob Weber, Chairman; Thomas Moore, Vice Chairman; Bracken Burns; Richard Luketich; and Laynee Zipko.

Also Present Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; Township Solicitor Megan Patrick; Chief of Police Drew Hilk; and Fire Chief Scott Reese.

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

2. PLEDGE OF ALLEGIANCE

Chair Weber led the Pledge of Allegiance.

Chair Weber 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 Weber 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. George McMullen (resident on Beech Street) came before the Board of Supervisors to voice his concerns regarding the proposal set forth on the agenda to lower the minimum qualifications for full-time fire fighters in South Strabane Township. Mr. McMullen highlighted that minimum standards should not be lowered below a certain threshold. Mr. McMullen concluded by stating that the implementation of part-time fire fighters may lead to a greater pool of qualified candidates.

Ms. Penny Steggles (resident on Floral Hill Drive) came before the Board of Supervisors and expressed her concern regarding the current procedure in which residents must voice their concerns through pen and paper before having an open dialogue during a regular meeting. Ms. Steggles

stated that she is concerned residents are not being heard, highlighting that walk-up questions are not permitted. Ms. Steggles concluded by complementing the Board for the general professionalism that they have displayed over the past year.

4. REORGANIZATION ITEMS

Board of Supervisors Chair: Chair Weber entertained nominations for 2019 Chairman of the Township Board of Supervisors. Mr. Moore nominated Richard Luketich for Chairman. With there being no further nominations, Chair Weber requested a roll call vote and all members voted in the affirmative naming Richard Luketich as Chair of the Township Board of Supervisors for 2019.

Board of Supervisors Vice Chair: Chair Luketich entertained nominations for Board of Supervisors Vice Chair for 2019. Mr. Moore nominated Mr. Weber as Vice Chair. With there being no further nominations, Ms. Zipko requested a roll call vote and all members voted in the affirmative naming Robert Weber as Vice Chair of the Board of Supervisors for 2019.

2019 Board of Supervisors Meeting Date and Time: Mr. Weber moved to hold Regular Meetings of the Board of Supervisors on the fourth Tuesday of every month at 7:00 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building for 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Use Roberts Rules as Guidelines: Mr. Weber moved to use Roberts Rules of Order as a guideline for parliamentary procedure during meetings. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Township Manager: Mr. Weber moved to re-appoint Brandon Stanick as Township Manager. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Township Solicitor: Mr. Moore moved to re-appoint Makel & Associates as Township Solicitor. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Secretary/Treasurer: Mr. Weber moved to re-appoint Brandon Stanick as Township Secretary/Treasurer. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Assistant Secretary/Treasurer: Mr. Weber moved to appoint Patrick Connors as Assistant Township Secretary/Treasurer. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Treasurer's Bond Amount: Mr. Weber moved to set the Treasurer's Bond in the amount of \$500,000.00 for 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Depository of Funds: Mr. Weber moved to re-appoint Huntington Bank and Slovenian Savings and Loan as Depositories of Funds for the Township. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Chief Administrative Officer of Pension Plans: Mr. Moore moved to re-appoint Brandon Stanick as Chief Administrative Officer of the Township's Pension Plans. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Earned Income and Local Services Tax Collector: Mr. Weber moved to re-appoint Keystone Collections as the Township's Earned Income and Local Services Tax Collector for 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Delinquent Earned & Local Services Income Tax Collector: Mr. Weber moved to re-appoint Keystone Collections as the Township's Delinquent Earned & Local Services Income Tax Collector. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Mercantile & Delinquent Tax Collector: Mr. Weber moved to re-appoint Laura Keisling as the Township Mercantile & Delinquent Tax Collector. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Per Capita & Delinquent Tax Collector: Mr. Moore moved to re-appoint Laura Keisling as the Township Per Capita & Delinquent Tax Collector. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick stated that Ms. Debbie Bardella, Washington County Recorder of Deeds, is the Township Real Estate Transfer Tax Collector by law. Township Manager Stanick inquired whether the Township needed to formally appoint a Real Estate Transfer Tax Collector. Township Solicitor Patrick stated that there was no need to do so.

Sanitary Authority Appointment: Mr. Weber moved to re-appoint Ron Corrola to serve a five-year term on the Sanitary Authority (expires December 31, 2023). Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Mr. Weber moved to advertise the vacancies for the Building Code Board of Appeals (three-year term) the Vacancy Board (one-year term) and Elected Auditors (two vacancies) in the Observer-Reporter. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Zoning Hearing Board Solicitor: Ms. Zipko moved to re-appoint John Patrick Smider of Smider Law to serve as Solicitor for the Zoning Hearing Board at the hourly rate of \$105.00/hr. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Police and Fire Union Labor Attorney: Township Manager Stanick reported that the hourly rates for the representation of Cambell Durrant Beatty Palombo and Miller would be as follows:

Principal at \$210 per hour, Senior Associate at \$190 per hour, Associate at \$180 per hour, and Paralegal/Clerk at \$140 per hour. Ms. Zipko moved to re-appoint Cambell Durrant Beatty Palombo & Miller as the Township Police and Fire Union Labor Attorney. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

CPA Auditor: Township Manager Stanick reported that the proposed rate for auditing services for the 2018 tax year presented by Cypher and Cypher would be \$5,895.00. Mr. Weber moved to re-appoint Cypher and Cypher as the Township's CPA Auditor for 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Township Engineer: Township Manager Stanick stated that 2019 hourly rates set by KLH Engineers, Inc. are \$139.00/hr. for Principal Engineers and \$128.00/hr. for Senior Project Managers/Engineers. Ms. Zipko moved to re-appoint KLH Engineers, Inc. as the Township Engineer for 2019. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Alternate Engineer & MS4 Engineer: Township Manager Stanick reported that Widmer Engineering, Inc. has proposed an hourly rate of \$95.00/hr. for Senior Project Managers/Engineers for 2019. Ms. Zipko moved to re-appoint Widmer Engineering, Inc. as the Alternate Township Engineer and MS4 Engineer. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick recommended that the Board of Supervisors defer appointment for a Township Planning Consultant.

Animal Control Officer: Ms. Zipko moved to re-appoint Animal Control Services as the Township Animal Control Officer for 2019. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Zoning Officer: Mr. Moore moved to re-appoint Brandon Stanick as Township Zoning Officer. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Assistant Zoning Officer: Ms. Zipko moved to re-appoint James Barnes as the Township's Assistant Zoning Officer. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Public Safety Director and Code Enforcement Officer: Mr. Weber moved to re-appoint James Barnes as Township Public Safety Director and Code Enforcement Officer. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Fire Chief: Ms. Zipko moved to re-appoint Scott Reese as Township Fire Chief. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Police Chief: Ms. Zipko moved to re-appoint Drew Hilk as Township Police Chief. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Public Works Director: Mr. Weber moved to re-appoint Russell Grego as Township Public Works Director. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Interim Emergency Management Coordinator: Ms. Zipko moved to appoint Scott Reese as the Township's Interim Emergency Management Coordinator. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Washington County Tax Collection District Representative: Mr. Weber moved to appoint Brandon Stanick as the Township's Washington County Tax Collection District Representative. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Washington County Tax Collection District Alternate Representative: Mr. Weber moved to appoint Patrick Conners as the Township's Washington County Tax Collection District Alternate Representative. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Washington County Sewage Council Representative: Ms. Zipko moved to appoint Patrick Conners as the Township's Washington County Sewage Council Representative. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Washington County Sewage Council Alternate Representative: Mr. Weber moved to appoint Brandon Stanick as the Township's Washington County Sewage Council Alternate Representative. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Certification of PSATS Convention Delegates: Ms. Zipko moved to certify all Township Supervisors, Township Manager Stanick and Public Works Director Grego as PA State Association of Township Supervisors (PSATS) State Convention Delegates. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

PSATS Convention Voting Delegate: Mr. Weber nominated Mr. Luketich to serve as the Township's PA State Association of Township Supervisors Voting Delegate for 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

PSATS Convention Alternate Delegate: As there was no motion, a PSATS Convention Alternative Voting Delegate was not appointed

Township Employees: Mr. Moore moved to re-appoint all Township employees for 2019. Township Manager Stanick read aloud all employees and the positions in which they serve. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

5. CONSIDERATION OF MEETING MINUTES – DECEMBER 20, 2018

Mr. Weber moved to approve the December 20, 2018 Board of Supervisors Meeting Minutes as presented. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

6. FINANCIAL BUSINESS

The Board considered the following financial business:

- Payroll: \$118,557.90 (pay date of December 21, 2018)
- General Fund: \$36,726.21
- **Total Expenditure:** **\$155,284.11**

Overtime Costs for the period include:

- Police: \$5,856.50
- Fire: \$1,292.32
- Public Works: \$1,086.80
- **Total OT:** **\$8,235.62** (pay date of December 21, 2018)

Mr. Weber moved to approve the payroll for the period of December 2 through December 15, 2018 and the bills for the period December 15 through January 2, 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

7. ANNOUNCEMENTS

Township Manager Stanick reported that the Planning Commission had set their 2019 meeting schedule at their January 3rd Organizational Meeting. Township Manager Stanick stated that the Planning Commission will meet on the first and last Thursday of each month at 7:00 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building.

8. TOWNSHIP REPORTS

Township Solicitor's Report

The Township Solicitor had nothing to report.

Township Manager's Report

Township Manager Stanick reported that he had met with the Township Volunteer Fire Department concerning a future DCED study. Township Manager Stanick highlighted that the volunteers had agreed to participate in the study.

Secretary/Treasurer's Report

Township Manager Stanick reported the following items have been received or issued between December 15, 2018 and January 4, 2019:

Minutes and Agendas:

- a) Planning Commission Reorganization & Regular Meeting Agenda – January 3, 2019.

Reports and Publications:

- a) Fire Department Report – December 2018;
- b) Public Safety Department Report – December 2018 and Year End Report for 2018;
- c) Tax Collector's Report – December 2018;
- d) Tax Collector's Report Interim Collection Only – December 2018;
- e) Animal Control Officer's Report – December 2018; and
- f) PSATS News Bulletin – November & December 2018.

Correspondence:

- a) Letter dated December 21, 2018 from Washington Area Senior Citizens Center, Inc. regarding a letter of thanks for the \$250.00 donation;
- b) Letter dated December 21, 2018 from COMCAST regarding MGM TV Channel Updates;
- c) Letter (w/o enclosure) dated December 28, 2018 sent to Waste Management of PA, Inc. advising of the Board's action on the recycling contract;
- d) Letter (w/o enclosure) dated January 4, 2019 sent to certain Fire and Public Works employees concerning a correction to their overtime compensation; and
- e) Email dated January 4, 2019 to the Volunteer Fire Department regarding its participation in the future DCED Study.

9. NEW BUSINESS

9A: Motion Accepting the Resignation of Firefighter Cody Gump Effective January 12, 2019

Township Manager Stanick reported that the Township is in receipt of a resignation from Firefighter Cody Gump effective January 12, 2019. Township Manager Stanick recommended that the Board accept the resignation effective January 12th making January 11th Mr. Gump's last day of employment.

Mr. Weber moved to accept the resignation of Firefighter Gump effective January 12, 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9B: Motion Authorizing a Firefighter Hiring Process

Township Manager Stanick reported that with the resignation of Firefighter Gump, it is recommended the Board authorize the Township Manager and the Fire Chief to commence with a recruitment pursuant to the Township's Firefighter Hiring Policy and Process (pursuant to Resolution #27-18).

Mr. Weber moved to authorize a Firefighter hiring process. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9C: Motion Suspending Certain Minimum Qualifications as Outlined in the Firefighter Hiring Policy and Process

Township Manager Stanick reported that with the resignation of Firefighter Gump and the Board's authorization to commence with a Firefighter hiring process, it is recommended the Board suspend the following minimum qualifications required for a South Strabane Township Firefighter:

- PA Fire Academy Issued or Pro-board-certified Firefighter 1 Certification; and
- PA Class B CDL with Brake and Tanker endorsements.

Township Manager Stanick highlighted that given the Township's experience with the previous Firefighter hiring process, it is believed that suspending these two minimum qualifications for this process only will result in a larger pool of candidates. Additionally, Township Manager Stanick stated that this recommendation will allow the Board to appoint the successful candidate conditioned upon passing the Firefighter 1 Certification scheduled in May 2019 and obtaining a CDL license within six months of hire.

Mr. Burns inquired whether the requirements and timeline set forth in the hiring policy would be clearly outlined for applicants. Township Manager Stanick stated that any candidate hired without the original qualifications and certifications will be hired conditionally on attaining their Firefighter 1 Certification and PA Class B CDL with air brake and tanker endorsements within a designated timeframe. Mr. Weber asked Chief Reese if he supported this measure. Chief Reese stated that he does support this measure but highlighted that any candidate who applies with the required certifications and training should be given favorable consideration during the hiring process.

Mr. Weber moved to suspend certain minimum qualifications as outlined in the Firefighter Hiring Policy and Process. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion Renewing an Employment Agreement with the Police Chief for 2019

Township Manager Stanick presented to the Board for consideration an updated employment agreement ("Agreement") with Police Chief Hilk for the 2019 year. Township Manager Stanick outlined the changes to the Agreement including; new language reflective of non-probationary status, a uniform allowance consistent with the current Police Department Collective Bargaining Agreement, and that a salary for 2019 will be commensurate with any adjustment received by the Wage and Bargaining Unit.

Mr. Weber moved to renew the Employment Agreement with Police Chief Hilk for 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Following a comment by Township Manager Stanick, Township Solicitor Patrick confirmed that the 2020 date under Section II, 1b should be January 1, 2019.

9E: Resolution setting the Township Manager's Salary for the Year 2019

Township Manager Stanick presented to the Board for consideration a Resolution setting the Township Manager's Salary for 2019, as required by Ordinance #2-88, in the amount of \$88,000.

Ms. Zipko moved to approve Resolution 2019-1 setting the Township Manager's salary for 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

10. ADJOURNMENT

Mr. Weber moved to adjourn the meeting. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:46 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager