

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

**JANUARY 2, 2018**

**DRAFT MEETING MINUTES**

**1. CALL TO ORDER**

The January 2, 2017 Organization Meeting of the South Strabane Township Board of Supervisors came to order at 7:01 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building (550 Washington Road).

The following were present:

Board of Supervisors: Bracken Burns, Richard Luketich, Thomas Moore, Robert Weber, and Laynee Zipko.

Also Present: Brandon Stanick, Township Manager; and Dennis Makel, Township Solicitor.

**PLEDGE OF ALLEGIANCE**

Chair Moore led the Pledge of Allegiance.

**2. PUBLIC COMMENT**

Ms. Judi Panasik (resident on Green Crescent Drive) congratulated the newly elected Supervisors. She suggested the Board not reappoint EPD, Inc. as the Township's planning consultant. She further suggested the Board not hire a separate law firm to negotiate the police and fire contract. Also, she encouraged the Board to use the Elected Auditors.

**3. REORGANIZATION ITEMS**

**Oath of Office**

Magisterial District Judge Jay Weller administered the Oath of Office to Bracken Burns, Supervisor; Richard Luketich, Supervisor; Sherry Blackburn, Elected Auditor; and Laura Keisling, Tax Collector.

**Board of Supervisors Organization for 2018**

Temporary Chairman: Mr. Weber moved to appoint Thomas Moore to serve as Temporary Chairman. Mr. Luketich seconded the motion. As there were no other nominations, the motion passed on a unanimous voice vote.

Board of Supervisors Chair: Temporary Chair Moore took nominations for Board of Supervisors Chair for 2018. Mr. Luketich moved to appoint Bob Weber. The motion was seconded by Mr.

Burns. As there were no other nominations, the motion passed in a 4-1 vote with Ms. Zipko voting no.

*Board of Supervisors Vice Chair:* Chair Weber took nominations for Board of Supervisors Vice Chair for 2018. Mr. Luketich moved to nominate Tomas Moore. The motion was seconded by Chair Weber. As there were no other nominations, the motion passed on a 3-1-1 vote with Ms. Zipko voting no and Mr. Burns abstaining.

*2018 BOS Meeting Date & Time:* Ms. Zipko moved to hold Regular Meetings of the Board of Supervisors on the second and fourth Tuesday of every month at 7:00 p.m. in 2018. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Use Robert Rules as Guidelines:* Mr. Luketich moved to use Roberts Rules of Order as a guidelines for parliamentary procedure during meetings. Mr. Moore seconded the motion. The motion passed on a 4-1 vote with Ms. Zipko voting no.

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

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

*Chief Administrative Officer of Pension Plans:* Mr. Luketich moved to appoint Brandon Stanick as the Chief Administrative Officer of the Township Pension Plans (Police Pension Plan, Non-Uniform Pension Plan and the Fire Fighters Pension Plan). Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

*Assistant Secretary / Treasurer:* Mr. Moore moved to appoint Richard Luketich as Assistant Secretary / Treasurer. The motion was seconded by Chair Weber. The motion passed on a unanimous voice vote.

*Treasurer's Bond Amount:* Mr. Burns moved to set the Treasurer's Bond Amount at \$350,000 for 2018. The motion was seconded by Ms. Zipko. The motion passed on a unanimous voice vote.

*Earned Income Tax & Local Services Tax Collector:* Mr. Weber moved to appoint Keystone Collections Group as Earned Income Tax and Local Services Tax Collector for 2018. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Delinquent Earned Income Tax & Local Services Tax Collector:* Mr. Moore moved to appoint Keystone Collections Group as Delinquent Earned Income Tax and Local Services Tax Collector for 2018. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Mercantile & Delinquent Tax Collector:* Mr. Luketich moved to appoint Laura Keisling as Mercantile & Delinquent Tax Collector. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

*Per Capita & Delinquent Tax Collector:* Ms. Zipko moved to appoint Laura Keisling as Per Capita and Delinquent Tax Collector. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Real Estate Transfer Tax Collector:* Mr. Burns moved to appoint Debbie Bardella as Real Estate Transfer Tax Collector. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

*Depository of Funds:* Mr. Luketich moved to appoint Huntington Bank and Slovenian Savings and Loan as Depositories of Funds for the Township. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

*Planning Commission Appointment:* Mr. Luketich moved to appoint William Ursic to serve a four year term (expires December 31, 2021) on the Planning Commission. Mr. Burns seconded the motion. Following a discussion, the motion passed on a unanimous voice vote.

*Zoning Hearing Board Appointment:* Mr. Burns moved to reappoint Andrew Rembert to serve a three year term on the Zoning Hearing Board (expires December 31, 2022). Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

*Sanitary Authority Appointment:* Mr. Luketich moved to reappoint Edward Mazur to serve a five year term on the Sanitary Authority (expires December 31, 2022). The motion was seconded by Mr. Moore. The motion passed on a unanimous voice vote.

*Sanitary Authority Appointment:* Mr. Luketich moved to reappoint Ronald Carrola to serve on a five year term on the Sanitary Authority (expires December 31, 2022). The motion was seconded by Mr. Moore. The motion passed on a unanimous voice vote.

A discussion followed regarding reappointments without advertising the vacancy.

Mr. Burns moved it be the policy of the Board to advertise all vacancies to the public prior to making an appointment. Mr. Moore seconded the motion. Ms. Zipko moved to amend the motion to have all positions advertised within 30 days of a vacancy. Mr. Burns and Mr. Moore accepted the amendment to the motion. The motion passed on a unanimous voice vote.

*Vacancy Board Appointment:* Ms. Zipko moved to appoint Kathy Pienkowski to serve a one year term on the Vacancy Board.

Mr. Burns remarked the motion is inconsistent with the policy the Board just established. Ms. Zipko withdrew her motion.

*Township Solicitor:* Mr. Luketich moved to appoint Makel and Associates as Township Solicitor for 2018. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

*Zoning Hearing Board Solicitor:* Ms. Zipko moved to reappoint John Patrick Smider, to serve as Solicitor for the Zoning Hearing Board. The motion was seconded by Mr. Moore. The motion passed on a unanimous voice vote.

*Police and Fire Union Labor Attorney:* Mr. Burns moved to reappoint Campbell, Durrant, Beatty, Palombo & Miller to serve as Police and Fire Union Labor Counsel. The motion was seconded by Ms. Zipko. Following a discussion, the motion passed on a unanimous voice vote.

*CPA Auditor:* Mr. Moore moved to table the appointment of a CPA Auditor to audit the Township's 2017 Financial Statement. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

*Township Engineer:* Ms. Zipko moved to reappoint KLH Engineers, Inc. as the Township Engineer. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Alternate Engineer:* Mr. Burns moved to reappoint Widmer Engineering, Inc. as the Alternate Engineer and MS4 Engineer. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

*Township Planner Appointment:* Mr. Burns moved to seek competitive proposals from comparable planning consultants. Ms. Zipko seconded the motion. The motion passed on a 3-2 vote with Mr. Moore and Chair Weber voting no.

*Animal Control Officer:* Mr. Moore moved to appoint Kym Secreet as Animal Control Officer. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

*Washington County Tax Collection District Representative:* Mr. Luketich moved to appoint Laynee Zipko to serve as the Township's Washington County Tax Collection Committee Representative. Mr. Moore seconded the motion. Ms. Zipko respectively declined the appointment. Mr. Luketich and Mr. Moore withdrew the motion.

Chair Weber moved to appoint Brandon Stanick to serve as the Township's Washington County Tax Collection Committee Representative. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Washington County Sewage Council Representative: Mr. Luketich moved to appoint Laynee Zipko as the Township's Washington County Sewage Council Representative. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Zoning Officer: Mr. Moore moved to reappoint Brandon Stanick as Zoning Officer for 2018. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Assistant Zoning Officer: Mr. Burns moved to reappoint Jim Barnes as Assistant Zoning Officer for 2018. The motion was seconded by Ms. Zipko. The motion passed on a unanimous voice vote.

Public Safety Director and Code Enforcement Officer: Mr. Burns moved to reappoint Jim Barnes as Public Safety Director and Code Enforcement Officer for 2018. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Fire Chief: Mr. Burns moved to reappoint Scott Reese as Fire Chief. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Police Chief: Mr. Burns moved to reappoint Donald Zofchak as Chief of Police for 2018 and ending on a date of his retirement that is to be determined. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Public Works Director: Ms. Zipko moved to reappoint Russell Grego as Public Works Director. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Emergency Management Coordinator: Mr. Burns moved to reappoint Christopher Barton as Emergency Management Coordinator. The motion was seconded by Ms. Zipko. The motion passed on a unanimous voice vote.

Township Employees: Mr. Burns moved to reappoint all Township Employees for the 2018 year pursuant to the list provided to the Board of Supervisors (refer to list attached to the minutes). Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Certification of PSATS Convention Delegates: Mr. Luketich 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. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

PSATS Convention Voting Delegate: Mr. Burns moved to appoint Robert Weber as PSATS Convention Voting Delegate. The motion was seconded by Mr. Moore. The motion passed on a unanimous voice vote.

PSATS Convention Alternate Voting Delegate: Mr. Luketich moved to appoint Tomas Moore as PSATS Convention Alternate Voting Delegate. The motion was seconded by Chair Weber. The motion passed on a unanimous voice vote.

A discussion regarding the appointment of an Agricultural Security Area Advisory Committee ensued. Mr. Moore moved to have the Township Manager set up interviews for those interested in serving on the Committee to be appointed in January. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Chair Weber suggested having the Township Manager advertise for the following: Comprehensive Plan Implementation Committee, Planning Commission and Alternate Planning Commission members, Zoning Hearing Board and Zoning Hearing Board members, Building Code Appeals Board member, Sanitary Authority member and for appointment to a Community Advisory Board.

Chair Weber stated a Community Advisory Board could be used to help the Board learn about the needs and concerns from various neighborhoods. Having a liaison with various neighborhoods would be able to assist in this matter.

Mr. Luketich moved to create a Community Advisory Board to promote communication. Mr. Moore seconded the motion.

A discussion followed.

Mr. Burns noted his opposition to the motion stating this is the Board's responsibility.

Mr. Moore remarked that the Committee would be used to encourage residents to participate and communicate with the Township.

Ms. Zipko stated the Township can better reach out and communicate with residents by having community events, but now there is no longer a Park and Recreation Counsel to do so.

Chair Weber opened the floor for public comments.

Ms. Panasik expressed her agreement with Mr. Burns and stated it seems more bureaucratic. People should come to the Board meetings to communicate concerns.

Ms. Cynthia Rossi (resident on Zediker Station Road) stated the things heard at meetings should be channeled through management. People are discouraged about coming to meetings because of the things that go on during meetings.

Mr. Eric Zipko (resident on Berry Road) stated the majority of this committee would mirror the Board as the Board would be making the appointments.

In response to a comment from Chair Weber, Township Manager Stanick stated he would like to explore this concept in more detail. He noted the Township will be having a Comprehensive Plan Implementation Committee that could be of assistance in this matter.

Mr. Luketich stated using this group would help people get involved in the community.

Mr. Luketich and Mr. Moore accepted an amendment to the motion to not advertise for appointments and to have the Township Manager explore creating a Community Advisory Group concerning expectations and resources. The motion as amended was approved on a unanimous voice vote.

**4. CONSIDERATION OF AN EMPLOYMENT CONTRACT FOR THE TOWNSHIP MANAGER**

Mr. Moore moved to table consideration of the Township Manager's contract. Mr. Luketich seconded the motion. The motion passed on a 4-0-1 vote with Mr. Burns abstaining.

**5. COMMENTS FROM SUPERVISORS**

Mr. Moore stated when the Board becomes polarized we need to build consensus. We should be all inclusive and look out for everyone.

Mr. Luketich thanked everyone who supported him during the election.

Ms. Zipko state the Budget was approved with \$1,000 contribution to the Library. She stated the Board should not delay the decision on the memorandum of understanding any longer.

Ms. Zipko moved to execute the Memorandum of Understanding indicating a \$1,000 contribution and to send correspondence to the Library reflecting the Board's decision. The motion failed for a lack of a second.

Township Manager Stanick noted it will be on the agenda for the January 9<sup>th</sup> meeting.

Mr. Weber congratulated Mr. Burns and Mr. Luketich on their election and noted he looks forward to working together to help the Township.

**6. ADJOURNMENT**

As no further business came before the Board of Supervisors, Mr. Burns moved to adjourn the meeting. Ms. Zipko seconded the motion. The meeting adjourned at 8:29 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager

## **CURRENT EMPLOYEES**

### **ADMINISTRATIVE**

Cindy Chastel  
Ann Garner  
Stephanie Humensky  
Ellen Wallo

Police Clerk  
Bookkeeper  
Secretary / Clerk  
Planning and Zoning Cle

### **POLICE DEPARTMENT**

John Beckus  
Bob Cregut  
Tim Grey  
Drew Hilk  
Ryan Hoffman  
Eric Holt  
Seth Kelly  
Michael Manfredi  
Brad McClay  
James McKean  
Steve McWreath  
Carmine Molinaro  
Jamie Quintero  
Michael Schidlmeier  
Andrea Steiner  
John Tegley  
Kenneth Torboli  
Aaron Vanatta  
Keith Zenkovich

Police Officer  
Sergeant  
Police Officer  
Sergeant  
Police Officer  
Police Officer  
Police Officer  
Sergeant  
Sergeant  
Police Officer  
Police Officer  
Police Officer  
Police Officer  
Detective  
Police Officer  
Police Officer  
Detective  
PT Officer  
Police Officer

### **PUBLIC WORKS**

Jeremi Bardella  
Gary DeNunzio  
Cody Hamill  
Jerry Jones  
Kevin Montgomery  
Dave Oller  
Jim Ross

Truck Driver/Laborer  
Truck Driver/Laborer  
Truck Driver/Laborer  
Truck Driver/Laborer  
Mechanic/Laborer  
Truck Driver/Laborer  
Truck Driver/Laborer

### **FIRE DEPARTMENT**

Michael Campbell  
John Curcio  
Cody Gump  
Scott Heckman  
Bob Orndoff  
Wyatt Streator

Public Safety Officer  
Public Safety Officer  
Public Safety Officer  
Public Safety Officer  
Public Safety Officer  
Public Safety Officer