

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

MAY 8, 2018

APPROVED MEETING MINUTES

1. CALL TO ORDER

The May 8, 2018 Regular Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 7:08 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; Richard Luketich; and Laynee Zipko.
Absent	Bracken Burns, Supervisor
Also Present	Brandon Stanick, Township Manager; Chris Furman, Township Solicitor; James Barnes, Public Safety Director; and Scott Reese, Fire Chief.

A list of 6 visitors is on file at the Municipal Building.

Chair Weber advised the Board met in Executive Session prior to the meeting and discussed ongoing litigation and personnel matters.

2. PLEDGE OF ALLEGIANCE

Chair Weber led the Pledge of Allegiance.

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. Tom Hincy (resident on Shawnee Dr.) expressed his appreciation to Public Works Director Russell Grego and Township Manager Stanick for their assistance in setting up the pickle ball court at Community Park. He stated there are 21 people interested in playing and the plans are to play three days per week from 6:00 p.m. to dark on a regular basis. Additionally, Mr. Hincy express his concern for the lack of top soil and seeding in the Strabane Manor Phase 4 Development and noted he would like to have the lawns brought up to the standards set forth in the Master Plan.

Mr. Jerry Angelo (resident on Rankin Rd.) expressed his desire for the Board to open the former Road Shed property on the weekends to make it more convenient for people to drop off yard waste and tree limbs.

4. CONSIDERATION OF MEETING MINUTES – FOR MARCH 26, 2018 AND APRIL 24, 2018

Mr. Luketich moved to approve the Board of Supervisors Workshop Meeting Minutes for March 26, 2018 as presented. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Mr. Moore moved to approve the Board of Supervisors Regular Meeting Minutes for April 24, 2018 as presented. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

5. FINANCIAL BUSINESS

Township Manager Stanick reported the following financial business:

- Payroll: \$ 106,540.14 (pay date of April 27th)
- General Fund: \$ 331,812.82
- Liquid Fuels: \$ 25.31
- **Total Expenditure: \$ 438,378.27**

- Overtime costs for the period include:
 - Police: \$ 4,022.59
 - Fire: \$ 1,305.17
 - Public Works: \$ 476.40
 - **Total OT: \$ 5,804.16**

Ms. Zipko moved to approve the payroll for the period April 8 through April 21, 2018 and bills for the Period April 19 through May 2, 2018 as presented. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Township Manager Stanick announced the Township Office will be closed next Tuesday due to the Primary Election; the building will be open for voting.

7. TOWNSHIP REPORTS

South Strabane Volunteer Fire Department

The report for this evening was rescheduled.

Fire Department Quarterly Report

Fire Chief Scott Reese reported there were 150 incidents in the first quarter of 2018 noting flood assessments were high during the month of February. He reported the Volunteer Department received \$3,500 for self-contained breathing apparatus from the Range Resources Good Neighbor Fund, as well as \$13,800 from the State Fire Commissioner for additional self-contained breathing apparatus. The Volunteer Department has recently placed an order for 12 apparatus in the amount of \$72,000. He noted the Volunteer Department will also dedicated funds from its Relief Association for this purchase. Further, Chief Reese noted that background checks and clearances for all career and volunteer members must be renewed this month. Lastly, he noted the Fire Department is starting to increase its public relations efforts in the community. A brief discussion ensued regarding the Department's junior fire fighter program.

Public Safety Department Quarterly Report

Public Safety Director James Barnes reported several new businesses in the Township, including Europa Nails, Kate Spade, Beef Jerky Outlet and noted Plaza Azteca is now open. Additionally, he noted several significant projects in the Township that have been issued permits, including Washington Honda exterior renovation, the construction of Presbyterian Seniorcare's Dementia Center, Sam's Club interior renovation, interior renovation for Target, as well as a new HVAC system for Trinity East Elementary School. He reported this past quarter the Township has issued permits for the construction of 14 new homes and 12 decks. Further, he noted that Phases 1 and 2 of the Strabane Manor Development are complete and 63/69 new homes in Phase 3 are constructed, and 9 homes are completed with occupancies in Phase 4 and nine units are currently under construction. Public Safety Director Barnes also reported that compliance with Township ordinances regarding property conditions has been favorable and activity is increasing due to the warmer season.

Report and Presentation of the Township's 2017 Audit and Financial Statements

Steve Cypher and Dan Starceski of Cypher and Cypher, CPA were in attendance to review the results of the annual report submitted to the DCED, as well as the draft audit statements produced by Cypher and Cypher.

Mr. Cypher distributed a presentation deck to the Board and reviewed a power point presentation noting the following:

- a) Audit covered the financial statements for the year ended December 31, 2017. Financial statements are prepared on the modified cash basis of accounting and statements are the responsibility of Township management and the Auditor is responsible to the Board. The audit was conducted in accordance with generally accepted auditing standards and the planned audit opinion is unmodified;
- b) General Fund
 - i. Current Assets: \$403,407, cash and equivalents
 - ii. Current Liabilities: \$26,577, payroll holdings and deposits

- iii. Fund Balance: Unassigned in the amount of \$319,202 and Budget Deficit of \$57,628
- c) Other Fund Balances
 - i. Liquid Fuels: \$186,080
 - ii. Drug Investigation Fund: \$6,353
 - iii. Capital Projects: \$0.00
- d) Fund balance is the Township's working capital, contingency fund and gives the Township the ability to plan for tomorrow. A chart of Fund Balance History for 2017 shows \$319,000, lower than the previous four years. Mr. Cypher recommended as a best practice the Township consider maintaining an unassigned fund balance of 10% to 20% of the current budget.
- e) General Fund Operating Highlights
 - i. Revenues and other financing sources: \$5,292,969
 - ii. Expenditures: \$5,801,534
 - iii. Fund balance: \$(508,565)
 - iv. Actual operating revenues were under budgeted revenues by \$361,516. The largest variance was noted in local enabling taxes.
 - v. Additionally, Per Capita, Earned Income, Local Services and Mercantile Taxes were all under budget. Real Estate Transfer taxes were over budget.
 - vi. Actual operating expenditures were over budgeted expenditures by \$334,625. The largest over expenditures noted in public safety and highways and streets.
- f) Budget Performance – Revenue – was displayed showing the budgeted and actual revenues for taxes, licenses and permits, fines and forfeitures, interest and rents, intergovernmental revenues, department earnings and miscellaneous.
- g) Budget Performance – Expenditures – was displayed showing the budgeted and actual expenditures for general government, public safety, health and sanitation, highways and streets, culture and recreation and employee benefits, insurance and miscellaneous.
- h) Expenses for public safety and highways and streets were reviewed.
- i) Bookkeeping Matters included:
 - i. Bank reconciliations: stale reconciliations were cleared
 - ii. QuickBooks files: all funds should have separate files
 - iii. Payroll Account: reporting did not allow for full transparency
 - iv. Impact Fee Funds: Township is utilizing correctly, but should be avoided to cover reoccurring expenses
 - v. General Fund cash disbursements: not all purchase orders were signed-off on by the Township Manager and better purchasing controls are recommended
 - vi. Check images: Township needs to save complete record of checks
 - vii. Liquid Fuels utilization: recommends the Township use funds before exhausting General Fund

Mr. Cypher concluded the presentation noting that Staff was very cooperative during the process.

Chair Weber thanked Cypher and Cypher for the presentation and stated it was very informative, thorough and transparent.

A discussion concerning the results of the audit followed.

Township Solicitor's Report

The Township Solicitor had no report.

Secretary/Treasurer's Report

Township Manager Stanick reported the following items have been received or issued between April 21 and May 4, 2018:

Minutes:

- a) Zoning Hearing Board Meeting Minutes – March 19, 2018

Reports and Publications:

- a) Finance Report – March 31, 2018;
- b) Fire Department Report – April 2018;
- c) Public Safety Report – April 2018;
- d) Tax Collector's Report – April 2018;
- e) Tax Collector's Report Interim Collection Only – April 2018;
- f) Holding Tank Disclosure Statement for 131 Garber Rd, 37 Strabane Dr. & 9 Anderson Dr.;
- g) Legal – Proposed R-3 Residential Zoning Code Text Amendment;
- h) Legal – Proposed C-3 Commercial Zoning Code Text Amendment;
- i) Legal Notice – Proposed Conditional Use at 65 Fischer Road;
- j) *WEWJA's Financial Statement (w/o attachment) for quarter ending – March 31, 2018;*
- k) PSATS Annual Report – 2017; and
- l) Nate Burnfield Memorial Golf Outing – Saturday, June 9, 2018.

Correspondence:

- a) Letter dated April 17, 2018 from SSTSA thanking the Township for its letter of support for its PA Water & Sewer Grant Application;
- b) Letter dated April 17, 2018 from SSTSA regarding contact information;
- c) Letter dated April 23, 2018 from Chief Hilk to regarding Officer Ryan's successful application for an Intoximeter;
- d) Letter (w/ attachment) dated April 24, 2018 from Range Resources regarding the Munce William Well in South Strabane Township;
- e) Letter (w/attachment) dated April 24, 2018 from Lennon, Smith, Souleret Engineering, Inc. and PA American Water concerning its plan to install a 185 ft. waterline;
- f) *Letter (w/ attachments) dated April 25, 2018 from EQT regarding its intent to apply for a permit to drill the Heyl (AMT111H12) Well in Amwell Township;*
- g) Letter dated April 26, 2018 from PA Department of Revenue regarding a quarterly Local Share distribution;
- h) Letter (w/attachment) dated May 3, 2018 from Dan Ryan Builders regarding the WEWJA sanitary sewer inspection for 2206, 2208 and 2210 Shawnee Dr.; and

- i) Email dated May 4, 2018 from Laural Ziemba of Range Resources regarding the status of its gas wells in South Strabane.

8. UNFINISHED BUSINESS

8A Ordinance Amending Chapter 245 of the Township Zoning Code Regarding the Purpose of the C-3 District and Eliminating Light Manufacturing as an Authorized Conditional Use in the C-3 District (Tabled)

Mr. Weber advised this item will remain on the table.

9. NEW BUSINESS

9A Agreement with Toshiba Business Solutions for a Multi-Function Copier

Township Manager Stanick reported the Township is currently engaged with Doing Better Business, Inc. in an agreement for the lease and related services of the multi-function copier (copy, print, scan, fax and document server) in the Municipal Building at a monthly cost of \$225.00 (approximately \$2,750.00 annually). The current lease has expired and Township Staff has obtained the following three quotes for the lease of a new multi-function copier:

Company and Model	Monthly Cost	Annual Cost
Toshiba Business Solutions, eStudio 45054AC	\$288.02*	\$3456.24
ComDoc, Xerox AltaLink 8045	\$304.25	\$3651.00
Doing Better Business, Ricoh MP C3504ex	\$289.84	\$3478.08

* More competitive than Co-Stars pricing by \$7.00.

He reported that because of the competitive pricing, performance/quality and Staff's previous experience, it is recommended the Board approve the attached agreement with Toshiba Business Solutions for the eStudio 45054AC model for a term of 60 months. The agreement includes costs for black and white copies, color copies, toner, service and repair. It is important to know that the purchase price of the proposed copier is \$10,442 compared to the total cost over the term in the amount of \$17,281. As this is the case, it will be in the Township's best interest to purchase the copier in the next budget year.

Ms. Zipko moved to authorize the Township Manager to execute the agreement with Toshiba Business Solutions for a monthly cost of \$288.02. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9B Resolution Amending the South Strabane Township Police Department Policy Manual Establishing a Sergeant Promotion Policy

Township Manager Stanick reported the Township is currently conducting a sergeant promotion process to fill the vacancy that resulted in the promotion of then Sergeant Drew Hilk to Police Chief. Currently, the Township Police Department Policy Manual does not address a process for the promotion of sergeants. A policy addressing this matter is important to ensure that the Police Department has an efficient, effective and fair selection process that results in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for the effective delivery of law enforcement services to the community.

Township Manager Stanick noted the policy is a two-part process with a written examination and an oral examination. The oral examination is administered by an Interview Committee comprised of the Police Chief, Township Manager and two Supervisors. Additionally, a maximum of five preference points are awarded to candidates who have prior military service experience, a four-year degree or at least five years experience with the South Strabane Township Police Department.

Ms. Zipko moved to approve the resolution. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9C Appointments to the Police Negotiations Committee, Fire Negotiations Committee and the Victory Centre Neighborhood Improvement District Administrative Board

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

Mr. Luketich moved to appoint Mr. Luketich and Ms. Zipko to the Fire Negotiations Committee. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Mr. Luketich moved to appoint Mr. Moore to serve as the Township's representative to the Victory Centre Neighborhood Improvement District Administrative Board for a five-year term. Chair Weber seconded the motion. The motion passed on a unanimous voice vote.

10. ADJOURNMENT

Mr. Luketich moved to adjourn the meeting. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager