

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

DECEMBER 20, 2018

APPROVED MEETING MINUTES

1. CALL TO ORDER

The December 20, 2018 Special 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 Chris Furman; Township Engineer Michael Sherrieb; Chief of Police Drew Hilk; and Fire Chief Scott Reese.

A list of 5 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. Don Zofchak (resident on Glenn Street) came before the Board of Supervisors to wish all Public Officials and Employees of the Township a Merry Christmas and Happy Holiday Season. Mr. Zocchak thanked the Board for the honor of serving the Township as Chief of Police for nearly four decades. Chairman Weber thanked Mr. Zofchak for his many years of service to the Township.

Mr. Jerry Angelo (resident on Rankin Road) wished everyone a happy holiday. He expressed his concerns regarding the Township renting the former Public Works shed property. Mr. Angelo

stated that the renters have increased the amount of equipment that is stored at that location. Mr. Angelo also expressed his concern regarding the disbanding of the Parks and Recreation Council and the overall upkeep of the public parks in the Township. Mr. Angelo concluded by discussing the distance between the Oak Springs Fire Station and various points throughout the Township, highlighting his concern regarding response time.

4. CONSIDERATION OF MEETING MINUTES – DECEMBER 11, 2018

Ms. Zipko moved to approve the December 11, 2018 Board of Supervisors Meeting Minutes as presented. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

5. FINANCIAL BUSINESS

The Board considered the following financial business:

- General Fund: \$22,342.44
- Liquid Fuels: \$19,946.57
- **Total Expenditure: \$42,289.01**

Mr. Moore moved to approve the bills for the period December 6 through December 14, 2018 Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Township Manager Stanick announced the Municipal Building will close at noon on December 24, 2018 in observance of the Christmas Holiday and would reopen December 27th for normal business. Township Manager Stanick also stated that the Municipal Building would be closed on January 1, 2019 in observance of New Year's. Chairman Weber thanked all Township officials and employees for a productive and successful 2018 and wished everyone a happy holiday season.

7. TOWNSHIP REPORTS

Township Solicitor's Report

The Township Solicitor had nothing to report.

Township Manager's Report

The Township Manager had nothing to report.

Secretary/Treasurer's Report

Township Manager Stanick reported the following items have been received or issued between December 8 and December 14, 2018:

Reports and Publications:

- a) Finance Report – November 2018
- b) Observer-Reporter Legal Notice (PENDING APPROVAL) Advertising the Township's Intent to Appoint a CPA to Conduct the 2018 Audit – December 22, 2018; and

Correspondence:

- a) Letter (w/ attachment) received on November 28, 2018 from Transitional Paths to Independent Living (TRPIL) requesting a contribution;
- b) *Letter (w/ attachments) dated December 10, 2018 from EQT regarding its intent to apply for a permit to drill the proposed Bovinator Well in Amwell Township; and*
- c) Letter (w/attachments) dated December 18, 2018 from Township Manager Stanick to the Redevelopment Authority regarding Resolution #37-18, a Resolution Dedicating Available Community Development Block Grant Funding.

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.

8B: Ordinance Establishing an Intergovernmental Agreement with the City of Washington for a Connection from Washington Park to Clare Drive for Emergency Purposes (Tabled)

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

9. NEW BUSINESS

9A: Ordinance Granting Preliminary and Final Subdivision Approval for the Two-Lot Higinbotham Minor Subdivision Located Along Country Club Road

Township Manager Stanick reported that on October 5, 2018 the Township received a subdivision application from Mrs. Lindsey Smithley (Applicant) for a proposed subdivision of 210 Country Club Road (Plan) in the R-2 Residential Zoning District. Township Manager Stanick highlighted that the Applicant is a contract purchaser of 4.044 acres of 210 Country Club Road, which is owned by Mr. Douglass and Mrs. Susan Higinbotham, and is seeking approval to adjoin Proposed Lot 1 with 218 Country Club Road. Township Manager Stanick stated that the Planning Commission considered the Plan during its meetings on November 29 and December 6, 2018 and unanimously recommended that the Board of Supervisors grant Preliminary and Final Subdivision Approval for the Plan. Township Engineer Sherrieb recommended approval for the lot consolidation, stating that the application and plan conformed to all Township requirements.

Mr. Burns moved to grant Preliminary and Final Subdivision Approval for the two-lot Higinbotham Minor Subdivision. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9B: Motion to Approve general Liability Insurance Coverage for the South Strabane Volunteer Fire Department

Township Manager Stanick reported that on an annual basis the Township pays the cost of insurance coverage for the South Strabane Volunteer Fire Department. Township Manager Stanick highlighted that coverage is provided for property, general liability, management, cyber liability and automobile. Township Manager Stanick concluded by stating that the annual premium offered by Huntington Insurance, Inc. for 2019 is \$31,707 an increase of 0.2% from 2018.

Mr. Burns moved to approve the purchase of general liability insurance coverage for the South Strabane Volunteer Fire Department. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9C: Motion to Amend the 2019 Final Budget

Township Manager Stanick reported that a scrivener's error had been identified in the 2019 Final Budget. Township Manager Stanick stated that \$40,000.00 had been assigned to the Township Manager's 457B contribution plan instead of the contracted amount of 5% of their annual salary (approximately \$4,000.00). After the error was discovered, the correct amounts were assigned to their respective line items.

Mr. Burns moved to approve the 2019 Final Budget with the stated corrections. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion to approve a Contract for the Residential Collection of Recyclable Materials at the Curb

Township Manager Stanick reported that the Township's existing once-per-month residential curbside recycling contract with Waste Management would be expiring at the end of 2018. Township Manager Stanick stated that the Township published a notice in the November 30 and December 3, 2018 editions of the Observer-Reporter requesting bids for residential recycling collection services. Township Manager Stanick highlighted that bids were accepted until 2:00 p.m. on December 13, 2018 at which time sealed bids were opened and read aloud at the Municipal Building

Township Manager Stanick reported that only one bid from Waste Management in the amount of \$33.12 per year, per residential household, being received. Township Manager Stanick also highlighted that 2019 pricing reflects a 23% increase over the 2018 cost of \$26.88. Township Manager Stanick discussed acceptable materials that will be collected including plastic bottles, plastic jars and plastic jugs labeled #1 PET or #2 HDPE, aluminum, steel and bimetallic cans. Township Manager Stanick also discussed the changes regarding Waste Management's recycling policy, highlighting that sometime after the first of the year glass will no longer be accepted for recycling because it has become less cost effective to do so; Waste Management will advise

customers accordingly. Additionally, free recycling collection is made available at all Township facilities, as well as Fire Station #1 and Fire Station #2.

Township Manager Stanick concluded by discussing the goal in the coming year to pursue a single hauler for household waste and recycling collection on a community-wide basis. Township Manager Stanick stated that should the Board wish to move forward with this strategy in the future, the agreement with Waste Management is a one-year term expiring at the end of 2019 allowing the Township to unilaterally cancel the contract upon 90-days notice.

Mr. Burns voiced his displeasure with the parameters of the new agreement, highlighting the increased cost and the reduced service level as two concerns. Mr. Weber stated that the Township should send correspondence to Waste Management concerning the changes in the agreement, specifically concerning glass collection and the increased cost burden.

After further discussion, Mr. Burns moved to approve the 2019 Recycling Collection Agreement with the condition that the Township Manager send Correspondence to Waste Management addressing the concerns of the Board of Supervisors. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion to Appoint a Firefighter

Township Manager Stanick reported that earlier this year the Board approved Resolution #27-18, a Resolution Approving a Firefighter Hiring Policy and Process, providing for an efficient, effective and fair selection process resulting in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for the effective delivery of fire protection and emergency medical services. Township Manager Stanick highlighted that the Interview Committee, consisting of Mr. Burns, Mr. Luketich, the Fire Chief and the Township Manager, was appointed to interview candidates. Township Manager Stanick stated that of the six total applicants, three candidates were administered the written exam resulting in one candidate meeting/exceeding the minimum required score of 80%.

Township Manager Stanick reported that following the Committee's interview, it is recommending the Board appoint Mr. Robert Brannagan upon the successful completion of a drug test, physical and satisfactory background check. Pursuant to the Collective Bargaining Agreement with the International Association of Firefighters, the starting wage will be \$21.23 per hour (or \$44,158.40 annually).

Mr. Burns moved to appoint Mr. Robert Brannagan as a full-time South Strabane Township firefighter at the starting rate of \$21.23 per hour with the condition that the candidate pass a background check, drug test, and physical. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9F: Resolution Amending the South Strabane Township Police Department Policy Manual as Amended Establishing a Police Officer hiring Policy

Township Manager Stanick reported that in the 2019 Annual Budget, funds are available for the hiring of two police officers to return the Department to full staffing levels. Township Manager Stanick stated that currently, the Township does not adhere to a policy for the hiring of police officers, and in anticipation of commencing a process in the near future, a policy addressing this matter is proposed to ensure that the Police Department has an efficient, effective and fair selection process. Township Manager Stanick highlighted that this strategy will result 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 reported that a policy has been prepared by the Township Manager and the Police Chief. Township Manager Stanick stated that the policy is currently being reviewed by the Solicitor and will be finalized for the Board's consideration addressing minimum qualifications, advertising, a three-part examination and interview process with a physical agility test, written and oral examinations, and the ranking and posting of the results.

Mr. Burns moved to approve the Resolution amending the South Strabane Township Police Department Policy Manual as amended establishing of a Police Officer hiring policy. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

9G: Motion to Authorize Financing the Purchase of a Ten-Ton Truck

Township Manager Stanick reported that the 2019 Annual Budget includes funding for the first of three payments for a ten-ton truck from Hill International Trucks, NA LLC (Company) for the Public Works Department in the amount of \$43,715.13. Township Manager Stanick highlighted that the total cost of the truck, including the trade-in value of \$35,000 and interest, is \$131,144.73 over three years. Because the Company is the Co-Stars Supplier for this model, the purchase does not require a formal bid process. Township Manager Stanick requested that the Board authorize the purchase of the truck so that production can begin with an anticipated delivery date of June 2019; the first payment will be due at the end of January 2019.

Mr. Burns moved to approve the finance payments for the purchase of a ten-ton truck. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9H: Motion to Authorize Financing the Purchase of Two SUV Police Interceptors

Township Manager Stanick reported that the 2019 Annual Budget includes funding for the first of three payments for two 2020 Ford Police Interceptor Utility AWD vehicles from Woltz & Wind Ford, Inc. (Company) for the Police Department in the amount of \$27,329.39. Township Manager Stanick stated that the total cost of the two vehicles, not including lights/siren/insignia, is \$77,611.00 over three years. Township Manager Stanick reported that the Company is the South Hills Area Council of Government's (SHACOG) responsible bidder for this model, and member pricing is available to the Township although it's not a member of SHACOG. Township Manager Stanick highlighted that this purchase does not require a formal bid process by the Township. Township Manager Stanick concluded by highlighting that their anticipated delivery date is June

2019 and stated that payment is required upon delivery. Township Manager Stanick requested that the Board authorize the purchase of the vehicles so that production can begin.

Mr. Burns moved to authorize the financing and purchase of two SUV Police Interceptors. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9I: Motion to Approve a Contract with Response Computer Service, Inc.

Township Manager Stanick reported that the Township currently uses the professional services of Response Computer Service, Inc. to provide support for the Township's limited information technology infrastructure. Township Manager Stanick discussed services provided by the Company including; maintenance and support for computer work stations and squad car laptops; as well as support and monitoring of the Township's servers and overall network. Township Manager Stanick stated that the total annual cost for the agreement is \$5,400 per year, which is paid in monthly installments. Township Manager Stanick also stated that the hourly rate for Response is \$125.00. Township Manager Stanick discussed Response's level of IT services and highlighted that their pricing remains competitive enough to support the Township's limited IT infrastructure. Township Manager Stanick also discussed anticipated upgrades to the Township's digital infrastructure that are planned for 2019 and noted that the changes will require a more sophisticated support model. Township Manager Stanick concluded by stating that the agreement with Response may be terminated upon 30-days' notice.

Mr. Burns moved to approve the contract with Response Computer Services, Inc. to provide information technology support and assistance for the Township for 2019. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9J: Motion to Advertise the Township's Intent to Appoint a Certified Public Accountant to Perform the 2018 Annual Audit

Township Manager Stanick reported that pursuant to Section 917 of the Second Class Township Code, a notice of the Township's intent to appoint a certified public accountant to perform the annual audit in place of the Elected Auditors must be published once at least 30 days before a vote is taken to appoint a CPA. Township Manager Stanick requested the Board authorize the Township Manager to publish the advertisement allowing the appointment to be made in January 2019.

Mr. Burns moved to authorize the Township Manager to advertise the Township's intent to appoint a certified public accountant to perform the 2018 annual audit. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

9K: Resolution Authorizing Signatories with Slovenian Savings and Loan Bank

Township Manager Stanick reported that Pursuant to Section 708 of the Second Class Township Code, the Board shall designate by resolution a depository for Township funds. Township Manager Stanick stated that currently, the Township uses Huntington Bank as a depository institution for all Funds. Township Manager Stanick recommended that the Board authorize Slovenian Savings

and Loan as an alternate depository institution, highlighting that they generally have more competitive interest rates.

Mr. Burns moved to authorize Township signatories with Slovenian Savings and Loan Bank. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

10. ADJOURNMENT

Mr. Moore moved to adjourn the meeting. Mrs. Zipko seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager