

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

**APRIL 24, 2018**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The April 24, 2018 Regular Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 7:02 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	Brandon Stanick, Township Manager; Dennis Makel, Township Solicitor; Michael Sherrieb, Engineer; Russell Grego, Public Works Director; and Scott Reese, Fire Chief.

A list of 10 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.

There were no public comments.

**4. CONSIDERATION OF MEETING MINUTES – APRIL 10, 2018**

Mr. Burns moved to approve the Board of Supervisors Regular Meeting Minutes for April 10, 2018 with a correction to Mr. Armstrong's name in paragraph 2 of page 7. 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: \$ 112,726.69 (pay date of April 13<sup>th</sup>)
- General Fund: \$ 237,498.83
- Liquid Fuels: \$ 1,291.21
- **Total Expenditure: \$ 351,516.73**
  
- Overtime costs for the period include:
  - Police: \$ 4,904.87
  - Fire: \$ 1,432.98
  - Public Works: \$ 642.71
  - **Total OT: \$ 6,980.56**

Ms. Zipko moved to approve the payroll for the period March 25 through April 7, 2018 and bills for the Period April 5 through April 18, 2018 as presented. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

## 6. **ANNOUNCEMENTS**

Township Manager Stanick announced the Planning Commission Agenda Meeting is scheduled for Thursday, April 29, 2018 at 7:00 p.m.

## 7. **TOWNSHIP REPORTS**

### **South Strabane Volunteer Fire Department**

The report for this evening was rescheduled.

### **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 7 and April 20, 2018:

### **Agendas and Minutes:**

- a) ASA Advisory Committee Meeting Minutes – February 28, 2018;
- b) ASA Advisory Committee Meeting Minutes – April 12, 2018; and
- c) Planning Commission Meeting Agenda – May 3, 2018.

### **Reports and Publications:**

- a) PSATS Legal Defense Partnership, Spring 2018; and
- b) PSATS News Bulletin, April 2018.

**Correspondence:**

- a) Email dated April 9, 2018 from Laural Ziemba of Range Resources advising the Township that Police and Fire Departments were selected as recipients of the Range Resources Good Neighbor Fund;
- b) *Letter (w/ attachment) dated April 9, 2018 from Rice Energy regarding the Papa Bear (HAC6H99) Well in Somerset Township;*
- c) *Letter (w/ attachments) dated April 11, 2018 from Rice Energy regarding its intent to apply for a permit to drill the Brova (ELS900H99) Well in North Bethlehem Township;*
- d) Letter dated April 16, 2018 from Township Manager Stanick to Carolyn Wissenbach regarding the Board's acceptance of her resignation from the Board of Elected Auditors; and
- e) *Letter (w/ attachment) dated April 17, 2018 from Range Resources regarding the Zimmer Ronald 10007 3H (C>NC) Well in Amwell Township.*

**8. UNFINISHED BUSINESS**

**8A Holding Tank Agreement Between the Township and CNX, LLC for Property Located at 37 Strabane Dr.**

Township Manager Stanick reported the Township is in receipt of a Holding Tank Agreement (Agreement) from CNX, LLC (Property Owner) for the construction and maintenance of a holding tank at 37 Strabane Drive (Property). Pursuant to Chapter 187-32 of the Township Code, property owners are required to enter into a written agreement with the Township providing for the construction, use, maintenance and removal of holding tanks. Additionally, property owners must also provide the Township a cash bond to fulfill the obligations set forth in the attached Agreement.

At its meeting on April 10, 2018, the Board did not approve the agreement and the Property Owner is requesting the Board reconsider. For the Board's information, the sewage for the Property at one time was addressed using an underground septic system. Testing the existing system prior to the sale of the property (a requirement of the Township) can't be done because conditions on the Property are not conducive to a "perc" test, which is performed to assess the absorption rate of the land (refer to Soil Assessment Results Summary from Andrasko & Associates, Inc). As a last resort for a sewage system, property owners will enter into a holding tank agreement with the Township at the recommendation of the Wash. Co. Sewage Council. A holding tank must be at least 1,000 gallons and is typically pumped on a weekly basis depending on the size of the household.

Mr. Burns moved to reconsider this matter. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick stated Tom Wright, WCSC Administrator provided a timeline concerning the sewage on the Property, as well as suggested the Township place a condition on any approval that would require the installation of the holding tank on the Property, the transfer of

the permit to the buyer from the Property Owner and a final inspection be presented under the name of the buyer prior to the transfer of the Property.

Mr. Aaron Smith of Peacock and Keller, legal counsel representing the Property Owner, advised the property is scheduled to be auctioned on April 25<sup>th</sup>. It has been advertised that a holding tank agreement will be required and interested purchasers have been advised of the holding tank requirement and the anticipated costs of maintaining the tank.

Mr. Burns expressed his concern that the information being provided is misleading and that a buyer would not realize that the holding tank system requires an additional expense of \$7,000 to \$8,000 annually. He stated he would like this cost disclosed to the purchaser.

A discussion ensued and it was the consensus of the Board to also require disclosure statements for the buyers of 131 Garber Rd. and 9 Anderson Dr., properties that currently have executed holding tank agreements.

Mr. Burns moved to approve the holding tank agreement between CNX Land, LLC and South Strabane Township for the property located at 37 Strabane Dr. with the provision a disclosure statement be presented by CNX Land, LLC to be signed by the buyer acknowledging that the holding tank will require ongoing maintenance costs of approximately \$700 per month, as well as disclosure statements to be signed by the buyers of 131 Garber Rd. and 9 Anderson Dr. acknowledging the same and the failure to do so will negate the holding tank agreement for each property. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

### **8B 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 Authorization for Public Works Department to Pave Portions of the Lot at the Oak Springs Fire Station**

The South Strabane Volunteer Fire Department is requesting assistance from the Township Public Works Department to pave portions of the lot at the Oak Springs Fire Station. Should the Board approve the request, the Fire Department will pay for materials and the work will be completed in approximately two days by the Public Works Department.

Mr. Burns moved authorize the Public Works Department to pave portions of the lot at the Oak Springs Fire Station at no cost. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

## 9B Bid Awards for Summer Materials and Diesel Fuel

Township Manager Stanick reported that pursuant to Article XXXI of the Second Class Township Code, Townships are required to advertise bids for the purchase of materials, services and contracts exceeding \$20,100. Bid advertisements for limestone, asphalt and rip rap were advertised in the March 12 and March 19, 2018 editions of the Observer-Reporter. Bid advertisements for gasoline and diesel fuel were advertised in the March 24 and March 28, 2018 editions of the Observer-Reporter as well. At a public meeting on April 11, 2018 bids were received, opened and announced at 3:00 p.m. in the Township Building Meeting Room.

The following is a summary of the lowest acceptable bid for each material and commodity:

MATERIAL	Thomas & Son Trucking	Golden Eagle	Kehm Oil Company
50T Aashto #4 Limestone	\$19.50/ton		
100T Aashto #57 Limestone	\$20.00/ton		
100T PA #2A Subbase Limestone	\$17.50/ton		
900T 9.5mm Superpave		\$51.50/ton	
1,700T 19mm Superpave Wearing Coarse		\$45.50/ton	
100T 25mm Superpave Binder Coarse		\$43.50/ton	
50T R6 Rip Rap Limestone	\$29.00/ton		
50T R4 Rip Rap Limestone	\$22.00/ton		
14,000 Gal. On-road Diesel*			\$2.1152/gal.**
16,000 Gal. Gasoline^			

\* Price will fluctuate with market conditions.

\*\* Freight charge of \$0.065 included in price.

^ No bids were received.

Additionally, he reported changes in pricing from 2017 to 2018 include:

Limestone material	-2.53% (average)
Superpave asphalt	+4.04% in 9.5mm; 19mm and 25mm remain flat
Rip Rap	+10.07% (average)
Diesel fuel	+19.88% (per gal.)

As no bids were received for gasoline, the Township must rebid the item, and if no bids are received within 45 days of the second advertisement, the Township may purchase or enter into a contract for the purchase of this commodity.

Mr. Burns moved to award the lowest acceptable bids for #4, #57 and #2A limestone to Thomas and Son Trucking; 9.5mm, 19mm and 25mm Superpave to Golden Eagle Construction Co., Inc.; R6 and R4 Rip Rap limestone to Thomas and Son Trucking; and on-road diesel fuel to Kehm Oil Company. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

### **9C Resolution Declaring South Strabane Township's Intent to Follow the Schedules and Procedures for Disposition of Records as set forth in the Municipal Records Manual as Amended July 23, 2009**

Township Manager Stanick reported that pursuant to the PA Municipal Records Act of 1968, municipalities of the Commonwealth are authorized to dispose of records in accordance with schedules and guidelines that have been approved by the PA Local Government Records Committee. The Committee was created by the Statute to develop records retention and disposition schedules for each municipal office (Townships, Boroughs, Cities, etc.).

As an effective records management program can reduce storage and retrieval costs, as well as increase productivity and customer service, it is recommended the Board approve the attached resolution establishing the Township's intent to follow the schedules and procedures for disposing of records pursuant to the Municipal Records Manual.

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

### **9D Agreement with Unifirst Uniform Service for Uniform and Facility Mat Cleaning Services**

Township Manager Stanick reported the Township currently has an agreement in place with Cintas that provides uniform services (includes cleaning and replacement garments) and mat cleaning services for the Township Building and the Public Works Facility. This service provides a uniform identity for crew members and ensures clothing is appropriately maintained and compliant with OSHA standards. The mats are for commercial facilities that protect and extend the life of the facilities. Due to the current cost of this service, Staff has surveyed other firms to find a more competitive price.

A summary of the results follows:

<b>Company</b>	<b>Total Annual Costs</b>
Cintas (current)	\$15,435
Cintas using U.S. Communities pricing	\$7,576
Unifirst using NJPA pricing	\$4,341
Model Uniforms	\$5,814

U.S. Communities and National Joint Powers Alliance (NJPA) are national purchasing cooperatives for non-profit organizations and government agencies. These cooperatives go through a competitive bidding process to offer its members the best pricing for a variety of services. Cintas is the vendor selected by U.S. Communities and Unifirst is the vendor selected by the NJPA. All vendors surveyed offer a more competitive price than the current arrangement

with Cintas. Please know that there is one year remaining on the agreement with Cintas and an early termination fee will cost approximately \$5,500. Although this is the case, it is cost prohibitive to remain with Cintas even with using the pricing through U.S. Communities. The pricing provided through the NJPA for services by Unifirst is approximately \$4,341 annually (annual increases of 5%). The last year of the contract with Unifirst would be \$5,227. With the early termination fee of \$5,500 it is in the best interest of the Township to terminate its contract with Cintas, become a member of NJPA (at no cost) and engage Unifirst in a five-year contract as the service provider. It is anticipated the cost of the early termination fee will be recovered within 6 to 9 months.

Following clarification of the matter, Mr. Moore moved to authorize the agreement with Unifirst for uniform cleaning services only. Mr. Luketich 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 7:40 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager