

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

**JUNE 26, 2018**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The June 26, 2018 Regular 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	Brandon Stanick, Township Manager; Dennis Makel, Township Solicitor; Michael Sherrieb, Township Engineer; Police Chief Hilk; Russell Grego, Public Works Director; and Scott Reese, Fire Chief.

A list of 30 visitors is on file at the Municipal Building.

**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.

Eric Betzner (resident on Clare Dr.) stated that following the City of Washington's request for an emergency access connection onto Clare Dr. it appeared there was a consensus for plans and permits to proceed. He suggested the Township follow a process in its consideration of this request. He also noted that the City can't identify any emergency where access to Clare Dr. would have been needed. He expressed concern for allowing access to Clare Dr. through Washington Park during the Fourth of July event, as well as additional traffic at the intersection of E. beau St. and Clare Drive. He stated no one has shared the grading permit or the stormwater plan with residents and noted two neighbors on Clare Drive are now being flooded as a result of the fill project.

Margie Ross (resident on Clare Dr.) expressed her concern for the noise and traffic generated as a result of the I-70 Widening Project and stated residents on Clare Dr. don't need another way out.

Ms. Tara Meek (resident on Clare Dr.) stated that plans were requested from the Township and never provided. She stated she would like to see an analysis of alternative access drives to the park that don't require the use of Clare Dr.

Mr. Jerry Angelo (resident on Rankin Rd.) commented on the portion of the I-70 Project that is along Rankin Rd. and noted the road is falling apart because of the Project. Additionally, Mr. Angelo expressed his concern with speeding on Rankin Rd.

Mr. John Debord (resident on Rankin Rd.) read from an article in the Observer-Reporter concerning the City's request to connect an emergency access drive to Clare Dr. He noted he mows the cul-de-sac at the end of the road and in doing so frequently sees drug paraphernalia along the road. He expressed his concern with this happening more often if access from the park is provided. He also noted the water run-off from the fill project is also causing damage.

Chair Weber stated the Board met in Executive Session on June 18, 2018 to discuss personnel, as well as met prior to tonight's meeting to discuss ongoing litigation.

#### **4. CONSIDERATION OF MEETING MINUTES – JUNE 10, 2018**

Ms. Zipko moved to approve the June 10, 2018 Board of Supervisor Meeting Minutes as presented. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

#### **5. FINANCIAL BUSINESS**

Township Manager Stanick reported the following financial business:

- Payroll: \$ 104,872.20 (pay date of June 22<sup>nd</sup>)
- General Fund: \$ 135,584.64
- Liquid Fuels: \$ 2,381.60
- **Total Expenditure: \$ 242,838.44**
  
- Overtime costs for the period include:
  - Police: \$ 2,157.32
  - Fire: \$ 1,790.60
  - Public Works: \$ 323.80
  - **Total OT: \$ 4,271.72**

Mr. Moore moved to approve the payroll for the period June 3 through June 16, 2018 and bills for the period June 7 through June 20, 2018 as presented. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

#### **6. ANNOUNCEMENTS**

Township Manager Stanick announced the Comprehensive Plan Implementation Committee will have its first meeting on July 12, 2018 at 6:00 p.m. in the Township Building Meeting Room. Additionally, he noted residents may dispose of tree limbs and other yard waste at the former Road

Shed Facility along Zediker Station Rd. on June 30, July 28, August 25 and September 29, 2018 from 9:00 a.m. to 1:00 p.m.

## **7. TOWNSHIP REPORTS**

### **Public Works Department Quarterly Report**

Public Works Director Russell Grego provided an update on the activities of the Public Works Department. He noted the Department is working on several pipe failures on Zediker Station Rd., Thome Rd., 84 Dr. and Booth Rd, which have become evident due to the large amount of rain this season. He noted the Township is reviewing a storm sewer pipe lining program that will extend the life of storm sewer pipe maintained by the Township. He noted the pipe failure at Berry Rd. / Locust Ave. intersection is a high impact area where lining the pipe will be much more efficient than setting up extended lane closures.

Michael Sherrieb, Township Engineer, stated that the Township is working with the Washington-E. Washington Joint Authority to video several of the open-ended pipes to evaluate their condition. He then described the lining process, which ultimately extends the useful life of the pipe.

Public Works Director Grego reported that the Clare Dr. slip has been fixed and the Township is confident in the strategy PennDOT used in supporting the slope. He also noted the work performed by the Department significantly reduced the cost to repair Clare Dr.

Mr. Burns congratulated the Department on fixing the Clare Dr. slip and thanked the Public Works Department for its work in reducing the costs of the project.

### **Township Solicitor's Report**

The Township Solicitor had no report.

### **Secretary/Treasurer's Report**

The following items have been received or issued between June 8 and June 22, 2018:

### **Minutes and Agendas:**

- a) Planning Commission Meeting Agenda for July 5, 2018.

### **Reports and Publications:**

- a) PennDOT District 12 Progress Report - Volume 1, Issue 6.

### **Correspondence:**

- a) Letter dated June 6, 2018 from McBane Insurance and Financial regarding the release of a bond for DeNoon Lumber;
- b) Letter dated June 8, 2018 to Chad Phillips regarding a violation of Township regulations regarding a duck coop;
- c) Email dated June 19, 2019 from Mike Sherrieb regarding Clare Drive;

- d) Email dated June 19, 2018 from Mathew Howard regarding Trinity School District's request to waive the building permit fee for the project at Trinity East Elementary School;
- e) Letter dated June 22, 2018 to Seth Wilson regarding Strabane Manor and Strabane Haven Merger; and
- f) Email dated June 22, 2018 from Laural Ziemba regarding updates to drilling activities at the Munce and Baumel pads.

## **8. UNFINISHED BUSINESS**

### **8A Conditional Use Application by G3 Holdings, LLC for an Office Building Located at 65 Fischer Road in the C-3 Commercial Zoning District (Tabled)**

Mr. Burns moved to take this item from the table. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick reported the Township received a Conditional Use Application (Application) from G3 Holdings, LLC (Applicant), a real estate holding company for Audia International, dated April 19, 2018, to allow a professional office building at 65 Fischer Road (Property). The proposed office building is a one-story facility, 60,000 sq. ft. in size, located in the C-3 Mixed-Use Commercial District that will serve as the corporate headquarters for Audia International. According to the information provided by the Applicant, Audia International is outgrowing its existing headquarters, located at 450 Racetrack Road in North Strabane Township, and the new facility seeks to accommodate its expanding corporate operations with 200 employees before 2025.

The site plan indicates the removal of the existing single-family house and the maintenance of the existing horse stable and indoor riding arena. The site plan also includes: i) a walking trail for employees; ii) a minimum 300 space parking lot and associated lighting; iii) a main entrance drive from Fischer Road; iv) a proposed entrance drive from Tanger Blvd. v) stormwater management facilities; vi) landscape buffer yards; and vii) utility extensions from along Fischer Rd., Tanger Blvd. and through the center of the adjacent Falconi property.

Additionally, he reported that at its meeting on May 3, 2018, the Planning Commission considered the Application, and following its deliberation, recommended the Board approve the request for a conditional use to operate a professional office building at the Property with the following conditions: i) the final stormwater management plans are shared with neighboring property owners; the plans are in compliance with the review completed by Township Planning Consultant Carolyn Yagle. According to Section 245-103A(4) of the Township Code, the Board is required to conduct a Public Hearing, following a recommendation from the Planning Commission, pursuant to public notice and written notice requirements. A legal notice was published in the Observer-Reporter on May 23 and 30, 2018 (twice within two consecutive weeks) and letters were mailed on May 21, 2018 (minimum of seven days prior to the Board's hearing) to owners of property within 300 feet of the Property. The Board closed the Public Hearing on June 12, 2018

and tabled the matter to June 26, 2018 to allow time for the Township Solicitor to prepare Findings of Fact and Conclusions of Law.

Township Solicitor Makel reviewed the following points prepared in the Findings of Fact and Conclusions of Law:

1. G3 Holdings LLC shall comply with all conditions as specified in Township's Zoning Ordinance which are applicable. Failure to comply with said conditions shall result in immediate revocation of its Conditional Use and G3 Holdings LLC agrees to the same without reservation.
2. G3 Holdings LLC agrees to comply with all relevant laws and regulations of the ADA during construction and the building itself.
3. The Township implements as part of the Findings of Fact and Conclusions of Law the transcript of the hearing held on June 12, 2018 and all the exhibits admitted thereto.
4. G3 Holdings LLC agrees to pay all costs incurred by the Township which would include the stenographer fee, administrative costs, engineering fees and attorney fees which shall be paid within thirty (30) calendar days of submission of the invoice to G3 Holdings LLC.
5. This conditional use cannot be transferred without approval by the Township.
6. Any changes to this conditional use as set forth herein must be approved by the Township at an additional conditional use hearing.
7. G3 Holdings LLC agrees to comply with all applicable Federal and State laws, rules and regulations.
8. Since the final land development plan was not submitted at the time of the application and/or the time of the hearing the Township reserves the right to apply reasonable conditions at the time the final land development plan is submitted.
9. G3 Holdings LLC is prohibited from using sewage holding tanks to serve the project as more specifically set forth in its application and shall be required to make the necessary arrangements for connection of the proposed business office to an existing public sewer line at its own expense.
10. G3 Holdings LLC shall develop the property in accordance with South Strabane's zoning, land development, stormwater and grading ordinances and shall obtain a NPDES general permit for stormwater discharges associated with construction activities from the Washington County Conservation District. G3 Holdings LLC shall supply the final stormwater management plans to the neighboring property owners which shall be in compliance with the Township's consultants and the applicable law.
11. The G3 Holdings LLC shall comply with any and all conditions as recommended by the South Strabane Township Planning Commission.
12. G3 Holdings LLC acknowledges that there will be no light manufacturing activities conducted on the property that is subject to the Conditional Use and this Conditional Use does not grant the same.

As there were no comments, Mr. Burns moved to approve the Conditional Use Application as presented in accordance with the Findings of Fact and Conclusions of Law. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

### **8B Approval of a Contract for the purchase of Gasoline**

Township Manager Stanick reported at its meeting on April 24, 2018, the Board awarded bids for summer materials to the lowest acceptable bidders. It was reported at that time the Township did not receive bids for regular gasoline. As such, gasoline was rebid at a public meeting on May 17<sup>th</sup> (published on May 3<sup>rd</sup> and 6<sup>th</sup>) and again, no bids were received. As no bids were received within 45 days of the second advertisement, the Township may purchase or enter into a contract for the purchase of gasoline at will.

Bruceton Petroleum (Sunoco at Racetrack Rd./Rt. 19), Guttman Energy (various stations) and Coen Oil were contacted for pricing. A response from Guttman Energy was not received. Coen Oil proposes pump price and Bruceton Petroleum proposes \$3.099 (pump price less \$0.05), the same price as last year.

Mr. Burns moved to approve a contract with Bruceton Petroleum for gasoline for the 2018-2019 year. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

### **8C 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 Request from DeNoon Lumber, Co. to Release the Road Bond (Anderson Dr.) for the Hardwood Select Timber Harvest Project**

Township Manager Stanick reported that at its meeting on September 26, 2017, the Board of Supervisors approved entering into a Road Bond Agreement with DeNoon Lumber Company (Company) for the use of 0.019 mi. of Anderson Dr. for its Hardwood Select Timber Harvest Project (Project). As the Project has concluded, the Company is requesting the Township release the road bond associated with the Project.

Additionally, he noted Public Works Director Russell Grego has inspected the condition of the road and finds the condition satisfactory to release the bond.

Mr. Burns moved to release the road bond for the Project. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

## **9B Development Agreement Between the Township and Washington Investments of PA, LLC for Park Place at the Meadows, South Pad, Along Burkett Lane**

Township Manager Stanick reported that on May 22, 2018, the Board approved a resolution granting Preliminary and Final Land Development Approval for the Park Place at the Meadows, South Pad Development (Approved Development). The Approved Development does not take effect until the adoption of a development agreement. Presented for the Board's consideration is a development agreement between the Township and Washington Investments of PA, LLC (Developer) for the Approved Development. The following is a summary of the major points of the agreement:

- **Required Improvements** to be constructed include: stormwater management system (inlet/outlet structures, pipes, retaining wall, erosion and sedimentation controls, etc.), utilities, landscaping and a parking lot with internal circulation aisles and associated lighting.
- **Other Requirements as No Public Improvements are Required**, include: obtaining approval from the PADEP for a sewage planning module exemption; final recording of the extinguishment of the electrical easement document; and obtaining all applicable Township permits prior to commencing work.
- **Performance and Maintenance Guarantee and Escrow**: in the total amount of \$194,950 representing the total cost to complete the Plan and the establishment of a \$5,000 escrow for Township Engineer inspections.
- **Completion Date**: within one year from the date of the Agreement.
- **Indemnification**: Developer indemnifies and holds the Township harmless from any damages, injuries, or losses caused by constructing the Required Improvements.

He noted the proposed development agreement has been reviewed by the Township Engineer (for cost estimates), Township Manager and Township Solicitor, as well as the Developer.

Mr. Burns moved to approve the Development Agreement between the Township and Washington Investments of PA, LLC for the Park Place at the Meadows South Pad Development. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

## **9C Consideration of Promotions to Sergeant**

Township Manager Stanick reported the Interview Committee for the Sergeant Promotion Process, consisting of Mr. Moore, Mr. Weber, Chief Hilk and the Township Manager, conducted interviews on June 6, 2018. The Initial Eligibility Register was posted on June 8<sup>th</sup> allowing time for candidates to submit the proper documentation for preference points for military service, academics or law enforcement experience. The Final Eligibility List was posted on June 14<sup>th</sup>.

In addition, he also reported that through a request from Chief Hilk to reorganize the mid-level management structure of the Police Department, it is recommended the Board consider the

promotion of Detective Ken Torboli to a newly created Sergeant Detective position and Officer Seth Kelly to the current vacancy in the Sergeant ranks.

Ms. Zipko moved to approve the appointment of Ken Torboli to Detective Sergeant and Seth Kelly to Detective. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

#### **9D Yard Waste Recycling Pilot Program at the Former Road Shed Drop-Off Facility**

Township Manager Stanick reported that on October 10, 2017, the Board approved the Yard Waste Recycling Policy (Policy) for the former Road Shed drop-off facility (253 Zediker Station Road). The Policy was implemented following complaints of nearby residents and Community Park visitors of illegal burning, as well as the Township's experience with illegal dumping of materials other than yard waste. Since the Policy became effective, interest has been expressed by residents to have the site open at a more convenient day and time to drop off acceptable yard waste.

As this is the case, it is recommended the Board consider authorizing a Pilot Program to open the facility on the second Saturday of each month, July through September 2018, from 9:00 a.m. to 1:00 p.m. The site would be managed by an employee of the Township (PW or Pavilion Cleaner) during this time with the responsibility of monitoring the site to ensure: materials are acceptable, deposited in the appropriate location and contractors do not dump at the site. It is anticipated the cost of the Pilot Program will be less than \$600.00.

It is important to know the Township is currently offering tree limb drop off service at the facility the last Saturday of the month through September, as well as curb-side leaf collection during six Mondays in October through December.

Ms. Zipko moved to approve the Yard Waste Recycling Pilot Program for the second Saturday of July, August and September 2018. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

#### **9E Agreement with Virtual Towns & Schools for Municipal Website Services**

Township Manager Stanick reported the Township's current website ([www.southstrabane.com](http://www.southstrabane.com)) launched in 2001 and provides information related to Township services and programs, operating departments, various public documents, including meeting minutes and agendas, as well as a convenient "Contact Us" function for residents to email the Township directly. Since its launch, the functionality, design and organization of the website has not evolved with technological advancement and best management practices/strategies for municipal websites. Because of this the administration of the website, although inexpensive, is burdensome and inefficient with an outdated design and ineffective functionality.



Pursuant to the 2018 Final Budget, \$6,275 is budgeted to update the Township's website. Fire Chief Reese, the administrator of the site, and the Township Manager interviewed the following municipal website developers:

<b>Company</b>	<b>Design/Development/ Training</b>	<b>Ongoing Expenses (hosting/support/maintenance)</b>	<b>Notes</b>
American Eagle	\$30,000	Annual Hosting fee: \$900 Maintenance: \$150/hr.	-
Civic Plus	\$7,007	\$2,090	\$5,122/yr. for 4 yrs.
GovOffice	\$14,700		\$4,900/yr. for 3 yrs.
Virtual Towns & Schools	\$8,000	Annual hosting/support: \$1,995 Maintenance: 10 hr. block/\$400	\$4,662/yr. for 3 yrs.

Additionally, he reported that in learning about Virtual Towns & Schools (VTS) and their development process, the open source (nonproprietary) content management system and the variety of features and modules (document centers, electronic forms, calendar, ADA compliance, mobile-friendly viewing, news links, etc.) available, it is recommended the Board approve an agreement with Virtual Towns & Schools in the amount of \$4,662 per year for three years for website design and development, hosting/backup and ongoing maintenance services. Additionally, VTS is offering a free redesign after the third year.

Mr. Burns moved to approve the agreement for website development services with Virtual Towns and Schools at a cost of \$4,662 per year for three years. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick noted the development process will take approximately four to six months.

## **9F Agreement with Cintas for Floor Mats at the Township Building**

Township Manager Stanick reported that the Township executed an agreement with Cintas in November 2016 that provides mat rental and cleaning services for the Township Building, a service that protects and extends the life of facilities. Due to the current cost of this service, Staff has surveyed other companies to find a more competitive price.

A summary of the results follows:

<b>Company</b>	<b>Total Annual Costs</b>
Cintas (current)	\$3,702.28
Cintas using U.S. Communities pricing	\$1,136.88
Unifirst using NJPA pricing	\$681.60
Model Uniforms	\$901.20

Further, he reported all vendors surveyed offer a more competitive price than the current arrangement with Cintas. Please know that there are three years and four months remaining on the agreement with Cintas and an early termination fee will cost approximately \$6,000. Although U.S. Communities does not offer the most competitive price, it is cost effective to remain with Cintas using the pricing offered through U.S. Communities. Switching to Cintas through U.S. Communities will void the current contract with no early termination fee and require a new contract with a three-year term. In summary, the cost for the service will be \$1,126 annually and will result in a savings of \$7,500 over three years.

In response to a question from Mr. Burns, Township Manager Stanick confirmed the Township will rebid the contract in three years.

Township Solicitor Makel recommended the service agreement with Cintas be approved with a condition that the Hartford County Schools, Maryland Master Agreement not apply.

Mr. Moore moved to approve the agreement with Cintas for floor mats at the Township Building with the condition the Hartford County Schools, Maryland Master Agreement not apply. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

### **9G Request from South Strabane Township Sanitary Authority to Lease Office Space at the Township Building**

The Township is in receipt of an email dated June 21, 2018 from Sanitary Authority Secretary/Treasurer Cynthia Rossi advising that the Sanitary Authority would like to lease office space in the former Police Station portion of the Township Building. Currently, the Washington County Sewage Council leases space at the Township Building for \$370.00/month resulting in a rate of \$0.94/sq. ft. Should the Board approve this request, it is recommended: i) the requested space (reception area) of 84 sq. ft. be leased at a rate \$0.94/ sq. ft. for a total of \$80.00/month through the end of the year; and ii) authorization be given to the Township Manager to approve any future request by the Sanitary Authority to lease space after 2018.

Mr. Burns moved to authorize the Sanitary Authority to lease 84 sq. ft. of office space at the Township Building for \$80 per month through December 31, 2018. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9H Proposal from B&W Insurance for General Liability Insurance Coverage for July 1, 2018 through July 1, 2019**

Township Manager Stanick reported that currently, the Township's insurance carrier is Argonaut Insurance Company, which provides coverage for: Property, Inland Marine, General Liability, Commercial Automobile, Umbrella, Public Officials Liability, Employment Practices Liability, and Police Professional. Each year prior to the expiration of the policy period (July 1, 2017 through July 1, 2018 period), and in consultation with the Township's insurance broker Paul Barzd of B&W Insurance, the Township solicits proposals from insurance carriers to seek out the most competitive rates and coverage(s).

Township Manager Stanick reviewed the quotes provided by B&W Insurance and recommended the Board accept Argonaut Insurance as the Township's insurance carrier in the amount of \$54,211 for the period July 1, 2018 through July 1, 2019. The quote from Argonaut Insurance reflects a 9.5% increase in the annual premium from the prior year. Added coverages include cyber ransom, data compromise and acts of terrorism.

Mr. Burns moved to approve the insurance renewal with Argonaut Insurance. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**10. ADJOURNMENT**

Mr. Moore moved to adjourn the meeting. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:55 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager