

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

AUGUST 28, 2018

APPROVED MEETING MINUTES

1. CALL TO ORDER

The August 28, 2018 Regular Meeting of the South Strabane Township Board of Supervisors (Board) 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	Bob Weber, Chairman; Thomas Moore, Vice Chairman; Bracken Burns; Richard Luketich; and Laynee Zipko.
Also Present	Brandon Stanick, Township Manager; Dennis Makel, Township Solicitor; Eric Tissue, Township Engineer (KLH); and Russ Grego, Public Works Director; and Scott Reese, Fire Chief.

A list of 7 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 personnel matters and ongoing litigation.

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. Andrew Meek (resident on Clare Dr.) remarked that the City of Washington will need to follow the new driveway ordinance. He expressed his confidence that the Township will have addressed the concerns expressed by Clare Drive residents.

Mr. Karl Skrypak (resident on Clare Dr.) commended the Board on passing the Driveway Ordinance and commented that gates located next to nowhere do not do much good. If this is to be used as an emergency exit, lighting and fencing will be needed. Also, he suggested that traffic control for any Pony League events should not constitute an emergency.

4. CONSIDERATION OF MEETING MINUTES – AUGUST 14, 2018

Ms. Zipko moved to approve the August 14, 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:

- Payroll: \$ 108,086.18 (pay date of August 17th)
- General Fund: \$ 175,996.17
- Liquid Fuels: \$ 10,460.17
- **Total Expenditure: \$ 294,542.52**

- Overtime costs for the period include:
 - Police: \$ 4,613.70
 - Fire: \$ 1,182.00
 - Public Works: \$ 343.35
 - **Total OT: \$ 6,139.05**

Mr. Luketich moved to approve the payroll for the period July 29 through August 11, 2018 and bills for the period August 2, through August 22, 2018. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Chair Weber read a note from the Keisling Family expressing their gratitude to the Board, Engineer Michael Sherrieb and KLH Engineers, Solicitor Dennis Makel, Public Works Director Russell Grego and the Public Works Crew for their time and resources used in the construction of the Pavilion.

7. TOWNSHIP REPORTS

Township Solicitor's Report

The Township Solicitor had nothing to report.

Township Manager's Report

Firefighter Hire Testing Process

Township Manager Stanick reported that with the resignation of Firefighter and Emergency Management Coordinator Chris Barton, effective September 7th, the resulting vacancy in the Township's career Fire Department will need filled. Presented for the Board's consideration as Agenda Item 9C is a hiring policy, modeled after the Sergeant Promotion Policy, as well as Agenda Item 9D regarding appointments to an Interview Committee. Additionally, as part of the proposed policy, a written examination is to be administered by a third party consultant. Bill Gamble will

be used to conduct the written test for the vacant firefighter position. A testing agreement was approved for the Sergeant Promotion Process earlier this year and can be applied to the administration of the firefighter test. It is important to know that given the size of the Township's career Fire Department, it is current practice to test at a level above the entry-level when hiring firefighters. Due to the Fire Department's size, it is of great benefit that new hires have a strong background and more experience in fire service than that of an entry-level position. The cost for the testing service is a minimum of \$550 for up to five applicants and \$55.00/applicant for each additional. Funds were not budgeted this year, however, charging an appropriate application fee is customary and would offset the costs of the testing process.

Strabane Manor / Strabane Haven Update

Township Manager Stanick reported that the Township is in receipt of a letter dated August 14, 2018 (received on August 22nd) from Seth Wilson, legal counsel for Dan Ryan Builders, advising of a Special Meeting on August 27, 2018 to discuss and vote on the merger of the Strabane Manor Homeowners Association and the Strabane Haven Homeowners Association. The result of the proposed merger would be that all units within Strabane Haven would become units within Phase IV of Strabane Manor, and that all members of the Homeowners Association would become members of Strabane Manor Community Services Association, Inc. Once the two organizations have merged, issuance of Township Building Permits and Occupancy Permits will recommence based on the merits of the applications. He reported the merger was approved.

Secretary/Treasurer's Report

The following items have been received or issued between August 11 and August 24, 2018:

Minutes and Agendas:

- a) Comp. Plan Implementation Committee Minutes – July 12, 2018
- b) Comp Plan Implementation Committee Agenda – August 23, 2018
- c) Planning Commission Agenda Meeting Agenda – August 30, 2018

Reports and Publications:

- a) PSATS News Bulletin – July-August 2018.

Correspondence:

- a) Email string started July 25, 2018 regarding an open pipe in Strabane Manor;
- b) Letter dated August 1, 2018 from the Redevelopment Authority regarding the 2018 Tax Increment for the Redevelopment Refunding Bonds, Series of 2018 Victory Centre Tax Increment Financing Project;
- c) *Letter (w/ attachments) dated August 9th from Rice Drilling B LLC (EQT) regarding its intent to apply for a permit to drill the proposed Wiggin Out Well in Somerset Township;*
- d) *Letter (w/ attachments) dated August 9th from Rice Drilling B LLC (EQT) regarding its intent to apply for a permit to drill the proposed Master Splinter Well in Somerset Township;*
- e) Letter dated August 10, 2018 from the Washington Co. Tax Collection District regarding PA Department of Revenue Earned Income Tax Study;

- f) *Letter (w/ attachments) dated August 14, 2018 from Rice Drilling B LLC (EQT) regarding its intent to apply for a permit to drill the proposed Swagler Well in Somerset Township;*
- g) *Letters (w/ attachments) from Polestar regarding Rice Drilling B LLC's intent to apply for a permit to drill the proposed: Fowler Well, Three Musketeers Well, Mono Well and Captain USA Well in North Bethlehem Township;*
- h) Email dated August 17, 2018 from Catherine Kidon of Audia Group advising of G3 Holdings decision not to purchase the property at 65 Fisher Road;
- i) Letter to Jason Theakston of Washington Co. Planning Commission regarding a Temporary Use Permit for Washington Mall Recycling Events; and
- j) Invitation from Chapman Properties for the 16th Annual Pig Roast & Fiesta.

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)

City of Washington Mayor Scott Putnam was in attendance to address the Board. He reiterated the City is solely looking to have an emergency access point from Washington Park as there is only one way in and out of the Park. This will also be of benefit to those residents that live along Clare Drive should something happen on E. Beau St. He also stated the City is looking for indemnification and hold harmless provision clause from the Township as well. In reference to Section 3 of the Agreement, which requires the locks for the gates to be approved by the Township, Mayor Putnam noted if the locks are above and beyond a typical style that the Township pay for the locks.

Mr. Burns noted that a mutual indemnification would not be of any benefit to the Township as this is the City's request.

Mr. Moore referenced an article published in the August 28, 2018 edition of the Observer-Reporter noting that it was reported there is only one way out of the Park and its under a train trussel. He inquired why the City has not considered any other means of access other than Clare Drive.

Mayor Putnam stated that the City has direct access to Clare Dr. through its own property.

In response to a comment from Mr. Luketich, Mayor Putnam stated a light would not be needed at the point of access as emergency personnel would be present in the event the drive is used. Additionally, school is held during the day which would not necessitate a light.

In response to a question from Chair Weber, a discussion regarding the construction activity along Clare Drive ensued. Mayor Putnam noted the fill is being provided by Lane Construction through the I-70 Widening Project and will give the City more usable space. He noted that an end use has not been decided, but Pony Baseball is looking for additional space for a Shetland League or the City may pursue a soccer field or pickle ball court.

Mr. Moore asked about the earth moving activity at the old entrance to the former Pony League Headquarters property. Mayor Putnam noted this is a different project and the City does not have any relationship to that property.

Public Works Director Grego suggested a minimum time to repair the gates should either of the gates become damaged.

Mr. Skrypak inquired about the removal of trees and earth moving activity at the site adjacent to the proposed access drive. Mayor Putnam noted this is not a City project and is unaware of the details. Mr. Skrypak suggested lighting along Clare Dr.

Mr. Michael Ross (resident on Clare Dr.) expressed his understanding that this was to be used for emergency access only. Mayor Putnam stated the access drive is for emergency purposes only and will not provide permanent access to and from the Park.

Mr. Meeks (resident on Clare Dr.) inquired if this would allow parking along Clare Dr. Mayor Putnam advised there are no plans for parking along the emergency access drive.

Ms. Zipko remarked that should anything occur on the Interstate or Clare Drive that those residents would also be allowed to use the emergency access drive.

Mayor Putnam reported that the City will consider this agreement at its meeting on September 13th.

Chair Weber advised that this matter will remain on the table.

8C Resolution to File a Petition Requesting Exemption from Section 493(34) of the Liquor Code 47 P.S. 4-493(34) for J&D Cellars Winery (290 Roupe Rd.) and to Take Any and All Action Necessary to Process that Application

Chair Weber introduced the item.

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

9. **NEW BUSINESS**

9A Request from Columbia Gas Transmission, LLC to Release the Road Bond for the Redd Farms Pipeline Replacement Project

Township Manager Stanick reported that at the end of 2016, the Board of Supervisors approved entering into a Road Bond Agreement with Columbia Gas Transmission, LLC (Company) for the use of the following roads for the Redd Farms Gas Pipeline Replacement Project (Project):

Road Name	From	To	Mileage
Floral Hill Dr.	Zediker Station Rd.	Quarry Rd.	1.29
Munce Ridge Rd.	U.S. Rt. 19	Davis School Rd.	1.13
Fischer Rd.	U.S. Rt. 19	Manifold Rd.	1.49
Zediker Station Rd.	Floral Hill Dr.	E. Beau St.	0.86
Lakeview Dr.	Lakeview Dr. (state portion)	Vance Station Rd.	0.55
Quarry Rd.	E. Beau St.	Lakeview Dr. (state portion)	1.36
Clare Dr.	E. Beau St.	I-70 Onramp	0.07

The total mileage covered by the bond is 6.75 miles in the amount of \$84,375. As the Project has concluded, the Company is requesting the Township release the road bond associated with the Project. 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 associated with the Redd Farms Pipeline Replacement Project. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9B Motion to Approve the 2019 Budget Calendar

Township Manager Stanick reported that in a memorandum dated August 14, 2018, the Board was presented with the following preliminary Budget Calendar for preparation of the 2019 Budget:

Monday, October 8th at 6:00 p.m. - Review budget format, fee schedule and projected revenues;

Thursday, October 11th at 6:00 p.m. - Review requests with Department Heads;

Monday, October 22nd at 6:00 p.m. - Review requests with Department Heads;

Monday, October 29th at 6:00 p.m. - Review budgeted expenditures, personnel and pensions;

Monday, November 5th at 6:00 p.m. - Available if needed;

Tuesday, November 13th at 7:00 p.m. - Consider adoption of Tentative Budget;

Wednesday, November 14th - Tentative Budget will be made available (for at least 20 days) at the Township Building and at southstrabane.com for public inspection. Submit advertisement to Observer-Reporter as required per State statute; and

Tuesday, December 11th at 7:00 p.m. - Adoption of Final Budget at regularly scheduled meeting.

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

9C Resolution Approving a Firefighter Hiring Policy and Process

Township Manager Stanick reported the Township will soon be conducting a firefighter hiring process to fill the vacancy that will result following Chris Barton's resignation effective September 7, 2018. Currently, the Township does not address a process for the hiring of firefighters. As such, a policy addressing this matter is proposed to ensure that the Fire Department has 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 to the community.

A policy has been prepared by the Township Manager and the Fire Chief and has been reviewed by the Solicitor. The policy seeks to address: minimum qualifications, posting requirements, 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 Firefighter Hiring Policy and Process. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9D Motion to Appoint a Firefighter Interview Committee

Chair Weber moved to appoint Bracken Burns and Richard Luketich to serve on the Firefighter Interview Committee with the Fire Chief and Township Manager. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9E Motion to Authorize the Planning Commission to Evaluate Land Development and Zoning Requirements Concerning Open Space and Recreation

Township Manager Stanick reported it is being requested by Mr. Luketich for the Planning Commission to evaluate the Township's land development and zoning requirements concerning open space and recreation. Should this be a desire of the Board it is recommended the Board pass a motion authorizing this action.

Mr. Luketich stated that development takes place in several phases and there are requirements that residential developments provide for open space and park and recreation areas as conditions for development. Previous residential developments do not have or provide much open space or recreational areas. The Planning Commission is being asked to review the Township's requirements to ensure adequate facilities are being provided so opportunities are not missed.

Ms. Zipko also suggested the review encompass requirements for more green space and trees for each lot.

Mr. Luketich moved to authorize the Planning Commission to evaluate the land development and zoning requirements concerning open space and recreation. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9F Motion to Accept the Resignation of Firefighter and Emergency Management Coordinator Chris Barton Effective September 7, 2018

Mr. Burns moved to approve the resignation of Chris Barton as Firefighter and Emergency Management Coordinator with regret and gratitude. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

9G Motion to Appoint Chris Barton as a Part-Time Firefighter Effective September 8, 2018

Chair Weber continued this item. There were no objections from the Board.

9H Motion to Appoint Scott Reese as Interim Emergency Management Coordinator

Mr. Burns moved to appoint Fire Chief Scott Reese as Interim Emergency Management Coordinator. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9I Motion to Accept the Resignation of Part-Time Planning and Zoning Clerk Ellen Wallo

Mr. Burns moved to accept the resignation of Ellen Wallo effective September 7, 2018. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Ms. Zipko moved to authorize the Township Manager to advertise and recruit for an Assistant to the Township Manager position. Mr. Luketich seconded the motion. There was no public comment regarding this matter and the motion passed on a unanimous voice vote.

10. ADJOURNMENT

Ms. Zipko moved to adjourn the meeting. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:49 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager