

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

JANUARY 9, 2018

APPROVED MEETING MINUTES

1. CALL TO ORDER

The January 9, 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; and Scott Reese, Fire Chief.

A list of 23 visitors is on file at the Municipal Building.

Chair Weber advised the Board met in Executive Session prior to the meeting and discussed pending 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. Chad Underkoffler (resident on Shawnee Dr.) expressed concern for the way residents are treated during meetings.

Ms. Carolyn Wissenbach (resident on Wren Way) requested the Board make a timely decision on appointing an Auditor due to future time constraints and the recent resignation of an Elected Auditor.

Ms. Joan Bruno (Cliffton Rd., Washington), member of Citizens Library Board, noted she is speaking for herself and stated that the Library is currently going through a transition period. The Library Board needs to keep all of its representatives from its member communities, including Ms. Rossi.

Ms. Mary Taufer (Mckennen Ave., Washington), member of Citizens Library Board, encouraged the Board to allow Ms. Rossi to raise money to contribute to Citizens Library so that she may remain seated on the Board.

Ms. Joyce Ellis (Donnan Ave., Washington), member of Citizens Library Board, shared her experience serving on the Library Board. She stated Ms. Rossi is very knowledgeable about the Library and encouraged the Board of Supervisors to maintain Ms. Rossi's seat on the Library Board.

Ms. Joann Standish (Chestnut Ridge Rd., Washington), member of Citizens Library Board, also encouraged the Board to maintain Ms. Rossi's seat. She remarked that some of the members were unaware of the change in the by-laws, which may be up for discussion in the future.

Ms. Judi Panasik (resident on Green Crescent Dr.) stated it was great for the Board to honor Mr. Keisling with a resolution and they would be remiss if they did not honor Mr. Mazur as well. She encouraged the Board not to lay off any additional police officers given the work load of the Department. She commented on an app, Next Door, that could help the Township engage residents.

Ms. Cynthia Rossi (resident on Zediker Station Rd.), Township Representative on the Citizens Library Board, shared her experiences in public service noting her work for Citizens Library preceded her appointment to the Library Board. She stated the Library operates as a poorly functioning organization and has better potential.

Mr. Jerry Angelo (resident on Rankin Rd.) thanked Mr. Keisling for his donation to Community Park. Mr. Angelo also shared remarks regarding the former Park and Recreation Council.

4. CONSIDERATION OF MEETING MINUTES – DECEMBER 28, 2017

Mr. Moore moved to approve the Board of Supervisors Regular Meeting Minutes for December 28, 2017. Ms. Zipko seconded the motion. The motion passed on a 3-0-2 vote with Mr. Burns and Mr. Luketich abstaining.

5. FINANCIAL BUSINESS

Township Manager Stanick reported the following has been prepared for the Board's consideration:

- Payroll for the period December 17, 2017 through December 28, 2017 (pay date of December 22nd) in the amount of **\$115,943.08**; and
- Bills for the period December 21, 2017 through January 3, 2018 in the amount of
 - General Fund: \$ 16,554.18
 - **Total expenditure: \$ 132,497.26**

Additionally, he reported the Board did not approve the bills for park and recreation expenditures at its last meeting and are itemized for the Board's consideration. He reported than an unauthorized

expense in the amount of \$660 was made for t-shirts to be distributed during the Skating Party, which will not be processed unless authorized by the Board.

It was confirmed that there were 110 t-shirts purchased for the Skating Party. He stated he is not certain of the remaining number of shirts. He stated the t-shirts will be made available to purchase at the Municipal Building.

Mr. Burns moved to approve the payroll in the amount of \$115,943.08, the bills in the amount of \$16,554.18, the previous park and recreation expenditures, including \$660 for the t-shirts distributed at the December 30th Skating Party. Ms. Zipko seconded the motion. The motion passed on a 4-1 vote with Mr. Moore voting no.

6. SCHEDULED VISITORS

There were no Scheduled Visitors.

7. UNFINISHED BUSINESS

7A Consideration of a Memorandum of Understanding with Citizens Library

Chair Weber noted this is currently on the table and recommended it remain on the table at this time. There were no comments from the Board.

7B Consideration of an Employment Contract for the Township Manager

Chair Weber noted this is also currently on the table and recommended it remain on the table at this time. There were no comments from the Board.

8. NEW BUSINESS

8A Consideration of a Resolution Honoring the Public Service of John C. Keisling

Chair Weber expressed his appreciation for Mr. Keisling's public service and on behalf of the Board, Chair Weber thanked Mr. Keisling for his service to his country, his state and community.

Mr. Keisling shared some of his experiences and thanked the Board for the recognition of his service.

Chair Weber read the following and presented Mr. Keisling with an executed copy of the resolution:

**SOUTH STRABANE TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA**

RESOLUTION NO. 01-18

A RESOLUTION HONORING THE PUBLIC SERVICE OF JOHN C. KEISLING

WHEREAS, John C. Keisling has served the residents of South Strabane Township for 6 years as Township Supervisor from 2012 through 2017; and,

WHEREAS, through the leadership of John Keisling, the Board of Supervisors has considered many issues of significance, and implemented policies and activities for the benefit of the Township and its residents; and,

WHEREAS, the Keisling Family has supported and contributed greatly to John Keisling's service and accomplishments on behalf of South Strabane Township.

NOW THEREFORE, BE IT RESOLVED BY THE SOUTH STRABANE TOWNSHIP BOARD OF SUPERVISORS, OF THE COUNTY OF WASHINGTON AND THE COMMONWEALTH OF PENNSYLVANIA, that:

South Strabane Township hereby recognizes John Keisling for his many significant contributions to the Township and its residents; and,

Such recognition and the gratitude of South Strabane Township be publicly expressed to John Keisling for his service to the community, and that this Resolution be incorporated in the minutes of the Board of Supervisors meeting, and that an executed copy of the Resolution be presented to John Keisling as a token of appreciation for his service to South Strabane Township. Dated this 9th day of January 2018, at South Strabane Township, Washington County, Pennsylvania.

Chair Weber advised that Mr. Mazur had declined having the Board consider a resolution, but was very appreciative of the Board's offer.

Mr. Burns asked that a like resolution is made available to Mr. Mazur.

8B Consideration of a Contract with Response Computer Services, Inc. for Tech Support

Township Manager Stanick reported the Township currently uses the professional services of Response Computer Service, Inc (Company) to provide support for the Township's limited information technology infrastructure. Services provided by the Company include:

- Maintenance and support for computer work stations and squad car laptops; and
- Support and monitoring of the Township's servers.

The total annual cost for the agreement is \$4,800, which is paid in monthly installments. Additionally, the hourly rate for the Company is \$125.00. In speaking with others that provide comparable services, such as Jenlor (approximately \$820/month) and AEC Group (approximately \$1,500) the Company's services remain competitive enough to support the Township's limited IT infrastructure. The Board should be aware that upgrades to the Township's infrastructure will be a necessity in the future, which will require a more sophisticated support model.

Mr. Burns moved to approve the contract with Response Computer Services, Inc. in the amount of \$4,800. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

8C Authorization for the Board Chairman and Township Secretary to Sign Tax Lien Sheet

Township Manager Stanick reported that Township Tax Collector Laura Keisling has compiled a list of the unpaid taxes for Tax Year 2017. The following is a summary of Real Estate Taxes billed and collected as of January 4, 2018:

Billings for 2017 (at face & after appeals)	\$925,640.07
Projected Liens	\$ 10,593.31

He also reported the projected liens are approximately 1.14% of the billings for 2017. Also, the projected liens are \$1,011 (or 0.19%) less than previous year. It is requested the Board of Supervisors vote to authorize the Board Chairman and the Township Secretary/Treasurer to sign the Tax Lien Sheet.

Mr. Burns moved to authorize the Board Chairman and Township Secretary to sign the tax lien sheet. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

8D Consideration of a Resolution to Authorize Signatories with Huntington Bank

Township Manager Stanick reported that at its Organization Meeting on January 2, 2018, the Board of Supervisors approved Huntington Bank as a depository institution for the Township. Additionally, with the election of two new Supervisors, it is requested the Board approve the attached resolution from Huntington Bank to certify signatures for the signing of checks. It is Township policy to have at least four signatures to disperse funds from the Township's accounts and two signatures for payroll checks.

Mr. Burns moved to approve the resolution authorizing signatories with Huntington Bank. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9. REPORT FROM SOLICITOR

Township Solicitor Makel reported that a settlement on an assessment appeal was reached with Precision Technologies. In response to a question from Mr. Burns, he confirmed the assessed value of the property along Berry Rd. is \$235,400.

Mr. Burns moved to accept the proposed reassessment value in the amount of \$235,400 for the Precision Technologies property. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

10. REPORT FROM SECRETARY/TREASURER

Township Manager Stanick reported that after reviewing the Organization Meeting on January 2, 2018, Chris Barton, Emergency Management Coordinator and Public Safety Officer, was not reappointed as an employee with the Township serving as Public Safety Officer.

Ms. Zipko moved to reappoint Chris Barton as a Public Safety Officer for 2018. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

He also reported that Mr. Carolla was mistakenly reappointed to the Sanitary Authority instead of the Building Code Appeals Board; however, he is still serving on the Sanitary Authority until his term expires on December 31, 2018. The Building Code Appeals Board position will be advertised pursuant to the Board's policy.

Township Manager Stanick reported the following reports and correspondence have been received between December 20, 2017 and January 5, 2018:

Reports and Other Documents:

- a) Fire Department Report – December 2017;
- b) Public Safety Department Report – December 2017;
- c) Tax Collector's Report – December 2017;
- d) PSATS News Bulletin (w/o attachments) for the month of December 2017; and
- e) Legal Notice for Proposed Zoning Code Text Amendment.

Correspondence:

- a) Letter (w/o attachments) dated December 13, 2017 from the Redevelopment Authority of the County of Washington concerning the County's Home Rehabilitation, access, and Homebuyer;
- b) Letter dated December 27, 2017 from PennDot concerning the Township's request for a special study along Country Club Road;
- c) *Notice received on January 2, 2018 from West Penn Power regarding planned transmission line work near the Municipal Building;*
- d) Letter dated January 4, 2018 from Citizens Library regarding the Township's donation to the Library; and
- e) Letter from the Mr. and Mrs. Hanah of Shawnee Drive regarding her appreciation to Mr. Stanick.

11. COMMENTS FROM SUPERVISORS

Ms. Zipko clarified her comments made during the recent Library Board Meeting concerning the Township's contribution level. She noted the contribution amount will be reassessed for next year.

Mr. Luketich stated he had also attended the Library Board Meeting. If a resident wants to make a donation to the Library then that is a private donation and would look as if someone is purchasing the Township's Library Board seat.

Mr. Burns stated he finds the Library's policy to be unacceptable. He remarked that the request from the Library was a bill and noted he found it to be personally offensive.

Mr. Moore congratulated Mr. Keisling on his public service and wished him the best in his future endeavors. Mr. Moore also recognized the Public Works employees in attendance for their service to the Township.

Chair Weber noted that the Township Manager will be setting up a goal setting workshop with the Board. He asked that Mr. Luketich focus on the Fire Department; Mr. Moore with the Police Department; Mr. Burns with the Public Works Department; Ms. Zipko with the Agricultural Security Committee and noted he will focus on the Comprehensive Plan.

12. ADJOURNMENT

Mr. Moore moved to adjourn the meeting. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 8:02 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager