

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

NOVEMBER 13, 2018

APPROVED MEETING MINUTES

1. CALL TO ORDER

The November 13, 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	Township Manager Brandon Stanick; Township Solicitor Megan Patrick; and Fire Chief Scott Reese.

A list of 9 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. David McClellan (resident on Roupe Rd.) advised of the information he sought through a Right to Know request and noted a building permit for the J and D Cellars Winery was not required and there was no reference that it was to be used as a tasting room. A septic permit was never obtained until the Right to Know request was filed asking for a copy of the permit. He noted his concern for the operations at the Winery and distributed pictures and his comments to the Board.

Mr. Gary Wall (resident on Roupe Rd.) also expressed his concern for the operations of the Winery and its compliance with the Township's Zoning Code.

Ms. Judi Panasik (resident on Green Crescent Dr.) expressed her concern for the Planning Commission's recent comments concerning the time for public comment during Agenda Meetings.

She also remarked on the Planning Commission having Planning Consultant Carolyn Yagle attend to provide them a definition of a buffer yard. Additionally, she expressed her concern that developers need to follow the plans that were approved by the Township. Lastly, she expressed her support for the Township to host a memoriam in its parks to have something nice for residents.

4. CONSIDERATION OF MEETING MINUTES – OCTOBER 23, 2018

Mr. Moore moved to approve the October 23, 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: \$ 101,097.59 (pay date of October 26, 2018)
- Payroll: \$ 104,899.41 (pay date of November 9, 2018)
- General Fund: \$ 109,025.14
- Liquid Fuels: \$ 4,472.17
- Escrow Fund: \$ 1,000.00
- **Total Expenditure: \$ 320,494.31**

- Overtime costs for the period include:
 - Police: \$ 4,659.05
 - Fire: \$ 1,846.14
 - Public Works \$ 388.00
 - **Total OT:** \$ **6,893.19** (pay date of October 26, 2018)

 - Police: \$ 6,983.72
 - Fire: \$ 1,096.88
 - Public Works: \$ 145.15
 - **Total OT:** \$ **8,225.75** (pay date of November 9, 2018)

Mr. Luketich moved to approve the payroll for the periods October 7 through October 20, 2018 and October 21 through November 3, 2018 and bills for the period October 18 through November 7, 2018. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

There were no announcements.

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

The following items have been received or issued between October 20 and November 9, 2018:

Minutes and Agendas:

- a) Planning Commission Meeting Minutes – October 4, 2018; and
- b) Planning Commission Regular Meeting Agenda – November 1, 2018.

Reports and Publications:

- a) Fire Department Report – October 2018;
- b) Public Safety Department Report – October 2018;
- c) Tax Collector's Report – October 2018;
- d) Tax Collector's Report Interim Collection Only – October 2018;
- e) Animal Control Officer's Report – October 2018;
- f) PSATS Township Legal Defense Partnership – Fall 2018;
- g) OR Legal Ad for Sale of Used Vehicle – October 28, 2018;
- h) *Washington East Washington Joint Authority – 2nd Quarter Financial Statement; and*
- i) "Celebrating 10 Years of Local Shares" - November/December 2018 edition of Inside Washington County.

Correspondence:

- a) Email dated November 2, 2018 from Chief Hilk regarding grant approval for Program, Shop with a Cop

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.

8C 2010 Ford Explorer Bid Opening and Motion to Accept Highest Bid

Township Manager Stanick reported no bids were received for the vehicle. He noted that Staff will consider the options available to the Township and report back to the Board.

9. NEW BUSINESS

9A Resolution Extending the Time Required to Meet Certain Conditions of the Final Subdivision Approval for the Revised Phase 3 Bradford Run Planned Residential Development

Township Manager Stanick reported the Township is in receipt of a request from J. Angelides Enterprises, L.P. (Applicant), the developer for the Bradford Run Planned Residential Development (Development), for the Township to grant an extension of 90 days to fulfill the conditions of Resolution #24-18, a resolution granting Preliminary and Final Subdivision Approval for Revised Phase 3 of the Development. More specifically, the conditions that cannot be met with the required timeframe, include:

- i. Complying with the August 2, 2018 letter from the Township Engineer;
- ii. Posting of a performance bond for the Revised Phase 3 Development;
- iii. Executing the development agreement; and
- iv. Recording the final plat of subdivision with the Washington County Recorder of Deeds.

In the event an extension of time is not granted, the Applicant would then resubmit materials and proceed through the subdivision and land development approval processes. It is important to know that there are no revisions proposed to the final plat of subdivision or the land development plans.

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

9B Motion Approving a Winter Maintenance Agreement with J. Angelides Enterprises LP for Phase 1 and Phase 2 of the Bradford Run Planned Residential Development (John St. and Morgan Dr.)

Township Manager Stanick reported J. Angelides Enterprises LP is requesting the Township enter into a Winter Maintenance Agreement (Agreement) for snow and ice clearance, as well as the application of anti-skid and/or deicing materials for the entire lengths of John St. and Morgan Dr. located in Phase 1 and Phase 2 of the Bradford Run Residential Development respectively. The Agreement is in the minimum amount of \$1,300 and terminates on April 15, 2019.

Mr. Moore moved to approve the winter maintenance agreement. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

9C Motion to Approve the Proposed 2019 Tentative Annual Budget

Township Manager Stanick reported this tentative budget (Budget), in the amount of \$5,613,489.00 for the General Fund plus \$776,986.66 in inter-fund transfers and \$484,000 for the Liquid Fuels Fund is being presented for the Board's acceptance for the calendar year commencing

January 1, 2019 and ending December 31, 2019. The Budget has been prepared with no tax increases, short-term debt or additional long-term debt service.

Projected tax revenue for 2019 is in the amount of \$4,169,000, a decrease of 1.7% than what is estimated for 2018. Total non-tax revenue for 2019 is projected at \$2,221,375.66, a decrease of 4% of the amount estimated for 2018. The Township remains fiscally conservative in planning for 2019 as the decrease in 2019 from what is anticipated in 2018 is due to one-time revenue sources of building permit and plan review fees. These sources have generated more than what was projected for 2018, as well as budgeted for 2019. Typically, these revenue sources are not sustainable at current levels as they are not controlled by the Township outside of significant increases to the fee schedule. The changes to the Comprehensive Fee Schedule include adjustment to the pavilion rental fee for Driscoll Park, establishing a rental fee structure for non-resident users, and establishing fees for the use of the Township's ballfields and multi-purpose field by organized groups.

Total General Fund expenditures for 2019 are in the amount of \$6,390,475.66 and 11.3% greater than the previous year. The Budget provides for the hire of two full-time police officers to return the department to full staffing levels, hiring an Asst. to the Manager to oversee land use planning and zoning, communication, park and recreation and special projects at a more professional level, as well as the hiring of one firefighter following the reorganization of the department to allow for a full-time Code Enforcement Officer. General Fund capital expenditures and capital investment are in the amount of \$476,508, some of which includes the leasing of two 2020 SUV Police Interceptors, the leasing of a 2019 International Truck, the Phase 5 Community Park Project (depending on grant awards) and a planning study for the Washington Mall property. Additionally, pension costs will increase in 2019 by 44% causing the Township's funding levels to decrease and require action to remedy the unfunded liability. The Township is in the beginning stages of formulating a three to five-year plan that will seek to achieve at least a 90% funding ratio.

Lastly, he reported that should the Board approve the Proposed Tentative Budget, a legal notice, pursuant to State law, will be published in the Observer-Reporter advising the Budget is available for public inspection at least 20 days before final approval (December 11th).

Ms. Zipko moved to approve the 2019 Tentative Annual Budget. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

9D Resolution Establishing Criteria for the Volunteer Firefighter Service Credit Program

Township Manager Stanick reported on October 23, 2018, the Board of Supervisors conducted a public hearing, allowed for public comment and approved Ordinance #3-18 ("Ordinance"), an ordinance establishing a Volunteer Service Credit Program ("Program") for earned income tax and real estate tax credits for members of the Township's volunteer fire service company and non-profit emergency medical service agencies. The goal of the Program is to encourage membership and service in the community's volunteer fire company and non-profit emergency medical service

agencies. Pursuant to the Ordinance, the Board shall establish criteria for the Program by resolution based on: i) the number of emergency response calls answered, ii) level of training attained, iii) fundraising and other administrative support, and iv) involvement in projects that aid the financial viability, emergency response or operational readiness of the agency.

Following a meeting with Supervisor Luketich, the Township Manager, Fire Department President George Thomas and Treasurer Fred Allen, the attached resolution is presented for the Board's consideration. The resolution establishes criteria for the Program that is consistent with the membership requirements of the South Strabane Volunteer Fire Department. To qualify for the Program:

- **Active Members must** – attend 3 regularly scheduled in-house trainings per quarter, respond to 10% of the fire calls per quarter and complete 16 certified training hours.
- **Social Members must** – attend 4 regular business meetings and attend 10 bingos.

Additionally, he reported that once the aforementioned requirements are met, volunteer firefighters would be eligible for a real estate tax credit limited to 20% of the municipal real estate tax liability (must be owned and occupied as the domicile of an active member) and an earned income tax credit (that is levied by South Strabane) of no more than \$500.

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

10. **ADJOURNMENT**

Ms. Zipko moved to adjourn the meeting. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:21 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager