

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

**MARCH 6, 2019**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The March 6, 2019 Special 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                Richard Luketich, Chairman; Bob Weber, Vice Chairman; Bracken Burns; Thomas Moore; and Laynee Zipko.

Also Present                            Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; Township Solicitor Dennis Makel; Chief of Police Drew Hilk; Public Works Director Russel Grego; Public Safety Director James Barnes and Fire Chief Scott Reese.

A list of 16 visitors is on file at the Municipal Building.

**2. PLEDGE OF ALLEGIANCE**

Chair Luketich led the Pledge of Allegiance.

Chair Luketich 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 Luketich 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 Matalik of Shawnee Drive came before the Board as a representative of the Strabane Manor Home Owners Association to discuss excessive on-street parking on Arrowhead Drive. Mr. Matalik recommended the Township evaluate its policy concerning on-street parking throughout the Township in order to alleviate the congestion for residents. Mr. Matalik stated that the only viable alternative for many residents along Arrowhead Drive is to park their vehicles in the grass. Mr. Burns stated that this matter should be relayed to the Township Police Department. Mr. Matalik stated that he initially discussed this matter with Police Chief Hilk and was told this was not a Police Department issue.

Mr. Joe Jacobs of Terra Drive came before the Board to discuss two trees on his property that were uprooted during a recent ice storm. According to Mr. Jacobs, the trees had fallen on power and telecommunications lines which resulted in the loss of electricity for multiple days. Mr. Jacobs stated that he had attempted to reach out to Comcast and Verizon to prune/trim the trees in question but was told that maintenance would not occur unless the trees were physically touching the transmission lines. Mr. Jacobs inquired whether the Township had a formal agreement with the telecommunications and power companies regarding the maintenance of trees and property within the right-of-way. Township Solicitor Makel stated that there is no formal agreement between the Township and the telecommunications providers. Mr. Makel highlighted that the action of registering formal complaints and regulatory responsibility ultimately lies with the Pennsylvania Utility Commission, not the Township. Township Solicitor Makel concluded by stating that the Township would look further into this specific matter on behalf of the resident.

**4. CONSIDERATION OF MEETING MINUTES – JANUARY 22, 2019**

Mr. Moore moved to approve the January 30, 2019 Board of Supervisors Special Meeting Minutes as presented. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**5. FINANCIAL BUSINESS**

The Board considered the following financial business:

- Payroll: \$ 110,506.62 (pay date of February 1, 2019)
- Payroll: \$ 109,322.54 (pay date of February 15, 2019)
- General Fund: \$ 348,188.21
- Liquid Fuels: \$ 17,827.59
- **Total Expenditure: \$ 585,844.96**

- Overtime costs for the period include:

- Police: \$3,097.68
- Fire: \$1,415.45
- Public Works: \$4,980.85
- **Total OT: \$9,493.98** (pay date of February 1, 2019)

- Police: \$7,398.03
- Fire: \$ 789.76
- Public Works: \$3,393.69
- **Total OT: \$11,581.48** (pay date of February 15, 2019)

The following expenses were included for this period:

- Municipal Employees Insurance Trust \$50,727.65
- Annual Bond Premium & Semi-Annual Interest Payment PD/PW Buildings \$200,325.63
- Purchase of 2019 Police Interceptor \$29,993.00

Ms. Zipko moved to approve payroll for the Periods January 17 through February 1, 2019 and February 1 through February 15, 2019 and the bills for the period January 21 through February 22, 2019. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**6. ANNOUNCEMENTS**

Township Manager Stanick reported the Planning Commission Agenda Meeting for February 28, 2019 had been re-scheduled and would take place prior the Planning Commission Regular meeting on March 7<sup>th</sup> at 6:15 P.M.

**7. TOWNSHIP REPORTS**

Washington County District Attorney Gene Vittone came before the Board to compliment the Township's Police Department on their high standard of excellence and daily operations. Mr. Vittone discussed the implementation of new technologies including traffic cameras located at high traffic intersections within the Township that have assisted in the prosecution of numerous cases. Mr. Vittone stated that Pennsylvania state law allows for a portion of money linked to drug related offenses to be forfeited by the convicted party which is to be awarded to the municipality where the apprehension took place. Mr. Vittone proudly awarded a check in the amount of \$13,948.77 to Police Chief Hilk for the Department's efforts in combatting drug trafficking within the Township. Mr. Vittone stated that the Township is mandated to send an itemized breakdown on how the funds are to be allocated to the District Attorney's Office. The Board thanked Mr. Vittone for the kind words and generous contribution.

Public Safety Director Barnes reviewed several accomplishments of the Public Safety Department for 2018 including an increase in revenue generated from building permit and plan review fees and the establishment of the property file system. Public Safety Director Barnes also highlighted recent training that he had completed through the Washington County Conservation District. He concluded by highlighting the improved rating bestowed upon the Township through the Insurance Service Office (ISO). Public Safety Director Barnes stated the improvement would result in lower insurance premiums for residents in the future. The Board thanked Mr. Barnes for his presentation.

Assistant to the Township Manager Patrick Conners updated the Board on the progress of the Township website update. Mr. Conners gave a brief presentation of the new site, highlighting new features and the streamlined user-friendly approach that was taken when reorganizing the site. Mr. Conners concluded by stating the new website would be live by the end of March. The Board thanked Mr. Conners for the update and complimented the new look of the website.

**Secretary/Treasurer's Report**

Township Manager Stanick reported the following items have been received or issued between January 26, 2019 and February 22, 2019:

**Minutes and Agendas**

- a) Sanitary Authority Meeting Minutes – January 16, 2019;
- b) Planning Commission Regular Meeting Agenda – February 7, 2019;

- c) Sanitary Authority Regular Meeting Agenda – February 20, 2019; and
- d) Planning Commission Agenda Meeting Agenda – March 7, 2019.

**Reports and Publications:**

- a) Finance Report –January 2019;
- b) Fire Department Report – January 2019;
- c) Public Safety Department Report – January 2019;
- d) Tax Collector’s Report – January 2019;
- e) Tax Collector’s Report Interim Collection Only – January 2019;
- f) Animal Control Officer’s Report – January 2019;
- g) OR Legal Ad for the Township’s Summer Materials Bid – February 15 & 20, 2019;
- h) OR Legal Ad for Cleaning and Maintaining Municipal Facilities – February 20, 2019; and
- i) Progress Report-PennDOT District 12 – Volume 2 Issue 2.

**Correspondence:**

- a) *Letter (w/ attachments) dated January 28, 2019 from Range Resources regarding Waste Management 12082 5H-9H Well in Chartiers Township;*
- b) *Letter (w/o Attachment) Dated January 30, 2019 from WEWJA transmitting the Financial Statement for the fiscal year ending December 31, 2018*
- c) *Letter (w/ attachments) dated February 4, 2019 from Range Resources regarding Kingston Et Al 11485 1H-6H Well in Amwell Township*
- d) *Letter (w/attachments) dated February 5, 2019 from Brandon Stanick to RDW Properties regarding violations of Township regulations;*
- e) *Letter (w/attachments) dated February 5, 2019 from Brandon Stanick to 103 Quarry Road regarding violations of Township regulations- Second Notice;*
- f) *Letter (w/ attachments) dated February 8, 2019 from EQT regarding its intent to apply for a permit to drill the proposed Heyl Well in Amwell Township;*
- g) *Letter (w/ attachments) dated February 12, 2019 from Polestar regarding proposed Polar Vortex Well in Jackson Township, Greene County;*
- h) *Letter (w/ attachments) dated February 12, 2019 from EQT regarding its permit application to drill the proposed Heyl Well in Amwell Township;*
- i) *Letter (w/ attachments) dated February 19, 2019 from Range Resources regarding the permit renewal for Guyton Partrick 10082 6H-10H Well in North Strabane Township; and*
- j) *Letters (w/attachment) dated February 21, 2019 from PA Liquor Control Board regarding the J&D Cellars Winery Noise Exemption Hearing.*

**8. UNFINISHED BUSINESS**

**8A: Motion Approving a Site Access Agreement with CW Wright Construction to Park Vehicles and Equipment at the Former Road Shed Facility**

Mr. Weber moved to take this matter from the table. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick highlighted that the Township entered into an agreement with CW Wright Construction Co., Inc. (Company) the previous two years to allow the Company to park its vehicles and equipment at the Township's former Public Works Building (Property) for work being done in the area. Township Manager Stanick stated that the Company is requesting the Township enter into a similar agreement to allow the same at the Property. Township Manager Stanick summarized the terms of the Site Access Agreement:

First, the Township will provide the Company the right and permission to use the Property for parking and storage of vehicles and equipment. Second, the term will extend through December 31, 2019 with the understanding that the Property will be used on an intermittent basis at a cost of \$650 (previously \$400) per month while the Property is being used. Third, the Company agrees to indemnify the Township, its Board of Supervisors, individual Supervisors, Township Manager, Employees, contractors, agents, etc. for any liability, damages, injuries etc. that may occur as a direct result of using the Property. Fourth, the Company must keep the Property clean and suitable and to the satisfaction of the Township. Lastly, the Company may only conduct the Authorized Activity on the Premises as depicted in Exhibit A. Township Manager Stanick highlighted that the last term was newly introduced for this Agreement.

Ms. Zipko moved to approve a site access agreement with CW Wright Construction to park vehicles and equipment at the former Road Shed Facility. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

## **9. NEW BUSINESS**

### **9A: Proclamation Thanking Range Resources for the Donation of an Automated External Defibrillator**

Ms. Zipko moved to authorize a Proclamation thanking Range Resources for the donation of an Automated External Defibrillator. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

Ms. Zipko read aloud the proclamation, highlighting the importance of community service and recognizing the numerous acts of generosity by Range Resources to the Township. Ms. Laural Ziemba, Range Resources Public Affairs Director, accepted the proclamation on behalf of Range Resources and thanked the Township for the honorary recognition.

### **9B: Motion Granting an Extension of Time for the Roman Subdivision Lots 2 and 3 Located at 62 Paul Drive to be Recorded**

Township Manager Stanick stated that the Township is in receipt of a request from Eric and Jessica Hinkler ("Property Owner") for the Board of Supervisors to extend the time for the Roman Subdivision Lots 2 and 3 Revised ("Subdivision") to be recorded ("Request"). Township Manager Stanick highlighted that the Subdivision was approved on July 24, 2018, and as the 90-day period to record the Subdivision has passed, approval of the Request will enable the Property Owner to

record the document at the County Recorder of Deeds Office. Township Manager Stanick concluded by stating that no changes to the Subdivision are being proposed.

Mr. Burns moved to grant an extension of time to the Roman Subdivision Lots 2 and 3 located at 62 Paul Drive to be recorded. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9C: Motion Granting an Extension of Time for the Angelo and Alice Falconi Subdivision Plan No. 1 to be Recorded**

Township Manager Stanick stated that the Township is in receipt of a request from the Estate of Angelo F. Falconi (“Property Owner”) for the Board of Supervisors to extend the time for the Angelo and Alice Falconi Subdivision Plan No. 1 (“Subdivision”) to be recorded (“Request”). Township Manager Stanick highlighted that the Subdivision was approved on February 13, 2018 and as the 90-day period to record the Subdivision has passed, approval of the Request will enable the Property Owner to record the document at the County Recorder of Deeds Office. Township Manager Stanick concluded by stating that no changes to the Subdivision are being proposed.

Mr. Burns moved to grant an extension of time for the Falconi Subdivision Plan No. 1 to be recorded. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9D: Resolution Granting Preliminary and Final Minor Subdivision Approval for Strabane Manor Lot 402 Revised Along Shawnee Dr.**

Township Manager Stanick stated that the Board is in receipt of an application for preliminary and final minor subdivision approval dated January 24, 2019 from Dan Ryan Builders Mid Atlantic, LLC (Applicant) for Lot 402 Revised in the Strabane Manor Development along Shawnee Drive (part of Phase 4). Township Manager Stanick stated that the purpose of the revised subdivision is to subdivide Lot 402 into four parcels at the center of the existing townhome party walls. Township Manager Stanick highlighted that the Township Engineer determined that the application was complete and in compliance with the Township’s subdivision and zoning requirements. Township Manager Stanick concluded by highlighting that at the February 7, 2019 meeting of the Planning Commission, the Commission unanimously recommended the Board deny preliminary and final subdivision approval as a representative of the Applicant was not in attendance.

Mr. Weber inquired why a representative was not in attendance for the Planning Commission meeting. Mr. Steven Conklin, representing the Applicant, did not have an explanation.

Mr. Burns moved to grant preliminary and final minor subdivision approval for Strabane Manor Lot 402 revised along Shawnee Drive. Mr. Luketich seconded the motion. After a brief discussion, Mr. Burns, Mr. Luketich, and Ms. Zipko voted in the affirmative with Mr. Weber and Mr. Moore voting no. The motion passed on a 3-2 voice vote.

**9E: Motion Approving an Agreement with RoadBotics to Provide Roadway Assessment Services**

Township Manager Stanick stated Pursuant to the 2019 Annual Budget, \$12,000 has been allocated to engage RoadBotics, Inc. to inventory and assess the condition of Township roads. Township Manager Stanick highlighted the service provides access to an interactive web-based Geographic Information Systems (GIS) map platform of the Township's road network that identifies pavement surface damage such as cracks, potholes, seals, patches and crocodile cracking. Township Manager Stanick stated that once the road surface is assessed, ratings are assigned to every 10-foot section of road and color coded based on condition. Township Manager Stanick communicated that by using this tool, the Township will be able to assess and monitor, based on objective data, roadway conditions and improve planning for capital costs associated with roadway maintenance.

Township Manager Stanick concluded by stating the proposal presented for the Board's consideration is based on a price per centerline road mile of \$100 per mile or \$4,640 per year. The pricing presented reflects a 20% discount for a five-year engagement where roadways are evaluated on an annual basis.

Mr. Brian Felker representing RoadBotics discussed the origin of the program, highlighting that the software was developed at Carnegie Mellon University and has been deployed globally since its launch just over two years ago. Mr. Felker gave a brief presentation demonstrating the features of the data that is collected using the program. Mr. Weber inquired regarding the length of the program. Mr. Felker stated that all of the necessary data would be collected and presented through the GIS based software within 90 days from the execution of the agreement. Public Works Director Grego discussed the benefits of using such a program for planning future road paving programs.

Mr. Burns moved to approve the agreement with RoadBotics to provide roadway assessment services for the Township. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9F: Motion Approving a Right of Access Agreement Between the Township and Sean Lewis Allowing Access to Private Property Along Garber Road**

Township Manager Stanick stated that on March 6, 2018 the Board authorized the Township Engineer to obtain price quotes for a soils analysis at the site of a slip on Garber Road. Township Manager Stanick stated that in order to facilitate that analysis, access to private property along Garber Road will be required.

Township Manager Stanick concluded by advising the agreement had been drafted for the Board's consideration by the Township Solicitor. Mr. Weber inquired about the cost of the soils analysis. Township Manager Stanick stated the analysis would cost less than \$10,000. The overall cost

estimate of the project would be determined after the analysis has been reviewed by the Township Engineer.

Ms. Zipko moved to approve a right of access agreement between the Township and Mr. Sean Lewis allowing access to private property along Garber Road. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9G: Motion Authorizing the Purchase of Approximately 0.2064 Acre of Land Commonly Referred to as the Smith Parcel**

Township Manager Stanick discussed the purchase of 0.2064 acre of land, commonly referred to as the Smith Parcel ("Parcel"), Washington County Tax ID #600-001-01-01-0006-00, from Lois Gnagey in the amount of \$2,500. Township Manager Stanick highlighted the Parcel adjoins the rear of the Police Station and the Smith Drive right-of-way. Township Manager Stanick discussed that ownership of the Parcel not only provides the Township a strategic connection to the Independence Drive right-of-way, but also the necessary access to repair and maintain a storm sewer serving homes on the Independence Drive cul-de-sac. Township Manager Stanick concluded by stating it is anticipated that the Public Works Department will complete the storm sewer work before summer.

Mr. Moore moved to authorize the purchase of approximately 0.2064 acre of land. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**9H: Motion Authorizing KLH Engineers to Prepare Bid Documents for the Construction of a Cold Storage Building at the Public Works Facility**

Township Manager Stanick stated pursuant to the 2019 Annual Budget, \$110,000 has been allocated for the construction of a cold storage (without climate control) building at the Public Works Facility site (680 Floral Hill Drive). Township Manager Stanick reported the Township currently uses the building located at the former Road Shed property to store equipment such as: trailers, mowers, an asphalt roller and other larger equipment. Township Manager Stanick also reported during the summer, all winter maintenance equipment is then stored at the former Road Shed. Township Manager Stanick highlighted the former Road Shed buildings are dilapidated and planned for demolition in the fall 2019 at a cost of approximately \$10,000. Township Manager Stanick stated the space at the Public Works Facility is limited for the storage of these seasonal items and the use of an enclosed structure is necessary to provide shelter, protection and centrally locate the Township's equipment at the site of the Public Works Facility.

Township Manager Stanick concluded by highlighting the structure being requested is designed and engineered by Morton Buildings, Inc. and is a 3,952 sq. ft. metal pole building with six bays. The specifications provided by Morton will be used for the bid process.

Ms. Zipko moved to authorize KLH Engineers to prepare bid documents for the construction of a cold storage building at the Public Works Facility. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9I: Motion Authorizing KLH Engineers to Prepare Bid Documents for the Township's 2019 Storm Sewer Lining Project**

Township Manager Stanick stated pursuant to the 2019 Annual Budget, \$25,000 has been allocated for the Township to begin its Storm Sewer Lining Program ("Program"). Township Manager Stanick reported that a process referred to as Cured-In-Place Pipe (or CIPP), is a trenchless rehabilitation process used to repair existing pipelines. Township Manager Stanick reported that a flexible liner is pushed through a pipe that applies resin to the inner walls. Once cured, the resin serves to fill holes and cracks and strengthens the pipe. Township Manager Stanick highlighted some of the benefits of the CIPP process including; rehabilitation work can occur without disturbing the surrounding neighborhoods and businesses; the program only takes between 1 to 3 days; it is less expensive than replacing the pipe; less of an impact and deterioration to roadways; increased sewer flow capacity; and the process has a 50-year design life.

Township Manager Stanick concluded by highlighting in June 2018, it was reported the Township and WEWJA were working together to video several open-ended pipes to evaluate their condition. He stated that storm sewer pipes at the intersection of Berry Road and Locust Avenue, Crile Road, and Clare Drive were identified for the Program.

Township Engineer Sherrieb briefly described the replacement process, highlighting that much of the infrastructure being replaced was installed in the 1940's and 50's. Township Engineer Sherrieb concluded by highlighting the repair technique does not rely on the structural integrity of the existing pipe.

Mr. Weber moved to authorize KLH Engineers to prepare bid documents for the Township's 2019 storm sewer lining project. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9J: Motion Approving a Memorandum of Understanding Between the Township and the International Firefighter Union, Local 5006**

Township Manager Stanick reported at its meeting on January 30, 2019, the Board authorized the allocation of \$20,000 to use for employing part-time Firefighters. Township Manager Stanick highlighted this action will help supplement staffing for the Fire Department, as well as assist in fulfilling contractual obligations to meet minimum staffing requirements. Township Manager Stanick reported the current Arbitration Award recognizes part-time Firefighters but does not specify conditions of employment and negotiations on a new contract that are ongoing. Township Manager Stanick stated a Memorandum of Understanding ("MOU") has been

prepared by Shon Worner of Campbell, Durrant, Beatty et al., to establish conditions for part-time Firefighter employment.

Mr. Burns moved to approve a memorandum of understanding between the Township and the International Firefighter Union, Local 5006. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

### **9K: Motion Approving Service Agreements with All Lines Technology and Authorizing the Purchase of Specific IT Solutions**

Township Manager Stanick reported pursuant to the 2019 Annual Budget, \$38,000 has been budgeted to engage a professional consultant to assist in managing significant upgrades to the Township's IT network and solutions. Township Manager Stanick presented for the Board's consideration service agreements with All Lines Technology under the following categories; Managed Services, Microsoft Office 365 solution, support time (purchased in a block), and the purchase of network hardware.

Township Manager Stanick reported the approximate total cost for the first year would be \$37,768 with an approximate annual legacy cost of \$25,982.

Mr. Shane Gribbon and Mr. Stefan Jones briefly discussed the history of All Lines Technology and highlighted the various services that will be provided through the organization. Mr. Jones stated the Township would have 24/7 access to customer support for any technology related issue. Mr. Weber inquired regarding any experience All Lines Technology has with municipalities. Mr. Gribbon stated that Plum Borough, Jefferson Hills Borough, and Cranberry Township are all currently serviced by All Lines Technology.

Mr. Moore moved to approve the service agreements with All Lines Technology and authorized the purchase of specific IT solutions. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

### **9L: Motion Approving a Lease Agreement with the Washington County Sewage Council**

Township Manager Stanick reported the Washington County Sewage Council ("WCSC") has been a tenant at the Municipal Building for some time. Township Manager Stanick also reported the WCSC leases approximately 394 sq. ft., located in Office No. 2, and currently pays \$370.00 per month. Township Manager Stanick highlighted the WCSC is a valued tenant with a full operation but stated that a formal lease was never executed. Township Manager Stanick presented for the Board's consideration a formal lease agreement drafted by the Township Solicitor for a three-year term at a rate of \$394.00/month. Township Manager Stanick highlighted the price is increasing by 6.5% to begin to better reflect rents for local area office space while also recognizing the value WCSC provides for residents as a governmental cooperative organization.

Ms. Zipko moved to approve a lease agreement with the Washington County Sewage Council. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**9M: Motion Approving a Lease Agreement with the South Strabane Township Sanitary Authority**

Township Manager Stanick reported last year, at the request of the South Strabane Township Sanitary Authority (“Sanitary Authority”), the Board authorized the use of 84 sq. ft. (former Police Department receptionist office) at the Municipal Building. Township Manager Stanick stated the Sanitary Authority would like to continue leasing this space. Township Manager Stanick presented for the Board’s consideration a formal lease agreement, drafted by the Township Solicitor, for a term of one year at the current rate of \$80.00 per month.

Mr. Weber moved to approve a lease agreement with the South Strabane Township Sanitary Authority. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9N: Motion Authorizing a Bid Advertisement for Banking Services**

Township Manager Stanick reported the Township spent approximately \$2,500 in banking fees in 2018, which includes fees incurred across all checking, savings and money market accounts. Township Manager Stanick highlighted the fees are an avoidable cost of this service and due to varying interest rates, it would be beneficial to survey the marketplace to achieve a more competitive price for services.

Ms. Zipko moved to authorize a bid advertisement for banking services. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**9O: Motion Authorizing the Township’s Participation in the Local Government Academy Internship Program**

Assistant to the Township Manager Conners reported that each year, the Local Government Academy (“LGA”), an independent non-profit organization that promotes excellence in local government, administers a Municipal Intern Program (“Program”) that allow municipalities to employ an intern for a 12-week internship; 50% of the cost is paid by the LGA. Assistant to the Township Manager Conners stated Staff had identified multiple projects for an intern, including a comprehensive update to the Township’s employee manual as well as a review of the Police Department’s policy and procedures manual. In addition, the intern would be involved in the strategic planning process for future parks and recreation programming. Assistant to the Township Manager Conners discussed his personal experience with the Municipal Intern Program, both as an intern as well as in a supervisory role.

Township Manager Stanick reported there is currently \$10,000 in the 2019 Annual Budget allocated for part-time administrative work. Township Manager Stanick highlighted the Township's financial responsibility for the Program should not exceed \$2,500.

Mr. Moore moved to authorize the Township's participation in the Local Government Academy's Municipal Intern Program. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

#### **9P: Motion Appointing a Fire Services Study Committee**

Township Manager Stanick recommended the Board appoint a Fire Services Study Committee to assist in representing the Township in the upcoming DCED sponsored study concerning fire services. Township Manager Stanick stated that a teleconference is scheduled for Friday, March 22, 2019 at 9:30 a.m. as the first step in the process.

Mr. Weber moved to appoint Richard Luketich and Bracken Burns to serve on the Fire Services Study Committee. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

#### **10. ADJOURNMENT**

Mr. Weber moved to adjourn the meeting. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager