

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

**October 22, 2019**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The October 22, 2019 Regular Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 7:04 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; Township Solicitor Dennis Makel; Public Works Director Russell Grego; and Township Engineer Kevin Creagh,

A list of 12 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.

Dr. Edward Roman of Paul Drive came before the Board to express his concerns regarding traffic safety along South Main Street through the Presbyterian Seniorcare campus. He stated that the increased growth of their service network within South Strabane Township has led to a self-induced traffic volume issue, particularly on South Main Street. He commented regarding a traffic study that PennDOT was recently asked to perform by the Township. He continued by stating there are not enough crosswalks and that sidewalk access around their facilities is limited. He noted that the pedestrian access at Washington and Jefferson College is a worthwhile example to strive for. He also voiced his concerns regarding traffic and speed enforcement strategies highlighting

concerns regarding the ingress and egress of the facilities particularly regarding school bus routes during the winter.

Ms. Margie Ross of Clare Drive came before the Board to express her concerns regarding the Clare Drive emergency road access agreement between the City of Washington and the Township. She voiced her concern regarding the length of time that the matter has been under consideration. Ms. Ross inquired whether there was a signed agreement between the two parties. Township Manager Stanick reported the City of Washington had delivered a signed agreement that substantially differed from the original agreement. He stated that Staff and the Township's Solicitor will be in contact with the City of Washington concerning the agreement. Ms. Ross next voiced her concern regarding the locked gate which was promised to restrict vehicular access to the emergency road. She stated that numerous vehicles are using the access road currently. She concluded by highlighting that her sidewalk slabs that were installed in the summer of 2018 have been damaged by large trucks and equipment owned by Lane Construction. Chair Luketich thanked her for her comments and stated the Township would investigate the situation.

Mr. Eric Betzner of Clare Drive came before the Board also expressing his concerns regarding the emergency access agreement. He reported that sidewalks along Clare Drive have been damaged and water truck traffic has increased since the project began. He also expressed his desire for a gate to be installed as soon as possible citing the prevalence of illicit activity which has been known to occur in Washington Park. He requested that if the City of Washington does not sign an amicable agreement with the Township, South Strabane should install a barrier eliminating access to the emergency road.

**4. CONSIDERATION OF MEETING MINUTES – SEPTEMBER 24, OCTOBER 7, & OCTOBER 14, 2019**

Ms. Zipko moved to approve the September 24, 2019 Board of Supervisors Regular Meeting Minutes as presented. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Ms. Zipko moved to approve the October 7, 2019 Board of Supervisors Budget Meeting Minutes as presented. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Ms. Zipko moved to approve the October 14, 2019 Board of Supervisors Budget 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: \$ 109,705.87 (pay date of September 27, 2019)
- Payroll: \$ 113,410.56 (pay date of October 11, 2019)
- Payroll: \$ 21,580.38 (PTO for Retired Officers September 20, 2019)

- Payroll: \$ 25,138.37 (Retro Pay for Officers as per CBA September 27, 2019)
- General Fund: \$ 228,823.89
- Liquid Fuels Fund: \$ 104,758.11
- **Total Expenditure:** \$ **603,417.18**

Overtime costs for the period include:

- Police: \$ 3,079.08
- Fire: \$ 1,411.60
- Public Works \$ 343.80
- **Total OT:** \$ **4,834.48** (pay date of September 27, 2019)
  
- Police: \$ 3,458.27
- Fire: \$ 2,859.15
- Public Works \$ 299.60
- **Total OT:** \$ **6,617.02** (pay date of October 11, 2019)

Please know the following expenses are included for this period:

- Municipal Employees Insurance Trust \$43,278.08
- SSTFD 3<sup>rd</sup> Quarter Contribution \$27,500.00
- Fire Relief Payment ACT 205 \$46,066.80

Mr. Burns moved to approve payroll for the periods September 8 through September 21, 2019 and September 22 through October 5, 2019 and the bills for the period September 19 through October 18, 2019. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

## 6. **ANNOUNCEMENTS**

Township Manager Stanick stated that the Board of Supervisors Meeting scheduled to take place on November 26<sup>th</sup> has been moved to November 19<sup>th</sup> at 7:00 p.m. He also reported that two public hearings have been scheduled to take place during the November 19<sup>th</sup> meeting. The first public hearing will be in consideration of Range Resource's application for a Conditional Use Permit to allow a Freshwater Impoundment Facility at the Munce Well site located in the A-1 Zoning District. He stated that the second public hearing will be in consideration of proposed amendments to the Zoning Code and Zoning Map establishing an R-5 transitional/mixed-use Zoning District.

## 7. **TOWNSHIP REPORTS**

### **Municipal Separate Storm Sewer System (MS4) Report**

Township Manager Stanick noted the Board of Supervisors allocates a period of time during this item for comments regarding the topic of stormwater. Each person addressing the Board of Supervisors is asked to limit their comments to a maximum of three (3) minutes.

There were no comments from the public.

## **Township Manager's Report**

### Security Cameras at Former Road Shed Site

Township Manager Stanick reported that in September, Staff applied for the installation of cameras through Keep Pennsylvania Beautiful's ("KPB") Illegal Dump Free PA Program to assist in controlling illegal dumping that occurs from time to time at the former Road Shed property. He stated the Township recently received confirmation that it has been selected for the Camera Loan Program. He reported that the cameras will be installed and operational for a three-month period, at which time progress will be evaluated by KPB and Township Staff. He concluded by highlighting the Program receives a portion of its funding through the PADEP with the overall goal to help local government and law enforcement curb illegal dumping by exposing those who commit the crime.

### Citizens Library Presentation

Ms. Diane Ambrose and Ms. Kathy Peinkowski of the Citizens Library came before the Board to discuss the Library's community partnerships and programming including the following; i) Various online courses provided through the Community College of Allegheny County (CCAC), ii) Summer reading programming that was provided to 68 Washington Elementary School students, iii) State Representative Tim O'Neil's safe senior driving course, iv) Partnerships with local hospitals to promote breast cancer awareness, v) A partnership established with Presbyterian Seniorcare to disseminate information regarding dementia care services, vi) The Afterschool Music Program (AMP), which has received funding through the Washington Jazz Society, and vii) Afterschool language programming including lessons in French, Italian, Spanish, and Latin. Ms. Peinkowski concluded her presentation by discussing the concept of bringing programming directly to South Strabane Township.

Ms. Ambrose highlighted the longstanding relationship between South Strabane Township and Citizens Library. She also highlighted that South Strabane Township residents are the Library's second largest user of its services. She stated that bringing programming directly to South Strabane residents would be a worthwhile goal moving forward. She next discussed the Cornerstone Legacy Program highlighting that it has raised \$413,657 to date. She stated that the Library has undergone many changes, specifically highlighting that many non-fiction books have been de-commissioned due to the lack of demand. She reported the newly created area will be used for the implementation of "imagination space". She stated that state law requires libraries spend \$5 per capita in order to qualify for state funding, highlighting that a large percentage of their operating revenue emanates from the state. Mr. Weber inquired regarding who is served by Citizens Library. Ms. Ambrose stated that Citizens Library serves 54,000 people residing in McGuffey, Trinity, and Washington area school districts which include 14 municipalities. Ms. Ambrose requested the Township contribute \$1 per South Strabane resident to the Library. She highlighted that funding provided by the Township has decreased on a yearly basis bottoming out in 2018 with \$1,000.

Mr. Weber inquired regarding the Cornerstone Legacy Campaign. Ms. Ambrose stated that the Library's Advisory Panel based the program on a 5-year timeframe with minimum contributions of \$1,000 annually. She highlighted the Campaign has been used to augment operating costs and expenses. Mr. Weber inquired regarding the Library's minimum operating expenses. Ms. Ambrose

stated that their budget is approximately \$750,000. Chair Luketich inquired regarding the Board's structure. Ms. Ambrose stated that their Board is self-governed consisting of volunteers who are also residents of the municipalities served by the Library. Mr. Burns inquired where the funding for the remaining \$4 per resident requirement would emanate. Ms. Ambrose stated the funding would come from the contributions of the remaining 13 municipalities, revenues generated through fundraising efforts, and a shifting of internal investments. Chair Luketich inquired regarding the Bentleyville Library, specifically asking how funding has been generated for recent renovations. Ms. Ambrose stated that she was unfamiliar with that organization's funding structure. Chair Luketich stated that the Board would evaluate the annual contribution this Budget season.

### **Solicitor's Report**

Township Solicitor Makel reported that the Chapman litigation is concluding and should be fully resolved soon.

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

The following items have been received or issued between September 21, 2019 and October 18, 2019:

### **Minutes and Agendas:**

- a) Sanitary Authority Meeting Minutes – September 18, 2019;
- b) Green Team Meeting Agenda – October 9, 2019;
- c) Green Team Meeting Minutes – October 9, 2019; and
- d) Sanitary Authority Meeting Agenda – October 16, 2019.

### **Reports and Publications:**

- a) Finance Report – September 2019;
- b) Fire Department Report – September 2019;
- c) Volunteer Fire Department Financial Reports –9/5/19 thru 10/3/19;
- d) Public Safety Department Report – September 2019;
- e) Tax Collector's Report & Interim Collection Only – September 2019;
- f) Animal Control Officer's Report – September 2019;
- g) MS4 Report – September 2019;
- h) KLH Engineers, Inc. Consulting Engineers Report – October 22, 2019
- i) *WEWJA Financial Statement for the fiscal year ending June 30, 2019;*
- j) *WEWJA 3<sup>rd</sup> Quarter Financial Statement ending September 30, 2019;*
- k) PennDOT District 12 Progress Report – October 2019;
- l) PSATS Township Legal Defense Partnership – Fall 2019

### **Correspondence:**

- a) Letter (w/attachments) dated October 1, 2019 from Brandon Stanick to PennDOT District 12 for the request for a Road Safety Study Along SR 136;
- b) Letter (w/o attachment) dated October 3, 2019 from Comcast regarding Notice of Xfinity Tv Channel Updates;
- c) Letter (w/attachments) dated October 15, 2019 from Brandon Stanick to Columbia Gas of PA regarding the Quarry Road Roadway Slip Issue;

*Copies of those items in italics are not attached, but available upon request.*

## **8. UNFINISHED BUSINESS**

### **8A: Presentation of an Energy Audit Conducted by Washington & Jefferson College**

Township Manager Stanick reported that on April 23, 2019 the Township Board of Supervisors approved an agreement with Washington and Jefferson's Center for Energy Policy & Management to conduct a pilot municipal wide energy and utility audit. He stated the Township submitted all energy bills (gas, electric, etc.) for evaluation and review. In addition, he highlighted that members of the Center performed onsite inspections for all municipal facilities and conducted brief in-person interviews with department heads. Using Energy Star rankings, the Township was evaluated with each departmental building (Police, Admin, Public Works) receiving a separate score and analysis.

Mr. Max Clark of W & J's Center for Energy Policy and Management came before the Board outlining the parameters of the analysis and discussed the data that was generated from the preliminary energy audit conducted on the Township's municipal facilities. He highlighted that natural gas and electricity consumption were both evaluated for the three locations. He discussed the Energy Star ranking system highlighting that it is the premier energy consumption evaluation system. He stated the Public Works Facility (680 Floral Hill Drive) rated as a highly efficient building. He next discussed the Police Department (9 Smith Drive) reporting that Energy Star does not track Police and Fire Department building use. He highlighted that in-house tracking of the utility usage and monthly invoices would still be a valuable practice for the Police Department. He concluded by discussing the Municipal Building highlighting a dramatic increase in energy use year over year (from 2017-2018). He noted outside factors including the sampling of more modern buildings could have played a role in the decreased energy star ranking.

Mr. Clark discussed practices that could be implemented to save on energy consumption for all municipal facilities. He highlighted that individual alteration of behavior is the easiest and most practical change. He stated that making employees and tenants aware of energy usage and energy saving practices is very important. Next, he discussed phasing out old electronic components in partnership with the integration of new technologies such as LED lighting and more efficient appliances (HVAC, computer monitors, etc.). Mr. Clark concluded by highlighting the study was a preliminary audit. He emphasized that continued in-house analysis is essential in order to track usage trends and overall expenses within facilities. Chair Luketich inquired regarding the Police Department's HVAC system. Mr. Clark highlighted the complexities of the system, stating that performing alterations on the system's settings proved to be complex. The Board thanked Mr. Clark and W & J's Center for Energy Policy and Management for the report.

## **9. NEW BUSINESS**

### **9A: Motion Approving a Winter Maintenance Agreement with Maronda Homes for Phase 4 of the Strabane Manor Residential Development (Shawnee Drive)**

Township Manager Stanick reported that Maronda Homes, Inc. 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 portion of Shawnee Dr. located in Phase 4 of the Strabane Manor Residential Development. He highlighted that this portion of Shawnee Dr. is currently under private ownership with occupied dwellings and several more under construction. He stated the Agreement is in the minimum amount of \$1,300 and terminates on April 15, 2020.

Mr. Burns moved to approve a winter maintenance agreement with Maronda Homes for Phase 4 of the Strabane Manor Residential Development along Shawnee Drive. Mr. Weber 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 2 and Phase 3 of the Bradford Run Residential Development (Morgan Drive and Stevens Court)**

Township Manager Stanick reported that 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 Morgan Dr. and Stevens Ct. located in Bradford Run Phase 2 and Phase 3, respectively. He stated the Agreement is in the amount of \$1,430 and terminates on April 15, 2019.

Mr. Burns moved to approve a winter maintenance agreement with J. Angelides Enterprises LP for Phase 2 and Phase 3 of the Bradford Run residential development along Morgan Drive and Stevens Court. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

### **9C: Motion Awarding the Bid for the Construction of a Cold Storage Steel Building to Swede Construction Corp of Elizabeth, PA**

Township Manager Stanick reported that in the 2019 Annual Budget, \$120,000 was programmed for the demolition of the former Road Shed structures and the construction of a 4,368 sq. ft. (42' x 104') cold storage building adjacent to the Public Works Maintenance Facility.

He stated that Pursuant to Article XXXI of the Second-Class Township Code, Townships are required to advertise bids for the purchase of materials, services and contracts exceeding \$20,600. He reported that a bid advertisement for the Project was advertised in the September 10<sup>th</sup> edition of the Observer-Reporter. He also reported that at 2 p.m. on October 8, 2019 the bids were received, opened publicly and announced in the Meeting Room of the Municipal Building.

Township Manager Stanick stated the lowest acceptable bid for the Project was received by Swede Construction Corp. of Elizabeth, PA in the amount of \$193,500. He highlighted that although the bid exceeds the budgeted amount, funds are available to move forward with the project. He stated

the bid tabulation is attached for the Board's information. He highlighted that Township Engineer Kevin Creagh, after having contacted references, finds the contractor acceptable and recommends awarding the bid in the amount of \$193,500 to Swede Construction Corp.

Township Engineer Creagh noted the construction period would last between 10-12 weeks. Public Works Director Grego stated the facility would be used to store summer and winter equipment.

Mr. Burns moved to award the bid for the construction of a cold storage steel building to Swede Construction Corp in the amount of \$193,500. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9D: Motion Awarding the Bid for the Community Park Sewer Extension Project to WG Land Company, LLC of Export, PA**

Township Manager Stanick reported in the 2019 Annual Budget, \$110,000 was programmed for Phase 5a of the Community Park Restroom/Kitchen and Walking Trail Project, which consists of the installation of a sewer line connection that will serve the pavilion area from the existing service main along Floral Hill Dr. He stated the final phase of the Project will be the construction of the restroom/kitchen and walking trail planned for 2020.

He highlighted that pursuant to Article XXXI of the Second-Class Township Code, Townships are required to advertise bids for the purchase of materials, services and contracts exceeding \$20,600. He stated that a bid advertisement for the Project was advertised in the September 10<sup>th</sup> edition of the Observer-Reporter. He reported that at 2 p.m. on October 8, 2019 the bids were received, opened publicly and announced in the Meeting Room of the Municipal Building.

Township Manager Stanick reported the lowest acceptable bid for the Project is from WG Land Company, LLC of Export, PA at \$94,200. He highlighted that the bid tabulation is attached for the Board's information. He stated that Township Engineer Kevin Creagh, after having contacted references, finds the contractor acceptable and recommends awarding the bid in the amount of \$94,200 to WG Land Company, LLC.

Mr. Burns moved to award the bid for the Community Park Sewer Extension Project to WG Land Company, LLC in the amount of \$94,200. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**9E: Motion Awarding the Bid for the 2019 Cure In-Place Pipe Lining Project to Jet Jack, Inc. of Oakdale, PA**

Township Manager Stanick reported that in the 2019 Annual Budget, \$25,000 in the Liquid Fuels Fund was programmed for the 2019 Cure In-Place Pipe Lining Project. He discussed the various locations identified for 2019 outlined below:



Location	Linear Feet	Diameter
Berry Rd./Locust Ave.	320'	15 in.
Crile Rd.	50'	15 in.
Clare Dr.	95'	24 in.
Clare Dr.	105'	30 in.

He stated the storm sewer along Berry Rd. near the intersection with Locust Ave. is priority and the total cost of lining 320 linear feet of a 15 in. diameter pipe is \$27,200.

He highlighted that pursuant to Article XXXI of the Second-Class Township Code, Townships are required to advertise bids for the purchase of materials, services and contracts exceeding \$20,600. He stated a bid advertisement for the Project was advertised in the September 10<sup>th</sup> edition of the Observer-Reporter. He also stated that at 2 p.m. on October 8, 2019 the bids were received, opened publicly and announced in the Meeting Room of the Municipal Building.

Township Manager Stanick reported the lowest acceptable bid for the Project is from Jet Jack, Inc. of Oakdale, PA at \$27,200. He highlighted the bid tabulation is attached for the Board's information. He concluded by stating Township Engineer Kevin Creagh, after having contacted references, finds the contractor acceptable and recommends awarding the bid in the amount of \$27,200 to Jet Jack, Inc.

Township Engineer Creagh briefly discussed the timing of the project highlighting that it should be completed within one week. Chair Luketich inquired regarding the process. Township Engineer Creagh stated that a resin is deployed into the existing pipes and once the resin bonds to the existing infrastructure, a continuous connection is created without having to dig or trench into the existing roadway.

Ms. Zipko moved to award the bid for the 2019 cure in-place pipe lining project to Jet Jack Inc. in the amount of \$27,200. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

#### **9F: Resolution Sponsoring a Washington County Local Share Account Application from Race Track Road Management, LLC**

Township Manager Stanick reported the Township is in receipt of a request from Race Track Road Management, LLC requesting the Township sponsor its Local Share Account ("LSA") grant application seeking \$850,000 to construct the new infrastructure (water, sewer, electric and gas) through the site of its planned Southport Development along Tanger Blvd./Racetrack Rd. He highlighted that a private sector entity, such as Race Track Road Management, LLC, is not eligible to apply for an LSA grant unless it is sponsored by its affected municipality. He stated should the Board wish to sponsor the application, a resolution has been prepared serving as "official action" of the Township, which is required by the LSA grant program.

Mr. Burns moved to approve the Resolution sponsoring a Washington County Local Share Account application from Race Track Road Management, LLC. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote.

**9G: Motion Establishing a Healthcare Insurance Opt-Out Program**

Township Manager Stanick presented for the Board's consideration a program allowing exempt (non-union) employees to opt-out of the medical, dental and vision insurance coverage provided by the Township in exchange for a portion of the cost savings that would result. He reported the program is consistent with the provision approved recently in the Police and Public Works contracts, employees would:

- a) be eligible if alternate hospitalization and medical insurance is available to them (typically, thru a spouse);
- b) receive \$2,500 each year (taxes paid where applicable) over the course of 26 pay periods resulting in \$96.15 each pay period (not qualifying as a pension benefit);
- c) notify the Township of his/her intent to opt-out of coverage during the Open Enrollment Period of each year (typically during November) or upon hire pursuant to the Township's chosen medical and hospitalization provider; and
- d) have the opportunity to opt-back into the Township's hospitalization and medical insurance at any time upon a qualifying event pursuant to the Township's chosen provider.

For the Board's information, hospitalization and medical coverage for the 2020 year under the PPO250 Drug Option 1 Plan (\$250/500 deductible plan) ranges from \$537.77 per month for single coverage to \$1,613.32 per month for family coverage (\$6,453.24 to \$19,359.84 annually).

Mr. Burns moved to establish a healthcare insurance opt-out program for exempt employees. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote.

**9H: Motion Appointing a Full-Time Firefighter**

Township Manager Stanick presented for the Board's consideration the appointment of Steve Sluzynsky as a full-time Firefighter. He stated that Mr. Sluzynsky is the final candidate on the current Firefighter Eligibility List and it is recommended the Board appoint Mr. Sluzynsky as a full-time Firefighter upon the successful completion of a physical and drug test.

Mr. Burns moved to appoint Mr. Steve Sluzynsky as a full-time Firefighter. Ms. Zipko seconded the motion.

Mr. Burns inquired regarding the eligibility requirements for the future Eligibility List. Fire Chief Reese stated the Board would need to approve an advertisement for the position of full-time Firefighter. He also stated that applicants would need to pass a physical agility test and oral & written examination prior to the establishment of another Eligibility List.

Mr. Burns moved to amend his motion to include the initiation of the advertisement for a full-time Firefighter position and all associated testing criteria and scheduling. Chair Luketich seconded the motion. The amended motion passed on a unanimous voice vote.

**9I: Motion Accepting the Highest Bid for the Sale of a 1993 Beuthling 5-Ton Vibratory Compactor and a 2010 Ford F-550 Public Works Truck**

Township Manager Stanick reported that on October 18<sup>th</sup> the Township received bids in the amount of \$12,600.00 for a 2010 Ford F-550 (\$5,000 minimum per trade in value) and \$5,500.00 for a 1993 Beuthling 5-ton vibratory compactor (\$3,000 minimum). He highlighted that winning bidders will have until November 2<sup>nd</sup> (15 days after bid closing) to deliver payment and remove the vehicles from Township property.

Mr. Burns moved to accept the highest bids for the sale of a 1993 Beuthling Vibratory Compactor (\$5,500) and a 2010 Ford F-550 truck (\$12,600). 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 8:15 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager