

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

**JANUARY 6, 2020**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The January 6, 2020 Reorganization 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; Thomas Moore; Bracken Burns; and Mark Murphy.

Also Present                        Township Manager Brandon Stanick and Assistant to the Township Manager Patrick Conners.

A list of 6 visitors is on file at the Municipal Building.

**2. PLEDGE OF ALLEGIANCE**

Chair Luketich led the Pledge of Allegiance.

**3. SWEARING IN OF ELECTED OFFICIALS**

Magistrate District Judge Michael Manfredi administered the oath of office to both Mr. Mark Murphy (Board of Supervisors) and Mr. Daryl Price (Elected Board of Auditors) swearing them in as Township officials. The Board welcomed both gentlemen thanking them for their public service. Judge Manfredi then thanked all members in attendance for the opportunity to serve as a Police Officer and Sergeant in the South Strabane Police Department. The Board gave a round of applause for Judge Manfredi and wished him well in his future endeavors.

**4. 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.

Ms. Janie Deemer of Zediker Station Road came before the Board to recognize and thank Ms. Laynee Zipko for serving the Township as a Supervisor. Ms. Deemer noted that while she did not always agree with Ms. Zipko, she understood that all decisions were made with careful consideration for residents of the Township. She concluded by welcoming Mr. Murphy to the Board of Supervisors.

## **5. REORGANIZATION ITEMS**

*Board of Supervisors Chair:* Chair Luketich entertained nominations for Chairman of the Township Board of Supervisors for 2020. After some discussion, Mr. Luketich nominated Tom Moore for Chairman. With there being no further nominations, Chair Luketich requested a roll call vote with all members voting in the affirmative naming Tom Moore as Chairman of the Township Board of Supervisors for 2020. Mr. Moore thanked members of the Board for the opportunity to serve as Chairman.

*Board of Supervisors Vice Chairman:* Chairman Moore entertained nominations for Board of Supervisors Vice Chairman for 2020. Mr. Weber nominated Mr. Luketich as Vice Chairman. With there being no further nominations, Mr. Weber requested a roll call vote with all members voting in the affirmative naming Richard Luketich as Vice Chairman of the Board of Supervisors for 2020.

*2020 Board of Supervisors Meeting Date and Time:* Mr. Weber moved to hold Regular Meetings of the Board of Supervisors on the fourth Tuesday of every month at 7:00 p.m. with the exception of November 17<sup>th</sup> and December 15<sup>th</sup> in the Mae C. Reynolds Meeting Room of the Municipal Building for 2020. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Use Roberts Rules as Guidelines:* Mr. Luketich moved to use Roberts Rules of Order as a guideline for parliamentary procedure during meetings. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

*Township Manager/Secretary Treasurer/Pension Fund Administrator and Zoning Officer:* Mr. Weber moved to re-appoint Brandon Stanick as Township Manager, Secretary Treasurer, Pension Fund Administrator, and Zoning Officer. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Township Solicitor, Township Labor Counsel, and Zoning Board Hearing Solicitor:* Mr. Weber asked Township Manager Stanick to provide background regarding the appointments up for consideration. Township Manager Stanick reported that in order to facilitate a more efficient reorganization of appointed Township officials, there are several motions this evening that group similar positions. The Board should feel free to depart from the structure to appoint any one position.

Mr. Weber moved to re-appoint Makel & Associates as Township Solicitor, Campbell, Durrant, Beatty, Polumbo and Miller as Township Labor Counsel and Smider and Associates to serve as Zoning Hearing Board Solicitor for the 2020 year. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Assistant Secretary/Treasurer and Assistant Zoning Officer:* Mr. Weber moved to appoint Patrick Conners as Assistant Township Secretary/Treasurer and Assistant Zoning Officer. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Emergency Management Coordinator:* Township Manager Stanick highlighted that Fire Chief Reese has served as Interim Emergency Management Coordinator over the past year. He noted that Chief Reese is working to complete the training of all newly-hired firefighters, and once the Department is fully staffed and trained, the consideration of a new Emergency Management Coordinator will be presented to the Board for consideration.

Mr. Weber moved to appoint Scott Reese as the Township's Emergency Management Coordinator. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Animal Control Officer:* Mr. Luketich moved to re-appoint Animal Control Services to serve as Animal Control Officer. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

*Tax Collector:* Township Manager Stanick noted that traditionally, Keystone Collections has been appointed to serve as the Earned Income Tax Collector for the Township. He stated that pursuant to State law, earned income taxes are to be collected by County tax collection districts (Wash Co. Tax Collection District). As this is the case, Earned Income Tax Collector is not presented for appointment.

Mr. Weber moved to appoint Keystone Collections as Local Services/Delinquent Tax Collector for 2020 and Laura Keisling as Mercantile/Delinquent Tax and Per Capita/Delinquent Tax Collector for the 2020 calendar year. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Township Engineer:* Township Manager Stanick highlighted that the Township received 12 responses to its Request for Qualifications and interviewed four firms. The Interview Committee (Mr. Luketich, Township Manager Stanick, Assistant to the Township Manager Conners, and Public Works Director Grego) is recommending KLH Engineers for reappointment.

Mr. Weber moved to re-appoint KLH Engineers, Inc. as the Township Engineer for 2020. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Alternate Engineer & MS4 Engineer:* Mr. Luketich moved to re-appoint Widmer Engineering, Inc. as the Alternate Township Engineer and MS4 Engineer. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

*South Strabane Sanitary Authority Appointment:* Township Manager Stanick noted that Ms. Donna Fox has submitted a letter asking for the Board to consider her reappointment to the Sanitary Authority.

Mr. Weber moved to re-appoint Ms. Donna Fox to serve on the Sanitary Authority for a 5-year term expiring December 31, 2024. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Planning Commission Appointment:* Township Manager Stanick stated that Ms. Paula Phillis had previously verbally confirmed her desire for the Board to consider her reappointment to the Planning Commission and noted a letter from Ms. Phillis was provided to the Board prior to the meeting.

Mr. Weber moved to reappoint Ms. Paula Phillis to serve on the Planning Commission for a 4-year term expiring December 31, 2023. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Vacancy Board:* Township Manager Stanick reported that Mr. Bob Jones and Ms. Laynee Zipko have submitted requests for the Board to consider their appointment to the Vacancy Board.

After some discussion, Mr. Murphy moved to appoint Ms. Laynee Zipko to serve on the Vacancy Board for a 1-year term expiring December 31, 2020. Mr. Burns seconded the motion. Township Solicitor Makel noted that it would be appropriate to call for a roll call vote with there being two candidates for consideration. Mr. Weber requested a roll call vote for the matter.

Mr. Burns – Zipko  
Mr. Luketich – Jones  
Mr. Moore – Jones  
Mr. Murphy – Zipko  
Mr. Weber – Jones

By a 3-2 vote, Mr. Bob Jones was appointed to serve on the Vacancy Board for a 1-year term expiring December 31, 2020.

*Washington County Tax Collection District Representatives:* Mr. Weber moved to appoint Brandon Stanick as the Township's Representative and Patrick Connors as Alternate Representative on the Washington County Tax Collection District Board of Delegates. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*Washington County Sewage Council Representatives:* Mr. Weber moved to appoint Brandon Stanick as the Township's Representative and Patrick Connors as the Township's Alternate Representative on the Washington County Sewage Council. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

*PSATS Convention Voting Delegates:* Mr. Luketich nominated Mr. Burns to serve as Delegate and Mr. Murphy to serve as Alternate Delegate to the Pennsylvania State Association of Township

Supervisors convention for 2020. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

*Township Employees:* Township Manager Stanick stated that traditionally, the Township has appointed each and every employee during the Reorganization Meeting. He noted that after reviewing this custom with Township Solicitor Makel it was relayed that there is no legal requirement to do so, and with a majority of employees being subject to requirements of a Collective Bargaining Agreement, an employment contract or other labor protections, it would not be in the Township's best interest to affect employment status in this manner. He reported that a list of employees by department has been provided to the Board for informational purposes.

**6. CONSIDERATION OF MEETING MINUTES – DECEMBER 10, 2019**

Mr. Luketich moved to approve the December 10, 2019 Board of Supervisors Meeting Minutes as presented. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

**7. FINANCIAL BUSINESS**

The Board considered the following financial business:

- Payroll: \$115,513.02 (pay date of December 20, 2019)
- Payroll: \$2,294.50 (pay date of December 23, 2019 – Retro)
- Payroll: \$120,415.46 (pay date of January 3, 2020)
- General Fund: \$83,935.40
- Liquid Fuels Fund: \$4,061.23
- **Total Expenditure:** **\$326,219.61**

Overtime Costs for the period include:

- Police: \$4,295.39
- Fire: \$ 584.87
- Public Works: \$ 489.40
- **Total OT:** **\$5,369.66** (pay date of December 20, 2019)
  
- Police: \$6,266.87
- Fire: \$1,230.20
- Public Works: \$1,419.28
- **Total OT:** **\$8,916.35** (pay date of January 3, 2020)

Mr. Luketich inquired regarding the purchase of 84 cases of water from Rural King noting the Township is moving in the direction to reduce the use of single-use plastics.

After some discussion, Mr. Luketich moved to approve the payroll for the period of December 1 through December 14, 2019 and the bills for the period December 5 through January 2, 2020 with

the exception of payment for the 84 cases of water from Rural King. Mr. Weber seconded the motion.

A discussion ensued. Mr. Murphy inquired if the Township is aware of the return policy for the bottled water noting the Township is obligated to pay for the product.

Following further discussion, Mr. Luketich moved to amend the motion to not purchase the water from Rural King in the event the water can be returned. The amendment to the motion passed on a unanimous voice vote.

The motion, as amended, to approve the payroll and bills with the exception of the purchase of water from Rural King in the event the water can be returned for refund passed on a unanimous voice vote.

## **8. ANNOUNCEMENTS**

Township Manager Stanick reported the Elected Board of Auditors is scheduled to conduct their Re-organization Meeting on January 7<sup>th</sup> at 5:00 p.m. He also reported the South Strabane Sanitary Authority would conduct their Re-organization Meeting on January 22<sup>nd</sup> at 5:00 p.m. He concluded by noting the South Strabane Planning Commission Regular Meetings are to remain on the first Thursday of every month at 7:00 p.m. He also noted that Planning Commission Agenda meetings would occur on the final Thursday of each month at 6:30 p.m., as needed.

## **9. 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 received.

### **Township Solicitor's Report**

The Township Solicitor had nothing to report.

### **Township Manager's Report**

Township Manager Stanick reported the Township will be applying for the opportunity to become a Municipal Intern Program host location through the Local Government Academy. He stated the project would revolve around the creation of a community liaison position to assist in improving engagement with residents and businesses. He noted the application deadline is January 15, 2020. He concluded by stating that should Board members have any questions regarding the program/project they are encouraged to reach out to Staff by the end of the week.

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

Township Manager Stanick reported the following items have been received or issued between December 7, 2019 and January 3, 2020:

### **Minutes and Agendas:**

- a) Sanitary Authority Meeting Minutes – November 20, 2019;
- b) Planning Commission Meeting Minutes – December 5, 2019;
- c) Sanitary Authority Meeting Agenda – December 18, 2019;
- d) Green Team Meeting Agenda – December 19, 2019;
- e) Green Team Meeting Minutes – December 19, 2019; and
- f) Planning Commission Meeting Agenda – January 2, 2020.

### **Reports and Publications:**

- a) Finance Report – December 2019;
- b) Fire Department Report – December 2019;
- c) Public Safety Department Report – December 2019;
- d) Tax Collector's Report & Interim Collection Only – December 2019;
- e) MS4 Report – December 2019;
- f) Township Engineer's Report – November 19, 2019;
- g) PSATS News Bulletin – November - December 2019;
- h) PennDOT District 12 Progress Report – December 2019; and
- i) Pennsylvania Municipal League, Legislative Locator Newsletter – December 2019.

### **Correspondence:**

- a) Letter dated December 6, 2019 from Comcast providing contact information for Jennifer Halaszynski, Government & Regulatory Affairs Manager;
- b) *Letter (w/o attachments) dated December 11, 2019 from Range Resources regarding its permit applications to drill the proposed Guyton Patrick 10082 6H-10H, 15H, 16H(THM) Well in North Strabane Township;*
- c) Letter dated December 10, 2019 from Washington County Planning Commission regarding the Electronic Collections for 2020;
- d) Letter dated December 11, 2019 from Township Manager Stanick regarding the gas line repair work on East Maiden Street;
- e) Letter dated December 12, 2019 from Township Manager Stanick regarding the Real Estate Tax Millage for the 2020 year;
- f) Letter dated December 16, 2019 from Citizens Library Director Diane Ambrose thanking the Township for its \$1,000 contribution;
- g) Letter (with attachments) dated December 19, 2019 from Washington County Planning Commission regarding the Washington County Census 2020 Complete Count Program;
- h) *Letter (w/o attachments) dated December 19, 2019 from EQT regarding its permit applications to drill the proposed Heyl Well in Amwell Township;*
- i) *Letter (w/o attachments) dated December 23, 2019 from Range Resources regarding its permit applications to drill the proposed Day Unit 9H-14H Wells in Amwell Township; and*

- j) Letter dated December 30, 2019 from William McGowen, Executive Director of the Redevelopment Authority of the County of Washington, regarding 2020 Local Share Account Program.

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

## **10. NEW BUSINESS**

### **9A: Proclamation Honoring the Public Service of Marie Laynee Zipko**

Mr. Burns moved to approve a Proclamation honoring the public service of Marie Laynee Zipko. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Mr. Burns read aloud the Proclamation.

**WHEREAS**, Marie “Laynee” Zipko has resided within the limits of South Strabane Township (“Township”) for 59 years; and

**WHEREAS**, Laynee Zipko devoted herself to a lifelong career in the nursing and medical profession at Washington Hospital; and

**WHEREAS**, as a nurse at Washington Hospital, Laynee touched numerous lives for the better throughout Washington County and Southwestern Pennsylvania; and

**WHEREAS**, upon retirement from the nursing profession, Laynee continued to serve her community by fulfilling a six-year term as Township Supervisor; and

**WHEREAS**, for a period of nine years, Laynee volunteered her time serving the Township as a member of the Planning Commission; and

**WHEREAS**, through the leadership of Laynee Zipko, she brought a thoughtful, caring and compassionate voice to the Board of Supervisors during its consideration of many issues of significance, and implementation of policies and practices for the benefit of the Township and its residents; and

**WHEREAS**, the Zipko Family has supported and contributed greatly to Laynee’s service and accomplishments on behalf of South Strabane Township; and

**WHEREAS**, it is essential and proper to recognize the tremendous impact of volunteerism and community service within South Strabane Township.

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



South Strabane Township hereby recognizes Marie Laynee Zipko for her many significant contributions to the Township and its residents; and,

Such recognition and the gratitude of South Strabane Township be publicly expressed to Laynee Zipko for her service to the community, and that this Proclamation be incorporated in the minutes of the Board of Supervisors meeting, and that an executed copy of the Proclamation be presented to Laynee Zipko as a token of appreciation for her service to South Strabane Township.

**Dated** this 6<sup>th</sup> day of January 2020, at South Strabane Township, Washington County, Pennsylvania.

Ms. Zipko thanked the Board for the Proclamation and residents of the Township for the opportunity to serve as a Supervisor. Members of the audience provided Ms. Zipko with a round of applause.

**9B: Motion Renewing an Employment Agreement with the Police Chief**

Township Manager Stanick reported that before the Board is an employment agreement with Police Chief Hilk for the 2020 year with an annual salary of \$89,107.20 (salary increase from 2019 was 3%, reflective of the wage increase for police officers for 2020 as the contract states).

Mr. Weber moved to renew an Employment Agreement with Police Chief Hilk. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9C: Resolution Setting the Salary for the Township Manager in 2020**

Township Manager Stanick reported that pursuant to Section 1301 of the Second-Class Township Code, as well as Township Ordinance #2-88, the compensation of the Township Manager is to be set by resolution each year. He noted that attached for the Board's consideration is a Resolution Setting the Township Manager's Salary for 2020 at \$90,640.

Mr. Weber moved to approve a Resolution setting the Salary for the Township Manager in 2020 at \$90,640. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9D: Motion Renewing an Employment Agreement with the Township Manager**

Township Manager Stanick reported that for the Board's consideration is an employment agreement for the 2020 to 2022 term. He highlighted the agreement is consistent with the terms of the previous agreement with a change in base salary to \$90,640 for the 2020 year.

Mr. Weber moved to renew an Employment Agreement with the Township Manager for the 2020 to 2022 term. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**11. ADJOURNMENT**

Mr. Weber moved to adjourn the meeting. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Brandon J. Stanick  
Township Manager