

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

JANUARY 28, 2020

APPROVED MEETING MINUTES

1. CALL TO ORDER

The January 28, 2020 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 Thomas Moore, Chairman; Rich Luketich, Vice-Chairman; Bob Weber; Bracken Burns; and Mark Murphy.

Also Present Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; Township Engineer Creagh; Financial Analyst Marie Coffman; Fire Chief Scott Reese; and Township Solicitor Makel.

A list of 7 visitors is on file at the Municipal Building.

2. PLEDGE OF ALLEGIANCE

Chair Moore led the Pledge of Allegiance.

3. PUBLIC COMMENT

Chair Moore 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. Edward Mazur of Fischer Road expressed his concerns regarding the strategic planning for fire services study. He highlighted the study is being done in a year of a real estate tax increase and the funds would best be used to pay the current debt service for the Police Station and the Public Works Facility. He stated the Volunteer Fire Department is financially secure.

Ms. Carol Startare of Booth Road came before the Board to express her concerns with the lack of high-speed broadband internet access in portions of the Township. She reported that many residents have contacted elected officials including State Senator Bartollota and State Representative O'Neil concerning this matter. She highlighted that many school age children in the Township are not provided with the tools to succeed academically without access to high-speed

internet. She concluded by suggesting the former mine along Meyers Road should be looked at by the Township.

4. CONSIDERATION OF RE-ORGANIZATION MEETING MINUTES – JANUARY 6, 2020

Mr. Weber moved to approve the January 6, 2020 Board of Supervisors Re-Organization Meeting Minutes as presented. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

5. FINANCIAL BUSINESS

The Board considered the following financial business:

- Payroll: \$117,570.80 (pay date of January 17, 2020)
- General Fund \$301,617.25
- Act 13 Fund: \$21,666.00
- Liquid Fuels Fund: \$5,215.75
- **Total Expenditure:** **\$446,069.80**

Overtime Costs for the period include:

- Police: \$5,071.41
- Fire: \$1,546.58
- Public Works: \$ 0.00
- **Total OT:** **\$6,617.99** (pay date of January 17, 2020)

Please know the following expenses are included for this period:

- K.S. Statebank – 2nd Installment – 2019 HV507 International Truck \$ 43,725.13
- Municipal Employees Insurance Trust – January & February \$109,401.04
- W.G. Land Company, LLC – Community Park Sewer Ext. \$ 21,666.00
- F.N.B. Commercial Leasing – First Payment: Lease of two 2020 Ford Interceptors \$24,309.44

Mr. Weber moved to approve the payroll for the period of December 29 through January 11, 2020 and the bills for the period January 4 through January 24, 2020. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Police Chief Hilk recognized Patrol Officer Carmine Molinaro, Sergeant Robert Cregut, and Sergeant Michael Manfredi for their service to the Township. He read aloud an honorary proclamation recognizing each individual for their various contributions to the community. He proudly introduced newly promoted Sergeants Andrea Steiner and Ryan Hoffman (who could not be in attendance due to illness) as well newly hired Patrol Officers Joseph Joscsak, Dominic Faieta, and Nicholas Cichon. The Board and members in attendance provided a warm ovation for the

members of the Department. Ms. Laynee Zipko of Berry Road commented that Sergeant Andrea Steiner is the first female Sergeant in South Strabane Township history.

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 received.

Township Solicitor's Report

The Township Solicitor had nothing to report.

Township Manager's Report

Township Manager Stanick reported that on January 16, 2020, DCED Consultant Dan Wauthier conducted the one-on-one meeting with the Volunteer Fire Department and the Township. He stated the purpose of the one-on-one meetings with the agencies is to drill down on the circumstances each agency faces. He highlighted that according to Mr. Wauthier, once the agency meetings are complete and the requested data has been provided, a draft report will be prepared prior to a final presentation (anticipate April/May).

Township Manager Stanick asked Fire Chief Reese to discuss the Volunteer Department's grant application to the 2019 Act 13 Unconventional Gas Well Fund Grant. Fire Chief Reese reported that the Grant in the amount of \$3,150 has been approved. He stated the funds will be used to purchase three Rapid Intervention Team (or "RIT") packs. Mr. Luketich inquired regarding the packs. Fire Chief Reese discussed that the RIT packs are comprised of a facepiece, hose and oxygen tank, and are used to administer aid to unconscious/lost/down firefighters during a structure fire.

Township Manager Stanick next reported that W & J's Center for Energy Policy and Management has reached out to the Township to acquire a letter of recommendation for their pursuits of various grant funding that helps ensure the stability of their staffing and research. Assistant to the Township Manager Connors elaborated on their grant pursuits highlighting the various research and programming offered by the Center. Mr. Weber inquired regarding the Township's recent municipal energy audit conducted by the Center. Assistant to the Township Manager Connors affirmed the Center's grant pursuits will assist additional municipalities with similar studies.

Township Engineer's Report

Township Engineer Creagh reported on various projects within the Township beginning with an update concerning the Public Works Cold Storage Building. He noted the project is being completed by Swede Construction of Elizabeth, PA. He stated the project should be completed within the next ten days. He next discussed the sewage extension project that will provide sewage service to Community Park. He noted the project is on schedule and will be completed by WG Land Associates. He next discussed the storm sewer lining project which will be completed by Jet Jack. He stated the project would begin next

week. Township Manager Stanick inquired regarding the lining project's timeline. Township Engineer Creagh reported that the method used is non-invasive which saves a considerable amount of time. Township Engineer Creagh next discussed the Community Park Pavilion expansion project, noting the Board will be asked to review various price estimates and proposals for the addition.

Secretary/Treasurer's Report

Township Manager Stanick reported the following items have been received or issued between January 4, 2020 and January 24, 2020:

Minutes and Agendas:

- a) Sanitary Authority Meeting Minutes – December 18, 2019; and
- b) Sanitary Authority Meeting Agenda – January 22, 2020.

Reports and Publications (all December reports provided in the January 6th Sec/Treas Rpt.):

- a) MS4 Report – January 2020;
- b) Township Engineer's Report – January 2020; and
- c) Animal Control Officer's Report – December 2019.

Correspondence:

- a) Letter dated January 4, 2020 from Comcast regarding Xfinity TV Channel Updates;
- b) *Letter (w/ attachments) dated January 13, 2020 from EQT regarding its permit applications to drill the proposed F.I. Moninger Well in Amwell Township;* and
- c) Letter dated January 20, 2020 from Township Manager Stanick regarding grant request by the Center for Energy Policy and Management;

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

8. NEW BUSINESS

9A: This Item Intentionally Left Blank

9B: Motion Approving a Request from J. Angelides Enterprises, LP for a Reduction in the Letters of Credit for Revised Phase 2 and Phase 3 of the Bradford Run Planned Residential Development

Township Manager Stanick reported the Township is in receipt of a request from John Quigley of JMQ Development, representing J. Angelides Enterprises, LP, for a reduction in the following Letters of Credit for Phase 2 (No. 1240 dated April 20, 2018) and Phase 3 (No. 1245 dated February 5, 2019):

Phase 2	\$ 8,169.10	Remaining funds eligible for reduction as all improvements are complete with the exception of the final top coat.
Phase 3	\$ 89,248.05	Remaining storm sewer work and 260 linear feet of sidewalk.

Township Manager Stanick stated that pursuant to the Township's Subdivision and Land Development Ordinance (SALDO), a developer may request reductions in performance securities, e.g. Letter of Credit, for work that has been inspected and properly completed. He highlighted that KLH Engineers, Inc. has inspected the improvements for which the reductions are being made and recommends the Board authorize the request.

Mr. Weber moved to approve a request from J. Angelides Enterprises, LP for a reduction in the letters of credit for Revised Phase 2 and Phase 3 of the Bradford Run Planned Residential Development. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9C: Resolution Establishing the South Strabane Township 457 Deferred Compensation Pension Plan

Township Manager Stanick presented for the Board's consideration a resolution establishing a 457 deferred compensation pension plan for Non-Uniform employees. Pursuant to Section 5 of Article 19 (re: Pension) of the Collective Bargaining Agreement ("CBA") between the Township and the Glass, Molders, Pottery, Plastic and Allied Workers International Union (AFL-CIO-CLC), Local 272M, a tax deferred plan shall be established for all full time Employees and the Township shall contribute a maximum of \$100 per year to each Employee for each year of the contract. Employees shall have the opportunity to contribute to the plan as well.

Township Manager Stanick reported that in December 2019, representatives from Ameriserv, the firm overseeing the investments for the long-established Police 457 Plan, presented information to Public Works and Administrative Employees concerning a Plan for all Non-Uniform Employees. In addition to being a contractual obligation with the Non-Uniform CBA, it is recommended that once established, all Administrative Staff be invited to participate as well.

Mr. Nick Debias representing Ameriserv explained investment strategies pursued by Ameriserv highlighting that their strategies have provided historical protection from catastrophic financial events, including the Great Recession. He stated the goal of their program is to educate and prepare employees for retirement. He reported the accounts are fiduciary in nature, citing the company looks out for the best interest of the Township and its employees during the investment process. Mr. Luketich inquired regarding the extent of the Township's relationship with Ameriserv. Mr. Debias reported Ameriserv has worked with the Township since 1993. Mr. Luketich also inquired regarding how information is relayed to individual contributors. Mr. Debias stated 2 paper reports are physically mailed to employees while also noting contributors will have 24/7 access to their accounts via the internet. Township Manager Stanick stated the 457 Deferred Compensation Pension Plan will be available to Administrative and Public Works employee after the completion of their probationary period.

Mr. Luketich moved to approve a resolution establishing the South Strabane Township 457 Deferred Compensation Pension Plan for non-uniformed employees. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion Approving an Agreement with East Washington Borough to Participate in the Township's Glass Recycling Program

Township Manager Stanick presented for the Board's consideration an agreement with East Washington Borough allowing participation in the Township's new Glass Recycling Program. In summary, the agreement:

- Will commence at a time yet to be determined;
- Charge \$57.87 per pick-up (determined proportionally using population of communities); and
- Indemnifies the Township for any issues arising out of the use of the Township's facilities.

Township Manager Stanick highlighted the conceptual terms of the agreement have been shared with Mayor Gomber and he has reviewed with Borough Council. He stated that once approved by the Board, it is anticipated Borough Council will take formal action. He cited for the Board's information the agreement is structured to be used as a tool to grow the Program in the future as nearby communities have expressed interest in participating.

Township Solicitor Makel stated the agreement has not been considered by East Washington and suggested a resolution be used to approve the intergovernmental agreement.

As no concerns regarding the conceptual agreement were expressed, Mr. Weber moved to table the motion. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion Approving an Agreement with the Wilson Group for the Financing of a Copier for the Police Department

Township Manager Stanick presented for the Board's consideration a proposal of the Wilson Group providing printing and copying services for the Police Department. He reported the proposal outlines leasing agreements for 2 new units (Sharp Essentials Color Workgroup MX-2651 & Brother MFCL6900DV) as well as an agreement providing ink and toner services for the current HP CP2025n unit used by the Department. He stated the agreement is for a 5-year term and includes fixed pricing for ink and toner for the entirety of the term. He concluded by reporting Staff anticipates that by replacing the current printing units (over six years old) the Department will increase departmental efficiencies resulting in annual cost savings and increased worker productivity.

Mr. Weber moved to approve an agreement with the Wilson Group for the Financing of a copier for the Police Department. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9F: Resolution for the Disposition of Specific Public Records

Township Manager Stanick reported that on April 24, 2018, the Board approved Resolution #11-18, a Resolution Declaring the Township's Intent to Follow the Schedules and Procedures for the Disposition of Records. He stated that pursuant to the Township's Disposal of Records Policy (Policy), acts of disposition are approved by resolution. He highlighted that resolutions are not necessarily required for disposing of records that meet the criteria outlined in the Policy. He cited that because of the significant number of records accumulated over time, it is in the Township's best interest to document the disposition by resolution. He concluded by discussing the records proposed for destruction are listed in the proposed resolution per the categories of the Policy.

Mr. Weber moved to approve a resolution for the disposition of specific public records. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9G: Resolution Authorizing Signatories with Huntington Bank

Township Manager Stanick reported that at its Reorganization Meeting on January 6, 2020, the Board of Supervisors (Board) approved Huntington Bank as a depository institution for the Township. He also reported that with the election of one new Supervisor, it is requested the Board approve the attached resolution from Huntington Bank to certify signatures for the signing of checks.

Township Manager Stanick stated the Board has expressed a desire to reconsider the method used by the Township to sign checks. He highlighted that currently, four signatures (any Supervisor and Township Manager) are required for checks from the General Fund, Liquid Fuels Fund and from the Escrow Account; Payroll requires two signatures which is typically one Supervisor and the Township Manager. He stated that it is recommended, after consulting with Huntington Bank and the Township's Auditor Dan Starceski that requiring three signatures on all checks with the exception of Payroll is an acceptable practice by having the: Financial Analyst sign as the preparer of the checks, the Township Manager sign as overseeing the preparation of the checks, and one of any of the five Supervisors acting as a representative of the Governing Body. He noted in the event the Financial Analyst and/or Township Manager are unavailable, checks could be signed by three Supervisors.

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

9H: Resolution Amending the Right-to-Know Policy of South Strabane Township

Assistant to the Township Manager reported that in effort to ensure that the Township is meeting all requirements and recommendations set forth by the Pennsylvania Office of Open Records (OOR), staff is seeking to update the Township's Right-to-Know (RTK) policy. He stated the proposed Resolution and associated RTK policy include all best management practices and guidelines set forth in the OOR's most recent sample policy update (enacted 9-17-18). He highlighted the overall goal of this update is to provide residents, developers, and customers with policies which reflect a high level of customer service while abiding by best management practices established by the Commonwealth. He concluded by stating the update also designates an Alternate Open Records Officer who can accept and facilitate RTK applications on behalf of the Open Records Officer.

Mr. Weber moved to approve a resolution amending the Right-to-Know Policy of South Strabane Township. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9I: Motion Approving an Agreement with ADP, LLC to Provide Payroll Services

Financial Analyst Coffman presented for the Board's consideration an Investment Summary with ADP to provide Workforce Now Payroll Services for South Strabane Township. She noted the current supplier for payroll services is Freedom Systems. She stated that Freedom offers an older system that

is not user-friendly, along with a customer support response time that is inadequate. Comparison follows:

ADP:

- Run payroll by phone, web or mobile app
- Time is entered by employee, approved by supervisor and checked by HR
- Get 24/7 payroll support from ADP experts, a nationally recognized payroll service
- Direct Deposit and Tax Filing is performed electronically by ADP

Cost/Investment Summary:

Per Processing Base Rate:	\$ 95
Rate per employee:	\$ 3.35
Bi-Weekly Estimate:	\$ 245.75
Annual Cost:	\$6,389.50

Freedom:

- Run payroll through desktop-based system
- Time cards are punched, processed by administrative personnel, entered in to a spreadsheet, entered in to payroll system manually by HR
- Support is provided during working hours only, through a call-in service and consistently requires a wait time
- Direct Deposits are entered each payroll manually on bank website and taxes are filed manually through governmental sites

Current Costs:

Annual Financial Management	\$2,462
Payroll Check Fees	\$ 500
Yearend Processing	\$1,595
2019 Cost:	\$4,238

9J: Motion Approving a Scope of Services Agreement with Jerry Ozog to Conduct a Strategic Planning Study Between the South Strabane Volunteer Fire Department and the Township

Township Manager Stanick reported that in July 2019, Fire Chief Reese and the Township Manager attended a PSATS-sponsored workshop concerning strategic planning for fire services. He highlighted the workshop was led and facilitated by Jerry Ozog, Executive Director at the Pennsylvania Fire and Emergency Services Institute (“PFESI”). He stated PFESI is an educational and non-profit association of emergency service organizations, emergency responders, industry and public service professionals who research, exchange information, and cultivate relationships among constituents about the issues affecting emergency response and life safety in the Commonwealth.

Township Manager Stanick reported that at the Township’s request, Mr. Ozog has provided a Scope of Project to conduct a strategic planning initiative with the Township and the Volunteer Fire Department. He highlighted the purpose of this initiative is for the Township and the Volunteer Fire Department to work collaboratively to assess the current environment and

recommend system improvements. He cited that through a facilitative process, the following will serve as the deliverables:

1. Clearly identify the issues affecting the volunteer fire company and the township.
2. Clearly identify the strengths and weaknesses of the fire company.
3. Establish a foundation / method for decision making between the volunteer fire company and the township.
4. Assessment of the environment to change the current system to ensure response to community emergencies.
5. Develop a framework for a new governance structure that will adequately meet the needs of a modern fire service organization.
6. Development of a unified governance and organizational structure.
7. Develop goals and objectives for system improvement.

He stated the 2020 Final Budget allocates \$27,000 for this process. He concluded by reporting the proposed Scope of Project is \$15,000 with an anticipated completion date of July 30, 2020.

Mr. Luketich moved to approve a scope of services agreement with Jerry Ozog to conduct a strategic planning study between the South Strabane Volunteer Fire Department and the Township. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9K: Motion Authorizing the Townships Participation in the Local Government Academy Internship Program for 2020

Assistant to the Township Manager Connors reported that in effort to better connect with residents and businesses, the Township is seeking to secure a talented individual to serve as its first ever Community Relations Liaison (CRL) through the Local Government Academy's Municipal Intern Program ("Program"). He stated that the CRL will be responsible for engaging residents and businesses in order to promote current resources and assist in the development of future community programming. He highlighted the CRL's capstone project during the experience will include the strategic planning and budget development for a South Strabane Community Day to occur over the summer. He discussed the following tangible goals of the project:

- i) Establish a Social Media Policy which shall include best practices.
- ii) Standardize resident communication through Facebook and website with the overall goal of increased content distribution and resident engagement.
- iii) Develop surveys for website, Facebook, etc. to gauge interest in various community initiatives.
- iv) Research and benchmark current website to ensure the Township's content and civic engagement is consistent with peer municipalities.
- v) Increase community awareness of Code Red software which will be used to distribute general and emergency notifications to Township residents.
- vi) Assist Staff in the launch and implementation of Civic Rec software providing customers a more professional and service-oriented experience (rentals for park pavilions, ballfields, etc.).

Assistant to the Township Manager Connors stated that if the aforementioned project is selected by the Academy's Project Selection Committee (host communities will be announced on 2/10/20),

the Township will be invited to the Municipal Intern Fair in an effort to find an interested and qualified candidate. He noted that students from all of the region's colleges and universities are invited to attend. He stated that at the conclusion of the Intern Fair, the Township will be responsible for formally interviewing potential interns and ultimately offering the internship to a qualified candidate. He concluded by discussing the remaining requirements of the Program including:

- The internship must begin as early as 5/18/20 and no later than 6/10/20;
- Interns must work between 400 – 480 hours during the internship.
- Weekly evaluations of the intern's performance are required;
- Graduate students are paid an hourly wage of \$11.00 and undergraduate students are paid \$10.00 per hour;
- The Academy will cover 50% of the intern's wages for up to 480 hours of work resulting in an estimated actual cost not to exceed \$2,640; and
- Municipalities are responsible for hiring the intern, collecting payroll taxes, and providing workers compensation coverage.

Mr. Weber moved to authorize the Township's participation in the Local Government Academy's Internship Program for 2020. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9L: Motion Appointing a Firefighter Interview Committee

Township Manager Stanick reported that pursuant to the Township's Firefighter Hiring Policy, an Interview Committee, comprised of the Fire Chief, Township Manager and two members of the Board of Supervisors, is responsible for administering the oral examination portion of the hiring process. He reported that Supervisors Luketich and Murphy have expressed interest in serving on the Committee.

Mr. Weber moved to appoint Mr. Luketich and Mr. Murphy to the Firefighter Interview Committee. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9M: Motion Appointing a Fire Negotiations Committee

Township Manager Stanick stated the purpose of this item is to formally appoint a Supervisor to serve on the Fire Contract Negotiations Committee (Mr. Luketich, Brandon Stanick, Shon Worner). He cited that Mr. Murphy has expressed interest in serving on the Committee.

Mr. Weber moved to appoint Mr. Murphy to the Fire Negotiations Committee. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9N: Motion Concerning "No Jake-Brake" Signs Along Route 136

Township Manager Stanick reported that at its meeting on September 24, 2019, the Board authorized Staff to request PennDOT conduct a study along Route 136 at the request of several residents due to the speed of tractor trailer trucks and the use of brake retarders (Jake-Brakes). He stated that on December 24th, the Township received a response from PennDOT reporting the results of its traffic study. He highlighted that PennDOT has approved the signage prohibiting brake retarders along the segment from east of Quarry Road to Zediker Station Road and did not approve signage in the vicinity of the steep hill, from Warrick to Quarry as prohibiting the use of

engine brakes along this stretch of Route 136 would compromise public and vehicular safety. He reported that following a review of the results by Department Heads and Staff, it is being recommended the Board take no action at this time.

10. 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 8:05 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager