

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

OCTOBER 27, 2020

APPROVED MEETING MINUTES

1. CALL TO ORDER

The October 27, 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, Washington, PA 15301).

The following were present:

Board of Supervisors Thomas Moore, Chairman; Rich Luketich, Vice-Chairman; Bracken Burns; and Bob Weber.

Not Present Mark Murphy

Also Present Township Manager Brandon Stanick; Township Police Chief Drew Hilk; Township Fire Chief Scott Reese; Township Engineer Kevin Creagh; and Township Solicitor Megan Patrick.

2. PLEDGE OF ALLEGIANCE

Chair Moore led the Pledge of Allegiance.

3. PUBLIC COMMENT

There were no Public Comments.

4. CONSIDERATION OF REGULAR & BUDGET MEETING MINUTES – SEPTEMBER 22, 2020, OCTOBER 5, 2020, AND OCTOBER 19, 2020

Mr. Weber moved to approve the September 22, 2020 Board of Supervisors Regular Meeting Minutes and the October 5 and October 20, 2020 Budget Meeting Minutes as presented. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

5. FINANCIAL BUSINESS

The Board considered the following financial business:

- Payroll: \$ 114,445.56 (pay date of September 25, 2020)
- Payroll: \$ 110,492.55 (pay date of October 9, 2020)
- General Fund: \$ 146,212.80
- Capital Improvement: \$ 38,225.00

• Fire Relief Fund:	\$ 37,417.18
• Liquid Fuels Fund:	\$ 130,784.63
• <u>Federal Drug Fund:</u>	<u>\$ 13,176.95</u>
Total Expenditure:	\$ 587,754.67

Overtime costs for the period include:

○ Police:	\$ 8,0873.95
○ Fire:	\$ 666.12
○ <u>Public Works</u>	<u>\$ 0.00</u>
○ Total OT:	\$ 9,540.07 (pay date of September 25, 2020)
○ Police:	\$ 9,643.18
○ Fire:	\$ 1,417.16
○ <u>Public Works</u>	<u>\$ 71.10</u>
○ Total OT:	\$ 11,131.44 (pay date of October 9, 2020)

Please know the following expenses are included for this period:

General Fund:

• Municipal Employees Insurance Trust (October Coverage)	\$ 43,717.07
Capital Improvement:	
• J5 Construction (Pay Application #1 and #2 – Community Park Kitchen & Bath)	\$ 38,225.00
Volunteer Fire Relief:	
• South Strabane Fire Department (2020 Volunteer Fire Relief Fund – Act 205)	\$ 37,417.18
Liquid Fuels:	
• Slovenian Bank, deposit to Liquid Fuels CD	\$ 50,000.00

Mr. Luketich moved to approve the payroll for the periods September 6 through September 19 and September 20 through October 3 and the Bills for the period September 17, 2020 through October 21, 2020. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

6. **ANNOUNCEMENTS**

Township Manager Stanick reported Trick-or-Treat hours are scheduled to take place on October 31, 2020 from 5:30 p.m. – 7:00 p.m. He noted the Township has advertised CDC guidelines and recommendations for those wishing to participate. He also announced the annual curbside leaf and limb pickup began the week of October 26th and will continue through the week of November 30th.

7. **TOWNSHIP REPORTS**

Municipal Separate Storm Sewer System (MS4) Report

Chair Moore 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.

No comments were received.

Township Solicitor's Report

Township Solicitor Patrick had nothing to report.

Township Manager's Report

Community Park Master Plan Update

Township Manager Stanick reported that the Community Park Master Plan Steering Committee met on October 22, 2020 and kicked-off its first meeting by focusing on vision/goals and community engagement strategies. He noted that with the assistance of Pashek, the Township's consultant, a survey and a website were reviewed to allow the Township to seek input and feedback from the community. He stated it is anticipated that the survey and project website will launch November 2nd with the survey closing November 30th.

Eagle Scout Project

Township Manager Stanick noted that over the recent months, Mr. Aiden McCoy of Local Boy Scout Troop 1315 has worked with the Green Team and Staff to develop a project partnership for a welcome sign along a designated entry point of the Township. He invited Aiden to speak further regarding the project.

Aiden noted that he is a resident of the Township and a sophomore at Trinity High School. He highlighted that beginning last fall, he began working with the Township's Green Team to develop a "welcome sign" to highlight his community to visitors and residents passing through. He reported that his project was given formal approval through the Eagle Scout Council 2 weeks prior. He provided the Board with an update on his project highlighting that he has solicited quotes and renderings from 4 sign manufacturers. He stated that to this point, only one manufacturer has provided renderings. He proceeded to distribute copies of the sign renderings to the Board. He concluded by stating he hopes to complete the project by the spring of 2021. Mr. Weber commended Aiden on his project and ambition to partner with his community.

Township Engineer's Report

Community Park Kitchen and Bathroom 2020-01

Township Engineer Creagh reported that J5 Construction has completed the block work and will be setting the roof trusses the week of the 20th for the Community Park Kitchen and Restroom structure. He noted they have submitted Pay Application #3 in the amount of \$38,225.00 for the Board's consideration.

Quarry Road 454-011

He next highlighted that KLH has continued to work with the Public Works Department to determine the scope of work for the Quarry Road slip repair. He noted that restoration started the week of October 20th.

Garber Road

He then reported that KLH and the Public Works Department have collaborated on a plan to rectify this earth movement associated with the Garber Road slip. He stated that both parties believe the restoration work, similar in method to Quarry Road's slide but larger in scope, can be done in-house. He stated there will be a need to speak to a homeowner about a possible drainage easement for this work. He concluded by reporting that the Garber Road repair is being proposed as an in-house Capital project.

Planning Commission

He lastly reported that KLH has reviewed the Cregut Glass and Emery subdivision plans. He noted that the Cregut-Glass plans will be before the Board during tonight's meeting.

Secretary/Treasurer's Report

The following items have been received or issued between September 19, 2020 and October 23, 2020:

Minutes and Agendas:

- a) Green Team Minutes – September 17, 2020;
- b) Green Team Agenda – October 15, 2020; and
- c) Green Team Minutes – October 15, 2020.

Reports and Publications:

- a) Finance Report – September 2020;
- b) Fire Department Report – September 2020;
- c) Volunteer Fire Department Financial Report – September 3 – October 7;
- d) Public Safety Department Report – September 2020;
- e) Police Department Report – September 2020;
- f) Tax Collector's Report & Interim Collection Only – September 2020;
- g) Animal Control Officer's Report – September 2020;
- h) MS4 Report – August - October 2020;
- i) Township Engineers Report – October 27, 2020;
- j) WEWJA Financial Statement for the fiscal year ending June 30, 2020;
- k) Sanitary Authority Financial Statement for the fiscal year ending December 31, 2020;
- l) PSATS, What's Going on Newsletter;
- m) PennDOT District 12, Progress Report – Volume 3 Issue 10; and
- n) Washington Area Humane Society, Shelter Tails - Fall Edition.

Correspondence:

- a) Letter dated September 14, 2020 from Comcast regarding Xfinity TV Service changes;
- b) Letter dated September 23, 2020 congratulating the members of the Community Park Steering Committee on their recent appointment;
- c) Letter dated September 24, 2020 to Marianne McFarlane regarding her Home Occupation approval;

- d) Letter (w/attachment) dated September 24, 2020 to restaurants regarding the Township's moratorium on the enforcement of outdoor dining;
- e) Letter (w/ attachments) dated September 7, 2020 from Nancy Grey expressing her concerns about the Pancake neighborhood;
- f) Email (w/ attachments) dated September 29, 2020 to Mr. & Mrs. Scuvotti regarding the Township's enforcement of the Property Maintenance code;
- g) Letter dated October 12, 2020 from Residents of Robin Drive regarding complaints of a business on Acacia Drive;
- h) Letter dated October 9, 2020 from Barry Sherman, Chair, PMRS Board regarding Secretary Steve Vaughn leaving the organization;
- i) Letter dated October 15, 2020 from Joshua Hatfield, Washington Co. Finance regarding the C-PACE Program;
- j) Letter (w/o attachments) dated October 15, 2020 from Rice Energy regarding its permit applications to drill the proposed Three Musketeers Well in North Bethlehem Township; and
- k) Email (w/ attachment) dated October 23, 2020 to Craig Uram regarding conversation with PA American Water for the water service in the eastern portion of the Township.

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

8. UNFINISHED BUSINESS

8A: Motion Authorizing the Advertisement of a Public Hearing to Consider an Ordinance Establishing Flint Dr./Moccasin Dr. as a Three-Way Stop Intersection

Township Manager Stanick reported that at its meeting on September 22nd, the Board of Supervisors received a petition from 26 residents of the Strabane Manor neighborhood, presented by Mr. Jeff Massetti, for the installation of a stop sign on Moccasin at Flint Drive (Intersection). He stated that currently, the Intersection is a two-way stop intersection with traffic stopping on Flint and not on Moccasin.

He highlighted that following the request, the Board directed Staff to publish a notice advertising the Board's intent to adopt an ordinance establishing the Intersection as a three-way stop intersection. He cited that pursuant to the Second-Class Township Code, the notice was published on October 20th (at least 7 days prior to adoption) in the Observer-Reporter.

Mr. Burns moved to approve the Ordinance establishing a three-way stop intersection at Flint Drive and Moccasin Drive. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Mr. Massetti thanked the Board for their consideration and assistance. He inquired regarding the timeframe of the stop sign installation. Township Manager Stanick stated Ordinances are effective following five days from their approval, however, the stop sign will be installed prior to the weekend.

8B: Public Hearing to Consider an Ordinance Amending the Township's Outdoor Fire Burning Ordinance (tabled)

Mr. Burns moved to leave Agenda items 8B and 8C on the table. Mr. Weber seconded the motion. After a brief discussion, the motion passed on a unanimous voice vote.

8C: Resolution Accepting Certain Public Improvements in Phase 1 of the Bradford Run Planned Residential Development (tabled)

Mr. Burns moved to leave Agenda items 8B and 8C on the table. Mr. Weber seconded the motion. After a brief discussion, the motion passed on a unanimous voice vote.

8D: Resolution Approving a Development Agreement with J. Angelides Enterprises, LP for Revised Phase 4 of the Bradford Run Planned Residential Development (tabled)

Township Manager Stanick reported that at its meeting on August 25, 2020 the Board adopted Resolution #21-20, A Resolution Granting Preliminary and Final Major Subdivision and Land Development Approval for Revised Phase 4 of the Bradford Run Planned Residential Development ("Resolution"). He noted that as a condition of the Resolution, J. Angelides Enterprises LP ("Developer") must execute a development agreement within 90 days (or November 23rd). He highlighted that as such, a development agreement has been prepared and is presented for the Board's consideration. He noted the following points to summarize the major points of the agreement:

- Required Improvements to be constructed include: stormwater management system, including inlets, pipes and other structures, a partial roadway, sidewalks, walking trail with exercise stations & utilities.
- Public Improvements to be accepted by the Township: a 50' right-of-way which will include road surface, curbs and portions of the stormwater drainage and conveyance system.
- Performance and Maintenance Guarantee: \$583,462.00 representing: (i) the rounded aggregate of the total monies itemized by the Developer's Engineer and agreed to by the Township's Engineer as necessary to complete the improvements according to the Plan (\$507,359.00); (ii) a ten (10%) percent cost contingency (\$50,735.00); and (iii) a five (5%) percent engineer inspection allowance (\$25,368.00).
- Completion Date: maximum of 5 years to complete the improvements.
- Indemnification: the Developer indemnifies and holds the Township harmless from any damages, injuries, or losses caused by constructing the Required Improvements.

He cited the previous approvals for the Development (reflected in the Resolution) do not take effect until the adoption of a development agreement. He recommended the Board grant conditional approval based on the conditions that the Agreement is not effective until the subdivision and a surety \$583,462 is provided to the Township.

Mr. Burns moved to approve the Development Agreement with J. Angelides Enterprises, LP for Revised Phase 4 of the Bradford Run Planned Residential Development with the condition that the

Agreement not become effective until the subdivision and surety is provided to the Township. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

8E: Motion Discontinuing the Sale of Leaf Bags (tabled)

Township Manager Stanick reported that Staff has discovered a larger than anticipated amount of leaf bags in its possession and noted the current inventory should be sufficient for the remainder of the year. He noted the Board could revisit this matter next year.

Mr. Burns moved to indefinitely table the item until further action is required. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9. NEW BUSINESS

9A: Resolution Granting Preliminary and Final Minor Subdivision Approval for the Cregut Glass Subdivision along Pleasant Hill Drive

Township Manager Stanick reported that the Township is in receipt of an application for Preliminary and Final Minor Subdivision Approval dated August 20, 2020 from Mr. William & Mrs. Nancy Glass (Applicants) for a Subdivision and Consolidation Plan along Pleasant Hill Road. He stated the purpose of the subdivision is to subdivide and consolidate equal portions of land between Tax Parcel Nos. 600-005-03-04-0007-00 & 600-005-03-04-0006-00 consisting of approximately 0.0185 acre (807 sq. ft.). He stated that according to the Township Engineer, the applications were determined to be complete and in compliance with the Township's subdivision and zoning requirements. He highlighted that at its meeting on September 3, 2020 the Planning Commission conditionally recommended the Board grant Preliminary and Final Major Subdivision and Preliminary and Final Land Development approval.

Mr. Burns moved to approve a Resolution granting Preliminary and Final Minor Subdivision approval for the Cregut-Glass Subdivision along Pleasant Hill Drive. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Mr. Weber thanked the Applicants for being in attendance.

9B: Motion Authorizing the Sale of Firewood as a Home Occupation for the Property Located at 1 Acacia Drive

Township Manager Stanick reported that the Township is in possession of a request submitted by Mr. David Podolinsky who is seeking approval to operate a Home Occupation for the sale of firewood at 1 Acacia Drive. He highlighted the property is located within the R-1 Residential Zoning District in the Windsor Highlands neighborhood. He continued by reporting that Home Occupations are permitted as a Conditional Use in the R-1 Zoning District. He noted that the sale of firewood is not listed within the Zoning Code as a permitted/excluded Home Occupation. He continued by noting that pursuant to the Zoning Code, the acceptability of any proposed Home Occupation not specifically listed shall be determined by the Board of Supervisors in accordance with the standards set forth by Section 245-129. He noted the property owner has submitted a response to Section 245-129, as well as a correspondence further detailing the scope of the operation.

Mr. David Podolonsky, property owner of 1 Acacia Drive highlighted that he has been a resident for 18 years and noted he has routinely distributed firewood to neighbors and family members for many years. In response to Mr. Weber's further inquiring, Mr. Podolinsky stated that gas lines were placed on his property approximately three years ago. He noted that he cuts the timbers felled by the gas company to prevent rot and infestation of vermin. He highlighted that he spends time with his family cutting and stacking the wood. He also highlighted that he burns the vast majority of the wood on his property but does from time to time accept cash payment in exchange for his wood.

Mr. Luketich inquired regarding the frequency of wood cutting operations on the property. Mr. Podolinsky noted that he cleans up his property on his days off and includes mowing and cutting of wood/timbers. Mr. Luketich then inquired regarding the time of year and hours of Mr. Podolinsky's operation. Mr. Podolinsky reported that he works on his property year-round during the mornings, typically from 8 a.m. – 10 a.m. He then discussed the equipment used to cut and organize the wood, highlighting the noise generated from the equipment is minimal.

At the request of Mr. Weber, Township Manager Stanick read aloud correspondence from a resident along Robin Drive highlighting their concerns with the operation at 1 Acacia Drive.

Mr. Fred Pozzuto of Aspen Drive came before the Board and discussed his concerns regarding the property. He noted the use has existed for many years. He highlighted the constant noise generated by chainsaws and other equipment. He stated that neighbors shouldn't need to tolerate the nuisance associated with Mr. Podolinsky's business. He noted that Home Occupations should be confined to inside the household.

Mr. Travis Bogs of Robin Drive came before the Board to express his support for Mr. Podolinsky. He noted that he lives across the street from 1 Acacia Drive citing that the noise generated by his property is minimal. He concluded by expressing his concerns of the slippery slope associated with such a complaint, noting that anyone could be asked to come before the Board next.

Mr. Brandon Meyer came before the Board to also express his support for Mr. Podolinsky. He reported that he also lives across the street and can observe the existing wood pile from his property. He stated that nothing about the property located at 1 Acacia Drive violates the codes set forth by the Commonwealth or the Township. He highlighted that up to 10 cords of wood are permitted on a given property and emphasized that no laws are broken when a property owner uses yard equipment such as a chainsaw, lawnmower, or log splitter. He stated that there is no evidence of rodents or traffic generated by the wood stack.

Mr. Luketich inquired if Mr. Podolinsky maintained more than one wood pile on his property. Mr. Podolinsky stated that he maintains more than one. He stated that all piles on his property are 16' x 16' and sit on wooden pallets. A discussion regarding the effect of the activity on property values ensued.

Ms. Sharon Sabatini of Robin Drive came before the Board to express her concern with the condition and use of 1 Acacia Drive. She noted the large wood piles are clearly visible from the rear of her property. She highlighted that the piles are a harbinger of rodents that routinely migrate to her property. She also highlighted the piles present a fire hazard. She concluded by citing various advertisements which have indicated that firewood is for sale on Mr. Podolinsky's property. Mr. Podolinsky noted the aforementioned advertisement that was on his truck has been removed.

Mr. Luketich inquired if Mr. Podolinsky is still selling firewood from his property. Mr. Podolinsky stated that he is not actively seeking out customers, but if someone requests firewood he would continue to sell it. He highlighted that his property does not serve as a business.

After some discussion, Mr. Burns moved to table the matter to allow for Staff to discuss the issue further with Mr. Podolinsky. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

OTHER BUSINESS

Township Manager Stanick introduced Mr. Paul Winter, President of the Volunteer Fire Department, as he was in attendance due to the disbursement of Fire Relief funds that the Township received from the state each year. Chief Reese stated the funding is allocated to the South Strabane Volunteer Fire Relief Association which uses the money to purchase equipment and to train. A discussion regarding the Volunteer Fire Relief Association ensued.

9C: Motion Approving a Winter Maintenance Agreement with Maronda Homes for Phase 4 of the Strabane Manor Planned Residential Development (Shawnee Dr.)

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 Planned Residential Development. He stated this portion of Shawnee Dr. is currently under private ownership with occupied dwellings, as well as several more to come throughout the next year. He highlighted the Agreement is in the minimum amount of \$1,300 and terminates on April 15, 2021.

Mr. Burns moved to approve a Winter Maintenance Agreement with Maronda Hommes for Phase 4 of the Strabane Manor Planned Residential Development. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion Awarding Highest Bidder for a 2008 Crown Victoria in the amount of \$1,500

Township Manager Stanick reported that on October 12th Staff listed a 2008 Ford Crown Victoria (Police Interceptor) for sale on the Municibid Platform. Noting the requirements of the Pennsylvania Municipal Code, he stated the listing was advertised in the October 10th edition of Observer-Reporter. He highlighted comparable trade-in value was estimated at approximately \$1,500.00. He reported that on October 23rd after a period of 11 days, Mr. Roy Thompson submitted the winning bid in the amount of \$1,500.00. He concluded

by stating Mr. Thompson will have 10 days to submit payment and remove the vehicle from Township property.

Mr. Burns moved to award the bid for a 2008 Crown Victoria in the amount of \$1,500 to Mr. Roy Thompson. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion Appointing the Police Officer Hiring Committee

Township Manager Stanick reported that at its meeting on September 22nd, the Board authorized Chief Hilk to commence with a new Police Officer hiring process. He stated that pursuant to Resolution 39-18, a Resolution Amending the Township Police Department Policy Manual (as amended) Establishing a Police Officer Hiring Policy, an Oral Examination Committee, consisting of the Police Chief, Township Manager, and two Supervisors will conduct the interviews and finalize the Eligibility List from which the Board of Supervisors makes formal appointments.

Mr. Weber moved to appoint Police Chief Hilk, Township Manager Stanick, and Supervisors Murphy and Luketich to the Police Officer Hiring Committee. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9F: Motion Entering into an Agreement with Shallow Creek Kennels for the Purchase of a K-9 and Training Program

Township Manager Stanick Presented for the Board's consideration an Agreement with Shallow Creek Kennels (Sharpsville, PA) for the purchase of a K-9 and training program in the amount of 15,000. He stated the term of the contract is for approximately six weeks. He noted the agreement was executed during the week of October 19th after having polled the Board to ensure a timely completion of the training. He cited funding for the K-9 Unit Program is programmed from the Township's Federal Drug Fund, which provides monetary support for new law enforcement programs and services.

Mr. Burns moved to enter into an Agreement with Shallow Creek Kennels for the purchase of a K-9 and training program. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9G: Motion Appointing a Consultant for MS-4 Services

Noting the Departure of Ms. Sarah Boyce from Widmer Engineering, in addition to the closure of its Washington Office, Township Manager Stanick presented for the Board's consideration a request for the appointment of Harshman CE Group, LLC as the Township MS-4 Engineer for the remainder of 2020. He highlighted that Mr. Richard Rush and Ms. Boyce would be moving on from Widmer and joining the Harshman Group. Mr. Burns inquired how long the appointment would last. Township Manager Stanick noted the appointment is requested through the end of 2020.

Mr. Burns moved to appoint Harshman CE Group, LLC as the Township's MS4 Engineer through the end of 2020. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9H: Resolution Authorizing the Submission of a Washington County Local Share Account Grant Application

Township Manager Stanick reported the Washington County Local Share Account (“LSA”) has been established to support community and economic development through gaming revenues generated pursuant to the PA Race Horse Development and Gaming Act. LSA funds are distributed annually through grants from the PA Department of Community and Economic Development (“DCED”). He stated that the Redevelopment Authority of the County of Washington is the designated agency to apply for and administer the LSA Program on behalf of the Washington County Board of Commissioners. He noted the following are eligible uses for LSA funds:

- Economic Development Projects: Projects that promote local economic activity and creation and or retention of jobs;
- Community Improvement Projects: Projects that improve or create civic, cultural or recreational activities or facilities;
- Public Interest Projects: Projects that improve the quality of life in the affected communities; and
- Job Training: Projects that address workforce development.

He noted that as a qualifying entity, the Township is eligible for LSA funds and it is recommended the Board authorize the Township Manager to prepare submit a grant application to seek funding for the Manifold Road Streambank Restoration Project (“Project”) as this is consistent with the eligible uses. He highlighted this Project is identified as one of six of the Pollution Reduction Plans (“PRP”) per the Township’s MS4 Permit. He cited the Project includes 1,600 linear feet (both sides of channel) of restoration of the streambank that runs along properties abutting Manifold Road. He stated this was selected as a PRP due to the consistent flooding that occurs to several of the properties in this neighborhood; the creek is also exhibiting erosion and bank incising. He noted that per the MS4 Permit, accomplishing this PRP will address ~20% of the sediment reduction required of the Township by 2023. He concluded by reporting at this time, it is estimated the capital cost of the Project is ~\$800,000 and highlighted the deadline for the grant application is October 28th at 5:00 p.m.

Mr. Burns moved to authorize the Submission of a Washington County Local Share Account Grant Application for the Manifold Road Streambank Restoration Project. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9I: Resolution for the Disposition of Specific Public Records

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

Mr. Burns moved to approve a Resolution for the disposition of specific Public Records. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9J: Motion Authorizing the Purchase of a new Records Management System for the Police Department

Township Manager Stanick reported that a new records management system was reviewed and discussed during departmental budget meetings with the Board. He highlighted the cost for a new system has been quoted at approximately \$60,000 for the software system and hardware, including a new server). He reported that with the CARES ACT funding that has been made available to the Township (\$274k for general and \$64k for police and fire), the cost for this system is fully reimbursable; however, it must be operational prior to November 30th, the date the Township's request is due. He noted that he has received confirmation through Director of Administration Haynes that the auditing firm being used by the County will authorize reimbursement for this purchase. He and Police Chief Hilk both recommend the Board authorize the purchase of the new system which will be reimbursed this year through CARES ACT funding being administered by the County.

Chief Hilk outlined the efficiencies anticipated with the new system highlighting the ability for officers to remotely access reports. He noted this will allow a greater ability for his officers to work from their vehicles and have fewer in-person interactions within the Department. He concluded by highlighting that all requirements for the CARES Act funding have been met.

Mr. Burns moved to authorize the purchase of a new records management system for the Police Department. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

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 8:05 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager