

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

NOVEMBER 24, 2020

APPROVED MEETING MINUTES

1. CALL TO ORDER

The November 24, 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 Rich Luketich, Vice Chair; Bracken Burns; Mark Murphy, and Bob Weber.

Absent Thomas Moore, Chairman

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

2. PLEDGE OF ALLEGIANCE

Vice Chair Luketich led the Pledge of Allegiance.

3. PUBLIC COMMENT

There were no Public Comments.

4. CONSIDERATION OF REGULAR & BUDGET MEETING MINUTES – OCTOBER 21, 2020, OCTOBER 27, 2020, NOVEMBER 4, 2020 AND NOVEMBER 10, 2020

Mr. Weber moved to approve the October 27, 2020 Board of Supervisors Regular Meeting Minutes and the October 21, November 4, and 10, 2020 Budget 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: \$ 108,014.84 (pay date of October 23, 2020)
- Payroll: \$ 114,830.65 (pay date of November 6, 2020)
- General Fund: \$ 873,188.56
- Capital Improvement: \$ 35,862.00

- Liquid Fuels Fund: \$ 9,247.15
- Total Expenditure:** \$ **1,141,143.20**

Overtime costs for the period include:

- Police: \$ 6,506.48
- Fire: \$ 1,542.44
- Public Works \$ 23.70
- **Total OT:** \$ **8,072.62** (pay date of October 23, 2020)

- Police: \$ 9,876.53
- Fire: \$ 1,437.11
- Public Works \$ 71.10
- **Total OT:** \$ **11,384.74** (pay date of November 6, 2020)

Please know the following expenses are included for this period:

General Fund:

- 2020 MMO Police Pension \$358,395.00
- 2020 MMO Fire Pension \$119,479.00
- 2020 MMO Non Uniform Pension \$ 62,288.00
- CODY Systems – Police Records Management \$ 59,397.00
- Municipal Employees Insurance Trust (November Coverage) \$ 47,496.80
- Selective Insurance – Second Installment \$ 32,549.00
- South Strabane Fire Department – 2020 Expenditure Request \$110,000.00

Capital Improvement:

- J5 Construction (Pay Application #4 – Community Park Kitchen & Bath) \$ 35,862.00

Mr. Murphy moved to approve the payroll for the periods October 4 through October 17 and October 18 through October 31 and the Bills for the period October 24, 2020 through November 18, 2020. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Township Manager Stanick reported that non-emergency offices will be closed in recognition of the Thanksgiving Holiday on November 26th & 27th.

7. TOWNSHIP REPORTS

Municipal Separate Storm Sewer System (MS4) Report

Vice Chair Luketich 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 Makel wished everyone in attendance a happy Thanksgiving Holiday.

Township Manager's Report

Fire Services Strategic Planning

Township Manager Stanick reported the next meeting of the Fire Services Strategic Planning Committee is currently scheduled for November 30, 2020 to review the draft report with the Steering Committee and prepare for a recommendation to the Board of Supervisors and the Volunteer Fire Department Membership.

Community Park Master Plan Update

Township Manager Stanick reported the resident engagement survey for the Community Park Master Plan Update will continue through November 30, 2020. He stated that residents are encouraged to visit southstrabane.com to take the survey. He concluded by reporting a second meeting with the Steering Committee will be scheduled for the first half of December.

Resolution Recognizing Police Sergeant Ryan Hoffman Police Officer John Tegley and Volunteer Firefighter Aaron Wigfield

Mr. Luketich asked Fire Chief Reese and Police Chief Hilk to speak regarding a rescue event that occurred on October 4, 2020. Chief Reese briefly described the incident and commended the speed and courage displayed by the Fire Responders. Chief Hilk stated the Township's first responders are always on-alert and on-call for the residents of South Strabane highlighting that the incident took place at 3:00 a.m.

Chair Luketich thanked Officer Tegley, Sergeant Hoffman, and Firefighter Wigfield for their actions and read aloud the following Resolution:

WHEREAS, on October 4, 2020 the South Strabane Township Police and Fire Departments were dispatched to 425 Quarry Road for a residential structure fire; and

WHEREAS, upon arrival Sergeant Ryan Hoffman and Officer John Tegley found the residence on fire and were informed that people were inside the burning structure; and

WHEREAS, Sergeant Hoffman, Officer Tegley, and Firefighter Aaron Wigfield entered the burning residence and soon discovered the resident inside the structure; and

WHEREAS, the three first responders successfully led the man to safety; and

WHEREAS, the quick reaction of Sergeant Hoffman, Officer Tegley, and Firefighter Wigfield rescued the resident from a life-threatening situation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF SOUTH STRABANE, WASHINGTON COUNTY, PENNSYLVANIA, hereby presents this Resolution to Sergeant Hoffman, Officer Tegley, and Firefighter Aaron Wigfield.

South Strabane Township's Board of Supervisors hereby recognize Sergeant Hoffman, Officer Tegley, and Firefighter Wigfield, in addition to all first responders for their selfless dedication to protect and serve the residents of South Strabane Township.

DULY PASSED AND ADOPTED, on this 24th day of November of the year 2020 by the Board of Supervisors of South Strabane Township.

Mr. Burns moved to adopt the Resolution recognizing the Township's First Responders. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

At the conclusion of the ceremony, Chair Luketich presented a check to the South Strabane Township Volunteer Fire Department in the amount of \$110,000 pursuant to their itemized request for expenses in 2020.

Township Engineer's Report

Community Park Kitchen and Bathroom Project

Township Engineer Creagh stated that J5 Construction is continuing the work on the project as they are navigating COVID-19 related delays in procuring materials. He noted that they have submitted Pay Application #4 in the amount of \$35,862.00 which is before the Board for approval. Mr. Luketich inquired regarding the status of the roof. Township Engineer Creagh noted that while the shingles are on site, ancillary materials required to complete the roof are not on-hand due to product shortages. He highlighted that the project should be completed by the end of 2020.

2020 CIP Contract 2020-02 454-02-009

Township Engineer Creagh stated that he and Staff had received and opened bids for the Cured-In-Place Storm Sewer Pipe Lining Project on Wednesday, November 18th. He reported the apparent low bidder was Standard Pipe Services, Inc. at a price of \$33,275.00. He noted the bids are before the Board for formal approval this evening.

Garber Road

Township Engineer Creagh reported that he and the Public Works Department have collaborated on a plan to rectify the earth movement along Garber Road. He noted that both parties believe that restoration is possible highlighting a similar method used to repair the Quarry Road slide. He stated that the Garber Road project is larger in scope, but can be done in-house. He highlighted the Township will need to speak to a homeowner about a possible drainage easement for the Project.

Planning Commission

Township Engineer Creagh stated that KLH has re-reviewed the Emery subdivision plans which are before the Board this evening.

Secretary/Treasurer's Report

The following items have been received or issued between October 24, 2020 and November 19, 2020:

Minutes and Agendas:

- a) Planning Commission Meeting Minutes – September 3, 2020;
- b) Sanitary Authority Meeting Minutes – September 23, 2020;
- c) Planning Commission Meeting Notes – October 1, 2020;
- d) Green Team Meeting Minutes – October 15, 2020;
- e) Zoning Hearing Board Meeting Agenda – October 20, 2020;
- f) Sanitary Authority Meeting Agenda – October 28, 2020;
- g) Planning Commission Meeting Agenda – November 5, 2020; and
- h) Green Team Meeting Agenda – November 19, 2020.

Reports and Publications:

- a) Finance Report – October 2020;
- b) Fire Department Report – October 2020;
- c) Volunteer Fire Department Financial Report – October 8 – November 4;
- d) Public Safety Department Report – October 2020;
- e) Police Department Report – October 2020;
- f) Tax Collector's Report & Interim Collection Only – October 2020;
- g) Animal Control Officer's Report – October 2020;
- h) MS4 Report – December 2020;
- i) Township Engineers Report – November 24, 2020;
- j) *WEWJA Financial Statement for the fiscal quarter ending September 30, 2020;*
- k) O-R, Public Works Employee Recruitment - November 8 & 11, 2020;
- l) PSATS News Bulletin – October 2020; and
- m) PennDOT Moving Forward Bulletin – Fall 2020.

Correspondence:

- a) Letter dated October 26, 2020 from Freedom Transit thanking the Township for providing Financial support to their public transit services;
- b) Letter (*w/o attachments*) dated October 26, 2020 from Range Resources regarding its permit renewals for the Burnsworth S & T Unit 10H, 13H – 16H, 18H, and 19H in Amwell Township;
- c) Email dated November 6, 2020 from Kevin Creagh of KLH Sanitary Authority Engineer, regarding sanitary sewer service to the eastern portion of the Township;
- d) Letter received November 9, 2020 from Widmer Engineering regarding the closing of their Washington location;
- e) Letter (w/ attachment) dated November 10, 2020 from Citizens Library requesting financial support for the upcoming year;
- f) Letter (*w/o attachments*) dated November 11, 2020 from Range Resources regarding its modification to the Day L & L Unit 8H and its Due Diligence for 9H – 11H in Amwell Township; and
- g) Letter (*w/o attachments*) dated November 16, 2020 from Range Resources regarding its permit renewals for the Mowl Charles 11760 1H – 5H in Amwell Township.

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

8. UNFINISHED BUSINESS

8A: Motion Approving an Agreement with David Podolinsky Concerning the Selling and Storage of Firewood at 1 Acacia Dr.

Township Manager Stanick reported that at its meeting on October 27, 2020, the Board considered an application for a Home Occupation at 1 Acacia Drive (Windsor Highlands Neighborhood) to sell fire wood. He stated that during the meeting the Board received a presentation by the property owner, David Podolinsky (Property Owner), as well as heard from several neighboring property owners regarding the selling and storage of fire wood.

He noted the Board tabled this matter to provide time for the Property Owner to meet with Township Staff to review and discuss the matter in further detail. He reported that as a result of the meeting, Legal Counsel has prepared an agreement between the Property Owner and the Township to ensure compliance with Township Ordinances. He reported the agreement has been provided to the Property Owner for his review.

Mr. Luketich inquired if Mr. Podolinsky agreed with the terms presented within the Agreement. Mr. Podolinsky affirmed that he agreed to the terms. After an inquiry by Mr. Weber, Township Solicitor Makel read aloud the salient features of the Agreement including limitations on noise levels, restrictions on commercial vehicles on the property located at 1 Acacia Drive, and prohibitions regarding selling and advertising the sale of firewood. He also noted the Agreement would restrict Mr. Podolinsky to two wood piles on his property measuring no larger than 16'x16'x5'. Mr. Podolinsky noted the history of the property highlighting that a gas line was recently installed on his property. He stated that numerous trees were cut and left in place during that process. He stated the main goal of cutting and storing of firewood is to avoid the rotting of existing fallen trees on his property.

Mr. Burns moved to approve an Agreement with Mr. Podolinsky concerning the sale and storage of firewood at 1 Acacia Drive. Mr. Weber seconded the motion. After a brief discussion Mr. Weber retracted his second.

Mr. Weber inquired regarding the past transactions concerning firewood sales. Mr. Podolinsky reported that he has sold firewood to interested buyers, but primarily provides firewood free of charge to family and friends. He acknowledged having a sign advertising the sale of firewood on his personal vehicle, which has since been removed. He stated that he continues to cut and stack firewood with his children because they enjoy doing it.

Ms. Sharon Sabatini of Robin Drive expressed her concerns with Mr. Podolinsky's property, highlighting that currently there are three large wood piles. She then distributed photographs of 1 Acacia Drive to the Board. She stated that she has witnessed numerous rodents on her property which she attributed to the large piles of wood on Mr. Podolinsky's property.

Mr. Murphy recommended limiting the operating hours of equipment such as wood chippers and chainsaws between 9:00 a.m. – 5:00 p.m. Mr. Luketich recommended that Mr. Podolinsky use up existing firewood prior to cutting and stacking any new material. A discussion ensued regarding an amicable timeframe to reduce and consolidate the existing woodpiles into two segments.

After further discussion Mr. Burns moved to approve an Agreement with Mr. David Podolinsky for the continued storage of firewood at 1 Acacia Drive with the following conditions:

1. No additional firewood shall be cut and placed on the property until the existing wood piles are reduced to two piles measuring no larger than 16'x16'x5';
2. The existing wood piles are to be consolidated into two piles measuring no larger than the agreed upon size;
3. No equipment (i.e. chainsaws, woodchipper, etc.) shall be operated outside the hours of 9:00 a.m. – 5:00 p.m.; and
4. Make an effort to move the existing wood piles to the rear of his property.

Mr. Murphy seconded the motion. The motion passed by a 3-1 vote in the affirmative with Mr. Weber voting no.

8B: Public Hearing to Consider Adopting an Ordinance Amending Chapter 245-168.1 and 245-168.2 of the Zoning Code Concerning Definitions of Freshwater and Wastewater Impoundments (tabled)

Mr. Burns moved to take the item from the table. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick stated that during the Board of Supervisors Regular Meeting on November 19, 2019 at the request of the Planning Commission, the Board unanimously moved to direct the Planning Commission to review above ground water impoundments.

He highlighted that the Board considered a proposed amendment change at the July 28, 2020 Regular Meeting, and after some discussion, the matter was tabled to allow for further research into the proposed definitions.

He noted that after several meetings, the Planning Commission considered comments and input from Range Resources, Legal Counsel, and Staff to develop the proposed Ordinance. Highlights of the proposal can be found below:

- The terminology “impoundment” has been replaced with certified water storage tank for both freshwater and water facilities.
- Freshwater Retention Facilities will be considered both a Principal and Accessory Conditional Use within the A-1, I-1, & I-2 Zoning Districts.
- Strict operational timelines and hours of operation are established for certified water storage tanks.

Township Solicitor Makel swore all parties who wished to testify on the matter.

Mr. Justin Welker of Range Resources came before the Board to express his support for the proposed Ordinance. He noted the Ordinance under consideration protects the Township by requiring notice and establishes defined timelines for operations related to certified water storage tanks.

Ms. Cynthia Rossi of Zediker Station Road read aloud the following statement:

Testimony regarding a proposed adoption of an ordinance of the Township of South Strabane, Washington County, Pennsylvania, amending Chapter 245 of the South Strabane Code of Ordinances, zoning and amending the definitions of impoundments.

What started as a search for definitions of Fresh Water Impoundments to protect farming operations and private ponds has veered greatly from the original intent. A one-off item has taken on a larger, widespread footprint.

At the Planning Commission's October 3, 2019 meeting there was consideration of Range Resources' application for a Conditional Use to construct a freshwater Impoundment water facility at the Munce Well site along Meadow View Road. The item was also before the Board of Supervisors at their November 19, 2019 meeting where it is reported in the Minutes: "He reported that the Applicant is proposing to use the water facility to assist in the distribution of freshwater via delivery trucks and pipeline infrastructure to surrounding well sites. There was no indication of plans to use tanks at those surrounding sites, let alone Wastewater tanks, the above ground equivalent of hacking ponds. The Board of Supervisors returned the issue to the Planning Commission for additional considerations.

The item appeared on the Planning Commission Agendas of December 5, 2019, January 2, 2020, January 30, 2020(Agenda Meeting), February 6, 2020, February 27, 2020 (Agenda Meeting), March 5, 2020, September 3, 2020, October 1, 2020, and November 5, 2020.

The Minutes of the February 6, 2020 Commission meeting states: "Solicitor Furman stated a definition for Certified Water Storage Tank (CWSI) could be added, similar to additions made to the Zoning Code of Hanover and North Strabane Townships. Planning Commission Minutes also state Patrick Conners was " to prepare for a Public Hearing for the consideration of an Ordinance revision concerning Freshwater and Wastewater Retention Facilities and Certified Water Storage Tanks for the March 24 Supervisors Meeting." By this time both were under consideration as Accessory Uses.

By March 24, 2020 the Corona-Virus 19 pandemic stay-at home order shuttered the Municipal Building from public meetings and the virtual/on-line Supervisors meetings were not broadcast like they were in many other, smaller and more financially strapped communities. The public had no way to observe or hear the meeting or to participate in a manner in which they could respond to actual discussion.

At the October 1, 2020 Planning Commission meeting Freshwater Retention Facilities were discussed as "both an Accessory and Principal use" in A-1,1-1 and 1-2 zones. Wastewater Retention Facilities would remain exclusively accessory uses in the aforementioned zoning districts", according to the minutes, Solicitor Furman is recorded

in the notes (there was no quorum) as commenting “few, if any municipalities have similar legislation”.

And now, before the Township is threat in Section 1, Retention Facility, Wastewater. How dark that it doesn’t even contain the words "temporary facility" - words that are contained in Retention, Facility, Freshwater.

The devil is always in the details.

There should be no Wastewater Retention Facilities in South Strabane Township.
Respectfully submitted,

Cynthia A. Rossi

Mr. Burns moved to close the Public Hearing. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Ms. Rossi inquired regarding the difference between the definitions of Certified Storage Tank, Freshwater and Certified Storage Tank, Wastewater, citing the freshwater term includes the word “temporary”. A discussion ensued regarding the permanent nature of Wastewater Storage Tanks. Mr. Welker highlighted that freshwater retention facilities are temporary in nature and could be constructed and removed from a site multiple times per year. Assistant to the Township Manager Connors reported the Planning Commission had requested the distinction between the definitions highlighting the distinctions between the uses. He noted the definitions were reviewed by legal counsel and were recommended for approval.

After further discussion, Mr. Burns called the matter to question amending Chapter 245-168.1-2 of the Zoning Code. The motion passed on a unanimous voice vote.

8C: Public Hearing to Consider an Ordinance Amending Chapter 84 of Municipal Code to Regulate the Outdoor Burning of Trash, Leaves, Paper and Other Organic Materials and not Apply to Fire Used for Outdoor Recreational Activities (tabled)

Vice Chair Luketich announced this matter will remain on the table.

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

Mr. Burns moved to remove the item from the table. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Township Manager Stanick reported the Township is in receipt of a request from J. Angelides Enterprises, LP (Developer), developer of the Bradford Run Planned Residential Development, to accept the public improvements of Phase 1. He stated that pursuant to Section 206-49 of the Subdivision and Land Development Ordinance (SALDO), upon completion of the final inspection and approval of the public improvements, the developer shall request the Township accept the dedication of the public improvements accompanied by deeds of dedication and legal descriptions

for all easements and rights-of-way. He also stated the Developer has posted a cash maintenance bond in the amount of 15% of the cost of the improvements for a period of 18 months as required pursuant to Section 206-50 of the SALDO and the Development Agreement.

He highlighted that Township Engineer Creagh has inspected the improvements and finds the construction and condition acceptable. He noted the public improvements consist of 50' right-of-way and the roadway and stormwater facilities lying within the right-of-way as described in the attached Exhibit A and depicted on the attached Exhibit B for the following:

- John St. in its entirety (from Country Club Rd. to its terminus);

He concluded by reporting at its meeting on October 27th, the Board tabled this matter as the approval documents were not finalized by the Developer prior to the meeting.

Mr. Burns moved to approved a Resolution accepting certain public improvements in Phase 1 of the Bradford Run Planned Residential Development. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

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

Mr. Murphy moved to remove the item from the table. Mr. Weber seconded the motion. The motion passed on a 3-1 vote in the affirmative with Mr. Burns voting no.

Township Manager Stanick reported that during the October 27th Regular Meeting, the Board tabled consideration of the matter to allow for further research into joint-purchasing and reduced-cost leaf bags. He highlighted that since that time, Staff has conducted extensive research through alternative purchasing agencies and programs including COSTARS and Washington County. He stated that Staff has also solicited quotes from other bulk leaf bag vendors including the Dano Group, Granger, Uline, and FIBC. He noted the research affirmed that the Township receives the most competitive pricing from its current vendor, the Dano Group.

He then outlined the annual cost of paper bags dating back to 2017:

2017 – 1,100 leaf bags purchased at \$0.515 each (\$927 total)
2018 – 1,200 leaf bags purchased at \$0.695 each (\$834 total)
2019 – 3,600 leaf bags purchased at \$0.546 each (\$1,966 total)

As well as the yearly revenue generated from leaf bag sales dating back to 2018:

2018 Leaf Bag Sales - \$255.60
2019 Leaf Bag Sales - \$257.25
2020 Leaf Bag Sales (year-to-date) - \$26.00

He reported that leaf bags are a common item for purchase at local hardware and general home improvement stores. He noted the prices for equivalent bags are often comparable, or even in some cases cheaper.

He stated the current Township inventory consists of approximately 500 leaf bags. He then stated that should the Board desire to maintain the leaf bag program to incent yard waste recycling it is recommended the Board consider:

1. No changes to the Program (i.e. first five bags free, sell at cost for additional bags); or
2. Provide the first five bags free for all residents with no option to purchase additional bags;

Lastly, he highlighted that should the Board wish to discontinue the Program, Staff would advise the residents of local business that make leaf bags available for purchase.

Mr. Murphy expressed his desire to see the Township exit the leaf bag business, particularly regarding the sale of the product. Mr. Weber inquired regarding Staff's thoughts on the continuation of the program. Township Manager Stanick advised of the inherent policy decision suggesting the Board consider its desire to incent yard waste recycling by subsidizing the cost of leaf bags.

After further discussion, Mr. Murphy moved to discontinue the sale of leaf bags in 2021 with the condition that the Township continue to provide 5 free bags to each household by working with the various home improvement retailers in the Township. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9. NEW BUSINESS

9A: Public Hearing Approving a Resolution Accepting Transfer of Liquor License R-17194 of Walnut Grill Washington, LLC for the Property Located at 373 Washington Road

Township Manager Stanick reported that the Township is in receipt of a letter dated October 27, 2020 from Charles Caputo of Caputo Law Office, legal representative for Walnut Grill Washington, LLC (Applicant), requesting the Township approve an inter-municipal transfer of Restaurant Liquor License No. R17194 to the facility located at 373 Washington Road (Former Max & Erma's). He stated the requested transfer is from Milcap Entertainment Group, LLC located at 2111 N. Franklin Drive, Washington, PA in North Franklin Township.

He noted that according to the Applicant, Walnut Grill intends to sell beer, wine, and other spirits for on-site consumption. He highlighted that as required, the Township published a public hearing notice in the Observer Report advertising the public hearing for two successive weeks (November 10 and November 17, 2020) at least seven days in advance of the hearing date.

Township Solicitor Makel swore in all individuals wishing to testify during the Public Hearing.

Mr. Chad Schneider, legal counsel representing the applicant, came before the Board to outline the inter-municipal transfer of Restaurant Liquor License No. R17194. He highlighted that his client has signed a 10-year lease for the property located at 373 Washington Road to operate a Walnut Grill restaurant. He proceeded to distribute menus to outline the restaurant's offerings. Mr. Kirk Vogel, CEO of the Walnut Grill, highlighted the South Strabane restaurant would be the brand's tenth location. He briefly described the history of the brand and outlined the operating hours and capacity for the restaurant. He reported that a total of 55 employees (a mixture of full/part-time) would work at the site. He concluded by noting the location is set to open on January 15, 2021.

Mr. Burns moved to close the public testimony. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

After a brief discussion, Mr. Burns moved to approve a Resolution accepting transfer of Liquor License R-17194 of Walnut Grill Washington, LLC for a restaurant to be located at 373 Washington Road. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9B: Motion Extending the Time Required to Meet Certain Conditions of the Preliminary and Final Minor Subdivision Approval for the Smith and Truman Consolidation Plan Along Kopper Kettle Road

Township Manager Stanick reported that on October 26, 2020, Mr. Michael Smith requested an extension for the recording of signatures on the approved Plat by the Washington County Recorder of Deeds. He highlighted that in order for the Plat to be recorded, all signatures made on behalf of the Township will need to be re-executed and dated. He stated the summary of the Land Consolidation Plan, which was unanimously approved by the Board on December 10, 2019 can be found below:

The Township is in receipt of an application for Preliminary and Final Minor Subdivision Approval dated November 12, 2019 from Mr. & Mrs. Michael Smith (Applicant) for a proposed land consolidation of 69 Kopper Kettle Road (Tax ID 600-013-00-00-0016-01). The purpose of the subdivision is to consolidate two parcels owned by the applicant along Kopper Kettle Road in order to more easily construct a single-family dwelling that will meet the Township's Zoning Code. According to the Township Engineer, the application was determined to be complete and in compliance with the Township's subdivision and zoning requirements. At its meeting on December 5, 2019 the Planning Commission unanimously recommended conditional Preliminary and Final Minor Subdivision approval to the Board per the applicant submitting additional documentation cited in the Engineer's review letter dated December 5, 2019.

Mr. Murphy inquired when the dwelling would be constructed on the property. Mr. Michael Smith (property owner of 69 Kopper Kettle Road) stated that no timeline has been set.

Mr. Burns moved to extend the timeline for the Preliminary and Final Minor Subdivision approval for the Smith and Truman Consolidation Plan along Kopper Kettle Road. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9C: Resolution Granting Preliminary and Final Minor Subdivision Approval for the Emery Subdivision & Consolidation Plan Along E. Beau Street

Township Manager Stanick reported the Township is in receipt of an Application for Preliminary and Final Minor Subdivision for a Plan along E. Beau Street received September 15, 2020 from Mr. James Emery. He stated that Mr. Emery is proposing the creation of 5 lots deriving from 29.118 acres within the R-2 Residential Zoning District. He reported the Planning Commission considered the Plan at its meetings on October 1st and November 5th and unanimously recommended the Board of Supervisors grant Preliminary and Final Minor Subdivision approval for the Plan.

Mr. Burns moved to approve a Resolution granting Preliminary and Final Minor Subdivision authorization for the Emery Subdivision and Consolidation Plan along E. Beau Street. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion Granting Time Extension for an Approved Conditional Use for a Freshwater Impoundment Maintained by Range Resources for the Property Located at 50 Meadows View Road

Township Manager Stanick reported the Township is in receipt of a correspondence from Range Resources requesting a twelve-month extension for their Conditional Use approval (granted during the November 19, 2019 Board of Supervisors Meeting) for a Freshwater Impoundment Facility located at 50 Meadows View Road. He highlighted that per Section 245-103 of the Township Code, Conditional Use approval shall expire automatically, without written notice to the applicant, if no application for a grading permit, a building permit or a certificate of occupancy to undertake the construction or authorize the occupancy described in the application for conditional use approval is submitted within 12 months of said approval, unless the Board of Supervisors, in its sole discretion, extends conditional use approval upon written request of the applicant received prior to its expiration. The maximum extension permitted shall be one twelve-month extension.

He stated that after discussing the matter with legal counsel and the Building Department, it has been determined that no formal building or occupancy permit is required for the aforementioned structure. He concluded by reporting the original Conditional Use Approval is set to expire on December 2, 2020.

Mr. Burns moved to grant a 1-year time extension for an approved Conditional Use for a Freshwater Impoundment to be maintained by Range Resources for the property located at 50 Meadows View Road. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion Approving the Proposed 2020 Tentative Annual Budget

Township Manager Stanick presented for the Board's consideration the 2021 Tentative Annual Budget. He stated that should the Board approve the Proposed Tentative Budget, a legal notice, pursuant to State law, will be published in the Observer-Reporter advising the Budget is available for public inspection at least 20 days before final approval (December 15th). He proceeded to read aloud the 2021 Budget Summary into the Public Record:

The Tentative Annual Budget ("Budget") of South Strabane Township, Pennsylvania ("Township") for the fiscal year commencing January 1, 2021 and ending December 31, 2021 is hereby submitted. The General Fund is in the amount of \$6,437,187 plus \$560,550 in inter-fund transfers and the Liquid Fuels Fund is in the amount of \$579,250. The General Fund Budget projects \$6,997,737 in total revenues and budgets the same in expenditures establishing a balanced budget for the 2021 calendar year. This is a .01% increase over the Budgeted Revenues for 2020. It is important to know that this projection does not include a Real Estate Tax increase, any new short-term debt proceeds or additional long-term debt service next year.

The Real Estate Tax for 2021 will be maintained at 1.1 mills (or a multiplier of .0011) with no increase for a total projection of \$1,363,722. Based on a property value of \$200,000, a resident will pay approximately \$220 for the Township's share of the property tax bill. As of 2021, the Township will only comprise 6.40% of a resident's tax bill. This has not changed from the previous year as Real Estate Tax rates have not changed. Also, at the time of publication, the average

millage rate of our neighboring Washington County communities is 1.1059, 0.5% greater than the Township. Established by Washington County, the 2021 assessed taxable valuation of all property in the Township is \$1,239,689,705, an increase of 0.86% over 2020.

Local Enabling Taxes for 2021:

| | |
|----------------------------|-------------|
| • Per Capita Tax | \$32,500 |
| • Real Estate Transfer Tax | \$300,000 |
| • Earned Income Tax | \$1,600,000 |
| • Mercantile Tax | \$775,000 |
| • Local Services Tax | \$364,976 |

Significant Non-Tax Revenue sources for 2021:

| | |
|---------------------------------------|-----------|
| • Licences/Permits/Fine & Forfeitures | \$246,600 |
| • Intergovernmental Sources | \$337,450 |
| • General Government/Public Safety | \$244,358 |
| • Miscellaneous Revenue | \$176,526 |

The 2021 revenue projection is also based on increases to the Township's Comprehensive Fee Schedule ("Fee Schedule") to reflect greater consistency in the costs the Township incurs to provide specific services. The changes to the Fee Schedule include adjustments to fees for sign permits, dye tests, lien letters, the establishment of an escrow-based fee structure for land development and subdivision applications, as well as park pavilion rental and field reservation fees due to the significant investment made to Community Park with the construction of a Kitchen and Bathroom facility and a new fully accessible playground at Billy Bell Park planned for 2021.

Other Funds

In addition to the tax and non-tax revenues received by the Township each year, the following is a summary of the 2021 projected revenues either received from the Commonwealth that must remain separate from the General Fund or remain separate to allow the Township to plan and allocate resources for specific improvements and programs:

| | |
|-----------------------------|-----------|
| • Gaming Fund | \$127,000 |
| • Act 13 Gas Well Fund | \$215,000 |
| • Act 101 Recycling Fund | \$ 27,572 |
| • Park & Rec Fund | \$ 24,605 |
| • Capital Improvements Fund | \$447,929 |
| • Liquid Fuels Fund | \$321,400 |
| • Fire Relief Fund | \$ 43,097 |

The budgeted General Fund expenditures for 2021 are \$6,997,737 (increase of 7.58% from 2020), including Interfund Transfers out to the Capital Fund in the amount of \$283,204. This change is the direct result of personnel services, including wages benefits and insurance, capital expenditures

and investment, and meeting the Minimum Municipal Obligation for Non-Uniform, Fire and Police pension plans which is further reviewed below.

➤ **Personnel Services including wages, benefits and insurance:**

- Personnel changes for 2021 include: hiring one additional Code Enforcement Officer following the planned retirement of a dual Firefighter/Code Enforcement Officer, as well as fill the resulting vacancy in the Fire Department. A second vacancy in the Fire Department is also anticipated with a planned retirement near the end of 2021, which will also be filled.
- In response to the uncertainty brought on by the COVID-19 pandemic, three Public Works Employees were furloughed for a period of two months. Additionally, the vacancy in the Department that occurred as a result of a planned retirement in March will not be filled until November 2020.
- Wage increases to adjust for union anniversary increases over prior year and merit increases for non-union staff.
- The implementation of South Strabane's Police Department's new K-9 unit.
- Overall, medical benefits will increase to 3.5% in 2021. In 2020, the Township was successful in restructuring the medical plan offered to Public Works and non-union staff, and Township Firefighters, and moved employees to a \$250/\$500 deductible plan with the Township covering the deductible. As a result of the 2019 Police Contract, Sworn personnel will see an increase from 12.0% to 12.5% in medical insurance contributions in 2021 as the Department remains under a non-deductible plan.
- Township Administration will also begin negotiations in 2021 with the Public Works Department and Fire Department as their respective contracts expire December 31, 2021.
- The Fire Department and Administration will work with the Board of Supervisors to further understand the resources required to properly plan for 24/7 fire protection services and coverage.

➤ **Capital Expenditures and Investment:**

- **Municipal Building:** Conduct a feasibility study for the Municipal Building to plan for future space - \$25,000; and through the Township's Community Development Block Grant funding, enhance ADA accessibility throughout the building - \$71,400 – both of which did not progress in 2020 as a result of cutting costs or delays as a result of the pandemic.
- **Administration:** Continue to improve upon communications with residents by publishing a quarterly newsletter - \$12,000;
- **Stormwater MS4:** Manifold Rd. Streambank and Restoration Project - \$50,000 (deposit to the Capital Fund) and \$100,000 for Engineering Design Services/possible construction.
- **Public Works:** Lease to own option for 2019 HV507 International Truck (Yr. 3/3) - \$43,715; lease to own option for 2020 Ford 550 – \$30,467 (Yr. 2/3); lease to own option for Tiger Mower and Tractor - \$53,753 (Yr. 2/3); lease to own option for a new Front-End Loader - \$46,073 (Yr. 1/3); Skid Steer power broom attachment - \$7,800; Cold Storage Building concrete floor and electrical – 15,000; and Zediker Station Recycling Facility Streetscape Beatification - \$5,000.
- **Park & Recreation:** New Billy Bell Park Accessible Playground - \$92,200 – 50% of which will be funded through a DCNR grant; completion of the Community Park Master Plan update

- \$21,500. The completion of the Community Park Kitchen and Restroom Project is anticipated before 2021, however due to the pandemic, supply chains have caused delays in obtaining materials. Additionally, a low interest General Obligation Note in the amount of \$235,000 (payable before the end of 2021) was obtained from CFS Bank to complete the \$220,000 project in 2020 and allow the Township to push the cost to 2021 due to the economic uncertainty created by the pandemic.

- **Police:** Lease to own option for four 2020 SUV Ford Interceptors - \$55,486 (Yr. 2/3); lease to own option for one Ford F-150 Patrol - \$13,177; purchase of an unmarked squad - \$40,533; lease to own option for one Ford F-150 K-9 Squad - \$13,576 (Yr. 1/3) (Federal Drug Fund / General Fund Yrs. 2 and 3; Establishment of a South Strabane K-9 Unit - \$55,000 (Drug Fund); Police Officer body cameras - \$54,374 (\$37,187 – ACT 13 / \$17,187 DOJ grant); and Department issued handguns and ammunition, body armor and TASER replacements - \$30,600.
- **Fire:** purchase of new APX radios - \$33,000.
- **Code Enforcement, Planning and Zoning (CEPZ):** Code Enforcement GIS Module - \$6,000.
- **Liquid Fuels Fund:** Paving and seal coating - \$379,250; snow/ice removal - \$100,000; streetlights - \$25,000; and stormwater, including storm sewer pipe lining program - \$65,000. In 2020, Yr. 2/3 payment for the Public Works 2019 HV507 International Truck, in the amount of \$43,715, was paid out of Liquid Fuels to help offset expenses from the General Fund due to the unknowns of the pandemic.

The Township's 2020 Minimum Municipal Obligation ("MMO") was a total of \$540,162, of which \$195,494 was paid using General Fund revenues and reflects a 13.98% decrease from the previous year in using General Fund revenues to fund pension obligations. The primary reason for this decrease is because no additional funds are being programmed that exceed the MMO in 2020. The 2021 MMO will be \$606,624, a 12.30% increase over 2020. The figures below are reflective of the 2019 valuation, which will be used through 2022 to determine the Township's pension obligation.

As of December 31, 2020, after the 2020 MMO has been paid, we project the funding levels of the Township's pensions to be:

- Police 94.48%
- Fire 58.03%
- Non-Uniform 89.22%

As of December 31, 2020, we anticipate the Police pension to maintain a non-distress level and the Non-Uniform pension is not quite out of Distress Level 1 (minimum 90%). In 2019, with the additional contribution of ~\$52,000 over the MMO requirement, the Fire pension has emerged from Distress Level 3 to Distress Level 2 as planned. This year due to the ongoing pandemic and the delayed financial impacts it may have, the Township will meet the 2020 MMO with \$540,162 as required.

Over time, the Township's budget document will continue to undergo changes to its format and design. The changes seek to: increase transparency, create consistency with the State's Chart of Accounts for line item classification codes, establish separate governmental funds to provide a more accurate picture of non-General Fund revenues and expenses, as well as enhance the format to facilitate understanding of the Township's financial goals and overall position.

This year the Budget includes one additional fund, the Park & Rec Fund, that will allow the Township to continually enhance park and recreational programming in the future. The Capital Improvement Fund was established in 2020, and as a result of the pandemic was not formally established until mid-summer. The Budget has been updated to reflect the true and correct transfers that took place in 2020, which may not be reflective of the initial plan. Recall that this fund allows the Township to allocate resources for the purchase of land, buildings, machinery, and those equipment items which have an estimated useful life of one year or more and are commonly referred to as fixed assets. This fund also allows the Township to dedicate resources to certain projects and fixed assets that may take several years to either purchase or complete.

Without the support, coordination and ability of the Township's Department Heads, Administrative staff and the oversight of the Board of Supervisors, presentation of this budget document would not be possible.

Mr. Murphy moved to approve the Proposed 2020 Tentative Annual Budget as presented. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9F: Motion Awarding the Bid for the 2020 Cure In-Place Pipe Lining Project to Standard Pipe Services, LLC of Newark, DE

Assistant to the Township Manager Conners reported that in the 2021 Annual Budget, \$65,000 in the Liquid Fuels Fund is programmed for storm sewer projects, one portion being the 2020 Cure In-Place Pipe Lining Project (Project). He then outlined the various locations identified for the Project including:

| Location | Linear Feet | Diameter |
|----------------------|-------------|----------|
| Crile Rd. | 50' | 15 in. |
| Clare Dr. | 95' | 24 in. |
| Clare Dr. | 105' | 30 in. |
| Storm Sewer Cleaning | 250' | variable |

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 \$21,000. He noted that a bid advertisement for the Project was advertised in the November 2 and November 6, 2020 editions of the Observer-Reporter. He reported that at 10:30 a.m. on November 18th three bids were received, opened publicly and announced in the Meeting Room of the Municipal Building.

He cited the lowest acceptable bid is from Standard Pipe Services, LLC of Newark, DE in the amount of \$33,275. He stated that Township Engineer Kevin Creagh finds the contractor acceptable and recommends awarding the bid in the amount of \$33,275 to Standard Pipe Services, LLC. He concluded by noting this bid is ~36% less than the next lowest bid.

Mr. Murphy moved to award the Bid for the 2020 Cure-In-Place Pipe Lining Project to Standard Pipe Services, LLC of Newark, DE. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9G: Resolution Approving a Corona Virus Relief Fund Recipient Agreement Between the Township and Washington County

Township Manager Stanick reported that in response to the COVID-19 pandemic, the Washington County Commissioners have allocated funds to support municipalities in recovering from, responding to, and preparing for Coronavirus. He stated that municipalities may use the Washington County COVID Recovery Municipal Grant Program to cover unbudgeted, coronavirus related expenses incurred from March 1, 2020 to November 30, 2020. He highlighted that municipalities must be able to demonstrate how use of funds relates to responding to or preparing for the Coronavirus. He stated that all reimbursement requests through the County's Program are due by November 30, 2020.

Additionally, he reported that to be eligible, the County requests that municipalities approve the attached Agreement by Resolution in order for it to distribute the Coronavirus Relief Fund money under Act 24 of 2020. He cited the Township is eligible for \$274,029.49 in reimbursable expenses in its response to the pandemic. He noted that an itemized summary of those costs is attached for the Board's information. He concluded by reporting the reimbursable costs total \$151,178.95.

Mr. Murphy moved to approve a Resolution approving a Corona Virus Relief Recipient Agreement between the Township and Washington County. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9H: Resolution Approving a Corona Virus Relief Fund Recipient Agreement Between the Township Police and Fire Departments and Washington County

Township Manager Stanick reported that in response to the COVID-19 pandemic, the Washington County Commissioners have allocated funds to support Police and Fire Departments in recovering from, responding to, and preparing for the Coronavirus. He stated that Police and Fire Departments may use the Washington County COVID Recovery Municipal Grant Program to cover unbudgeted, coronavirus related expenses incurred from March 1, 2020 to November 30, 2020. He highlighted that Police and Fire Departments must be able to demonstrate how use of funds relates to responding to or preparing for the coronavirus. He noted that all reimbursement requests through the County's Program are due by November 30, 2020.

Additionally, he cited that to be eligible, the County requests that the Corporate Authorities approve the attached Agreement by Resolution in order for it to distribute the Coronavirus Relief Fund money under Act 24 of 2020. The Police and Fire Departments are eligible for \$64,085.99 in reimbursable expenses in its response to the pandemic. He highlighted that an itemized summary of those costs is attached for the Board's information. He reported the reimbursable costs total \$151,178.95, which is Township-wide.

Also, he cited the Washington County Board of Commissioners has established the Washington CARES Volunteer Fire Department Support Grant Program for which the Volunteer Fire Department

can apply for a maximum of amount of \$25,000. He noted Fire Chief Reese will be assisting in the submittal for the Volunteers, which is due December 7th.

Mr. Murphy moved to approve a Corona Virus Relief Fund Recipient Agreement between the Township Police and Fire Departments and Washington County. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9I: Motion Appointing a Full-Time Public Works Employee

Township Manager Stanick reported the recruitment for the current vacancy in the Public Works Department commenced with a classified ad in the November 8 and November 11, 2020 editions of the Observer-Reporter. He cited that of the 15 applications received, Staff interviewed five candidates on Monday, November 23rd.

He stated that pursuant to the Collective Bargaining Agreement with the Public Works Union (expiring December 31, 2021), the employee will start at a rate of \$23.49/hour, or \$48,859.20 annually, which is contractually set at 85% of the maximum rate.

Mr. Burns moved to appoint Joshua Carter as a full-time Public Works Employee at a starting rate of \$23.49 per hour pending the favorable results of a physical, drug test and background check, to start on a mutually agreeable date with the Township Manager and Public Works Director. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9J: Motion Authorizing Beautification Recognition Program for Commercial and Residential Properties

Township Manager Stanick reported that after several meetings, the Green Team recommends the Board authorize a Beautification Recognition and Award Program for commercial and residential properties within the Township. He noted that though the structure is not complete, the overall goal is to encourage residents and businesses to enhance and beautify their properties. He highlighted that once details are finalized by the Green Team, the program would be promoted using the Township's website, social media platforms, and through organizations such as the Martha Washington Club, Citizens Library, and the Observer-Reporter.

Mr. Burns stated that the Program will be modeled after a similar Program once carried out by Washington County. He emphasized the importance of recognizing/honoring those who maintain their properties in an exemplary fashion. He cited the Program will highlight positivity within the Community. Mr. Luketich inquired if agricultural properties would be recognized. Mr. Burns stated the Program's format is still being developed, but noted the importance of including agricultural properties. Mr. Weber inquired regarding the awards. Mr. Burns stated that a small certificate or plaque would most likely be presented to the winner.

Mr. Murphy moved to authorize a Beautification Recognition Program for commercial and residential properties within the Township. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

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 8:45 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager