

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

December 15, 2020

APPROVED MEETING MINUTES

1. CALL TO ORDER

The December 15, 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; Assistant to the Township Manager Patrick Conners; Township Engineer Kevin Creagh (via Zoom); 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 MEETING MINUTES – NOVEMBER 24, 2020

Mr. Murphy moved to approve the November 24, 2020 Board of Supervisors Regular 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:	\$ 107,743.43 (pay date of November 20, 2020)
• Payroll:	\$ 114,128.74 (pay date of December 4, 2020)
• General Fund:	\$ 171,765.78
• <u>Liquid Fuels Fund:</u>	<u>\$ 3,272.38</u>
Total Expenditure:	\$ 408,072.33

Overtime costs for the period include:

○ Police:	\$	7,445.44	
○ Fire:	\$	1,290.99	
○ <u>Public Works</u>	\$	0.00	
○ Total OT:	\$	8,736.43	(pay date of November 20, 2020)
○ Police:	\$	4,173.16	
○ Fire:	\$	979.80	
○ <u>Public Works</u>	\$	902.23	
○ Total OT:	\$	6,055.19	(pay date of December 4, 2020)

Please know the following expenses are included for this period:

General Fund:

Municipal Employees Insurance Trust (November Coverage) \$ 51,834.48

Capital Fund:

J5 Construction (Pay Application #5 – Community Park Kitchen & Bath) \$11,162.00

Mr. Murphy moved to approve the payroll for the periods November 1 through November 14 and November 15 through November 28 and the Bills for the period November 18, 2020 through December 4, 2020. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Township Manager Stanick wished everyone in attendance and all those viewing from home a Merry Christmas and happy holiday season. He noted the Board's Re-organization meeting is scheduled for Monday, January 4, 2021 at 7:00 p.m.

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 noted Code Enforcement litigation as well as tax assessment appeals. He noted the Township typically joins appeals filed by the Trinity School District and Washington County Solicitors.

Township Engineer's Report

COMMUNITY PARK KITCHEN AND BATHROOM 2020-01

Township Engineer Creagh provided an update concerning the Community Park Kitchen and Bathroom project noting that J5 Construction is continuing the work on the project as they are navigating COVID-19-related delays related to materials needed for the project.

2020 CIPP CONTRACT 2020-02 454-02-009

Township Engineer Creagh reported that KLH has sent the Contract Documents to Standard Pipe Services for their execution.

PLANNING COMMISSION

Township Engineer Creagh reported that KLH has been involved in the pre-application meetings for the Meadows Landing, Burkett Lane, and Quarry Road Planned Residential Developments (PRDs).

Secretary/Treasurer's Report

The following items have been received or issued between November 20, 2020 and December 11, 2020:

Minutes and Agendas:

- a) Zoning Hearing Board Meeting Minutes – October 20, 2020;
- b) Sanitary Authority Meeting Minutes – October 28, 2020;
- c) Planning Commission Meeting Notes – November 5, 2020; and
- d) Zoning Hearing Board Agenda – December 7, 2020.

Reports and Publications:

- a) Finance Report – November 2020;
- b) Fire Department Report – November 2020;
- c) Public Safety Department Report – November 2020;
- d) Police Department Report – November 2020;
- e) Tax Collector's Report & Interim Collection Only – November 2020;
- f) Animal Control Officer's Report – November 2020;
- g) MS4 Report – December 2020;
- h) Township Engineers Report – December 15, 2020; and
- i) Washington County Conservation District Newsletter – October 2020.

Correspondence:

- a) Letter (w/o attachments) dated November 17, 2020 from Rice Energy regarding its proposed permit application for the Zorro well in North Bethlehem Township;
- b) Letter dated November 18, 2020 from Comcast regarding price changes;
- c) Certified Letter (w/ attachment) dated November 23, 2020 from CME Operations regarding Washington County Coal Company Act 14, Municipal Notification NPDES permit;
- d) Email dated December 1, 2020 from Makel and Associates regarding the COVID-19 Disaster declaration; and
- e) Letter dated December 3, 2020 from Township Manager Stanick thanking the Washington Co. Community Service Program for its litter collection efforts in the Township.

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

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9A: Motion Approving a Resolution for the Proposed 2021 Final Annual Budget

Township Manager Stanick reported that at its meeting on November 24th, the Board of Supervisors unanimously approved the Tentative Annual Budget. He noted that since that time, a public notice was published in the November 25th edition of the Observer-Reporter, at least 20 days prior to final action, advising that the Approved Tentative Budget was made available for public inspection at the front counter of the Municipal Building and online at www.southstrabane.com. He cited that no comments were received concerning the proposed Budget. He concluded by reporting the Final Annual Budget for the fiscal year commencing January 1 and ending December 31, 2021 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.

Mr. Murphy moved to approve a Resolution adopting the 2021 Final Annual Budget as presented. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9B: Motion Approving an Aluminum Recycling Agreement with Michael Brothers Hauling

Township Manager Stanick reported that during its November 19th meeting, the Green Team recommended the Board consider the installation of an aluminum recycling bin at the Township's Recycle Center (253 Zediker Station Road). He noted that aluminum is an accepted item in the Township's current curbside recycling program. He stated that Staff contacted Michael Brothers Hauling (same transportation provider for the glass recycling dumpster) and was provided with the following option for aluminum recycling:

- One 6'x6' metal-wire bin (\$150 fee for each pickup);
- Pickup/Delivery to occur as needed within 24-48 hours; and
- Payment made directly to the Township based off of the materials collected.

He reported that the Township would be reimbursed for the amount of aluminum collected based off of the total weight. He emphasized that only aluminum will be accepted into the bin (i.e. beer & pop cans). He noted that bi-metal cans such as vegetable, fruit, and soup cans are prohibited. He highlighted that filling the bin with unauthorized materials will result in less aluminum and reduced revenue for the Township. He reported the estimated rate of return is \$100 to \$250 per bin. He noted that does not include the \$150 transportation, delivery, and processing fee. He concluded by stating the rate of return is contingent upon market price for aluminum and the overall weight of acceptable materials collected.

Mr. Luketich noted aluminum is already collected through the Township's curbside recycling program. He also noted the proposed bin would not serve as a revenue source highlighting the current price of aluminum isn't high. Mr. Burns stated the Recycle Center is envisioned to be a

“one stop shop” for residential recycling needs. He noted the addition of the aluminum recycling would serve as another step towards that overall goal. Township Manager Stanick noted the bin would be a resident convenience and would likely be revenue neutral. After some discussion Mr. Luketich recommended that the Township construct their own bin and transport the aluminum to a local scrapper.

Mr. Murphy moved to table the matter to allow time for Staff to develop a strategy to recycle aluminum in-house with the assistance of a bin to be located at the Recycle Center. Mr. Burns seconded the motion. The motion passed on unanimous voice vote.

9C: Public Hearing for the Consideration of an Ordinance Regulating the Parking of Vehicles During Periods of Snow Fall; Prohibiting the Dumping, Shoveling, Pushing or Placement of Any Snow or Ice into The Public Highways, Streets or Cul-De-Sacs of South Strabane Township; and Proscribing Penalties for Violation.

Township Manager Stanick presented for the Board’s consideration an ordinance restricting the on-street parking of vehicles during snow and ice events. He stated the purpose of the proposed ordinance is to establish regulations to minimize any impairment to vehicular traffic flow, ambulances, school buses, police vehicles, plow trucks and fire/emergency vehicles and apparatus during winter snow events. He reported that it has been observed on a somewhat regular basis that vehicles are parking along the street that impede the effective and efficient removal of snow. He stated the substantive provisions of the proposed ordinance seek to:

Section 5: prohibit on-street parking after the start of a snow fall or ice storm and prohibit such until the emergency has been addressed;

Section 5: prohibit on-street parking for residents and businesses with off-street parking only;

Section 6: authorize the Police and Fire Departments to remove the vehicle accordingly;

Section 7: prohibits the dumping or shoveling, etc. of snow or ice onto public streets; and

Section 8: requires property owners/tenants to remove snow covering a fire hydrant located adjacent to their property;

He reported that pursuant to the Second-Class Township Code, a public notice must be published in the newspaper once, between 60 and 7 days prior to adoption for those ordinances enforcing the general powers of the Township. He cited this notice was published on December 8, 2020 in the Observer-Reporter. He recommended the Board i) open the public hearing to consider the draft ordinance, ii) take comments from the public, iii) discuss the proposal and iv) either adopt, adopt with changes or deny the proposed amendments to Municipal Code concerning on-street parking during snow and ice events.

Mr. Weber expressed his concerns with the requirement for residents to remove snow from and around nearby fire hydrants. Mr. Luketich noted the Township could create a Public awareness campaign to allow residents to “adopt” fire hydrants during the winter months. Mr. Weber noted his additional concerns with fining residents during the preliminary months of the Ordinance’s enactment. Township Manager Stanick advised that residents could be provided with warnings initially to spread word of the new regulation. Mr. Murphy expressed concerns noting that the Public Works Department’s current system seems to be working fine. The Board directed staff to invite Public Works Director Grego to speak further on the matter.

After further discussion Mr. Murphy moved to table the matter. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9D: Preapplication Meeting with Meadows Landing Associates, LP Regarding the Proposed Meadows Landing Planned Residential Development Located along Landings Drive

Township Manager Stanick reported the Township is in receipt of preapplication materials submitted by Meadows Landing Associates, LP on November 17, 2020. He stated the applicant is seeking a Preapplication meeting with the Board of Supervisors to continue discussions for the development of the parcel located at 80 Landings Drive (measuring approximately 165 acres) for the development of a Planned Residential Development. He noted the Applicant presented their site plan and preliminary analysis during the December 3rd meeting of the Planning Commission. He continued by reporting the tract is currently zoned C-2 General Commercial. He noted the applicant is seeking to re-zone the tract in order to construct a mixture of attached and detached single-family dwellings totaling 333 units.

He continued by noting the following highlights of the Planning Commission's discussion on 12-3-2020:

- Passive and Active Recreation facilities are yet to be determined; and
- Anticipated construction Fall 2021.

Mr. Allen Beechey of Scheffler & Company, representing the Meadows Landing Development, came before the Board of Supervisors seeking a Pre-Application discussion for a proposed Planned Residential Development along Landings Drive. He noted the parcel under review is zoned C-2 General Commercial. He reported the development would require a Map Amendment to re-zone the parcel to R-4, allowing the proposed PRD as a Conditional Use for the construction of single-family dwellings. He highlighted the current proposal calls for a total of 334 dwelling units. He reported that under the proposal, a total of 101 single-family homes, 146 single-family duplex units, and 87 single-family townhomes would be constructed on the property. He then provided a brief illustration of the available housing units and noted proposed amenities including a trail system, pool & community house, and tennis & pickleball courts. He stated the amenities being provided are consistent with the target market.

Mr. Luketich noted that 50% of the 65 acres is proposed to remain open space. Mr. Beechey affirmed that was the case, noting the open space would be maintained by the Home Owners Association. He then stated that a traffic study was conducted for the property under the original intent of commercial development for the 65-acre parcel. Mr. Weber inquired regarding a senior-care facility once purposed for the Meadows Landing Development. Assistant to the Township Manager Connors reported that project has been re-considered and would not be moving forward. Mr. Beechey continued by highlighting the parcels fronting Route 19 within the Meadows Landing Development would remain commercial.

After a question regarding lot size, Mr. Ryan Klousnitzer reported the lots would be 60' wide to allow for 40' wide dwellings. Mr. Luketich inquired regarding the impact on the Trinity School District. Mr. Beechey stated the impact on the local school district has not been evaluated to this point. Mr. Burns noted the amenities should include more facilities for children. Mr. Murphy inquired regarding sidewalks. Mr. Beechey reported that sidewalks would be placed on both sides of all streets within the development. Mr. Weber inquired regarding alternative points of ingress/egress. Mr. Beechey stated alternative access points could be identified for the next meeting.

9E: Preapplication Meeting with Victor-Wetzel Associates Regarding the Proposed Burkett Manor Planned Residential Development Located along Burkett Lane

Township Manager Stanick reported the Township is in receipt of preapplication materials submitted by Victor-Wetzel Associates on November 19, 2020. He stated the applicant is seeking a Preapplication meeting with the Board of Supervisors to continue their discussion for the development of a parcel located along Burkett Lane and Washington Road, measuring approximately 50 acres (Parcel ID 600-001-00-00-0048-00) for a Planned Residential Development. He noted the Applicant presented their site plan and preliminary analysis during their December 3rd meeting of the Planning Commission. He highlighted the Applicant's plans have been altered since the Planning Commission reviewed them, noting the initial plan called for a Self-Storage Commercial Structure. He continued by reporting the tract is currently zoned C-2 General Commercial. He reported the applicant is seeking to re-zone a portion of the tract in order to construct a mixture of age-targeted single-family dwellings totaling 104 units. He noted the Applicant would be presenting an updated plan to the Board which would include additional town-home structures.

He noted the following highlights of the Planning Commission's discussion on 12-3-2020:

- The site has difficult topography and steep slopes;
- Passive and Active Recreation facilities are yet to be determined;
- The 50-acre lot will need re-zoned to residential;
- Burkett Lane is a privately-owned street; and
- The Applicant was asked to meet with the Fire Chief to ensure adequate access for emergency vehicles.

Mr. Steven Victor of Victor Wetzel Associates came before the Board for consideration of a Pre-Application submission for a Planned Residential Development along Burkett Lane. He noted that he is not the developer, but represents PA Financial One, which is the owner of the parcel. He continued by illustrating the parcel and overall vision for the PRD. He highlighted the steep terrain citing the site experiences approximately 200 feet of grade fluctuation. He noted the site has slopes in excess of 25% grade highlighting that some are in excess of 50%. He continued by outlining a proposal to re-zone the 50-acre parcel to an R-4 designation. He noted a digression from the original plan presented to the Planning Commission which included a Commercial Self-Storage unit.

He continued by reporting the development would have one point of ingress-egress coming off of Burkett Lane. He reported that 104 single-family homes and 33 town-homes would be constructed

within the development. He stated the housing would be targeted to the empty-nester active-adult and would skew towards an older demographic. He highlighted the recreation plan and amenities would be resident-driven according to the demographics of the neighborhood (i.e. pickleball courts, firepit, community shelter, and walking trails). Mr. Klousnitzer illustrated the anticipated housing stock for the development noting that the price point would be in the high \$400,000s. He noted a similar development, Waterdam Farms, in North Strabane Township. He encouraged the Board to visit the aforementioned development to better understand the proposal.

Mr. Victor noted the re-zoned neighborhood would serve as a transition from the Commercial corridor of Racetrack Road to the neighboring agricultural zone. He noted a discussion with the emergency services (i.e. Police and Fire) would be occurring soon. Mr. Weber inquired regarding alternative points of entry other than Burkett Lane, particularly for emergency responders. Mr. Victor noted the topography and steep slopes hinder the ability to develop alternate points of entry. A discussion ensued regarding the price point and community character of the proposed PRD.

9F: Motion Approving a 3-Year License and Service Agreement with Civic Plus to continue Providing Service, Maintenance, and Support of the Township's Website

Township Manager Stanick reported the Township is in receipt of an updated Service Agreement from Civic Plus who currently serves as the Township's website developer and support agency. He noted the Township initially entered into an Agreement with Virtual Towns and Schools in 2018 who has since been acquired into the CivicCMS brand. He stated the total cost of the annual Agreement will be **\$2,094.75**, a difference of **\$2,367.00**.

He reported the 3-Year Agreement includes the following:

- Website hosting and monitoring;
- Daily off-site website backups;
- 24/7 Emergency technical support;
- Online training and support materials; and
- Periodic CMS upgrades, updates, and software patches.

Mr. Burns moved to approve a 3-year License and Service Agreement with Civic Plus to continue providing service, maintenance, and support of the Township's website. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9G: Motion Authorizing Capital Purchases for the 2021 Calendar Year

Township Manager Stanick stated the purpose of this agenda item is for the Board to formally authorize capital purchases for the upcoming year that are reflective of the 2021 Final Budget to allow for purchase orders and other plans for procurement of goods and services in a timely manner. He noted that by authorizing Staff to move forward with the purchasing process, bid or request for proposal processes, the highlighted items on the attachment would still require additional rules and regulations related to purchasing/selecting consultants/vendors, etc.

Item	Action	Budgeted Cost
Municipal Building Feasibility Study	Issue RFQ, conduct interviews, finalize scope of services for Board's consideration.	\$25,000
Manifold Rd. Streambank Restoration Project	Solicit proposals for design, prepare bid packet and advertise for bids on design work (not construction) for Board's consideration.	\$100,000
Front-End Loader	Authorize purchase and submit PO	\$46,073 (Yr. 1 of 3)
Skid-steer power broom attachment	Authorize purchase and submit PO	\$ 7,800
Cold Storage Bldg. concrete floor/electrical	Authorize purchase and submit PO	\$15,000
Recycle Facility Streetscape Beautification Project	Authorize purchase and submit PO	~\$5,000
Unmarked Squad	Authorize purchase and submit PO	\$40,533
Body Cameras	Authorize purchase and submit PO	\$37,187
Fire APX Radios	Finalize Scope of Services	\$27,000
Code Enforcement GIS Module	Implementation	\$ 6,000

Mr. Burns moved to authorize Capital purchases for the 2021 Calendar Year. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9H: Resolution Amending the Comprehensive Fee Schedule

Township Manager Stanick reported that as part of the budget development process, the Board of Supervisors reviewed the proposed changes to the Comprehensive Fee Schedule ("Schedule") for 2021. He highlighted the Schedule covers fees for services involving all components of the Township, some of which include: zoning and land use, building, construction, fire inspection, park user fees and copies. He stated the proposed Schedule, identified as Exhibit A in the attached resolution, was compiled following the direction received from the Board and includes the following highlights:

- i. an increase in park pavilion and field rental fees to reflect the recent investment in such facilities;
- ii. an increase in commercial development permitting (i.e. signs) and inclusion of miscellaneous commercial repairs (i.e. HVAC, roofing, etc.); and
- iii. the establishment of escrow accounts for all Land Development and Subdivision applications.

Mr. Burns moved to approve a Resolution amending the Comprehensive Fee Schedule. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9I: Motion Approving a Request from J. Angelides Enterprises, LP for a Reduction in the Letter of Credit for Phase 1 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 Letter of Credit (No. 1220 dated July 16, 2014) in the amount of \$12,474 for the Bradford Run Phase 1 Development (Development). He stated that pursuant to the Township's Subdivision and Land Development Ordinance, a developer may request reductions in performance securities, e.g. Letter of Credit, for work that has been inspected and properly completed. He cited the request before the Board will close out the remaining portion of the LOC as all public improvements are complete and have been accepted by the Township.

Mr. Burns moved to approve a request from J. Angelides Enterprises, LP for a reduction in the letter of Credit in the amount of \$12,474 for Phase 1 of the Bradford Run Planned Residential Development. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9J: Motion Approving the General Liability Insurance Policy for the South Strabane Fire Department

Township Manager Stanick reported that on an annual basis the Township covers the cost of insurance coverage for the South Strabane Fire Department. He noted coverage is provided for property, general liability, management, cyber liability and commercial automobile by American Alternative Insurance Corp. and boiler and machinery coverage is provided by Harford Steam Boiler. He highlighted the annual premium offered by Huntington Insurance, Inc. for 2021 is \$30,369, an increase of ~3% from 2020.

Mr. Murphy moved to approve the General Liability Insurance Policy for the South Strabane Fire Department. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

ADJOURNMENT

Mr. Weber moved to adjourn the meeting. Mr. Murphy 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