

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

May 25, 2021

APPROVED MEETING MINUTES

1. CALL TO ORDER

The May 25, 2021 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 Bob Weber, Chair; Mark Murphy, Vice Chair; Bracken Burns; Russell Grego; and Richard Luketich.

Absent None

Also Present Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; Police Chief Drew Hilk; Township Engineer Kevin Creagh; and Township Solicitor Chris Furman.

Chair Weber reported the Board had met in Executive Session prior to this evening's meeting to discuss personal matters and potential litigation.

2. PLEDGE OF ALLEGIANCE

He then proceeded to lead the Pledge of Allegiance.

Mr. Burns moved for South Strabane Township to endorse the most recent update to the CDC guidelines including guidelines for wearing masks. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9A. Presentation of a Plaque Honoring the Public Service of Magisterial District Judge Michael Manfredi

Chair Weber read from the plaque honoring Judge Manfredi stating that in appreciation of his dedicated service to the citizens of South Strabane Township as Part-Time Police Officer – May 4, 1996; Police Officer – May 11, 1999; and Sergeant – January 10, 2012 through December 31, 2019, South Strabane Township hereby recognizes Michael L. Manfredi for his dedication and many significant contributions to the Township and his continued service to the greater community presiding as Magisterial District Judge for District 27-3-05. Presented by the Board of Supervisors of South Strabane Township: Robert Weber – Chairman, J. Bracken Burns, Sr., Russell Grego, Richard Luketich and Mark Murphy.

3. **PUBLIC COMMENT**

The Township Board of Supervisors allocates a period of time during this item for those individuals who would like the opportunity to address the Board of Supervisors on any matter. Each person addressing the Board of Supervisors is asked to limit their comments to a maximum of three (3) minutes.

There were no comments from the public.

4. **CONSIDERATION OF REGULAR MEETING MINUTES – APRIL 27, 2021**

Mr. Luketich moved to approve the April 27, 2021 Board of Supervisors Regular Meeting Minutes as presented. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

5. **FINANCIAL BUSINESS**

The Board considered the following financial business:

• Payroll:	\$ 112,173.29 (pay date of April 23, 2021)
• Payroll:	\$ 120,290.63 (pay date of May 7, 2021)
• General Fund:	\$ 190,666.04
• Liquid Fuels Fund:	\$ 2,577.79
• Escrow:	\$ 4,382.65
Total Expenditure:	\$ 430,090.40

• Overtime costs for the period include:

○ Police:	\$ 5,906.67
○ Fire:	\$ 906.78
○ <u>Public Works</u>	<u>\$ 173.08</u>
○ Total OT:	\$ 6,986.53 (pay date of April 23, 2021)
○ Police:	\$ 5,679.26
○ Fire:	\$ 268.17
○ <u>Public Works</u>	<u>\$ 346.16</u>
Total OT:	\$ 6,293.59 (pay date of May 7, 2021)

General Fund:

• cfsbank (Public Works Building Bond Principal Payment)	\$ 50,000.00
• Municipal Employees Insurance Trust (June Coverage)	\$ 50,105.66

Mr. Murphy moved to approve the payroll for the periods April 4 through April 17, 2021 and April 18 through May 1, 2021 and May 2 through May 15 and Bills for the period April 24, 2021 through May 21, 2021. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS

Township Manager Stanick stated this is the last day that Asst. to the Township Manager Connors will be with the Township. He is moving on to serve as the Executive Director of the Quaker Valley Council of Governments. Township Manager Stanick thanked Mr. Connors for his service to the Township noting he defined the position and was a true asset to the Township. Township Manager Stanick thanked Mr. Connors for his service and wished him well in his new position.

7. TOWNSHIP REPORTS

Municipal Separate Storm Sewer System (MS4) Report

Chair Weber noted the Board of Supervisors allocates a period of time during this item for comments regarding the topic of stormwater. Each person addressing the Board of Supervisors is asked to limit their comments to a maximum of three (3) minutes.

There were no comments from the public.

Township Manager's Report

Township Manager Stanick provided an update regarding the following:

Municipal Building Accessibility and Security Improvements – The construction for the accessibility and security improvements to the Municipal Building commenced in April and are planned to be completed before the end of May.

Banking Services RFP – Advertised on April 23rd, RFPs for banking and financial services were due before close of the day on May 25th. Five responses were received and a recommendation will be prepared for the Board's consideration at its June 22nd meeting.

Manifold Rd. Streambank Restoration Project – In late April, the Township received notice that it did not receive the Watershed Restoration and Protection Program grant applied for in 2020. The Program was very competitive with \$75 million in projects and only \$15 million available for seven different programs. Following a discussion with Greg Welker of the Commonwealth Financing Authority it was suggested to expand the scope and explore more of the cost/benefit analysis of the project.

Community Park Master Plan Update - The Steering Committee met at Community Park on May 11th and toured the park, as well as reviewed draft master plan options.

Assistant to the Township Manager Recruitment - Recruitment efforts began earlier this month seeking candidates to fill the position of Asst. to the Township Manager as Mr. Connors' last day with the Township is May 25th. The deadline was recently extended to June 7th.

Township Solicitor's Report

Solicitor Furman had nothing to report.

Township Engineer's Report

Township Engineer Creagh provided an update regarding the following:

Billy Bell Park 454-13 - KLH has been assisting the Township in meeting the requirements of the DCNR grant for this project. The project will add new ADA-compliant equipment to the park and add ADA-compliant parking spaces.

Above Ground Fuel Storage Tank 454-14 - KLH has been working with Advanced Petroleum Solutions to obtain budget quotes for a potential 1,000-gallon aboveground gasoline tank for the Township.

Secretary/Treasurer's Report

The following was transmitted to the Board through the Secretary/Treasurer's Report:

Minutes and Agendas:

- a) Board of Auditors Reorg. Meeting Minutes – January 7, 2021;
- b) Sanitary Authority Meeting Minutes – March 24, 2021;
- c) Planning Commission Regular Meeting Minutes – April 1, 2021;
- d) Zoning Hearing Board Meeting Minutes – April 19, 2021;
- e) Green Team Meeting Minutes – April 15, 2021.
- f) Sanitary Authority Meeting Agenda – April 28, 2021;
- g) Planning Commission Regular Meeting Agenda – May 6, 2021;
- h) Board of Auditors Reorg. Meeting Agenda – May 10, 2021;
- i) CP Master Plan Steering Committee Meeting Agenda – May 11, 2021; and
- j) Sanitary Authority Special and Regular Meeting Agenda – May 24, 2021.

Reports and Publications:

- a) Finance Report – April 2021;
- b) Fire Department Report – April 2021;
- c) Volunteer Fire Department Transaction Detail – April 2021;
- d) Public Safety Department Report – April 2021;
- e) Police Department Report – April 2021;
- f) Tax Collector's Report & Interim Collection Only – April 2021;
- g) Animal Control Officer's Report – April 2021;
- h) MS4 Report – May 2021;
- i) Township Engineer's Report – May 25, 2021;
- j) OR Public Hearing Notice – May 11 & 18, 2021;
- k) OR Article - May 21, 2021;
- l) PennDOT District 12, Progress Report – Volume 4 Issue 5; and
- m) PSATS News Bulletin – April 2021.

Correspondence:

- a) Letter dated April 23, 2021 from Carol Kilko, Executive Director for Commonwealth Financing Authority, regarding financial assistance under the Watershed Restoration and Protection Program;

- b) Letter (*w/o attachments*) dated April 28, 2020 from Range Resources regarding a permit application to drill the proposed Ward Harald Unit 9H-13H Wells in Canton Township; and
- c) Email dated April 29, 2021 from Jennifer Heckert, Division Chief from PA Dept. of Revenue Bureau of Fiscal Mgmt, Gaming Division regarding the local share assessment payment notification.

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

8. UNFINISHED BUSINESS

8A: Continuation of a Public Hearing for the Consideration of a Conditional Use Application of PA Finance II, LLC Pursuant to Article XIV of the Township Zoning Code Concerning the Burkett Manor Planned Residential Development Along Burkett Lane in the R-4 Residential Medium-Density Zoning District

Township Manager Stanick provided an overview of the item noting the Burkett Manor Planned Residential Development (PRD) is seeking Conditional Use Approval to allow for development of 55.6-acre property owned by PA Finance II, LLC, represented by Steven Victor of Victor Wetzel Associates, recently rezoned from R-4 to C-2 with an approved Master Plan. The PRD is for 102 age-targeted patio homes and 43 age-targeted townhomes (Master Plan had 101 patio homes).

Additionally, at its meeting on April 27th, the Board continued the public hearing to allow time for the traffic impact study to be entered into the record, further clarification of the inquiry from ItBrokeUs, LLC concerning the status of the access for the property at the corner of Burkett Lane and Rt. 19 once Burkett Lane becomes public, and for the developer to explore solutions for a larger outdoor structure was than initially proposed.

Mr. Burns moved to admit the Transportation Impact Study performed by The Gateway Engineers as an exhibit. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Steven Victor stated the gazebo structure has been replaced with a 20' x 40' pavilion structure that will accommodate ~80 people (all other amenities will remain the same). The traffic impact study has been reviewed and is presented this evening to include in the record. He continued noting an agreement between PA Finance II, LLC and Washington Investments of PA has been made available showing the agreed upon access as Burkett Lane is still a private road. Mr. Victor stated it is the understanding of the parties to the agreement that we are not encroaching onto ItBrokeUs, LLC's Parcel C and that we are not doing any action that would obstruct any of the access or driveways that they have at this time.

Mr. Burns moved to admit the drawing titled "Master Plan Sheet 3" (consisting of two sheets) into the record showing the new pavilion structure. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Mr. Barzds of ItBrokeUs, LLC, stated his attorney Mr. Posner is not present this evening; however, he noted he is not in agreement with Mr. Victor that he is not encroaching on the property. He noted his surveyor isn't available until mid-June to pin the property lines of Parcel C. Once the surveyor pins the property lines the ALTA survey will be laid over the pins to determine if there is indeed an encroachment. Mr. Barzds inquired once this is a public road, how will that affect our access to our property, and if so, how do we move forward with them making their access right next to ours.

Mr. Victor stated that if there is any difference between the surveyor's findings and the ALTA survey his client will follow what the surveyor proposes as the property owner is not planning to change any established access. A discussion followed.

Solicitor Furman noted that this matter is a civil matter between the two property owners. He further stated that Mr. Victor has indicated if an encroachment exists that they will address it. He stated there is no further explanation to provide and recommended the Board close the hearing.

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

Mr. Burns moved to grant Conditional Use Approval for the Burkett Manor Planned Residential Development for the property (Parcel No. 600-001-00-00-0048-00) located along Burkett Lane. Mr. Murphy seconded the motion.

A discuss followed. Mr. Luketich inquired about the future ownership and maintenance of the proposed streetlights. Mr. Victor stated that if street lights in other developments are maintained and owned by the HOA and not taken over by the Township then the streetlights will be owned and maintained by the future HOA. Township Manager Stanick advised it is not the practice of the Township to take over and maintain streetlights in developments. Mr. Victor confirmed that the streetlights will be owned and maintained by the HOA.

Mr. Luketich also inquired about the R-value of the proposed homes. Mr. Victor stated he does not have that information readily available. He noted Heartwood Homes has very high standards and NVR, Inc. can provide that information at a later time. Mr. Victor advised he will forward the material to Staff for the Board's information.

Chair Weber thanked Mr. Victor for including the larger shelter in the plan.

The motion passed on a unanimous voice vote.

8B: Resolution Granting Preliminary and Final Minor Subdivision Approval for the Hendricks Subdivision Along Country Club Rd.

Township Manager Stanick summarized the request noting Mr. John Hendricks (Applicant) is proposing to subdivide his property that will allow the creation of two additional two lots consisting of 3.6041 acres. The Board had previously remanded this matter back to the Planning Commission to allow the Applicant time to fully address the Planning Commission's concerns, including an operation and maintenance agreement for the proposed access easement and an agreement allowing Mr. Hendricks to begin construction of a new house for his daughter while an existing dwelling is currently on the property. Mr. Hendricks agreed to a 60-day extension to allow the process to continue.

On May 3rd, the Planning Commission recommended that an Agreement be executed between the Township and Mr. Hendricks addressing the occupancy of the existing house on Lot No. 1 per the Township Solicitor's comments and compliance with all state and federal eviction moratorium guidelines (that are in place due to the pandemic) as well as an access Easement Maintenance Agreement. Township Manager Stanick stated that since this time, Mr. Hendricks has complied with the conditions to agree to vacate the existing house and has executed a maintenance agreement for access.

Mr. Burns moved to grant Preliminary and Final Subdivision Approval for the Hendricks Subdivision Along Country Club Rd. upon the Applicant's execution of the maintenance agreement and the principle structure vacancy agreement. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

9. NEW BUSINESS

9B: Presentation and Motion Accepting the South Strabane Township 2020 Fiscal Year Audit

Steven Cypher of Cypher and Cypher, C.P.A. presented the results of the Township's 2020 Fiscal Year Audit (Audit). Mr. Cypher stated the Audit covered the financial statements for the year ended December 31, 2020. The financial statements were prepared on the modified cash basis of accounting. The statements are the responsibility of the Township Management and the Audit was conducted in accordance with generally accepted auditing standards. The audit opinion is unmodified.

He presented the findings on the balance sheet for governmental funds noting current assets of \$962,094 and a fund balance of \$942,256 among other fund balances. He noted a fund balance is the working capital of the Township, it counts as a contingency and gives the Township the ability to plan for tomorrow. He presented a chart illustrating the Township's fund balance from 2014 to 2020 stating that the fund balance as of the end of 2020 is at an appropriate level at almost 15%.

Mr. Cypher reported General Fund revenues and other financing sources is \$6,795,256 and expenditures and other financing uses is \$7,112,834, representing a fund balance decrease of \$353,578. He noted actual operating revenues were over budgeted by \$497,965 with the largest variance in intergovernmental revenues and local enabling taxes as a result of CARES Act funding and Real Estate Transfer Tax. He stated largest under expenditures were for public safety and principal payments for long-term debt. This is a direct result of the G.O. Note secured from cfs Bank to construct the Community Park Restroom and Kitchen Facility.

Mr. Cypher then reported the historical performance for revenue and expenditures in addition to expenses by category.

Mr. Cypher concluded his presentation of the Audit noting that previously the Township had difficulties several years ago and has made significant progress with the fund balance.

Mr. Burns moved to accept the Audit Report as presented. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9C: Resolution Granting Preliminary and Final Subdivision Approval of the 84 Mining / CNX Resources Subdivision No. 1 along State Route 519

Township Manager Stanick reported an application from Eighty Four Mining/CNX Resources for Preliminary and Final Minor Subdivision for the Eighty Four Mining/CNX Resources Subdivision No. 1 along U.S. Rt. 519 is before the Board. He summarized the application noting the proposal seeks to consolidate Parcels A, B and C (a total of 30.218 acres) which are to be conveyed to the owner of the Andy Parcel (Parcel ID 600-010-00-00-0012-00) resulting in one larger parcel, 146.1 acres in size. Having continued its consideration in April, the Planning Commission recommended preliminary and final approval at its meeting on May 3, 2021.

Mr. Murphy moved to grant Preliminary and Final Subdivision Approval for the Eighty-Four Mining/CNX Resources Subdivision No. 1. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion Awarding the Lowest Qualified Bid for Public Works Materials

Township Manager Stanick reported at the April 27th meeting, the Board awarded bids for this year's Public Works materials; however, bids were not received for PA 2A Subbase (limestone). This material was rebid with an advertisement in the O-R on April 23rd and April 27th and bids were opened on May 7th at 1:00 p.m. in the Municipal Building Meeting Room. He reported the only acceptable bid received was from Hanson Aggregates for \$21.55 per ton. It is recommended the Board award the bid to Hanson Aggregates for \$21.55.

Mr. Burns moved to award the bid for PA 2A Subbase to Hanson Aggregates for \$21.55 per ton. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion Approving an Agreement for a Cardboard Recycling Dumpster

Township Manager Stanick reported that per the direction of the Board to find an alternate solution to the existing Paper Retriever dumpster provided by Royal Oak Recycling (currently free of charge), presented for the Board's consideration are quotes from Republic and Waste Management to have twice-monthly pickup:

Republic Services (6-yard)	\$86.62/month	\$172.72 initial delivery fee
Waste Management (8-yard)	\$165.50/month	no delivery fee

He noted that due to the lack of customer service and slow response times experienced with the vendor, Staff is recommending the Board pay for collection services to continue to offer a sustainable solution for residents to dispose of cardboard & paper. Funds are available and were budgeted in the Township's Act 101 Fund to provide this added service.

Mr. Luketich expressed his concern for duplicating cardboard and paper recycling collection services as this is currently part of the contract with Waste Management that provides once-monthly collection at the curb. Mr. Burns stated the once-monthly service is inadequate and the Township would be providing this as a service to residents making it convenient to recycle on a 24/7 basis. He shared his observation that residents may miss the collection and have to wait another month for collection.

Mr. Luketich suggested having more frequent curbside recycling pickups and possibly pursue having a dumpster for cardboard and paper collection calculated in with the next contract.

Chair Weber asked if the Township can have the dumpster moved to the Recycle Center site. Township Manager Stanick confirmed that it can be moved. In response to a question from Chair Weber regarding cost, it was noted that the proposed agreement does not have a term.

Following additional discussion, Mr. Luketich moved to table the discussion regarding a cardboard recycling dumpster until the recycling contract renewal takes place for 2021 with the condition suggested by Mr. Murphy to relocate the existing Paper Retriever dumpster to the Recycle Center. Mr. Murphy seconded the motion.

The motion passed on the following roll call vote:

Ayes (4): Grego, Luketich, Murphy and Chair Weber
Nays (1): Burns
Absent (0): None

9F: Motion Authorizing Liens on property located at 75 Woodside Drive

Township Manager Stanick reported that the property located at 75 Woodside Drive is currently in violation of the Property Maintenance Code concerning high grass and weeds. The owner of the property has received notice of violation from the Township and has failed to bring the property into compliance. As a result, in addition to receiving complaints regarding

the condition of the property, it is Staff's recommendation the Board lien the property once the Township incurs \$500 in costs in maintaining the property.

Mr. Murphy moved to lien the property at 75 Woodside Drive once the Township incurs a minimum of \$500 in maintenance costs. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

10. ADJOURNMENT

Mr. Luketich moved to adjourn the meeting. Chair Weber seconded the motion. The motion passed on a 4-0 voice vote with Mr. Burns not voting. The meeting adjourned at 8:01 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager