

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

June 22, 2021

APPROVED MEETING MINUTES

1. CALL TO ORDER

The June 22, 2021 Regular Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 7:05 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.
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Absent	None
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Also Present	Magistrate Judge Michael Manfredi, Township Manager Brandon Stanick; Police Chief Drew Hilk; Township Engineer Kevin Creagh; Township Solicitor Dennis Makel; K-9 Officers Keith Zenkovich and Tornado.
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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

Chair Weber lead the Pledge of Allegiance.

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.

Mr. Jack Felix, resident on Fischer Rd., stated he lives next to the planned Meadows Landing development, which was once his property. Mr. Felix advised there is a large coal pile that was dumped on site, behind his property, years ago. He inquired if the developer had plans for the coal pile. Chair Weber asked Township Manager to check with the developer to make sure they are aware of the coal pile. Mr. Felix invited the Supervisors to visit his property to see the coal pile.

4. ADMINISTRATION OF THE OATH OF OFFICE FOR SOUTH STRABANE K-9 TORNADO

Police Chief Hilk and K-9 Officer Zenkovich introduce the Township's new K-9 dog, Tornado. Magisterial District Judge Michael Manfredi then administered the oath of service to K-9 Officer Tornado.

5. CONSIDERATION OF REGULAR MEETING MINUTES – MAY 25, 2021

Mr. Luketich moved to approve the May 25, 2021 Board of Supervisors Regular Meeting Minutes as presented. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

6. FINANCIAL BUSINESS

The Board considered the following financial business:

• Payroll:	\$ 110,145.62 (pay date of May 21, 2021)
• Payroll:	\$ 128,647.74 (pay date of June 4, 2021)
• General Fund:	\$ 234,114.29
• Liquid Fuels Fund:	\$ 2,137.14
• Escrow:	\$ 6,440.68
Total Expenditure:	\$ 481,485.47

• Overtime costs for the period include:	
○ Police:	\$ 4,440.90
○ Fire:	\$ 1,246.73
○ <u>Public Works</u>	\$ 346.16
Total OT:	\$ 6,033.79 (pay date of May 21, 2021)
○ Police:	\$ 3,128.28
○ Fire:	\$ 669.18
○ <u>Public Works</u>	\$ 518.28
Total OT:	\$ 4,315.74 (pay date of June 4, 2021)

General Fund:

• Municipal Employees Insurance Trust (July Coverage)	\$ 45,247.97
• The Bank of New York (2021 Tax Increment for Victory Center TIF)	\$ 76,570.34

Mr. Murphy moved to approve the payroll for the periods May 2 through May 15, 2021 and May 16 through May 29, 2021 and Bills for the period May 22, 2021 through June 18, 2021. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

7. ANNOUNCEMENTS

Chair Weber congratulated Police Chief Hilk on his recent 25 years of service with South Strabane Township. He also thanked local Eagle Scout Aiden McCoy for his work on the Township's new welcome sign along E. Beau St. in front of cfs Bank.

Township Manager Stanick reported the Zoning Hearing Board established a schedule of regular monthly meetings, which will take place every second Monday of the month at 6:00 p.m. in the Municipal Building Meeting Room.

8. 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:

Proposed Ordinance Establishing Regulations for Woodpiles

At its meeting on June 3, 2021, the Planning Commission reached a consensus on a draft ordinance that establishes regulations for woodpiles in residential districts only. The ordinance will be prepared for the Board's consideration at its July 27th meeting given the notice requirements for amendments to the Zoning Code.

Billy Bell Park Playground Project

The Billy Bell Park Playground Project is anticipated to start during the week of June 21st. This past week our Public Works Department removed the old equipment and prepped the site for the contractor to construct and install the new facility.

American Rescue Plan Act of 2021 Update

The American Rescue Plan Act of 2021 (ARPA) signed President Biden has allocated \$6.15 billion to Pennsylvania counties, metropolitan cities, and local government units to support COVID-19 response efforts, replace lost revenue, support economic stabilization for households and businesses, and address systemic public health and economic challenges. The U.S. Department of Treasury has established that local governments that are NOT metropolitan cities or counties – called “non-entitlement units” of local government (NEUs) – must access the funds through the commonwealth through the DCED. As asked by the DCED, the Township submitted its application for funding on Monday, June 7, 2021 before the deadline. Please know the application was purely administrative and did not require a plan to use the funding at this time.

He continued and reported the Township is entitled to \$987,030.68 (based on population) which is split into two different 50/50 tranches of funding; first received in May/June 2021 and the second ~12 months later. The period for this award expires December 31, 2026. Recipients may use the award funds to cover eligible costs incurred during the period of March 3, 2021 through December 31, 2024.

Recipients may use these funds to: i) Support public health expenditures; ii) Address negative economic impacts caused by the public health emergency; iii) Replace lost public sector revenue; iv) Provide premium pay for essential workers; and v) Invest in water, sewer, broadband and other vital infrastructure.

Secretary/Treasurer's Report

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

Minutes and Agendas:

- a) Sanitary Authority Meeting Minutes – April 28, 2021;
- b) Planning Commission Regular Meeting Minutes – May 6, 2021;
- c) CP Master Plan Steering Committee Meeting Minutes – May 11, 2021;
- d) Zoning Hearing Board Meeting Minutes – May 12, 2021;
- e) Green Team Meeting Minutes – May 20, 2021;
- f) Planning Commission Regular Meeting Agenda – June 3, 2021; and
- g) CP Master Plan Steering Committee Meeting Agenda – June 8, 2021.

Reports and Publications:

- a) Finance Report – May 2021;
- b) Fire Department Report – May 2021;
- c) Volunteer Fire Department Transaction Detail – April 2021;
- d) Volunteer Fire Department Compliance Audit – 1/1/18 to 12/31/20;
- e) Public Safety Department Report – May 2021;
- f) Police Department Report – May 2021;
- g) Tax Collector's Report & Interim Collection Only – May 2021;
- h) Animal Control Officer's Report – May 2021;
- i) Township Engineer's Report – June 22, 2021;
- j) Act 13 Impact Fee Summary – 2020;
- k) OR Zoning Hearing Board Public Hearing Notice – June 6 & 9, 2021;
- l) OR Public Notices for 2020 Auditors Report – June 11, 2021;
- m) OR Planning Commission Public Hearing – June 17, 2021;
- n) *WEWJA Financial Statement for the fiscal quarter ending March 31, 2021;*
- o) PSATS News Bulletin – May 2021;
- p) PSATS Centennial Celebration Dinner – October 2021; and
- q) Tomorrow, Wash. Co. Conservation District Newsletter – May 2021.

Correspondence:

- a) Letter dated May 18, 2021 from Sheila J. Gombita, Executive Director for Freedom Transit, regarding local match funding for public transportation in 2021;
- b) Letter dated June 4, 2021 from Jason Theakston, Land Use Planner for the Wash. Co. Planning Commission, regarding 2023-2026 Regional Transportation Improvement Program Update;
- c) Email dated June 9, 2021 from Brandon Stanick to Ms. McDaniel regarding the Zediker Station Rd. Slip and Anderson Drive;
- d) Letter dated June 10, 2021 from Governor Tom Wolf regarding the American Rescue Plan Act of 2021; and

- e) Email dated June 11, 2021 from Brandon Stanick to resident Bill Gates regarding the cardboard dumpster.

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

Township Solicitor's Report

Solicitor Makel had nothing to report.

Township Engineer's Report

Township Engineer Creagh reported 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.

9. UNFINISHED BUSINESS

There was no Unfinished Business.

10. NEW BUSINESS

10A: Resolution Granting Preliminary and Final Subdivision Approval for Strabane Manor Revised Plan for Lot 409 from Dan Ryan Builders Along Shawnee Drive

Township Manager Stanick reported the Township received an application on April 15, 2021 for Preliminary and Final Minor Subdivision Approval from Dan Ryan Builders (Applicant) for the proposed Strabane Manor Revised Plan for Lot 409 located along Shawnee Dr. The proposed revision seeks to subdivide the lots down the party-line wall of the units; no additional lots not approved as part of the Master Plan are being proposed.

At its meeting on May 6th, the Planning Commission recommended the Board grant Preliminary and Final Subdivision Approval with the condition a sidewalk, four feet in width, fronting along the units is drawn on the plan (noting the sidewalk is to be maintained by the property owner) pursuant to the approved plans for Strabane Manor Phase 4. The proposed subdivision plan has been changed to reflect the Planning Commission's recommendation.

Mr. Murphy moved to approve the Resolution granting Preliminary and Final Subdivision Approval for Strabane Manor Revised Plan for Lot 409. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

10B: Resolution Granting Preliminary and Final Subdivision Approval for Old Mill Plan of Lots Revision No. 3 from the Staenberg Group for the Old Mill Planned Commercial Development Located Along Old Mill Blvd.

Township Manager Stanick reported the Township received an application on May 20, 2021 for Preliminary and Final Minor Subdivision Approval from The Staenberg Group (Applicant) for the proposed subdivision of the existing Old Mill Planned Commercial Development located along Old Mill Blvd. The proposed subdivision seeks to further subdivide the Old Mill Plan of Lots to allow for the creation of three additional lots.

- **Existing Lot 3-1-A** (Chipotle, Zoup, etc.) is 3.093 acres in size. The proposed revision creates one additional lot, proposed Lot 3-1-A-R1 comprised of 1.651 acres. Existing Lot 3-1-A is to be renamed Lot 3-1-A-R2; and
- **Existing Lot 4-R** (main multi-tenant commercial building with Hair Mechanix, Buffalo Wild Wings, Hobby Lobby, etc.) is 48.286 acres in size. The proposed revision creates two additional lots, proposed Lot 4-R1 and proposed Lot 4-R2 comprised of 3.331 acres and 0.905 acres, respectively. The remains of existing Lot 4-R is to be renamed Lot 4-R Revised and will be comprised of 44.050 acres.

The resulting subdivision will carve out Hobby Lobby and parking (proposed Lot 4-R1), as well as a vacant parcel (proposed Lot 4-R2) across the parking lot from Sportsman's Warehouse for a potential commercial tenant. Lot 4-R Revised will remain intact with the exception of the two new proposed lots. The Planning Commission met on June 3, 2021 and unanimously recommended Preliminary and Final Subdivision Approval with the following waivers:

- **Section 206-13A(11)** – allow a scale of one inch to 80 ft. (Code requires one inch to 50 ft.) due to the size of the parcels would require four additional sheets. Previous plans were granted such waiver; and
- **Section 206-65 D(1)** – allow more than four lot on a private street. Resulting subdivision will comprise total of 12 lots being served by a private street. Previous plans were granted such waiver.

Mr. Murphy moved to approve the Resolution granting Preliminary and Final Minor Subdivision Approval for Old Mill Plan of Lots Revision No. 3. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

10C: Resolution Granting Preliminary and Final Land Development Approval for 390 Washington Rd. Associates for a Vehicle Collision Center Located at 390 Washington Rd.

Township Manager Stanick reported the Township received an application on May 20, 2021 for Final Land Development Plan Approval from 390 Washington Rd. Associates ("Applicant") for the conversion of an existing building/parking lot (former Rt. 19 Bowl) to a new vehicle repair shop ("Development") located at 390 Washington Rd. Recall, the conditional use for the vehicle repair shop, upon a favorable recommendation from the Planning Commission, was approved by the Board of Supervisors at its January 26, 2021 meeting. At its meeting on May 6, 2021, the Planning Commission recommended Preliminary Land Development Approval for proposed revisions to a site plan to accommodate the planned vehicle repair shop.

At its June meeting, the Planning Commission recommended the Board grant Final Land Development Plan Approval for the vehicle repair shop.

Mr. Jamie Harshman, representing the Applicant, provide a brief update regarding the minor changes to the site plan, including a change to the right-in-right-out along Rt. 19.

Mr. Burns moved to approve the Resolution granting Preliminary and Final Land Development Approval for 390 Washington Rd. Associates for a Vehicle Collision Center located at 390 Washington Rd. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

10D: Motion Approving a Planning Module for the Emery Subdivision and Consolidation Plan

Township Manager Stanick reported at its meeting on November 24, 2020, the Board approved the Emery Subdivision and Consolidation Plan along E. Beau St. The Plan is for the creation of 5 lots deriving from 29.118 acres within the R-2 Zoning District. As a requirement for making connection to the public sewer system, a planning module is reviewed by the Washington-E. Washington Joint Authority to determine if there is sufficient capacity in the system for an additional flow for three Equivalent Dwelling Units (or “EDU”). According to Mike Sherrieb, WEWJA Operations Manager, the module has been approved; however, the Township must also sign off on the module. The Township Engineer concurs with WEWJA’s findings.

Mr. Burns moved to approve the Planning Module for the Emery Subdivision and Consolidation Plan. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

10E: Resolution Designating a Depository Institution of Township Funds and Signatories

Township Manager Stanick reported an RFP for financial services was prepared and sent to banks located in the Township, as well as advertised in the O-R on April 23rd and on the Township’s website; five proposals were received by the May 25th deadline.

Proposals were received from:

- cfs Bank
- Dollar Bank
- First National Bank
- Huntington Bank
- Washington Financial

He noted all institutions were responsive to the qualifications put forth in the RFP, and following interviews with cfs Bank, Dollar Bank and Washington Financial, Staff recommends the Township designate Washington Financial as its new depository institution. As all proposals were very comparable, Washington Financial is recommended for its:

- significant experience with municipal and public sector clients;

- zero service charge structure for municipal clients, including wire transfers, ACH origination and transactions, account maintenance, online banking platform and new checks/deposit slips;
- robust online financial platform through Fidelity Information Services (“FIS”);
- premium interest rate on municipal checking accounts based on PA Local Government Investment Trust (PLGIT) 7-day yield plus an additional 0.10 (or 10 basis points);
- use of best management practices for online security;
- remote deposit capture machine allowing deposits from the Municipal Building to Township accounts (including Tax Collector); and
- “Work Perks” program for Township Staff should employees desire to open a checking account (\$200, conditions apply).

It is anticipated that the transition will occur over the next several months.

Mr. Burns moved to designate Washington Financial as the Township’s new depository institution. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

10F: Resolution Amending the Police Department Policy and Procedures Manual by Adopting an Updated Vehicle Pursuit Policy

Chief Hilk reported an update to the Police Department’s Motor Vehicle Pursuit Policy has been presented for the Board’s consideration. The proposed policy serves to balance between the protection of the lives and safety of the public and police officers, and law enforcement’s duty to enforce the law and apprehend violators.

10G: *This item left intentionally blank.*

10H: Motion Authorizing a Firefighter Hiring Process

Presented for the Board’s consideration is a motion authorizing a firefighter recruitment process. Recall, at the 2021 Reorganization Meeting, Mr. Burns and Mr. Luketich were appointed to serve on the Firefighter Hiring Committee, which also includes the Fire Chief and Township Manager.

Mr. Luketich moved to authorize a firefighter hiring process. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

10I: Motion Appointing an Assistant to the Township Manager

Township Manager Stanick reported the recruitment process generated interest from eight candidates. Following interviews with four candidates and Executive Staff, it is recommended the Board appoint Jim Sutter as Assistant to the Township Manager with a start date of July 6, 2021 with a starting salary of \$55,000.

Mr. Burns moved to appoint Jim Stutter to serve as Assistant to the Township Manager starting on July 6, 2021 at \$55,000. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

10J: Motion Renewing General Liability Insurance Coverage for the July 1, 2021 Through July 1, 2022 Term

Township Manager Stanick reported the Township's insurance carrier is Selective Insurance Group, which provides coverage for: Property, Inland Marine, General Liability, Commercial Automobile, Umbrella, Public Officials Liability, Employment Practices Liability, Police Professional and Cyber Security. Each year prior to the expiration of the policy period (July 1, 2020 through July 1, 2021 period), and in consultation with the Township's insurance broker Paul Barzd of B&W Insurance, the Township solicits proposals from insurance carriers to seek out the most competitive rates and coverage(s).

The Township received quotes from four insurance companies (refer to comments on the Premium Summary page for challenges to the municipal insurance market) and Selective Insurance Group, the Township's current provider, is being recommended for renewal at a cost of \$67,148 (2.8% increase from previous year). This will be the second year the Township is covered by Selective Insurance.

Mr. Luketich moved to accept the General Liability Insurance Coverage from Selective Insurance Group from July 1, 2021 through July 1, 2022. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

10K: Motion Directing the Planning Commission to Review Regulations Establishing Fee in Lieu Provisions for Parks and Recreation Requirements

Township Manager Stanick reported at its meeting in June, the Community Park Master Plan Steering Committee discussed establishing fee in lieu provisions for future park and recreation facilities. Mr. Burns and Mr. Murphy, Co-Chairs of the Committee, requested the item be placed on the agenda directing the Planning Commission to review such regulations which would result in an amendment to the Zoning Code/Subdivision and Land Development Ordinance.

Mr. Murphy moved to direct the Planning Commission to review establishing fee in lieu provisions for parks and recreation requirements. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

10L: Motion Reinstating a Parks and Recreation Board and Directing Staff to Prepare Purpose Statement and Operating Procedures

Township Manager Stanick reported at its meeting in June, the Community Park Master Plan Steering Committee discussed future park and recreation programming while reviewing the draft master plan for Community Park. Following the discussion, Mr. Burns and Mr. Murphy requested the item be placed on the agenda reinstating a Parks and Recreation Board and directing Staff to prepare purpose statement, operating procedures, rules, etc. to establish such a board.

Mr. Luketich moved to reinstate a Parks and Recreation Board and direct Staff to prepare a purpose statement and operating procedures. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

11. ADJOURNMENT

As no further business came before the Board, Mr. Luketich moved to adjourn the meeting. Mr. Murphy seconded the motion. The motion passed unanimously. The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager