

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

MARCH 26, 2018

APPROVED MEETING MINUTES

1. CALL TO ORDER

The March 26, 2018 Workshop Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 2:00 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building (550 Washington Road).

The following were present:

Board of Supervisors	Bob Weber, Chairman; Thomas Moore, Vice Chairman; Bracken Burns; Richard Luketich; and Laynee Zipko.
Also Present	Brandon Stanick, Township Manager.

2. PUBLIC COMMENT

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

Mr. Thomas Lonich (resident on Davis School Rd.) asked the Board to consider amending the drop-off policy to allow drop off on Saturday mornings as a much more convenient day for residents to use the service than Monday and Tuesday. He stated tree limb pickup has been advertised for pickup at curbside. This is inconvenient as I can drive down to the site and drop off the materials myself.

In response to a question from Mr. Burns, Township Manager Stanick reviewed the existing policy and the reasons it was changed. Mr. Burns suggested cameras at the site to assist in monitoring the activity.

Mr. Moore expressed concern for liability if the site was opened and not monitored.

Ms. Penny Steggles (resident on Floral Hill Dr.) recommended the Board appoint Mr. Edward Mazur to fill the vacancy on the Elected Board of Auditors. She stated the public needs to know how we are going to approach the issue with the Library Board. Also, she suggested the Board purchase a digital sign to post in front of the Township Building. The younger and older residents are impacted by not having a park and recreation program. She then distributed a rendering of a water park and encouraged the Board to consider having an entertainment venue for residents.

3. ANNOUNCEMENTS

There were no announcements.

4. GOAL SETTING WORKSHOP

Chair Weber opened the discussion noting the Township Manager has compiled several goals for the Board to review and discuss to set the direction for the next 18 months. He asked Township Manager Stanick to review the Goals and Objectives for 2019.

Township Manager Stanick reviewed the following:

1) Provide support to the Comprehensive Plan Implementation Committee

- A. Work with Implementation Committee to prioritize Comprehensive Plan objectives for Board of Supervisors;
- B. Update existing Zoning Map; and
- C. Review Zoning and Subdivision Codes to ensure compatibility with the Comprehensive Plan.

2) Improve communication with residents and businesses

- A. Update municipal website to improve content, accessibility and overall organization;
- B. Improve financial reporting and Budget document (refer to 3C); and
- C. Conduct community-wide survey to evaluate existing and desired services (refer to 5C & 7C).

3) Improve financial management, controls and reporting

- A. Implement a purchasing, cash management, investment & debt service policy;
- B. Fully explore financial reporting mechanisms currently available;
- C. Continue with updates to Budget document to increase transparency, consistency with State standards and best practices;
- D. Explore revenue strategies that minimize impact on real estate taxes; and
- E. Explore cost containment strategies to address Township cost centers (personnel benefits, contracts/commodities, capital, etc.).

4) Procure and use technology to create organizational efficiencies, improve customer service, increase security, etc.

- A. Develop a technology infrastructure plan; and
- B. Continue with document management and digitization initiative.

5) Evaluate Township's desire for park and recreation programming and assets

- A. Update Community Park Master Plan (2001);
- B. Evaluate condition of all park grounds, amenities and facilities and create plan for maintenance; and
- C. Conduct community-wide survey to evaluate existing and desired services (refer to 7C).

6) Conduct comprehensive evaluation of Township personnel policies/procedures

- A. Create job descriptions for all Township positions;
- B. Perform comprehensive personnel salary survey; and
- C. Update personnel manual.

7) Provide public services that are Efficient, Effective, Economic and Equitable

- A. Analyze operations of each Department;
- B. Explore single refuse/landscape/recycling hauler; and
- C. Conduct community-wide survey to evaluate existing and desired services.

Chair Weber opened the floor for discussion.

Mr. Luketich stated the Township is currently working on contracts with the Public Works Department and will start soon with Police and Fire. The contracts will be impactful to the Township and stated the Volunteer Fire Department needs more support to attract volunteers. He noted the Township should review forming a regional fire service as full-time fire service in the Township is costly.

Additionally, Mr. Luketich stated the Township should continue to review its fee schedule and pay more attention to its expenses. He stated a dedicated manager is needed for proper planning and maintenance of the Township's park system.

Ms. Zipko agreed with Mr. Luketich regarding the financial matters he mentioned. Also, as North Strabane Township, it would be great to have municipal facilities in one central location. A community-wide survey is a good thing to help the Township understand services and programs the residents want. She noted having job descriptions are also needed.

Mr. Burns suggested having a formalized policy on bidding. Identify the services that the Township will bid and the frequency of obtaining bids. He stated that trash collection in the Township happens every day of the week. He expressed support for pursuing a single waste hauler for the entire Township.

Additionally, Mr. Burns expressed interest in understanding the Township's recycling program. It is currently a requirement that all residents recycle, but how is it enforced and what is done to ensure compliance. Mr. Burns remarked that Police, Fire and Public Works need to provide written explanations each time an employee receives overtime compensation. He stated park and recreation programs address community wellness and suggested the Township move forward with continuing these programs.

Mr. Luketich noted the Township could possibly create a work/study program for college students to provide park and recreation services and programs.

In addition, Mr. Burns stated establishing regional fire protection is the future in fire service. This structure would create economies of scale in providing fire protection services.

A discussion regarding fire and EMS services followed.

Mr. Moore stated that an updated website is long overdue and meeting video quality is inconsistent. He also expressed support for increasing communication with residents.

Mr. Moore noted that Consul owns a number of acres near Community Park. He suggested the Township contact Consul to discuss arrangements to deed the property to the Township as was promised in the past. Mr. Moore expressed support for the Township to evaluate its municipal grounds and facilities to better plan for maintenance. A community-wide survey would be a good tool to evaluate service delivery and to communicate Township business.

Chair Weber expressed support for increasing communications with residents, as well as conducting a community-wide survey. Financial management and tools used by the Township need improved in addition to technology. Chair Weber also expressed his support for park and recreation and summer youth programs. He concluded stated that Township personnel policies and evaluations are needed and for the Township to review a town center concept.

Following a brief discussion, Township Manager Stanick advised he will bring back a revised list of goals and objectives for the Board to prioritize during a second workshop.

5. **ADJOURNMENT**

Mr. Luketich moved to adjourn the meeting. Ms. Zipko seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 3:18 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager