

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

**June 27, 2023**

**APPROVED MEETING MINUTES**

**1. CALL TO ORDER**

The June 27, 2023 Regular Meeting of the South Strabane Township Board of Supervisors (“Board”) came to order at 7:06 p.m. in the Meeting Room of the Municipal Building (550 Washington Road, Washington, PA 15301).

The following were present:

Board of Supervisors	Bracken Burns, Chair; Mark Murphy, Vice Chair; Russell Grego; Richard Luketich; and Bob Weber.
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Absent	None
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Also Present	Township Manager Brandon Stanick; Police Chief Drew Hilk; Fire Chief Jordan Cramer; Finance Director Marie Coffman; Township Solicitor Dennis Makel; Township Engineer Rob Horvat; and Stenographer Sheila Rozanc.
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**2. PLEDGE OF ALLEGIANCE**

Chair Burns led the Pledge of Allegiance.

**3. PUBLIC COMMENT**

Chair Burns 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 of Supervisors is asked to limit their comments to a maximum of three (3) minutes.

Ms. Linda Rumbaugh, resident on Robin Dr., distributed pictures to the Board of the United Rental property along Manifold Rd. and asked that code enforcement look into this matter.

Marcia Deeb, resident on Fox Drive, expressed her misunderstanding about the Special Non-Legislative Meeting held on June 8, 2023. Chair Burns stated Non-Legislative meetings are planned to allow the Board more time to discuss matters and provide direction to Staff. No formal decisions are made at those meetings.

Ms. Judy Panasik, resident on Green Crescent Dr., read a prepared statement expressing her concern that Staff is lying to the Board and to the community. She stated she feels like she’s being targeted by Code Enforcement because she received a ticket for an unregistered vehicle parked in her driveway.

Ms. Charlene Scuvotti, resident on Pine Valley Rd., read a prepare statement as well expressing her continued concern with the Meadows Landing Planned Development.

She stated she had called the DEP to inquire if Meadows Landing had addressed any of the deficiencies from the DEP review letter and was told they have not. Ms. Scuvotti concluded her statements expressing displeasure for the Township Manager and further accused him of being responsible for all the stress she has experienced in the past 6.5 years and the negative impact he has had on her quality of life.

Mr. Zlavarich, resident on Floral Hill Dr., expressed concern for his neighbor working on Sundays and that he continues to work on his shed after a stop work order was issued. He also expressed his concern with his neighbor putting tarps up to enclose the shed. Mr. Zlavarich again expressed his concern with the setbacks even after having received information through the Right To Know process.

Ms. Laura Merel, resident on Floral Hill Dr., expressed her concern for the setbacks the new house on Floral Hill.

Ms. Laney Zipko, resident on Berry Rd., thanked the Township Manager for his years of service to the Township.

Mr. Dale Flowers, resident on Shawnee Dr., noted he is still unable to confirm the setbacks for fences. Township Manager Stanick invited Mr. Flowers to stop by the Municipal Building so that he may review the Zoning Code with him.

Ms. Rumbaugh expressed her agreement with Ms. Scuvotti concerning Meadows Landing and stated the developer needs to address the issues in the DEP deficiency letter. She encouraged the Board to not support another extension of time for the developer.

#### **4. CONSIDERATION OF MEETING MINUTES**

Mr. Murphy moved to approve the May 23, 2023 Regular Meeting Minutes. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

#### **5. FINANCIAL BUSINESS**

The purpose of this memorandum is to transmit the following for consideration by the Board of Supervisors:

• Payroll:	\$ 138,450.00 (pay date of June 2, 2023)
• Payroll	\$ 131,821.32 (pay date of June 16, 2023)
• General Fund:	\$ 154,570.07
• Liquid Fuels Fund:	\$ 81,658.06
• Sewage Enterprise:	\$ 78.40
• Escrow:	<u>\$ 2,250.07</u>
• Total Expenditure:	\$ 508,827.92

Overtime costs for the period include:

• Police:	\$ 4,062.28
• Fire:	\$ 1,177.63
• Public Works	<u>\$ 0.00</u>
• Total OT:	\$ 5,239.91 (pay date of June 2, 2023)

- Police: \$ 3,452.55
  - Fire: \$ 0.00
  - Public Works \$ 0.00
  - Total OT: \$ 3,452.55 (pay date of June 16, 2023)
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- General Fund:
    - Municipal Employees Insurance Trust \$ 53,791.04
  - Liquid Fuels:
    - Youngblood Paving (Seal Coating Project) \$ 71,191.10

Mr. Murphy moved to approve the payroll for the periods May 14, 2023 through May 27, 2023 and May 28, 2023 through June 3, 2023 and bills for the period May 20, 2023 through June 23, 2023. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**6. ANNOUNCEMENTS AND RECOGNITION**

Chair Burns announced the Board met in Executive Session on June 27, 2023 to discuss personnel matters and potential litigation.

**7. TOWNSHIP REPORTS & PRESENTATIONS**

**Municipal Separate Storm Sewer System (MS4) Report**

Chair Burns, stated 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 minutes.

Ms. Scuvotti, resident on Pine Valley Rd., expressed concern for the basins at Meadows Landing. She also inquired why KLH Engineers, the Township Engineer, didn't catch all the deficiencies that the DEP did with the Meadows Landing development.

**Secretary/Treasurer's Report**

Mr. Stanick reported the following was transmitted to the Board through the Secretary/Treasurer's Report:

**Minutes and Agendas:**

- a) Planning Commission Meeting Minutes – April 6, 2023;
- b) WEWJA Regular Meeting Minutes – April 24, 2023;
- c) Green Team Meeting Minutes – May 11, 2023;
- d) Planning Commission Regular Meeting Agenda – June 1, 2023; and
- e) Green Team Agenda – June 8, 2023.

**Reports and Publications:**

- a) Finance Report - May 2023;
- b) Fire Department Report – May 2023
- c) Building Department/Code Enforcement Report – May 2023;
- d) Police Department Report – May 2023;

- e) Tax Collector's Report & Interim Collection Only – May 2023;
- f) Animal Control Monthly Report – May 2023;
- g) Township Engineer's Report – June 27, 2023;
- h) OR Legal Notice Non-Legislative meeting for 6/8/23 – June 6, 2023;
- i) OR Legal Notice for Public Hearing regarding Berry Road – 6/20/23;
- j) DODGE Data & Analytics – June 2023;
- k) *WEWJA Financial Statement Unaudited for the Quarters and nine month – March 31, 2023 and 2022;*
- l) PSATS News Bulletin – May 2023;
- m) Observer Reporter article, "Move over: South Strabane installs cutting-edge technology in fire trucks" – June 6, 2023; and
- n) Wash. Co. Conservation District, Tomorrow Newsletter – June 2023.

**Correspondence:**

- a) Thank You card dated June 2023 thanking Officer Zenkovich and K9 Reika for attending a meeting with Hapchuck Inc.;
- b) Letter dated June 8, 2023, from Brandon Stanick regarding Pay off balance for the East Beau/Lakeview Sewage Project;
- c) Email dated June 12, 2023, regarding a fence issue at 2269 Flint Drive in Strabane Manor;
- d) Email dated June 12, 2023, from Brandon Stanick to Dale Flowers regarding fence requirements;
- e) Letter dated June 14, 2023, from Brandon Stanick to PennDOT District 12 regarding Wash. Co. Transit Authority Headquarters on Berry Road;
- f) Letter dated June 15, 2023, from Columbia Gas of PA to two residents regarding the Sycamore Replacement Project;
- g) Letter dated June 15, 2023, from The EADS Group on behalf of Peoples Natural Gas Project known as Goodwin Tombaugh System Conversion;
- h) Letter dated June 21, 2023, from Dennis Makel regarding a possible lien on 1530 Hillcrest Avenue;
- i) Letter (*w/o attachments*) dated June 21, 2023, from Range Resources regarding Top holes Renumbered at the proposed PRIGG MORGAN 11272 4H, 5H in Canton Township; and
- j) Letter dated June 23, 2023, from PennDOT responding to the Township's concerns for Berry Road.

*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 Scott Groom presented the following report:

**Burkett Manor 454-03-120**

- KLH has an inspector on-site ensuring that the storm, roads, and sanitary are being built to the Township's standards and the approved plans. Time spent on sanitary work is being billed separately to WEWJA.

### **H2O PA Grant Application 454-23**

- A grant application was submitted to the Commonwealth Financing Authority in December for upgrades to the Quarry Pump Station. The total project estimate is \$2,732,437. The application will be for 50% grant funding with 50% Township match. The most recent correspondence with DCED suggests that funding offers may not be announced until September (originally anticipated for July).

### **MS4 Support 454-24**

- Updates will need to be made to the Township's existing stormwater ordinance to satisfy more recent PADEP guidance. A memorandum has been issued and KLH is currently preparing a draft ordinance.
- Permit Renewal Application is due August 2023 and revisions to the Township's Pollution Reduction Plan (PRP) are due January 2024.

### **Berry Road**

- The Township manager has requested a proposal detailing the scope, cost and schedule for an engineering evaluation related to Berry Road improvements. A meeting has been scheduled for PennDOT to discuss concerns related to the intersection of Berry Road and Manifold Road.

### **Developer Reviews**

- Haley Consolidation Plan.

Mr. Murphy asked that the cleaning of the bathrooms at Community Park be taken out of the Parks Budget and not Public Works Department. In response to a question from Mr. Murphy, Chief Hilk advised that the Police Department has not engaged the new car washes yet about discount washes.

Mr. Murphy inquired why the Fire and Police pension payments were not expensed in 2023 and done so in 2022.

At Chair Burns' request, Mr. Murphy moved to take the audit presentation first and then return to the regular order of the agenda. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

### **9A: Motion Accepting the South Strabane Township Audit for Financial Year 2022**

Mr. Steven Cypher, of Cypher and Cypher, presented the Township Audit for Financial Year 2022. Mr. Cypher noted the audit opinion is unmodified. He then reviewed the various Fund Balances noting the Township's Fund Balance is \$716,337, which included ARPA funds. A brief history of the Township's Fund Balance was reviewed showing increases for years 2018 and 2019 and declining in 2020 and 2021 and up in 2022. The Fund Balance increased \$132,974.

Mr. Cypher reported the Fire and Police pension payments were payables in 2022 and it was appropriate to accrue those to provide a more reflective fund balance for the 2022 year.

Mr. Cypher review budgeted projections and actual revenue received over the year and then reviewed the performance of the budget with budgeted expenditures and actual expenditures.

He continued showing expenses by category for Public Safety, Employee Benefits and Highways and Streets.

Mr. Cypher reported the following management items for 2022: Fund Balance, Pension Investment, Bookkeeping Matters, Regulatory Matters and Rick Management.

Mr. Cypher thanked Mr. Stanick, Township Staff and the Board of Supervisors and stated he looks forward to working with the new Manager.

Mr. Murphy moved to accept the Township Audit for Year 2022. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

## **8. UNFINISHED BUSINESS**

**8A: Public Hearing for the Consideration of an Application from Washington County Transit Authority (d/b/a/ Freedom Transit) to create definitions for Transit Facility, CNG, CNG Fueling Station and Electric Vehicle Charging Station and to establish Transit Facility as a Primary Conditional Use and CNG Fueling Station and Electric Vehicle Charging Station as Accessory Conditional Uses in the I-1 Light Industrial Zoning District, in anticipation of constructing a Transit Facility at 375 Berry Road in the I-1 Zoning District (Tabled)**

Chair Burns advised this item will remain on the table.

**8B: Motion Approving a Final Collective Bargaining Agreement between the Township and the Police Department Wage and Policy Unit beginning January 1, 2023 and ending December 31, 2027 (Tabled)**

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

Mr. Murphy moved to approve the Collective Bargaining Agreement beginning January 1, 2023 and ending December 31, 2027. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**8C: Motion Approving an Employment Agreement with Public Works Director Russell Grego (Tabled)**

Mr. Luketich moved to take this item from the table. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Mr. Weber moved to approve an Employment Agreement with Public Works Director Russell Grego. Mr. Murphy seconded the motion. The motion passed on a 4-0-1 vote with Mr. Grego abstaining from the vote.

**8D: Resolution Amending Resolution #10-23 Concerning Mandatory Attendance by Applicants (Tabled)**

Mr. Murphy moved to approve the Resolution. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**8E: Motion Approving an Agreement with The Allegheny League of Municipalities for Management Search Consultant Services**

Mr. Murphy moved to approve the Agreement with The Allegheny League of Municipalities. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9. NEW BUSINESS**

**9B: Ordinance Designating Berry Road and Old Mill Blvd. and Berry Road and the Entrance to Strabane Square as Three-Way Stop Intersections**

Mr. Murphy moved to approve an ordinance designating Berry Road and Old Mill Blvd. and Berry Road and the entrance to Strabane Square as three-way stop intersections. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9C: Ordinance Establishing the South Strabane Township Department of Fire and Emergency Services**

Mr. Luketich moved to approve an ordinance establishing the Township Department of Fire and Emergency Services. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

**9D: Resolution Granting Preliminary and Final Minor Subdivision Approval of Ian and Nicole Haley for the Haley Consolidation Plan for the Property Located at 120 Eastpointe Dr.**

Mr. Murphy moved to approve a resolution granting preliminary and final minor subdivision approval of the Haley Consolidation Plan. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9E: Resolution Granting an Extension of Time for the Meadows Landing Planned Residential Development**

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

**9F: Motion Authorizing a Firefighter Hiring Process**

Mr. Luketich moved to authorize a hiring process for Firefighters. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

**9G: Motion Directing the Township Solicitor to Work with Staff to Review the Township Driveway and Street Excavation Ordinance**

Chair Burns noted this review will attempt to clean up language that Public Works Director Grego noticed is inconsistent with Township practice.

Mr. Murphy moved to direct the Solicitor to work with Staff to review the Township Driveway and Street Excavation Ordinance. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

**9H: Resolution Amending the Township's 2023 Community Development Block Grant Funds Authorization**

Mr. Stanick reported the amendment to the Township's submission is to pursue ADA and accessibility improvements for the Pancake Fire Station, Station #1. This will cancel the Township's initial intent to use the funding for demolitions.

Mr. Murphy moved to approve a resolution amending the Township's CDBG funding authorization. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9I: Motion Awarding a Contract for Public Works Uniform Supplier to Model Uniforms**

Mr. Murphy moved to award a contract for Public Works uniforms to Model Uniforms. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9J: Motion Amending the Township Police Department Policies and Procedures Manual Regarding Motor Vehicle Pursuits**

Mr. Luketich moved to amend the Police Department policies and procedures manual regarding motor vehicle pursuits. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

**9K: Motion Approving the Township's General Liability Insurance Renewal for 2023-2024**

Mr. Murphy moved to approve the Township's General Liability Insurance Renewal for the 2023-2024 term with Selective Insurance. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

**9L: Motion Accepting the Resignation of the Township Manager**

Mr. Murphy moved to accept the resignation of Township Manager Stanick as of July 28, 2023. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.



### **9M: Motion Appointing a Township Manager Interview Committee**

Chair Burns provided a brief update regarding the Township Manager Search and noted this Committee will work directly with the consultant and will recommend candidates to the full Board for final interviews.

Mr. Murphy moved to appoint Mr. Weber and Mr. Burns to the Township Manager Interview Committee. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

### **9N: Motion Appointing Interim Township Positions**

Mr. Stanick reported the following Staff are being considered for interim appointments:

- Marie Coffman – Interim Bank Account Administrator
- Marie Coffman – Interim Pension Administrator
- Scott Heckman – Interim Zoning Officer
- Troy Lucas – Interim Assistant Zoning Officer
- Marie Coffman – Interim Washington County Tax Collection District Representative
- Jordan Cramer – Interim Washington County Tax Collection District Alternate
- Scott Heckman – Interim Washington County Sewage Council Representative
- Troy Lucas – Interim Washington County Sewage Council Alternate

Mr. Murphy moved to approve the aforementioned interim appointments. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

### **10. ADJOURNMENT**

As no further business came before the Board, Mr. Weber moved to adjourn. Mr. Murphy seconded the motion. The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Jeffrey L. Ziegler  
Township Manager