

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

December 12, 2023

APPROVED MEETING MINUTES

1. CALL TO ORDER

The December 12, 2023, Regular Meeting of the South Strabane Township Board of Supervisors (“Board”) came to order at 7:00 p.m. in the Meeting Room of the Municipal Building (550 Washington Road, Washington, PA 15301).

The following were present:

Board of Supervisors	Mark Murphy, Vice Chair; Russell Grego; Richard Luketich; and Bob Weber.
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Absent	Bracken Burns, Chair
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Also Present	Township Manager Jeff Ziegler; Fire Chief Jordan Cramer; Township Solicitor from Dennis Makel’s office and Township Engineer Rob Horvat.
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2. PLEDGE OF ALLEGIANCE

Vice-Chair Murphy led the Pledge of Allegiance.

3. PUBLIC COMMENT

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

Mr. Jeff Bull, resident of Main St., stated that the former Township Manager did not have the experience for the job and reminded the Board that he requested a forensic audit when the former manager left, but one was not done. He also asked why the Township was hiring a part-time administrative assistant at this time and stated the Township needs to start “living within its means” and that there should also be greater transparency.

Linda Rumbaugh, resident of Robin Drive thanked Russ Grego for his years of service as Public Works Director with the Township and his work over the years. She stated that the roads were always cleared in the winter and that Mr. Grego is a person of good ethical and moral character.

4. CONSIDERATION OF MEETING MINUTES

Mr. Luketich moved to approve the November 21, 2023, Meeting Minutes Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

5. **FINANCIAL BUSINESS**

- Payroll: \$ 146,103.79 (pay date of November 17, 2023)
- Payroll: \$ 142,005.62 (pay date of December 1, 2023)
- General Fund: \$ 214,048.14
- Liquid Fuels Fund: \$ 906.59
- Escrow \$ 11,092.00
- Sewage Enterprise: \$ 73.25
- **Total Expenditure: \$ 514,229.39**

- Overtime costs for the period include:
 - o Police: \$ 10,461.59
 - o Fire: \$ 2,021.17
 - o Public Works: \$ 0.00
 - **Total OT: \$ 12,482.76 (pay date of November 17, 2023)**
 - o Police: \$ 10,267.40
 - o Fire: \$ 165.18
 - o Public Works: \$ 0.00
 - **Total OT: \$ 10,432.58 (pay date of December 1, 2023)**

General Fund:

- Makel and Associates (Legal Services for 2023) \$ 30,000.00
- MRM Workers Compensation (Installment and Audit Premium) \$ 82,072.52

Reports and Documents Attached:

- Expenses by Vendor Summary and Detail for the Period; and
- Police, Fire and Public Works Overtime Analysis for pay November 17, 2023, and
- Police, Fire and Public Works Overtime Analysis for pay December 1, 2023.

Mr. Luketich moved to approve the payroll for the periods October 29, 2023, through November 11, 2023, and November 12, 2023, through November 25, 2023, and bills for the period November 18, 2023, through December 8, 2023. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

6. **ANNOUNCEMENTS AND RECOGNITION**

Vice-Chair Murphy announced that the Board met in Executive Session on October 21, 2023, to obtain advice of legal counsel.

7. **TOWNSHIP REPORTS & PRESENTATIONS**

Municipal Separate Storm Sewer System (MS4) Report

Vice-Chair Murphy 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.

There were no comments at this time.

Township Manager's Report

Mr. Ziegler stated he didn't have anything to report for this evening but wished everyone a Merry Christmas.

Secretary/Treasurer's Report

Mr. Ziegler noted that the following was transmitted to the Board through the Secretary/Treasurer's Report:

Minutes and Agendas:

a) Zoning Hearing Board Regular Meeting Agenda – December 11, 2023.

Reports and Publications:

- a) Finance Report - October 2023;
- b) Building Department/Code Enforcement Report – November 2023;
- c) Police Department Report – November 2023;
- d) Tax Collector's Report & Interim Collection Only – November 2023;
- e) Township Engineer's Report – December 12, 2023;
- f) Animal Control Monthly Report – November 2023;
- g) *WEWJA, Joint Authority Fin. Statement for the 3rd quarter ending – September 30, 2023;
- h) DODGE Data & Analytics – December 2023.

Correspondence:

- a) Card dated November 25, 2023, from Jodi Derrow, thanking the Township for the use of Billy Bell Park for the Pancake Reunion;
- b) Letter dated November 27, 2023, from Diane Ambrose, Executive Director of Citizens Library, expressing their appreciation of the \$9,700 donation;
- c) Letter dated November 29, 2023, from Melanie Ostrander, Election Director of Co. of Wash. Board of Elections sent the certificates of election for Jeff Bull and George Rowand;
- d) Letters dated November 30, 2023, from Jeff Ziegler to the 5 members that their term is expiring on December 31, 2023, and asking if they are interested in reappointment;
- e) Letters dated December 1, 2023, from John Loeffel, Senior Project Mgr. of Langan Engineering and Environmental Services, Inc. regarding 2 Pipeline Removal Projects; and
- f) Letter dated December 5, 2023, from House of Representatives, Commonwealth of PA. Harrisburg regarding a PA State Grant Seminar on January 18, 2024.

Township Solicitor's Report

Township Solicitor Dennis Makel reported that he has been working on a couple of personnel issues with the Township including related to the PW Union.

Township Engineer's Report

Township Engineer Rob Horvat reported that he has been doing work related to stormwater inspections.

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

9A: Motion to Accept the Resignation of Supervisor Burns.

Mr. Weber moved to accept the resignation of Township Supervisor Bracken Burns. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9B: Motion to Remove Former Supervisor Burns as a Signatory from the Township Bank Account.

Mr. Grego moved to remove former Township Supervisor Bracken Burns as a signatory on the Township Bank Account. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

9C: Motion to Approve the Memorandum of Understanding Between the Township and the Public Works Union Appointing Kevin Montgomery as Road Master for a Six-Month Period.

Mr. Weber asked the Township Manager to offer an explanation of the MOU. Mr. Ziegler stated that with the retirement of Mr. Grego that Mr. Montgomery is being afforded the opportunity to fill the Road Master position for a six-month period of time. He also stated that at the end of the trial period if Mr. Montgomery is determined to be a good fit, he would be offered the opportunity to leave the Union and take on the position on a permanent basis. Mr. Ziegler states that Mr. Montgomery has been working for the Township for many years and takes on a leadership role when Mr. Grego is on leave. Mr. Greg commented the Mr. Montgomery serves as Foreman when he is off and that he thinks he will be a great fit for the job.

Mr. Grego moved to approve the Memorandum of Understanding between the Township and the Public Works Union appointing Kevin Montgomery as Road Master for a six-month period. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion to Approve the Hire of two (2) Full-Time Police Officers with the South Strabane Township Police Department per the Recommendation of the Township Manager and Police Chief.

Chief Hilk commented on the recruitment process and stated that the two (2) officers are being extended conditional offers of employment dependent upon completion of background checks and that the vacancy within the Department that is expected to take place on January 8, 2024, happens. Chief Hilk did not name the two (2) officers publicly pending completion of the conditions of the offer.

Mr. Luketich moved to approve the hire of two (2) full-time Police Officers with the South Strabane Township Police Department per the recommendation of the Township Manager and Police Chief. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

9E: Motion to Appoint Kelsey Shriner to the Permanent Part-Time Position of Administrative Assistant.

Mr. Murphy stated that Ms. Shriner does a really nice job for the Township and specifically mentioned the orientation binders that she put together for the members of the Parks and Recreation Commission.

Mr. Grego moved to Appoint Kelsey Shriner to the permanent Part-Time position of Administrative Assistant. Mr. Luketich Seconded the motion. The motion passed on a unanimous voice vote.

9F: Motion to Appoint Lois Gnagey to Fill a Five (5) Year Term on the Township Parks and Recreation Commission.

Mr. Grego moved to Appoint Lois Gnagey to fill a five (5) year term on the Township Parks and Recreation Commission. Mr. Luketich Seconded the motion. The motion passed on a unanimous voice vote.

9G: Motion to Approve the 2023-2024 Winter Maintenance Agreement for Bradford Run Phase 2 and 3.

Township Manager Ziegler explained that this agreement is in place so that the Township can be paid for costs associated with snow and ice removal during the 2023-24 winter season for Morgan Drive and Stevens Court in phase 2 and 3 of the Bradford Run Development. The Agreement is in the amount of \$1,458.60 and terminates on April 15, 2024.

Mr. Grego moved to approve the 2023-2024 Winter Maintenance Agreement for Bradford Run Phase 2 and 3. Mr. Luketich Seconded the motion. The motion passed on a unanimous voice vote.

9H: Motion to Approve the Proposed 2024 Annual Budget.

Township Manager Ziegler offered a brief explanation of the 2024 Annual Budget noting that there are no proposed cuts to existing services and that there is no tax increase being proposed to 2024. Mr. Grego added that senior staff worked very well as a team to put the budget together and thought the whole process went very well.

Mr. Grego moved to approve the proposed 2024 Annual Budget. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9I: Motion to Approve a One-Year Extension for Curbside Recycling Services by Waste Management of Pennsylvania, Inc.

Township Manager Ziegler reviewed the increase in rates from 2023 to 2024 which was an increase of \$1.43/month, which extends to an increase of \$17.16/annually. A question was raised about bidding the service out this year. Mr. Ziegler explained that the intent was to get proposals for the curbside recycling program, but when staff reviewed the relatively small rate increase and balanced that against the much larger increases seen by other communities in the region (due to going automated) the recommendation is to stay with Waste Management for this one-year contract extension.

Mr. Grego moved to approve a one-year extension for curbside recycling services by Waste Management of Pennsylvania, Inc. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

9J: Motion to Appoint Terry Bove to Serve on the Traffic Impact Advisory Committee.

Township Manager Ziegler explained the purpose of the Traffic Impact Advisory Committee and noted that with the appointment of Terry Bove, the number of members on the committee will be nine (9) with one (1) alternate, which is what is called for in the ordinance.

10. ADJOURNMENT

As no further business came before the Board, Mr. Weber moved to adjourn. Mr. Luketich seconded the motion. The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Jeffrey L. Ziegler
Township Manager