

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

December 20, 2022

APPROVED MEETING MINUTES

1. CALL TO ORDER

The December 20, 2022 Regular Meeting of the South Strabane Township Board of Supervisors (“Board”) came to order at 7:02 p.m. in the 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 (via Zoom); Russell Grego; and Richard Luketich.

Absent None

Also Present Township Manager Brandon Stanick; Assistant to the Township Manager Jim Sutter; Police Chief Drew Hilk; Fire Chief Jordan Cramer; Finance Director Janna Luton; Building Official Scott Heckman; Township Solicitor Dennis Makel; and Township Engineer Scott Groom

2. PLEDGE OF ALLEGIANCE

Chair Weber lead the Pledge of Allegiance.

3. PUBLIC COMMENT

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.

Chair Weber read a prepared statement regarding a website operating as “South Strabane News”. Chair Weber stated the author of this newsletter is attempting to undermine the Township’s government, is engaging in yellow journalism and does not speak for the Township. He reminded everyone in attendance that Township Staff is always available to address any and all concerns or questions they may have.

Patricia Gould, Property Manager for the Thomas Campbell Apartments, stated the one-year anniversary of the fire at their facility will be in three days. Ms. Gould stated that had the South Strabane Fire Department been operating 24/7 last year, then there may not have been any fatality during the fire emergency. She commended the Township for implementing 24/7 fire protection since then. Ms. Gould expressed her support of any tax increase will be used for emergency services.

Judy Panasik, resident on Green Crescent Drive, stated that she respects what the Fire Department does is important and noted the Volunteer Fire Department (“VFD”) has been outstanding and devoted to the Township. She stated she understands wanting to increase taxes, but expressed her opinion the proposed increase is too large. Ms. Panasik noted the Township has a high mercantile tax and claimed the Township had a larger surplus of funds 6 to 7 years ago. She claimed the Township was wasting money and stated this money could be diverted to fund the Fire Department. Ms. Panasik noted home values increased during the last reassessment, but that does not mean incomes have. She noted the VFD has raised a lot of money and questioned why the Township does not utilize them more.

Upon a question from Chair Weber, Ms. Panasik stated she has been attending Township meetings since 2005. Ms. Panasik stated she attends for residents and noted she attends other meetings for other entities as well. She noted she has assisted in getting multiple people elected to the Board who have forgotten the promises they made. Chair Weber asked if Ms. Panasik feels South Strabane is a good township. She stated she did not want to answer.

4. CONSIDERATION OF MEETING MINUTES

Mr. Murphy moved to approve the Board of Supervisors Informational Meeting Minutes from October 24, 2022 as presented. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Mr. Luketich moved to approve the Board of Supervisors Regular Meeting Minutes from November 22, 2022 as presented. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

5. FINANCIAL BUSINESS

The Board considered the following financial business:

- Payroll: \$ 137,557.14 (pay date of December 2, 2022)
- Payroll: \$ 124,097.71 (pay date of December 16, 2022)
- General Fund: \$ 99,332.18
- Liquid Fuels Fund: \$ 174,497.54
- Capital Improvement \$ 59,806.79
- Escrow: \$ 13,664.57
- Sewage Enterprise: \$ 9,409.35
- **Total Expenditure: \$ 618,365.28**
- Overtime costs for the period include:
 - Police: \$ 7,328.10
 - Fire: \$ 620.79
 - Public Works \$ 0.00
 - **Total OT: \$ 7,948.89** (pay date of December 2, 2022)
- Police: \$ 2,945.25
- Fire: \$ 634.63
- Public Works \$ 0.00
- **Total OT: \$ 3,579.88** (pay date of December 16, 2022)

General Fund:

• Municipal Employees Insurance Trust	\$ 58,594.53
Liquid Fuels:	
• A. Folino Construction, Inc. – Cameron Road Project	\$172,120.16
Capital Improvement:	
• KS State Bank – John Deere 524L Wheel Loader	\$ 45,970.99
Escrow:	
• KLH Engineers, Inc.	\$ 9,258.25
Sewage Enterprise:	
• KLH Engineers, Inc.	\$ 9,247.25

Mr. Murphy moved to approve the payroll for the periods November 13 through November 26, 2022 and November 27 through December 10, 2022 and Bills for the period November 19, 2022 through December 16, 2022. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

6. ANNOUNCEMENTS AND RECOGNITION

Chair Weber announced the Board held Executive Session on December 6, December 13 and December 20, 2022 to discuss matters related to personnel and litigation.

Chair Weber stated he wanted to recognize the outstanding work of the Police Department, Fire Department and Public Works Department this past year. Police Chief Drew Hilk reported South Strabane detectives made an arrest in a homicide that occurred outside the Strabane Square Giant Eagle in 2013. Chair Weber stated the Township has an outstanding Police Chief and Police Department.

Chair Weber recognized Fire Chief Jordan Cramer and the Fire Department and told them to continue their good work. Chair Weber recognized the Public Works Department, noting they are a strong Department and do a good job keeping the roads clear and performing their other duties. Chair Weber thanked his fellow Board members and wished everyone a Merry Christmas and Happy New Year.

Township Manager Brandon Stanick stated the Township's non-emergency services will be closed on Monday, December 26th and Tuesday, December 27th in observance of Christmas.

7. TOWNSHIP REPORTS

Municipal Separate Storm Sewer System (MS4) Report

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 from the Public.

WEWJA Executive Director Michael Sherrieb

Michael Sherrieb, Operations Manager for the Washington-East Washington Joint Authority ("WEWJA"), introduced himself and stated he is in attendance on behalf of the Authority. He stated he is aware there was discussion regarding the Quarry Road Pump Station during the

November 28, 2022 Special Meeting and is present to provide an overview of the relationship and operations with their service communities.

Mr. Sherrieb stated WEWJA was formed in 1945 and is governed by a 5-member board comprised of four members appointed by the City of Washington and one member appointed by the Borough of East Washington. As the surrounding communities developed, they would install their own sewers and dedicate them to WEWJA for maintenance. Mr. Sherrieb stated much of the Township began developing following passage of the Clean Water Act in the 1970's. He stated the Quarry Road Pump Station was constructed in the early 1980's and was financed through a public-private partnership. Mr. Sherrieb stated there have been a small number of extensions since then financed by the former South Strabane Township Sanitary Authority.

Mr. Sherrieb stated the practice has been for any sewage infrastructure to be turned over to WEWJA once the debt service has been paid. He stated WEWJA does not extend or build sewage infrastructure, but own, operate and maintain those facilities constructed by the service communities. Mr. Sherrieb stated WEWJA currently owns, operates and maintains 12 pump stations, 10 of which serve South Strabane Township in whole or in part. Mr. Sherrieb invited the Board to tour their office and facilities at any time. He emphasized all facilities in South Strabane Township are 100 percent functional and operating well.

Chair Weber inquired on potential changes to the composition to WEWJA's board. Mr. Sherrieb stated there have been discussions, but it is something that needs to be taken up by the current board. Chair Weber asked who makes the appointments for the current board members. Mr. Sherrieb stated the councils for the City of Washington and Borough of East Washington make the appointments. Chair Weber expressed a desire to view WEWJA's facilities after the New Year.

Mr. Sherrieb stated some of the flow numbers stated during the November 28, 2022 meeting were not accurate. Mr. Makel inquired if there is currently enough capacity to accommodate the proposed Snuffy Planned Residential Development. Mr. Sherrieb stated there is not.

Mr. Luketich inquired on the responsibility for improvements to the sewer system. Mr. Sherrieb stated capacity increases are financed by a developer or the municipality itself. He stated it is typical for a developer to bear the cost of a new development, however there are public-private partnerships and some municipalities want to see certain areas developed. Upon a question from Chair Weber, Mr. Sherrieb stated WEWJA's seven service communities are Washington, East Washington, Canton, Chartiers, Amwell, North Franklin and South Strabane. Mr. Grego noted WEWJA has a first class crew based on his 25 years of experience working with them.

Mr. Murphy asked if WEWJA has any insight on which pump stations require upgrades. Mr. Sherrieb noted the Laboratory Pump Station is antiquated, but everything is working. He clarified WEWJA handles upgrades, but will not increase capacity to accommodate future development.

Township Manager's Report

Mr. Stanick noted the Secretary/Treasurer Report has been submitted.

Secretary/Treasurer's Report

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

Minutes and Agendas:

- a) Green Team Meeting Minutes – September 22, 2022;
- b) Planning Commission Meeting Minutes – November 3, 2022;
- c) Zoning Hearing Board Meeting Minutes – November 14, 2022;
- d) Planning Commission Meeting Agenda – December 1, 2022;
- e) Green Team Meeting Agenda – December 8, 2022; and
- f) Zoning Hearing Board Meeting Agenda – December 12, 2022.

Reports and Publications:

- a) Finance Report - November 2022;
- b) Fire Department Report – November 2022;
- c) Building Department/Code Enforcement Report – November 2022;
- d) Police Department Report – November 2022;
- e) Tax Collector's Report & Interim Collection Only – November 2022;
- f) Animal Control Officer's Report – November 2022;
- g) MS4 Report – December 2022;
- h) Township Engineer's Report – December 20, 2022;
- i) OR Public Notice, Reschedule of December's BOS Meeting – November 25, 2022
- j) *WEWJA Financial Statement for the fiscal quarter ending September 30, 2022;*
- k) DODGE Data & Analytics – December 2022;
- l) PennDOT Moving Forward Newsletter – Fall 2022; and
- m) SST Police Department Press Release, Overnight Shooting – December 12, 2022.

Correspondence:

- a) Memo dated November 14, 2022 from David M. Sanko, Executive Director of PSATS regarding PSATS Youth Awards Contest;
- b) Letter (*w/o attachments*) dated November 22, 2020 from Range Resources regarding a permit application to drill the proposed Vankirk Clark 11822 2H-6H in North Franklin Township;
- c) Letter dated November 23, 2022 from Brandon Stanick to Redevelopment Authority of the Co. of Wash. regarding support for the Transit Authority's Bus Maintenance and Storage Facility;
- d) Letter dated November 23, 2022 from Brandon Stanick, to Daniel Wolf, VP of Land for Maronda Homes, LLC regarding Strabane Manor Phase 4 Improvements and Performance Bond;
- e) Letter dated November 18, 2022 from Comcast regarding Price Changes starting December 20, 2022;
- f) Email dated November 21, 2022 from Nelson Chung of Census CQR Staff regarding the 2020 Census CQR Research Delay;
- g) Letter dated November 28, 2022 from resident Jolene Garrettson of 1697 Streator Ave. thanking the FD for their services on November 26, 2022;
- h) Letter dated December 8, 2022 PA Public Utility Commission regarding an application of Verizon Pa, LLC for the installation of a fiber optic cable on Mitchell Road;
- i) Card dated December 15, 2022 from resident Brenda Armenini thanking Chief Cramer and staff for Scout Drive methane gas incident; and
- j) Email dated December 15, 2022 from Chief Hilk regarding \$57,300 grant awarded to SSPD for the expansion of the Western PA Law Enf. Traffic Camera Network.

Mr. Murphy stated the Township's checking account appears to have a negative balance and questioned why this is the case. Mr. Stanick stated he would have to look into this and noted the checks for the Minimum Municipal Obligation ("MMO") have been cut and are going out shortly, which may be a possible explanation. A discussion on funds ensued. Mr. Murphy questioned why the profit and loss statement shows over \$2 million if the checking account balance is negative. Mr. Stanick stated this is a function of the Township having multiple accounts. He expressed displeasure with the current accounting practices and a desire to see them changed. He expressed his desire to have Finance Director Janna Luton begin holding quarterly meetings with department heads to review their budgets. Mr. Murphy questioned why the Supervisors were not informed large checks were being held.

Township Solicitor's Report

Solicitor Dennis Makel reported his office has been working on matters related to litigation and planning.

Township Engineer's Report

Township Engineer Scott Groom presented the following report:

Community Park 454-08

- KLH completed the as-builts of the forcemain for potential adoption by WEWJA.

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.

2023 LSA Applications 454-22

- Community Park Overflow Lot. Requesting \$40,300 in grant funding with \$29,200 in Township match to expand parking in the Community Park.
- Engine 442 Replacement. LSA has indicated that due to the date of purchase agreement through COSTARs this application will NOT be eligible for LSA funds.
- Project Briefings will be scheduled for mid-January.

Act 537 Update 454-21

- KLH anticipates delivery of a draft report in December. A workshop meeting will be held with members of the staff, supervisors and planning commission to review and finalize the document.

H2O PA Grant Application 454-23

- A grant application is being finalized for submission to the Commonwealth Financing Authority 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.

Developer Reviews

- Menards Land Development
- Old Mill Plan of Lots No. 4

8. UNFINISHED BUSINESS

8A: Motion Approving a Boundary Change between the City of Washington and South Strabane Township

This item remained on the table.

8B: Consideration of an Application for Preliminary and Final Minor Subdivision from Leean M. George for the Leean George Plan of Lots Located at 625 Floral Hill Drive in the R-2 Zoning District

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

Mr. Stanick reported on October 20, 2022 the Township received an application for Preliminary and Final Minor Subdivision from Leean George (“Applicant”) for the Leean George Plan of Lots (“Subdivision”) located at 625 Floral Hill Drive (“Property”) in the R-2 Zoning District. The Property is approximately 16.77 acres in size and is currently improved with a single-family dwelling, occupied by the Applicant, and an accessory frame barn. The Property is served by an on-lot septic tank. A creek runs through the Property entering through the front yard.

The Applicant wishes to subdivide the Property into two new lots (“Lot 1” & “Lot 2”). Lot 1 will be approximately 11.65 acres in size and contain the principal structure, accessory structure and septic tank. Lot 2 will be approximately 5.11 acres in size and encompass the creek. The line of subdivision will roughly track with the left bank of the creek.

As a part of the standard engineer review, it was revealed there is a deed restriction attached to the Property preventing any subdivisions from occurring until 2028. After being informed of this, the Applicant had the deed corrected prior to the November 3, 2022 Planning Commission meeting, during which the application was reviewed and unanimously recommended for approval. However, it is the opinion of the Township Solicitor that the deed restriction was not properly removed. As a result, the matter was tabled at the November 22, 2022 Board meeting to allow time for the restriction to be removed in a manner acceptable to the Township Solicitor.

Mr. Makel stated he had reviewed the updated deed with the restriction removed and that he finds it acceptable.

Mr. Murphy moved to approve the application for Preliminary and Final Minor Subdivision from Leean M. George for the Leean George Plan of Lots Located at 625 Floral Hill Drive in the R-2 Zoning District on the condition the Applicant sign an indemnity agreement holding the Township harmless of any legal action taken regarding this matter. Mr. Luketich seconded the motion.

A discussion ensued regarding sewage connection to Lot 2.

The motion passed on a unanimous voice vote.

8C: Resolution Authorizing 2023 Community Development Block Grant Funds

This item remained on the table.

8D: Motion Approving a Memorandum of Agreement with the International Association of Firefighters Regarding Scheduling and Captain Promotional Testing

This item remained on the table.

9. NEW BUSINESS

9A: Consideration of an Application for Preliminary and Final Land Development from X-Tile LLC (d/b/a/ Dillon Renovations) for a Building Addition Located at 1150 Washington Road in the C-2 Zoning District

Mr. Stanick reported on November 7, 2022 the township received an application from X-Tile LLC (d/b/a/ Dillon Renovations) (“Applicant”) for Preliminary and Final Land Development Approval for a building expansion at the facility located at 1150 Washington Road (“Property”) in the C-2 Zoning District. The Property is approximately 2.44 acres in size and currently occupied by a 2-story office building and 14 off-street parking spaces.

The Applicant wishes to undertake primarily interior renovations, but Land Development approval is required as the footprint of the principal structure is being expanded. The area expanded will contain a stairwell at the rear of the structure and decreasing the right side yard setback to the 10-foot minimum. When the Applicant submitted Land Development plans it was also revealed they wish to add 14 parking spaces, for a total of 28 parking spaces on the Property. The building expansion will be approximately 218 square feet in size. The amount of impervious surface added from the parking expansion will be 2,268 square feet. At its December 1, 2022 meeting, the Planning Commission reviewed the application and unanimously recommended approval subject to outstanding engineering comments being addressed.

Chair Weber asked for clarification on the Property’s location. Doug Paredo, representing the Applicant, stated it is on Route 19 approximately one-half mile north of the Municipal Building. A discussion ensued on the building’s location.

Mr. Murphy moved to approve the application for Preliminary and Final Land Development from X-Tile LLC (d/b/a/ Dillon Renovations) for a building addition located at 550 Washington Road in the C-2 Zoning District. The motion passed on a unanimous voice vote.

9B: Motion Approving the Proposed 2023 Annual Budget

Mr. Stanick provided the following narrative regarding the proposed 2023 Annual Budget.

The Tentative Budget of South Strabane Township, Pennsylvania (“Township”) for the fiscal year commencing January 1, 2023 and ending December 31, 2023 was adopted by the Board of Supervisors at its meeting on November 28, 2022. The Final Budget (“Budget”) is hereby submitted for the Board’s consideration. The General Fund is in the amount of \$5,607,195 plus

1,321,511 in inter-fund transfers. The Liquid Fuels Fund is in the amount of \$405,000. A newly established Fire Protection Fund is in the amount of \$939,698.

The 2023 Budget addresses the following:

1. The financial requirements for the construction, maintenance, repair and improvements of roads and stormwater facilities;
2. The financial obligations of the Township to provide zoning protection, legal services and general government services;
3. The financial requirements to provide public safety to residents and businesses; including: police protection, emergency management and fire and EMS services (through a Combination Department comprised of career and volunteer firefighters);
4. Long-Term debt service undertaken by the Township for the construction of the Police Station and the Public Works Facility;
5. Capital projects and expenses to implement designated capital projects, along with the personnel and contracted entities to provide services beyond Township organizational capabilities; and
6. The allocation of resources consistent with the Township's 2017 Comprehensive Plan, 2021 Community Park Master Plan and the ACT 537 Sewer Facilities Plan.

REVENUES

The General Fund Budget projects \$6,928,706 in total revenues plus interfund transfers and budgets \$6,368,566 in expenditures for the 2023 calendar year. Revenues include \$1,321,511 in interfund transfers, \$610,273 of which is from the American Rescue Plan Act ("ARPA") of 2021 distributed to local governments in response to the COVID-19 pandemic. At the onset ARPA funds were to be used for specific purposes; however, over time the U.S. Treasury Department has provided final guidance allowing ARPA to be used for general purposes. It is the desire of the Board to use ARPA funds to fulfill general operating expenses, in conjunction with establishing a Fire Protection Tax in the amount of .75 mill seeking to: i) increase the Township's fund balance to minimize current and future risks; ii) continue to provide public services at a level the community has come to expect and depend on; and iii) follow through on a commitment to residents and businesses to provide fire and EMS services that meet expectations while fulfilling its responsibility under the Second Class Township Code to ensure those services are adequately provided within the Township.

The General Fund Budget is supported using tax and non-tax revenue sources, including:

A Real Estate Tax for 2023 that will be maintained at 1.1 mills (a multiplier of .0011) for a total projection of \$1,376,022. Based on a property value of \$200,000, a household will pay approximately \$220 for public services.

Establishment of a Fire Tax in 2023 at a rate of .75 mill (a multiplier of .00075) for a total projection of \$938,198. Based on a property value of \$200,000, a household will pay approximately \$150, or \$12.50 per month, for 24/7 fire protection and EMS services from a Combination Volunteer and Career Department.

The total millage for the Township will be levied at 1.85 mills (or a multiplier of .00185) or \$370 based on a property value of \$200,000.

As of 2023, the Township will only comprise 9.86% of a household's tax bill. This has increased from 6.11% accounting for Trinity School District's tax levy for its 2022-2023 Fiscal Year. Also, at the time of publication, the average millage rate of our neighboring Washington County communities, which vary greatly in the services they provide, is 1.2176. Established by Washington County, the 2023 assessed taxable valuation of all property in the Township is \$1,250,930,275, an increase of 0.52% over 2022. Additionally, the Township accounts for 6.80% (a decrease of 0.10% from 2022) of the total taxable assessed value in Washington County, which is in the amount of \$18.39 billion.

Local Enabling Taxes for 2023:

• Per Capita Tax	\$31,976
• Real Estate Transfer Tax	\$349,885
• Earned Income Tax	\$1,708,381
• Mercantile Tax	\$808,620
• Local Services Tax	\$359,452

Significant Non-Tax Revenue sources for 2023:

• Licences/Permits/Fine & Forfeitures	\$246,123
• Intergovernmental Sources	\$369,163
• General Government/Public Safety	\$261,970
• Miscellaneous Revenue	\$85,782

The 2023 revenue projection is also based on the Township's Comprehensive Fee Schedule ("Fee Schedule"). Changes proposed for 2023 include: i) a modest increase of \$50 for residential and commercial zoning variance applications; ii) a change in fee structure for subdivision fees distinguishing between a Minor and Major Subdivision and increasing the Minor Subdivision escrow requirement to \$1,000; iii) establishing a specific escrow for planned residential developments in the amount of \$5,000; iv) increasing Occupancy Permit fees from \$150 to \$250, an increase from \$75 to \$100 for aboveground pools, changing the fee for inground pools (both residential and commercial), from \$150 to \$0.75 per sq. ft. and in place of a flat fee of \$75 per deck, require a fee of \$0.75 per sq. ft.; v) establishing parity between a Building Code appeal application with those applications related to zoning and planning by eliminating the \$100 flat fee and requiring a \$1,000 escrow and a \$500 non-refundable application fee; vi) increasing fire inspection fees reflective of the size of the structure (for up to 5,000 sq. ft., a 50% increase to \$75 and for >100,000 sq. ft. a 50% increase to \$750; vii) a change in the structure and cost for false alarm fees that seek to incent businesses to reach compliance in a more timely manner; and viii) a change in the athletic field rental rates for organized groups from a per day fee to a per hour fee. This change in fee structure reflects the demand from an increase in the number of organizations enjoying Township facilities (\$30/hr. for using ballfields and \$50/hr. for the multi-purpose field at Community Park.

Other Funds

In addition to the tax and non-tax revenues received by the Township each year, the following is a summary of the 2023 projected revenues either received from the Commonwealth that must remain separate from the General Fund or remain separate to allow the Township to plan and allocate resources for specific improvements and programs:

- | | |
|--------------------------|-----------|
| • Gaming Fund | \$162,000 |
| • Act 13 Gas Well Fund | \$350,000 |
| • Act 101 Recycling Fund | \$ 30,000 |
| • Park & Rec Fund | \$ 27,250 |
| • Liquid Fuels Fund | \$355,862 |
| • Fire Relief Fund | \$ 43,147 |

Additionally, revenues from these funds are being used to not only support operational costs that are typically covered by the General Fund, but also special projects that are eligible and qualify under certain requirements.

EXPENDITURES

The budgeted General Fund expenditures for 2023 are \$6,368,566 (a decrease of 6.24% from 2022). This change in the General Fund is the direct result of establishing a Fire Protection Fund minimizing the financial impact on the General Fund by covering wages/benefits of Firefighter personnel and for purchasing fire apparatus. The decrease in General Fund expenses is realized despite: an 8% increase in employee medical insurance, 3% to 5% wage increases for non-sworn personnel, a projected increase of 5% for Police Officers, Non-Uniform pension contributions, capital expenditures of \$186,403 and meeting the Minimum Municipal Obligation for Police, Fire and Non-Uniform personnel.

Personnel Services (including wages, benefits and insurance)

- Personnel changes planned for 2022 included the hiring of one part-time Building Inspector and hiring a pool of part-time Firefighters in place of two new full-time hires. Changes to personnel for 2023 include: reduced hours for the part-time Building Inspector and increasing the roster for part-time Firefighters to six (without increasing costs planned for part-time). Additionally, in 2022, the Township successfully recruited Fire Chief Jordan Cramer to lead our Combination Department with accomplishing the Board's goal of providing 24/7 fire and EMS services. In the fall of 2022, the Township recruited a Finance Director, Janna Luton, further enhancing the role of finance and human resources administration.
- Wage increases to adjust for union anniversary increases over prior year, in addition to preparing to complete a new 5-year Police contract after the first of the year, and merit increases for non-uniform Staff.
- Shortly after launching the Township's K-9 unit with Officer Zenkovich, K-9 Officer Tornado passed due to medical complications. With a generous donation from the Washington Auto Mall, the Township was able to continue the program with new K-9 Officer Reika.

- Overall, medical benefits will increase to 8% in 2023; although, overall costs have been minimized since 2020, during which time the Township was successful in restructuring the medical plan offered to Union employees of the Public Works and Fire Departments, as well as Non-Union Staff by introducing a deductible plan of \$750/\$1,500 with the Township paying for the first 50% of the deductible and increasing the employee contribution to plan premium costs. Additionally, the Township continues to provide employees an opt-out provision should they have access to other insurance. As a result of anticipated 2023 Police Contract, Sworn personnel will move to a \$250/\$500 deductible plan with medical insurance contributions at 12.5% in 2023.

Other Projects

- This past year, the Board passed an ordinance requiring building and life and safety inspections upon the sale of all non-residential structures. This new requirement will enhance the public safety efforts of the Township ensuring that all commercial structures maintain compliance with building and fire codes upon new occupancies. This is made possible with the increased coordination efforts of the Building Department, Fire Department and the land use and planning functions overseen by the Administration Department.
- At the end of 2021 the Board of Supervisors discontinued the South Strabane Sanitary Authority for the purposes of: i) improving efficiencies in the financing of new sewer systems, as well as expand capacity of existing lines; ii) eliminating the duplication of services which can be reasonable absorbed by the Township; iii) streamlining processes for new development; and iv) consolidating the oversight and control of development under the Board of Supervisors.
- The Township completed the necessary upgrade to the Manifold Sewer Forcemain at a construction cost of \$904,000, covered by a DCED Small Sewer and Water Grant and contribution from the Burkett Manor Developer and the future contribution from the Meadows Landing Developer once earth moving activities start, increasing sewer capacity to serve the Township over the next 12 to 15 years. Without the completion of the project, additional sewer taps could not be issued for new residential and/or commercial development in the Route 19 Corridor.
- Over the summer, the Township also completed the Tanger Blvd. Resurfacing Project at a cost of \$608,264. The Project received financial support through a Washington County Local Share Grant in the amount of \$440,000 and a Developer contribution of up to \$100,000.

Capital Expenditures and Investment

- **Administration:** Fixed Asset Register – \$12,000 to engage a consultant that will establish values for all public assets owned by the municipality, an important step in meeting Governmental Accounting Standards Board (GASB) compliance. GASB is the source of generally accepted accounting principles used by state and local governments in the United States; and Staff will continue to improve upon communications with residents by publishing a newsletter - \$12,000.

- **Stormwater MS4:** Next year the Township will be preparing to update and resubmit its 5-year MS-4 permit to the Department of Environmental Protection in the amount of \$25,000.
- **Sewer Infrastructure:** The Township will complete an update to the 1998 ACT 537 Sewer Facilities Plan in the amount of \$25,000 from the Sewer Fund.
- **Public Works:** lease to own option for a new Front-End Loader - \$46,073 (Yr. 3/3); and a lease to own option for 2022 F-600 – \$40,388 (Yr. 2/3).
- **Park & Recreation:** Community Park Overflow Parking Extension Project in the amount of \$41,300 consistent with the 2021 Community Park Master Plan. An LSA grant has been submitted for the Project with an announcement sometime first quarter of 2023.
- **Police:** lease to own option for three 2022 SUV Ford Interceptors - \$41,533 (Yr. 2/3); lease to own option for a 2020 F-150 K-9 Squad – \$13,176 (Yr. 3/3); intersection cameras using County forfeiture funds - \$28,500; and Department tasers, body armor and ammunition, etc. - \$13,500.
- **Fire:** purchase of turnout gear and other equipment - \$13,000. The down payment for a Rescue Truck in the amount of \$91,190 will be made in 2023 from the Fire Protection Fund, as well as a contribution to the Capital Fund in the amount of \$95,487 for an Aerial Ladder Truck planned for delivery in 2026. Radios and pagers - \$4,500; and lease to own option for a Fire F-150 Command Vehicle and Ford Explorer Chief Response Vehicle of \$7,500 each.
- **Liquid Fuels Fund:** paving and seal coating - \$210,000; snow/ice removal - \$120,000; streetlights - \$25,000; and stormwater replacement and maintenance - \$40,000.

Pension Costs

The Township's 2022 Minimum Municipal Obligation ("MMO") was a total of \$619,820, of which \$252,008 was paid using General Fund revenues. The 2023 MMO is \$644,916, a 4.05% increase over 2022. The figures below are reflective of the 2021 valuation, which will be used through 2024 to determine the Township's pension obligation.

Pension Plan	2020 MMO	2021 MMO	2022 MMO	2023 MMO	% Change from 2022 to 2023
Non-Uniform	\$ 62,288	\$ 67,571	\$ 67,858	\$ 82,880	+22.14%
Fire	\$119,479	\$155,954	\$152,094	\$156,908	+3.17%
Police	\$358,395	\$383,099	\$399,868	\$405,128	+1.32%
Total	\$540,162	\$606,624	\$619,820	\$644,916	+4.05%

BUDGET FORMAT

Over time, the Township's budget document will continue to undergo changes to its format and design. The changes seek to: increase transparency, create consistency with the State's Chart of Accounts for line item classification codes, establish separate governmental funds to provide a more accurate picture of non-General Fund revenues and expenses, as well as enhance the format to facilitate understanding of the Township's financial goals and overall position.

ACKNOWLEDGEMENTS

Without the coordination and ability of the Department Heads, Administrative staff and the oversight of the Board of Supervisors, presentation of this budget document would not be possible.

Mr. Murphy moved to approve the proposed 2023 Annual Budget. Mr. Luketich seconded the motion.

Mr. Murphy stated the 2022 projected revenues provided are about \$500,000 less than the projected expenditures and noted he would not have voted for a budget that is not balanced. He stated the 2022 budget adopted does not match these figures. Mr. Stanick stated he had noticed that discrepancy also and needs to look into the issue. Mr. Murphy expressed his displeasure with the QuickBooks software used by the Township and stated Finance Director Janna Luton should be handling the Budget process moving forward.

Mr. Luketich stated Cypher and Cypher performs the Township's annual audit and suggested they assist with the budgeting process. He stated the General Fund has been decreasing and the Township is not following their recommendations. He stated the proposed Fire Tax will be for fire service and the Township will no longer have ARPA funds to use and noted changes will need to be made in the future.

Mr. Murphy suggested the budgeting process begin earlier in the year and a 5-10 year capital plan be developed. A discussion ensued regarding vehicle payments. Mr. Murphy stated the supervisors should be involved in department head meetings and brainstorm new sources of revenue. A discussion on impact fees ensued. Mr. Murphy questioned how the Township will use the ARPA funds to cover 2023 expenditures if they are already using some of the funds to pay 2022 bills. He noted the Budget needs to be passed and he will vote to pass it, but expressed his displeasure with the process and the state of the Township's finances.

The motion passed on a unanimous voice vote.

9C: Resolution Amending the Comprehensive Fee Schedule

Mr. Stanick reported over the past several months, staff has conducted a review of the comprehensive fee schedule. As a result of this effort, a proposed resolution amending it is presented for the Board's consideration. A memo providing a summary and explanation of significant proposed changes was provided for the Board's review. Mr. Murphy expressed his opinion the fees to rent ballfields is high. A discussion on adopting the fee schedule update with a lower rate for ballfield rentals ensued.

Mr. Murphy moved to adopt the resolution amending the Comprehensive fee schedule on the condition the ballfield rental rate be changed to \$15 per hour and the Community Park multi-purpose field rental rate be changed to \$20 per hour. Mr. Burns seconded the motion. The motion passed on a unanimous voice vote.

9D: Motion Appointing Four Part-time Firefighters

Mr. Stanick reported William Cummings, Mitchell Wadas, Travis McVay and Patrick Donley have been selected as new part-time firefighters. The Township received 16 applicants overall from the recruitment process, of which 14 underwent the written and physical testing. 9 were subsequently interviewed by the Firefighter Hiring Committee, who rated these four as the highest.

Mr. Murphy moved to appoint William Cummings, Mitchell Wadas, Travis McVay and Patrick Donley as part-time firefighters. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

9E: *This Item Intentionally Left Blank*

9F: Motion Approving the General Liability Insurance Policy for the South Strabane Fire Department

Mr. Stanick reported on an annual basis the Township covers the cost of insurance coverage for the South Strabane Fire Department. Coverage is provided for property, portable equipment, general liability, management liability, cyber liability, excess liability and commercial auto all by American Alternative Insurance Corp. and equipment breakdown by Hartford Steam Boiler. The annual premium offered by Huntington Insurance, Inc. for 2023 is \$35,630, an increase of \$982 or 2.83% from 2022.

Mr. Murphy moved to approve the general liability insurance policy for the South Strabane Fire Department. Mr. Luketich seconded the motion.

A discussion ensued regarding deductible amounts and ensuring documentation of covered claims is updated.

The motion passed on a unanimous voice vote.

9G: Motion Appointing Joanna Joseph to the Green Team

Mr. Burns stated he would like to also appoint Bristol Joseph, daughter of Joanna Joseph, as well.

Mr. Burns moved to appoint Joanna Joseph and Bristol Joseph to the Green Team. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

10. ADJOURNMENT

Mr. Murphy moved to adjourn. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote. The meeting adjourned at 8:22 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager