

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

January 3, 2023

APPROVED MEETING MINUTES

1. CALL TO ORDER

The January 3, 2023 Reorganization 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	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	Township Manager Brandon Stanick; Solicitor Megan Patrick; Police Chief Drew Hilk; Fire Chief Jordan Cramer; Building Official Scott Heckman; and Township Engineer Rob Horvat.
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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.

Judy Panasik, resident on Green Crescent Drive, expressed her displeasure with the Meeting’s agenda not being posted to the Township website in a timely manner.

4. ANNOUNCEMENTS

Chair Weber announced the Board held Executive Session on December 20 and December 30, 2022 to discuss matters related to personnel and litigation.

5. REORGANIZATION ITEMS

Board of Supervisors Chair: Chair Weber moved to open nominations for Chair of the Township Board of Supervisors for 2023. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

Mr. Luketich nominated Bracken Burns for Chair. Mr. Burns accepted the nomination.

With there being no further nominations, Chair Weber moved to close nominations. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Chair Weber moved to appoint Bracken Burns as Chair for 2023. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Mr. Weber passed the gavel to Chair Burns.

Board of Supervisors Vice Chair: Mr. Weber moved to open nominations for Vice Chair of the Township Board of Supervisors for 2023. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

Mr. Grego nominated Mark Murphy as Vice Chair. Mr. Murphy accepted the nomination.

With there being no further nominations, Mr. Weber moved to close nominations. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Mr. Weber moved to appoint Mark Murphy as Vice Chair for 2023. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

2023 Board of Supervisors Meeting Date and Time: Mr. Weber moved to hold Regular Meetings of the Board of Supervisors for 2023 on the fourth Tuesday of every month at 7:00 p.m. with the exception of December 12th and Non-Legislative meetings on Tuesdays at 7:00 p.m. on February 14th, May 9th, August 8th, and December 5th in the Meeting Room of the Municipal Building. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Use Roberts Rules of Order as Guidelines: Mr. Weber moved to use Roberts Rules of Order as a guideline for parliamentary procedure during meetings for 2023. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Township Manager/Secretary-Treasurer/Pension Fund Administrator/Zoning Officer: Mr. Luketich moved to appoint Brandon Stanick as Township Manager, Secretary-Treasurer, Pension Fund Administrator and Zoning Officer for 2023. Mr. Grego seconded the motion.

Mr. Murphy inquired why Troy Lucas would not be appointed as Zoning Officer. Mr. Stanick stated Mr. Lucas is the Code Enforcement Officer and Scott Heckman is the Building Official and the codes they administer and enforce are different from that of the Zoning Code.

The motion passed on a unanimous voice vote.

Township Solicitor/Township Labor Counsel/Zoning Hearing Board Solicitor: Township Manager Brandon Stanick read the following fees for the proposed legal service providers:

Township Solicitor	Makel & Associates	\$135/hour
Labor Counsel	Campbell, Durrant, Beatty, Polumbo and Miller	Proposal Forthcoming
ZHB Solicitor	Sweat Law Offices	Sr. Attorney - \$170/hour Sr. Assoc. - \$160/hour Associate - \$140/hour

Mr. Weber moved to appoint Makel & Associates to serve as Township Solicitor, Campbell, Durrant, Beatty, Polumbo and Miller to serve as Labor Counsel and Sweat Law Offices to serve as Zoning Hearing Board Solicitor for 2023 at the rates presented. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Firefighter Hiring Committee: Mr. Grego moved to appoint Russell Grego and Richard Luketich to serve on the Firefighter Hiring Committee with the Township Manager and Fire Chief. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Police Officer Hiring Committee: Mr. Murphy moved to appoint Mark Murphy and Bob Weber to serve on the Police Officer Hiring Committee. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Establish Depository Institution(s): Mr. Murphy moved to designate Washington Financial Bank as the Township's depository institution. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Assistant Secretary/Treasurer and Assistant Zoning Officer: Mr. Luketich moved to appoint Jim Sutter as Assistant Secretary/Treasurer and Assistant Zoning Officer for 2023. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Emergency Management Coordinator: Mr. Murphy moved to appoint Jordan Cramer to serve as Emergency Management Coordinator for 2023. Mr. Weber seconded the motion. The motion passed on a unanimous voice vote.

Tax Collectors: Mr. Weber moved to appoint Keystone Collections as Local Services/Delinquent Tax Collector for 2023 and Laura Keisling as Real Estate/Delinquent Tax, Mercantile/Delinquent Tax, Per Capita/Delinquent Tax and Fire/Delinquent Tax Collector for 2023. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

Mr. Murphy inquired if the Township has ever considered having one tax collector to collect all municipal taxes which could decrease collection expenses. Mr. Stanick stated with the Township having an elected tax collector this is the structure that has always been used. Solicitor Patrick advised she is not aware of any legal requirements for using any particular tax collector.

Certified Public Accountant as Auditor: Mr. Weber moved to appoint Cypher and Cypher, CPA to conduct the 2022 Year Audit. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Township/MS4 Engineer: Mr. Weber moved to appoint KLH Engineers as the Township and MS4 Engineer for 2023 at \$140/hour and Harshman CE Group, LLC as Alternate Engineer for 2023 at \$135/hour. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

Mr. Stanick reported with the increased coordination of MS-4 with the development activities in the Township, it's in the Township best interest to use the same firm as Township Engineer and MS-4 Engineer.

Vacancy Board: Mr. Weber moved to appoint Bob Jones to serve on the Vacancy Board for a 1-year term expiring on December 31, 2023. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Zoning Hearing Board: Mr. Weber moved to appoint Art Sullivan to serve on the Zoning Hearing Board for a 3-year term expiring on December 31, 2025. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Washington County Tax Collection District Representative: Mr. Luketich moved to appoint Brandon Stanick as the Township's Representative and Jim Sutter as Alternate Representative on the Washington County Tax Collection District Board of Delegates. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Washington County Sewage Council Representative: Mr. Luketich moved to appoint Brandon Stanick to serve as the Township's Representative and Jim Sutter as Alternate Representative on the Washington County Sewage Council. Mr. Weber seconded the motion.

In response to a question from Mr. Murphy, Mr. Stanick stated the Sewage Council oversees the installation, operation and maintenance of all on-lot systems within the Township (and majority of Washington County). This is different from the Washington-East Washington Joint Authority (WEWJA) as it operates and maintains the public sewer system within South Strabane and other member service communities.

The motion passed on a unanimous voice vote.

PSATS Convention Voting Delegates and Attendees: Mr. Grego moved to appoint Russell Grego to serve as the Township's Delegate and Richard Luketich to serve as the Alternate Delegate and certify all Supervisors, Township Manager and Assistant to the Township Manager as attendees for the 2023 PSATS Convention. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote.

6. OLD BUSINESS

6A: Motion Approving a Memorandum of Understanding with the International Association of Firefighters Regarding Scheduling and Captain Promotional Testing (Tabled)

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

Mr. Stanick presented for the Board's consideration a memorandum of agreement ("Agreement") with the International Association of Firefighters, Local 5006, to accomplish the following:

- Maintain the current 24/7 schedule by implementing a 24 hr/48 hr work schedule (24 hrs on and then 48 hrs off) for Firefighters. Currently, Firefighters work a schedule comprised of 10-hr and 14-hr days averaging 42 hrs per week. The new schedule is found to be a more favorable work schedule, reduce overtime expenses, and maintain efficient operations for a 24/7 fire and EMS service. The 2023 Budget has been prepared to account for the increase in cost.
- Currently, Firefighters receive overtime compensation for any time worked over 53 hrs per week. To comply with the Fair Labor Standards Act, Firefighters will receive overtime compensation once 212 hrs are worked during any 28-day work period (two pay periods) under the 24/48-hr schedule.
- Implementation of a merit-based Captain promotional process. In the event an existing Captain does not maintain rank following the process, they will be restored to their previous rank of Firefighter and compensated accordingly.
- Establishment of a Daylight Administrative Captain, governed by the aforementioned merit-based process, will work a daylight schedule (not a 24-hr schedule), but average 48 hrs per week with overtime compensated for any time over 212 hrs per the 28-day work period (same as any other Firefighter).
- Utilization of part-time Firefighters for "callbacks" regardless of if full-time Firefighters are available. Part-time callbacks would be paid a minimum of two hours at their current rate, consistent with the rate full-time Firefighters are compensated for responding to callbacks.

Union President Steven Ringer advised the Agreement was ratified by the Union on December 15, 2022.

Mr. Murphy inquired if it is possible to revisit the terms of the Agreement at a later date in the event this does not work for the Township. Mr. Luketich stated the entire contract should have been opened for negotiation before approving this Agreement. He noted no other scheduling options were looked into. Mr. Luketich stated the Township's Labor Counsel should have viewed the Agreement with the Board. Mr. Luketich expressed his concern for the increase in cost of \$80,000 to implement this schedule.

Chief Cramer noted that Staff moved forward with this and reviewed with Labor Counsel under the Board's direction. Chief Cramer stated this schedule provides an additional 2,600 hours of more service without hiring another full-time Firefighter or paying overtime.

Mr. Murphy inquired of the new schedule. Fire Chief Jordan Cramer reviewed and explained the 24/48-hour schedule, where a firefighter will work 24 hours on duty and would be off the next 48 hours. He reviewed the use of a "Kelly Day" which allows Firefighters to average 48 hours per week; however, they are not working on the Kelly Day.

Mr. Weber moved to approve a Memorandum of Understanding with the International Association of Firefighters Regarding Scheduling and Captain Promotional Testing. Mr. Grego seconded the motion. Chair Burns called for a roll call vote:

Ayes: Chair Burns, Mr. Grego, Mr. Murphy and Mr. Weber

Nays: Mr. Luketich

The motion passed by a 4-1 roll call vote.

6B: Resolution Authorizing 2023 Community Development Block Grant Funds

Mr. Stanick reported a letter dated September 20, 2022, the Redevelopment Authority of Washington County ("RA WC") advised that the Township is eligible for Community Development Block Grant ("CDBG") funds in 2023 in the amount of \$75,000. Federal CDBG funding is administered by the RA WC every four years and may be used for a variety of items, some of which include: street and sidewalk improvements, flood and drainage facilities and demolition and/or clearance of buildings, among others. In order to meet a national objective in using these Federal funds, the project must benefit low and moderate income persons, prevent or eliminate slums or blight, or improve accessibility to public facilities.

As the Township is not considered a low to moderate income community overall, funding is not readily available through this program. However, the use of the available funds to demolish or clear existing buildings that are dilapidated and contribute to blight in the community would seek to fulfill the objective. As such, Building Official Heckman has identified the following properties the Township could consider pursuing for demolition:

- 433 Vance Station Road
- 437 Vance Station Road
- 157 Kopper Kettle Road
- 1265 Washington Road
- Munce Ridge Road

According to Mr. Fox of the RAWC, at least five properties should be identified to qualify the Township's funding for the demolition of buildings; however, this may change in the event other properties are identified at a later time or circumstances change. Also, using the funding for demolition of buildings will require the Township to undergo formal condemnation procedures at a later time.

Mr. Murphy inquired of the length of time the Township has been aware of these properties. Building Official Scott Heckman stated they have only started condemnation on the Vance Station Road properties at this time. Solicitor Patrick provided an overview of the condemnation procedures the Township would follow.

Mr. Murphy expressed his interest in improving accessibility for the restrooms, pavilion and parking at Fire Station #1.

Mr. Murphy moved approve the resolution authorizing 2023 Community Development Block Grant Funds. Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

7. NEW BUSINESS

7A: Resolution Setting the Township Manager's Salary for the 2023 Calendar Year

Pursuant to Section 1301 of the Second Class Township Code, as well as Township Ordinance #2-88, the compensation of the Township Manager is to be set by resolution each year.

Mr. Weber moved to approve the resolution setting the Township Manager's salary for the 2023 calendar year at \$111,350. Mr. Grego seconded the motion.

Mr. Luketich asked if a performance review has been conducted and questioned why the salary would be set prior to one being done. Mr. Weber noted there is no increase proposed from the 2022 salary. A discussion ensued regarding the timing of the Township Manager's performance review. Mr. Luketich expressed the opinion a performance review needs to occur regardless of whether the Township Manager's salary changes.

The motion passed on a 4-1 voice vote with Mr. Murphy opposed.

7B: Motion Extending an Employment Agreement with Jordan J. Cramer as South Strabane Township Fire Chief and Emergency Management Coordinator

Mr. Stanick reported Fire Chief Jordan Cramer began his service with the Township on April 14, 2022 for a term ending at the Reorganization Meeting for 2023. Following an annual evaluation in April 2023, the Chief would be eligible for a salary adjustment per Section 4 of the agreement. At this time the Board is being asked to consider a one-year extension of the current agreement.

Mr. Weber moved to extend an employment agreement with Jordan J. Cramer as South Strabane Township Fire Chief and Emergency Management Coordinator. Mr. Murphy seconded the motion.

Mr. Luketich reiterated there should be a performance evaluation before any salary increase.

The motion passed on a unanimous voice vote.

7C: Motion Approving a Request from Pennoni Associates, Inc. on Behalf of TWAS Properties, LLC (d/b/a/ Tidal Wave Auto Spa) for the Township to Serve as Applicant for a PennDOT Highway Occupancy Permit along Washington Road (Route 19)

Jay Goldstein, representing the Applicant, appeared via Zoom to provide an overview of the request. Mr. Goldstein stated PennDOT does not grant Highway Occupancy Permits to private

businesses and as such is asking the Township to serve as applicant on their behalf. The HOP is to “permit” an existing stormwater pipe located in the right-of-way.

Mr. Weber moved to approve the request from Pennoni Associates, Inc. on behalf of TWAS Properties, LLC (d/b/a/ Tidal Wave Auto Spa) for the Township to serve as applicant for a PennDOT Highway Occupancy Permit along Washington Road (Route 19). Mr. Grego seconded the motion. The motion passed on a unanimous voice vote.

Mr. Luketich moved to amend the Agenda to permit a new motion. Mr. Murphy seconded the motion. The motion passed on a unanimous voice vote.

Motion to Hold Performance Reviews for Non-union Personnel in November or December of the Year Prior to Any Salary Changes

Mr. Luketich moved to hold performance reviews for non-union personnel in November or December of the Year Prior to any salary changes. Mr. Weber seconded the motion.

Ms. Panasik inquired on overtime benefits for non-union employees. A discussion ensued.

The motion passed on a unanimous voice vote.

8. ADJOURNMENT

As no further business came before the Board, Mr. Weber moved to adjourn the meeting. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote. The meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager