

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

April 30, 2020

APPROVED MEETING MINUTES

1. CALL TO ORDER

The April 30, 2020 Special Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 3:00 p.m. via a designated teleconference phone line.

The following were present:

Board of Supervisors Thomas Moore, Chairman; Rich Luketich, Vice-Chairman; Bob Weber; Bracken Burns; and Mark Murphy.

Also Present Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; Township Fire Chief Scott Reese; Township Police Chief Drew Hilk; Public Safety Director Jim Barnes; Township Engineer Kevin Creagh; Financial Analyst Marie Coffman; Public Works Director Grego; and Township Solicitor Dennis Makel.

2. PLEDGE OF ALLEGIANCE

Chair Moore led the Pledge of Allegiance.

3. PUBLIC COMMENT

Due to the extraordinary circumstances caused by the response to COVID-19 pandemic, the Township's meeting will be conducted telephonically. A legal notice was published in the Observer-Reporter on Tuesday, April 28, 2020 advising of the special meeting. Also, the Agenda for the Special Meeting was posted on the Township's website (southstrabane.com) and Facebook page.

Township Manager Stanick reported on the following Public Comments that were received via email or telephone communication prior to the start of the Special Meeting.

Cynthia Rossi:

Gentlemen, The concept of waiving real estate tax penalties through December 31, 2020 is discomfoting. With the large percentage of industrial and commercial real estate, this could prove to be a hardship on all - especially in the coming year. It may seem like sharing the pain, but it is another way of kicking the can down the road in a manner that could result in increased taxes and fees for 2021. Additionally, this approach discounts the good intents and actions of those who have

diligently paid their Township property tax for the year. The present pandemic was known to be a likely treat before the tax notices arrived.

However, what might be palatable is an appeal process for hardship waivers for owner occupants of properties. It would not be exclusionary in the vein that the Homestead tax program applies to only primary, owner-occupied residential properties.

The second issue of grave concern raised on today's Agenda is lifting the confidentiality of the EIT records. Confidential is confidential. Is there a statute mandating confidentiality? Please explain the true motivation behind this egregious breach of public trust. If the Township is seeking additional revenue, they should identify and tax the under the table businesses that do not report income earned from crafting, auto repair, motorcycle repair, construction and boarding kennels, just to name a few long-established operations.

Wishing you and yours safety and wellness,
Respectfully submitted,
Cynthia A. Rossi

Joseph Kopko:

I noticed that there is an agenda item to extend the discount period on real estate taxes until the end of the year.

From a common sense point of view, why extend the discount period? It ends in two weeks. Many people taking advantage of it have paid already. All that will do is allow all taxpayers who haven't met the May 15th deadline to take the 2% discount, thus shortchanging the Township at the expense of those who have already paid in a timely manner. Also the escrow services will save the 2%, not the taxpayers.

Perhaps the Supervisors could extend the "Face" period by a month or two, not the discount. This would help the taxpayers but not reduce township revenues by the 2%.

Also, how is the Township planning to meet its ongoing expenses without the tax revenue? Borrow money and then raise taxes to pay the loan?

Thanks,
Joseph M. Kopko
Township resident and taxpayer

Nancy Gray:

To whom it may concern: I am writing in opposition to the proposal that confidentiality and privacy of township Earned Income Tax forms be waived so that a member of the township may have access to that information. While I can imagine it may be a way to discern whether a resident is operating a home-based business without a permit, there are other ways to find that information; and waiving an individual's confidentiality and privacy beyond current standards would be an unnecessary intrusion. We need no further erosion of privacy and confidentiality at this time.

Sincerely,
Nancy R. Gray

John Fike:

To whom it may concern, I'm a disabled veteran with Parkinson's disease that feels a need to address your enforcement of CDC request to social distance and wear a mask. Common sense appears to be lacking in how to manage your parks and walking trails. If a mask is worn and distancing is maintained while utilizing these sites, this would meet the CDC requirements. Show some flexibility in allowing people to get out and exercise; otherwise, they will choose to ignore your demands in general. I have complied with distancing and wearing a mask, but my neurologist encouraged exercise for my disease process. I typically jogged or walked at your park before this pandemic. I'm pretty sure that others are more than a little frustrated with these demands with no end in sight...at least in this area. Wear a mask, and social distance...if the police see that a person is not compliant, encourage them to either comply or leave the park.

John Fike

Reagan:

The closing of the parks is absurd. People need to walk and get exercise, that our only form of sanity. Now your only forcing more people to walk out on the roads which is more dangerous than a stupid virus!

Julie Miller:

Dear Mr. Stanick,

I'm curious why the South Strabane walking trails are closed to the public. this is outrageous! As a tax payer it is my right to use the trails. There is no legitimate reason this park should be shut down when parks all around us are open and available to use. Please reconsider your actions. People need to get exercise and fresh air for health reasons.

Sincerely,

South Strabane resident and taxpayer

Julie Miller

4. CONSIDERATION OF SPECIAL MEETING MINUTES – APRIL 2, 2020

Mr. Weber moved to approve the April 2, 2020 Board of Supervisors Special Meeting Minutes as presented. Mr. Luketich seconded the motion. The Motion passed on the following roll call vote:

Ayes: (5) Luketich, Weber, Murphy, Burns, and Chair Moore

Nays: (0)

5. FINANCIAL BUSINESS

The Board considered the following financial business:

- Payroll: \$ 114,362.10 (pay date of April 9, 2020)
- Payroll: \$ 107,311.31 (pay date of April 24, 2020)
- General Fund: \$ 372,492.15
- Liquid Fuels Fund: \$ 2,525.78
- Total Expenditure: \$ 596,691.34**

Overtime costs for the period include:

- ⊖ Police: \$ 1,065.05
- ⊖ Fire: \$ 1,072.53
- ⊖ Public Works \$ 585.41
- ⊖ **Total OT:** \$ **2,722.99** (pay date of April 9, 2020)

- ⊖ Police: \$ 6,573.57
- ⊖ Fire: \$ 237.90
- ⊖ Public Works \$ 123.69
- ⊖ **Total OT:** \$ **6,935.16** (pay date of April 24, 2020)

Please know the following expenses are included for this period:

- MRM Trust Workers' Comp Fund, third installment \$ 39,563.13
- Municipal Employees Insurance Trust (May Coverage) \$ 51,450.62
- South Strabane Fire Department (1st Quarter Contribution) \$ 27,500.00
- Swede Construction Corp. (Cold Storage Building Contract) \$152,360.00

Township Manager Stanick highlighted a change within the presented bills under consideration for approval. He noted that due to the COVID-19 Pandemic and associated financial constraints, the Volunteer Fire Department has offered the different of the Township's quarterly payment in the amount of \$27,500 until a later date. Mr. Luketich inquired regarding the Township's financial commitment to the Volunteer Fire Department, citing that the Township's position to pay invoices associated with the Volunteer Fire Department facilities rather than lump sum payments every quarter. Mr. Weber echoed the concerns of Mr. Luketich, highlighting the need to re-evaluate the Township's financial compensation model to the volunteer fire department.

Mr. Luketich also expressed his concerns with a charge in the amount of \$800 for police CPR training. He highlighted the Fire Department consists of certified CPR instructors who could provide the required training at a much cheaper cost for the Township. He expressed his desire to see the Township provide in house training for all employees, including the purchase of all necessary equipment to conduct such operations. Police Chief Hilk reported that he was unaware

of in-house instructors and would re-evaluate the Police Department's CPR training model moving forward.

Mr. Luketich concluded by inquiring regarding overtime payments reported over the Easter holiday. Police Chief Hilk reported that per the Collective Bargaining Unit contract, officers that work over selected holidays, including Easter are paid double time. He cited the Department's staffing schedule remains steady, regardless of holidays.

After further discussion, Mr. Weber moved to approve the payroll for the periods March 22 through April 4 and April 5 through April 18 and the Bills for the period March 28, 2020 through April 24, 2020 with the exclusion of the quarterly payment to the Volunteer Fire Department in the amount of \$27,500. Mr. Luketich seconded the motion. The Motion passed on the following roll call vote:

Ayes: (5) Luketich, Weber, Murphy, Burns, and Chair Moore

Nays: (0)

6. ANNOUNCEMENTS

Assistant to the Township Manager updated the Board regarding the status of applications received for the Planning Commission and Zoning Hearing Board. He noted that applications and inquiries have continued over the last month. He also highlighted recommendations emanating from the Planning Commission including proposal to revise definitions and permitted uses associated with fresh/waste water impoundments and the removal of the Mineral Extraction District from the Deep Well Oil and Gas Ordinance. Mr. Weber asked for Staff to relay updates and discussions concerning pertinent Planning Commission topics to the Board, particularly regarding recent evaluations of the Township's deep well drilling ordinance. Township Manager Stanick stated that Public Hearings to occur at a Board of Supervisors Meeting concerning Ordinance revisions on the topics of Deep Well Oil and Gas Drilling and the Use and Impact of Freshwater Impoundments would occur at a date to be determined, acknowledging the current Pandemic.

7. TOWNSHIP REPORTS

Municipal Separate Storm Sewer System (MS4) Report

Township Manager Stanick noted 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 (3) minutes.

There were no comments received.

Township Solicitor's Report

Township Solicitor Makel noted the extraordinary situation related to the COVID-19 pandemic. He noted frequent communications with Staff concerning Act 15 and various legislative measures related to the Pandemic.

Township Manager's Report

Summer Materials – Regular Gasoline Bid (refer to attachments)

Township Manager Stanick reported that as no acceptable bids were received for the Township's gasoline (price at pump) purchases for 2020, bids were again solicited with advertisements in the April 8th and 12th editions of the Observer-Reporter. He noted that the public bid meeting was held on April 23rd at 1:00 p.m. in the Township Meeting Room and broadcasted live over the Township's website. He highlighted that again, no bids were received for the purchase of gasoline. He reported the Township will look to renegotiate with its current supplier, BFS Petroleum (Sunoco at Racetrack Rd. and Rt. 19). He also noted that the Township participates in the WEX card program which offers access to stations that take WEX across the country. He highlighted that the WEX program offers a tiered discount on all purchases of gasoline depending on the amount of gallons purchased; the more gallons purchased the larger the discount. He concluded by reporting the Township's participation in the WEX card program is being evaluated against a discount that BFS can provide should the Township use a BFS card.

Community Park Kitchen and Bathroom Bid (refer to attachments)

Township Manager Stanick reported that because of an inconsistency in the bidding procedures regarding the Community Park Kitchen and Bathroom Project, the Board tabled the matter and directed Staff to advertise bids a second time. He noted the bid advertisement was published in the April 16th and 20th editions of the Observer-Reporter for a public bid opening at 2:00 p.m. on May 18th.

Billy Bell Park DCNR Grant Application

Township Manager Stanick reported that during the October 14, 2019 Budget Meeting, and authorized at the previous Board meeting, the Township is looking to update public amenities, including the playground area in Billy Bell Park. He highlighted that in effort to secure funding for the purchase of updated ADA compliant facilities, Staff submitted a matching grant application through the DCNR's Park Rehabilitation and Development Program. He stated the proposed project will include the removal of existing equipment (20+ years old) and the installation of new ADA compliant equipment including two separate playground structures specific to 2-5 & 5-12 age groups, an inclusive version of the classic merry-go-round, and a free-standing swing set. He concluded by reporting the Township has requested \$46,101.16 for the anticipated \$92,202.32 project cost.

LGA Internship

Township Manager Stanick reported that South Strabane Township was selected as a host community for the 2020 Municipal Intern Program (MIP) in partnership with the Local Government Academy (LGA). He stated that Staff conducted teleconference interviews with four talented candidates and ultimately selected Ms. Renna Wrubleski of Allegheny College to serve as the

Township's first Municipal Intern. He highlighted the Township's cost for participating in this program will not exceed \$3,000 as LGA provides 50% match. He concluded by reporting that Ms. Wrubleski's start date will be before June 10th.

COVID-19 Response Update

Township Manager Stanick reported that as an essential and life-sustaining business, the Township has remained operational. He highlighted functional adjustments including the closure of Township facilities to the public (including public parks) and modified shift work for certain employees, among other changes. He stated that in response to the COVID-19 Pandemic, the Township has continued to work to procure personal protective equipment (PPE) and other supplies including medical-grade peroxide wipes, facial masks, and non-contact thermometers through both the private and governmental sectors. He also stated that all Township employees have been advised of best practices recommended from the CDC and PA Department of Health and informed of the availability of the aforementioned PPE and associated medical grade supplies. He concluded by reporting that Township employees are continuing to implement mitigation measures such as wiping down frequently touched surfaces (vehicle interiors, flat surfaces, computers and other equipment, etc.) and social distancing in the workplace through the workday.

He next discussed building inspection protocol citing discussions with Developer's including those of Day Ryan Homes, Inc. He also reported communications with major employment centers including Tanger Outlets, stating that strategies are continuing to evolve on the topics of mitigation and tenant capacity. Next, Public Safety Director Barnes discussed building inspection strategies highlighting measures that will be taken to ensure the safety of Township Staff.

Fire Chief Reese stated that the Fire Department call volume is approximately 50% of "normal" capacity. He noted COVID-19 statistics from Washington County, citing the County would be moving from category Red to Yellow in the coming days.

Police Chief Hilk reported that all Officers are healthy and none have displayed any symptoms associated with COVID-19. He highlighted that the Department was proactive, noting directives implemented on March 17th related to the limitation of physical interaction with members of the Public. He noted a slight decrease in call volume highlighting a shift from commercial/retail calls to domestic calls.

Public Works Director Grego highlighted that all members of the Public Works Department are healthy. He discussed the recent curbside yard waste program conducted by the Department, citing an increased volume of collected materials compared to recent years. He concluded by reporting the roadside mowing program would be next week.

Township Engineer's Report

Township Engineer Creagh reported that the Community Park Kitchen and Restroom Project bids would be received until and opened on May 18th at 2:00 p.m.

Secretary/Treasurer's Report

The following items have been received or issued between March 28, 2020 and April 24, 2020:

Reports and Publications:

- a) Fire Department Report – February 2020;
- b) Public Safety Department Report – March 2020;
- c) Police Department Report – March 2020;
- d) Tax Collector's Report & Interim Collection Only – March 2020;
- e) Animal Control Officer's Report – March 2020; and
- f) MS4 Report – April 2020;

Correspondence:

- a) Letter (*w/o attachments*) dated April 6, 2020 from Range Resources regarding its revised permit applications to drill the Day Unit 13H Well in Amwell Township;
- b) Letter (*w/o attachments*) dated April 6, 2020 from Range Resources regarding its revised permit applications to drill the proposed Burnsworth, S & T Unit 13H-16H, 18H & 19H Well in Amwell Township;
- c) Letter dated April 16, 2020 from Ambulance & Chair Service regarding the COVID-19 restrictions; and

Communications regarding Covid-19 response

Copies of those items in italics are not attached, but available upon request.

8. UNFINISHED BUSINESS

8A: Report Concerning the Establishment of a Smoking Ban in Township Parks and Motion Authorizing Staff to Advertise for a Public Hearing

Township Manager Stanick reported that on February 25th, the Board of Supervisors unanimously voted to direct Staff to investigate possible procedures to ban smoking and vaping within Township Parks. He noted that Staff contacted comparable municipalities within the region in order to understand how they handle the issue of tobacco use within Public facilities. He reported the following findings of the research:

- North Strabane Township does not currently have a no-tobacco policy within their Parks. However, they do have miscellaneous signage placed within their main park asking patrons not to smoke.
- Peter's Township does not currently have a no-tobacco policy within their Parks. However, their Board plans on discussing the issue during future meetings. It was noted they would be using Oakmont Borough as a model for the enactment of smoking ban through the "Young Lungs at Play" Program which assists with the adoption of legislation and associated signage.
- Upper St. Clair – No formal ordinance or legislation has been enacted on the issue of a tobacco use within Parks. They encourage voluntary compliance with posted signage and

an associated “non-smoking zone”. Their Staff cited the potential difficulties of enforcing a formal ban. They noted that compliance with the aforementioned measures has been effective.

- Rostraver Township mandated that all Parks become tobacco free in 2015. Due to the popularity of vaping, they also implemented a ban on that practice in February 2020.
- Collier Township designated all Township parks and playgrounds as “tobacco free zones” in May 2013.
- Erie, PA instituted a smoking and tobacco prohibition, including e-cigarettes, in all city parks and playgrounds in September 2019.
- Statewide (121 state owned parks) – The PA Department of Conservation and Natural Resources prohibits smoking within 30 feet of all playgrounds beginning February 2020.

He concluded by stating should the Board desire to move forward with a formal ban, it is recommended the Board authorize Staff to prepare an ordinance and prepare for a public hearing that can be held following the COVID-19 pandemic.

Mr. Murphy moved to table the consideration of the establishment of a smoking ban in Township Parks until the discussion can occur before the Public. After some discussion, Mr. Moore seconded the motion. The motion did not pass on the following roll call vote:

Ayes: (2) Murphy and Burns

Nays: (3) Luketich, Weber, and Chair Moore

After further discussion, Mr. Luketich moved to authorize Staff to prepare an Ordinance and advertise for a Public Hearing for the consideration of the Establishment of a Smoking Ban in Township Parks. The motion passed on the following roll call vote:

Ayes: (4) Burns, Luketich, Weber, and Chair Moore

Nays: (1) Murphy

Township Manager Stanick stated that the Public Hearing would occur at a date to be determined, acknowledging the current Pandemic.

9. NEW BUSINESS

9A: Motion Approving a Road Bond Agreement Between the Township and Dallas Energy, LLC to Plug Wells Located Along Munce Ridge Road

Township Manager Stanick reported the Township is in receipt of a request from Dallas Energy, LLC (Company) to enter into a road bond agreement for the use of 0.40 mile of Munce Ridge Rd. for the plugging of oil and gas wells that are no longer operating. He highlighted that according to Chapter 220 of the Township Code, an agreement is required with the Township when seeking to use vehicles, equipment and other machinery that exceed local weight limits for roadways or doing

work within the right-of-way. He stated this ensures adequate funds are available for the maintenance and repair of the roadways being used. He cited that for the Board's information, the amount of the bond is determined using a formula established by PennDOT (\$12,500 / mile), which results in an amount of \$5,000. He reported that prior to the execution of the attached agreement, the Company will furnish the Township with a \$250 application fee, establish a \$3,000 escrow account (existing), video record the requested roads with the Public Works Director, and provide the bond (all of which have been received) the Company's surety company.

Mr. Luketich moved to approve a Road Bond Agreement between the Township and Dallas Energy, LLC to plug wells located along Munce Ridge Road. Mr. Murphy seconded the motion.

Ayes: (5) Luketich, Weber, Murphy, Burns, and Chair Moore

Nays: (0)

9B: Motion Extending the Time for the Insana-King Subdivision and Consolidation Plan to be Recorded at the County Recorder of Deeds Office

Township Manager Stanick reported The Township is in receipt of a request for the Board to extend the time for the Insana-King Subdivision and Consolidation Plan to be recorded at the County Recorder of Deeds Office. He highlighted that following the Planning Commission's recommendation for approval on August 2, 2019, the plan was forwarded to the Board and the Board unanimously approved the subdivision at its meeting on August 27, 2019. He stated the Insanas sought subdivision approval for the purpose of adjusting lot lines with a neighboring parcel, owned by the Kings, allowing an equal exchange of property between their lots in the amount of 1,300 sq. ft. He concluded by citing that no changes to the previously approved subdivision plan will occur with this extension of time.

Mr. Murphy moved to extend the time for the Insana-King Subdivision and Consolidation Plan to be recorded at the County Recorder of Deeds Office. Mr. Luketich seconded the motion. The motion passed on the following roll call vote.

Ayes: (5) Luketich, Weber, Murphy, Burns, and Chair Moore

Nays: (0)

9C: Motion Concerning the Status of Township Parks

Township Manager Stanick presented for the Board's consideration a request from Mr. Weber to discuss the status of the Township's parks, which are currently closed to the Public in response to the COVID-19 pandemic. He highlighted that correspondence has been received regarding the Township's response to the pandemic and can be referenced in the Secretary/Treasurer's Report. He cited that an email dated April 27, 2020 from Ms. Susan Knisely was received late day and can be referenced as attached to this Request for Board Action.

Mr. Weber stated that he asked for the discussion of this matter citing the need for an updated strategy for Park facilities. Township Manager Stanick stated that no formal restrictions have been recommended by the Governor or CDC concerning open space. He noted that Pennsylvania golf courses will be re-opening on May 1st. He continued by outlining a re-opening strategy for Township Parks that was considered and recommended by Staff. He stated the strategy includes providing residents with access to walking trails and open space which can allow for the practice of safe social distancing along with the continued closure of facilities such as playgrounds, basketball courts, and ball fields. He noted that updated signage and guidance can be posted within the parks.

Mr. Moore expressed his apprehension to re-open Township Parks, citing that permission equals liability. Township Solicitor Makel highlighted that many other municipalities and jurisdictions have continued to keep their parks open to the Public. Mr. Murphy highlighted that Little League baseball has been cancelled this season and highlighted the need to prohibit team events from occurring within Township Parks.

After further discussion, Mr. Burns moved to re-open certain Township park facilities, including walking trails and open space per the recommendations of Staff, including the prohibition of pavilion rentals through the month of May with refunds being issued to patrons with prior reservations. Mr. Weber seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Luketich, Weber, Murphy, Burns, and Chair Moore

Nays: (0)

9D: Motion Designating the Township Manager Eligible to Review Confidential Mercantile Tax Collection Data

Township Manager Stanick reported that pursuant to 53 P.S. §6924.514 regarding Confidentiality, any information gained by a tax officer or any employee or agent of a tax officer or of the tax collection committee as a result of any declarations, returns, investigations, hearings or verifications shall be confidential tax information. He stated that as this is the case, and under guidance of Solicitor Makel and Tax Collector Laura Keisling, it is recommended the Board designate the Township Manager as a representative of the Township eligible to receive information concerning the collection of Mercantile Taxes. He highlighted that this information will be used in anticipation of amending the 2020 Budget.

Mr. Burns moved to designate the Township Manager as the sole eligible party to review confidential mercantile tax collection data, with the condition that all proper confidentiality is maintained. Mr. Murphy seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Luketich, Weber, Murphy, Burns, and Chair Moore

Nays: (0)

9E: Resolution Extending the Discount Period for Property Taxes and Waiving all fees and Penalties for Taxes Paid by December 31, 2020

Township Manager Stanick reported that due to the response to the COVID-19 pandemic, the Commonwealth recently passed legislation, Act 15 of 2020, that permits local governments to extend the discount period and to extend the penalty period for the payment of Real Property Taxes for the 2020 year. He highlighted that attached for the Board's consideration is a resolution that extends the discount period to August 31st (discount at 2% if paid by this date) and waives any penalties for late payments if paid in full by December 31st. Additionally, Act 15 requires action on this resolution by May 20th.

He reported that in consultation with Tax Collector Laura Keisling, the following shall serve as a summary of information regarding the collection of Real Property Taxes in the Township:

- a. Tax bills sent out on March 13th;
- b. Discount period (affording a savings of 2%) expires after May 15th;
- c. Late fee imposed if received after July 15th;
- d. Average residential tax payer bill is \$225 providing for a \$4.50 discount if paid in time;
- e. Extension of the discount period may provide significant relief to the commercial property owners (Walmart, Sam's Club, etc. are not residents of the Township) in the Township than residents due to the Township's large commercial footprint;
- f. Approximately 40% of residential property owners and most commercial property owners have tax escrow servicers paying their tax bills which may signify that those funds are already held in escrow currently and of no benefit to taxpayers, residential or commercial; and
- g. Typically, 89% of real estate taxes is remitted to the Township by May 15 at the discount amount.

Additionally, the total value (chart provided) of land and improvements in the Township is \$1,376,019,055 and comprised of:

- Agricultural 0.65%
- Commercial 36.50%
- Exempt 10.13%
- Industrial 1.57%
- Residential 50.73%
- All other 0.43%

He reported that at this time, Ms. Keisling continues to monitor the Real Property Tax payments that have been received. He highlighted that a value and proportion collected to-date will be more informative as far as the potential impact of the resolution. He concluded by stating no clear substantial benefit is evident for residents, highlighting such an action would only extend the wait time for the Township to receive needed revenues.

The Board did not take further action on the matter.

9F: Motion Concerning the Disinfection of Township Facilities

Township Manager Stanick presented for the Board's consideration three companies from which Staff has solicited quotes for the disinfection of Township facilities. He provided the following summary of the proposals for the Municipal Building, Police Station, Public Works Facility (and garage), and Oak Spring Fire Station (FS #2):

Hi-Hat Cleaners, LLC \$10,463.00

According to the company, technique involves electrostatically spraying inside of facilities/vehicles and equipment. Atomized droplets pass an electrode through the nozzle. Negatively charged electrons are attached to the droplets. The droplets reverse direction and move against gravity to coat porous and non-porous surfaces evenly. The negatively charged particles are carried in an air stream towards the surface. Since the surface has a natural positive charge, the droplets are magnetically attracted to the surface. The droplets follow electrical field lines, wraps around the target (virus, bacteria, mold, mildew, fungi, and algae), and bonds to its surface, destroying it on a molecular level.

Servpro of West Hills and N Washington \$9,830.50

According to the company, technique involves "fogging" inside of facilities/vehicles and equipment. The fine mist of solution has a 10-minute dwell time on surfaces. Crew will then go through and wipe down surfaces with an antimicrobial treatment in facilities/vehicles and on equipment. The price quoted is at a 50% discount and includes the Pancake Fire Station (FS #1) with the condition the Township refers potential customers to Servpro.

Environmental Control \$4,030.31

According to the company, crews would first do a strip/refinish of floors in facilities and would disinfect by wiping down all high touch surfaces (flat surfaces, desktops, door handles, etc.). Please know Staff is doing this on a regular basis.

He reported that due to the highlighted techniques and overall value, it is recommended the Board authorize the Township Manager to engage Servpro to disinfect all Township facilities, including Fire Stations #1 and #2. He stated that disinfection would take place immediately prior to reopening to the Public.

Mr. Luketich inquired regarding the effectiveness of the proposed cleaning techniques. He also highlighted his concerns for the overall cost of the services, citing it is only a one-time cleaning. Township Manager Stanick highlighted that per PEMA and FEMA reports, facility cleanings may be considered as a reimbursable expense for organizations. He proceeded to read aloud correspondence concerning reimbursement. He highlighted that nothing is guaranteed, but stated that Staff would attempt to secure reimbursement, should the Board wish to move forward with the deep cleaning. Mr. Burns cited his concerns of the reimbursement not being guaranteed. He also expressed his skepticism of the approach, highlighting that no employees have displayed symptoms related to COVID-19. He continued by highlighting that if a member of the public

entered Township facilities and later displayed symptoms, the Township would need to perform the same costly operation.

The Board did not take further action on the matter.

Closing Statements

Mr. Murphy discussed the potential cost saving measure of purchasing a gasoline storage tank for the procurement of bulk gasoline purchasing for Township vehicles. He highlighted a similar approach that his business has implemented and highlighted the savings associated with the strategy. Township Manager Stanick stated that Staff could look further into the matter.

10. ADJOURNMENT

Mr. Weber moved to adjourn the meeting. Mr. Luketich seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 4:53 p.m.

The Board then entered Executive Session to discuss Personnel Matters.

Respectfully submitted,

Brandon J. Stanick
Township Manager