

The North Strabane Township Board of Supervisors held its Non-Legislative Meeting, Tuesday, January 16, 2018 at approximately 7:15 P.M., at the Township Municipal Building, 1929 Route 519, Canonsburg, Pennsylvania 15317.

ATTENDING THE MEETING

Robert Balogh, Chairman
Marcus Staley, Vice-Chairman
Bob Ross, Supervisor
Harold Close, Supervisor
Neil Kelly, Supervisor

ALSO ATTENDING THE MEETING

Frank R. Siffrinn, Manager-Secretary
Gary Sweat, Solicitor
Joe Sites, Gateway Engineers
Matt Marasco, Municipal Authority
Brian Hughes, Police Chief
Mark Grimm, Fire Chief
Doug Trbovich, Code Enforcement
Tom Lovell, Public Works Director
Margaret Householder, Planning Coordinator
Carl Hall, Recreation Facilities Manager
Jonathan Madaras, Ambulance Service
Deanna M. Kelly, Stenographer

ABSENT FROM THIS SESSION

Mary Dombrowski, Library Board

Mr. Balogh called the meeting to order followed by the Pledge of Allegiance and Roll Call.

**PUBLIC
COMMENTS**

None.

**PLANNING
COMMISSION**

Planning Coordinator Margaret Householder gave the following report:

The Planning Commission welcomed the new members, Jeff DePaolis and Kandi Jablonski.

Planning Commission Reorganization:

Jeff DePaolis – Chairman

Diane Balogh – Vice Chairman

Michael Kelly – Secretary

Meetings will be held on the third Monday of every month at 5:30 P.M.

Walnut Grove
Conservation
Subdivision

The Planning Commission recommended to table Walnut Grove conditional use approval for a conservation subdivision, reflecting 28 single family dwellings on 23.1 acre parcel in the R-2 district.

Ensinger Final Site
Plan

The Planning Commission recommended approval of Ensinger, Inc. Preliminary-Final Site Plan for modification/addition to existing parking lot located at 365 Meadowlands Boulevard in an I-1 district.

Waterdam Farms,
Subdivision Plan

The Planning Commission recommended approval of Waterdam Farms, Phase 4A, Second Amended Preliminary-Final Subdivision Plan of Lot 411 located on Greystone Drive in an R-3 district.

Summerbrooke,
Subdivision Plan

The Planning Commission recommended re-approval of Summerbrooke, Phase 6C, Final Subdivision Plan reflecting eight (8) single family lots located in an R-3 district.

Mobile Home Parks The Planning Commission reviewed the options proposed by our consultant, Carolyn Yagle, regarding mobile home parks and mobile homes within the A-1 zoning district. Carolyn's proposal, which is a result of a staff meeting held last week, proposes the requirement for a single family dwelling (including a mobile home) within the A-1 zoning district, without public sewage, shall be two acres rather than the one acre, which is currently in effect. The thinking is that there needs to be room on the lot to accommodate both the home and the on-lot septic system.

The requirement for a mobile home park remains at a minimum of five acres and a maximum of thirty acres.

A motion was approved by the Planning Commission that Option 1B be recommended that a mobile home be specifically defined, either in the text of Option 1b as a single family dwelling or in the definition section of the zoning ordinance, and that a single family dwelling can only be constructed on a two-acre lot without public sewers, and that the mobile home, if it's being classified as a single family dwelling, must be placed on a permanent foundation.

Further, in Option 2, which refers to development of a mobile home park under 34.F, the word "slab" will be substituted with the word "lot". The sentence will read as follows: "Every mobile home lot shall have access to a public or private street in accordance with the requirements of the Township Subdivision and Land Development Ordinance".

Carolyn Yagle from Environmental Planning and Design.

To the question regarding the definition of mobile home, it is from the Municipalities Planning Code. Prior to this evening, there was a brief discussion if the identification of putting such a structure on a foundation so there would not be a conflict between the definition of the mobile home which is transportable. If it was called out as a single family dwelling it would need to be on a foundation. There would need to be some kind of phrasing identifying such as businesses that have constructed a foundation and then placed a structure, inclusive of its transportable frame on top of the foundation. To make one definition have a transportable component and another one to have a permanent foundation without tying them together, I would perceive that as a conflict.

Mr. Sweat clarified the distinction of mobile home in a mobile home park versus a mobile home qualified as a single family dwelling on a one acre or two-acre parcel. I think the thought there was we want those to be on a foundation. There may be a tax issue. The mobile home in a mobile home park is governed by a title. Once its placed on a foundation, it is assessed as real property and it becomes part of the deed for that lot.

Ms. Yagle agreed the definition within the Municipalities Planning Code, which is incorporated into your ordinance, is calling it out as a single family dwelling. I didn't want a mismatch with something that was identified as transportable and having a permanent foundation.

Mr. Sweat stated the MPC definition says a mobile home is a single family dwelling that can be used without a permanent foundation. We may need a number 1 and 1A to distinguish that the mobile home when it is in the park, and a mobile home when it is a single family dwelling on a foundation.

We need to distinguish between the mobile home, mobile home park, and the mobile home as a single family dwelling on a one acre or two-acre parcel that requires a foundation.

Ms. Yagle recommended this be included in the supplemental regulations of the ordinance and not in the conditions or the definitions, but calling it out in the supplemental regulations of where mobile home structures exist outside of the mobile home park on individual lots. You then are

identifying the criteria that they be placed on foundations. I think that is the most non-conflicting way between the definitions and the call out of uses.

Stemming from last week's staff session, there are two options. The 1A is leaving the one-acre minimum, which exists today. Option 1B is updating that to two acres. We did do an analysis of the A-1 district and the lot sizes. In the A-1 district, there are currently 93 lots with structures that are less than one-acre. There are total of 615 lots in the A-1 district. There are 64 lots that are less than one acre that do not have structures on them. There are 106 lots between one acre and 1.99 acres. There are 263 lots that are less than two acres, and those lots become non-conforming. If the minimum lot size was changed to two acres, the lots that are greater than two acres that have structures on them total 233 lots. The remainder of the lots do not have structures on them.

Mr. Siffrinn inquired if the lots can be inventoried as a matter of record. That becomes useful in future years to know what is not non-conforming.

Ms. Yagle replied yes, we do have that mapped out.

**MUNICIPAL
AUTHORITY**

Manager Matt Marasco gave the following report:

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|------------------------------------|---|
| Park Place, Phase 2 | The project stopped on November 3, 2017. |
| Burkett Place
Apartments | Transition documents were signed. |
| Magnolia Ridge
Plan Phase 1 | The project was restarted on July 10, 2017. |
| Creekside
Crossings PRD
Plan | Construction is scheduled to start February 2018. |
| Greenwood Village
PRD Phase 1 | We approved the sewer drawings for Phase 1 on September 7, 2017 and set bonding for the developer's agreement. |
| Laurel Landing
Plan | We received the master plan, prepared the sewer service availability letter, and planning module exemption. |
| McDowell Lane
Pump Station | The project will be bid out in February 2018. |
| Bobby Rahal Site
Plan | The project will start in February 2018. |
| Legacy Park Plan | We received the master plan, prepared the sewer service availability letter, and planning module exemption. |
| Pathway to Senior
Living | We have requested sewer drawings. |
| Ensinger Plan | Construction is scheduled to start in February 2018. |
| Angels Mobile
Home Park | We reviewed the owners request for public sewage based on correspondence with DEP. |
| Traditions of
America | We reviewed the master plan for a proposed development in Cecil Township. |
| Cool Valley Plan | We reviewed the master plan for a proposed development in Cecil Township and met with the developer's engineer. |
| Sheetz at the
Meadows | We reviewed the master plan, prepared the sewer service availability letter, and planning module exemption. |

Emporio – A Meatball Joint	We reviewed plans, prepared the sewer service availability letter, and planning module exemption.
Linden Creek/ Thomas Road Sewer Extension	The Linden Creek and Thomas Road projects are complete, with the exception of restoration.
Linden Creek Sewer Extension	The Authority is holding \$73,045.00 and \$16,012.00 respectfully.
Thomas Road Sewer Extension	The Authority is holding \$68,313.00 and \$11,521.00 respectfully.
Linnwood Road Sewer Project	We have enclosed for review estimate no. 5 in the amount of \$204,449.90 to R & B Contracting and Excavation.
Christy Road Sewer Project	Construction is scheduled to start on November 13, 2017. We have enclosed for review estimate no. 2 in the amount of \$214,462.85 to W.A. Petrakis Contracting. The project is 35% complete.
Mansfield Sewer Project	We prepared and submitted the necessary permits. The project will be advertised in January, with bids to be received by February 21, 2018.
Christy/Linn Sewer Project	The scope of this project will be adjusted by the Board based on availability of the residual bond funds. We are preparing the necessary permits.
Mansfield Sewer Easements	We have obtained 44 of the 57 easements. Condemnation starts December 20, 2017.
Route 519 Road Widening Project	PennDOT has approved the Authority's proposal for 75 percent reimbursement of the project. PennDOT plans to bid out the project in the Summer of 2018.
Linden Creek Bridge Project	We met with PennDOT's contractor on September 15, 2017.
Meadowlands Sewer District	The cleaning and CCTV will be completed on September 16, 2017 at a cost of \$11,820.48. We are currently designing the sewer rehabilitation work.
Racetrack Road Siphon Project	We are currently designing the siphon project. We have received and reviewed the flow data from CHJA.
Route 19 Floodwall Project	We have completed the design for the Route 19 floodwall project. The project will be advertised in January with bids to be received by February 21, 2018.
84 LSA Grant Application	We attending the for the RAWC hearing on December 4, 2017.
Township Building	We started preparing the LUGDA report.
2017 Annual Report	We are currently preparing the 2017 annual report required by the bonding companies.
CHJA and Willolake Reports	We are currently preparing the 2017 annual wasteload management report required by PADEP.
PARKS AND RECREATION	Parks Facilities Manager Carl Hall submitted the following report:

Items in Progress I had a meeting with the disc golf group to select signage for the course.
Made repairs to concession stand.
Snow removal.
Coordinating repair of all light fixtures with Musco Lighting.
Inspecting and coordinating repairs of playground equipment.
Repairing equipment.
Installation of exhaust fan.
Hiring and advertising for summer help.
Ordering equipment for the upcoming season.
Regular checking of restrooms.
Training for pesticide classes and test.
Building a wall enclosure.

Park
Recommendations
for 2018 Replace and repair the fence around the synthetic field.
Purchase goals for event field.
Make an alternative road/walking trail next to field 2.
Add lighting to areas around the synthetic field and field 4.
Extend lighting towards the McClelland pavilion and around the upper
walking trail by fields 2 and 3.
Add wind screens to the baseball fields.
Start replacing trees throughout the park.
The parking lots need sealed and lined.
Addition of one to two full-time seasonal positions.

**LIBRARY
REPORT**

Board Member Mary Dombrowski gave the following report:

Annual Meeting Report:

- Annual treasury report
- Director's end-of-the-year report.

Public fees and fines: Books - \$.20, DVD's - \$1.00, and Fax - \$1.00 per page.

The Library welcomed a new member, Mary Kline.

Director's Report:

Peggy did attend the Chamber of Commerce meeting. Peggy will join the Southpointe Chamber of Commerce.

Tamburitzan update – The date will be determined later.

Old Business:

Database update is on hold due to schedules.

Robotics or First Legos project discussion. It was agreed that a committee will be formed to develop this idea, and then promote it to the community. Possible funds from ANSYS will partially pay for this project.

**POLICE
DEPARTMENT**

Police Chief Brian Hughes gave the following report:

Activity Report

The North Strabane Police Department responded to 930 calls for service during the month of December. The Department made eight arrests and issued 29 non-traffic citations. There were 37 traffic accidents, 158 traffic citations, and 246 traffic warnings issued. There were six parking tickets issued.

Items of Interest

The Police Department patrolled a total of 15,797 miles and consumed 1,811.9 gallons of gasoline.

All sex offenders in the township are in compliance.

The Department conducted 15 MCSAP (Commercial Vehicle) inspections. A total of 13 violations were found, seven traffic citations issued, four out-of-service violations found, two trucks placed out of service, and one driver placed out of service. A memorandum of

understanding with the Pennsylvania State Police was signed regarding the Meadows Casino & Racetrack.

Training Sgt. Mancini and Drago completed 8.45 hours of K-9 maintenance training.
Investigator Terling completed 12 hours of SWAT training.
Lieutenant Wagstaff and Officer France attended the J-Net conference at Penn State.

PUBLIC WORKS Public Works Director Tom Lovell gave the following report:

Township Building and Grounds None.

Road Construction Repaired storm pipe on Pacers Ridge Drive.
Installed a curb drain on Walker Road.
Connected pipe into the storm drain on Lindley Road.
Back filled curbs on Brehm Road.
Crack sealed Greenwood Drive.

Road Maintenance Patched potholes, trimmed trees, installed signs, and swept along Township roads as needed.

PA One Calls In December, we had 113 PA One Calls that were received and responded to.

Other Discussions Equipped trucks for snow removal.
We had three callouts for snow removal and salted ice spots.

Public Works Director Followed up on resident complaints and concerns.

CODE ENFORCEMENT Code Enforcement Officer Doug Trbovich gave the following report:

Permit and Fees We have issued 14 building permits for the month of December, with a total of \$15,441.50 in fees collected. We issued 12 certificates of occupancy.

Inspections We completed 73 inspections.

Property Maintenance Complaints We had a total of 11 property maintenance complaints with the following action taken: one abandoned vehicle, two debris on roadways, one illegal burning, one garbage complaint, four illegal signs removed, one unfounded, and two miscellaneous. Eleven were closed, none were added to the on-going complaints, and seven are ongoing.

Training Thirteen hours of training and certification testing were completed by the inspectors.

Nottingham Township Inspections We completed two inspections and one plan review. The inspectors devoted three and one-half hours to Nottingham Township for the month.

Borough of Claysville Inspections We completed one plan review. The inspectors devoted one hour to the Borough of Claysville for the month.

Donegal Township Inspections We completed two inspections. The inspectors devoted two and one-half hours to Donegal Township for the month.

**FIRE
DEPARTMENT**

Fire Chief Mark Grimm gave the following report:

Toys for Tots
Program

We have wrapped up our Toys-for-Tots Program for 2017. This year was a huge success. Between the fire stations and the Meadows Casino, we filled two pickup trucks from November to December.

Volunteer
Department Budget

I am working with the Volunteer Fire Department to finalize its 2018 budget. I will have copies for the Board at the next meeting.

Building Project

The executive officers for the Fire Department are requesting a meeting with the Supervisors in February to discuss future building plans.

Vehicle
Replacement

We will be replacing one of the SUV response vehicles in January. I provided the Board with a quote for the vehicle.

**EMERGENCY
MANAGEMENT**

None.

**AMBULANCE
SERVICE**

Operations Manager Jonathan Madras gave the following report:

Canonsburg Ambulance Service responded to 166 calls for the month of December 76 calls from the Canonsburg station and 90 from the North Strabane station. The average response time from the Canonsburg station was 8.2 minutes, and from the North Strabane station 7.7 minutes. We also had a total of 91 transports, 28 non-transports, 19 stand byes, and 28 calls were cancelled.

Service News /
Updates

Canonsburg Ambulance participated in the first annual Light Up Night at Canonsburg Hospital.
Ambulance staff conducted training to help Cub Scout Troop 1305 earn its First Aid and Safety Badge. Scouts also toured the ambulances and made first aid kits.
New medic 6905 has been licensed by the Department of Health and placed into service.
Staff completed its annual two- hour Emergency Vehicle Operations Driving Continuing Education.

**BUILDING
PROJECT**

Greg Kittridge gave the following report:

Mr. Siffrinn informed the Board we are back to square one. The appraisals from Lighthouse Electric are completed. The asking price for the property far exceeded the appraised value; therefore, the Lighthouse proposal is no longer a consideration. We are asking for direction from the Board on how it would like us to proceed.

Mr. Balogh commented we still have the problem of the logistics of the build and the tear down of this building simultaneously. Would there be any way that Lighthouse Electric would entertain allowing the Township to rent its building on a short term basis?

Mr. Kittridge replied he was not sure this building needs to come down before the single building goes up. Lighthouse Electric plans have been prolonged. They are trying to find property also.

Mr. Close stated he was going to provide the Board photos from Rycon of a couple projects that have been constructed in downtown Pittsburgh. He was unable to get those at this point. He has spoken to the Chief of Police regarding relocating the Police Department to the Casino station on a temporary basis. The administration can go to the Fire Station on Route 19 on a temporary basis, but it is not the most convenient option. Building a four story building with a garage on the bottom will allow what was previously discussed. The three stories above will house all of it, including the magistrate and any other space that is needed. A 150 square foot x 150 square foot building consisting of 66,000 square feet,

give or take, is far more than we have now. Mr. Close stated Rycon estimated 75,000 square feet to be roughly \$7.5 million. Of course, that is something we would have to put out to bid.

Mr. Siffrinn asked Mr. Close if all departments could be housed at this location, including the fire department and all emergency service vehicles.

Mr. Close replied he had not meet with any department heads. He was not part of the Board when the discussion took place. However, police and fire personnel sharing a locker room would allow 6,600 square feet, which would be more in line with what we can afford.

Mr. Siffrinn suggested another option, which would be to look at the fire station on Route 19 to house all public safety personnel: police, fire ambulance, and emergency management. You can then build the municipal building behind this building. When Mr. Kittridge and I looked at the cost estimate, both buildings could be constructed for \$16 - 18 million, which is where the Board expressed it wanted to be with the overall project. Is that something the Board would consider?

Mr. Balogh stated his goal was the original concept. He would like to see everybody together in one complex, not building multi buildings. Find a way to do it the way I envisioned it to be. I think we can get there.

ENGINEER REPORT

Engineer Joe Sites gave the following report:

2018 Road Maintenance Program

The proposed 2018 Road Maintenance Program:

ROAD	FROM	TO
North Spring Valley	Waterdam Road	Dead End
Sunset Drive	Thomas Road	Dead End
Linnwood Road	Route 136	Industry Drive
Industry Drive	Linnwood Road	Cul-de-sac Terminus
Hunting Creek Road	2017 Limit	925' Remaining
Hickory Circle	Hunting Creek Road	Hunting Creek Road
Cricketwood Court	Hunting Creek Road	Terminus
Mary Lane	Chambers Lane	Clare Drive
Fulton Road	Walker Road	Top of Hill 3,750'
Springdale Road	Thomas Road	Peters Twp. Line

Estimated cost \$909,898.25

Blasting Permit

Consideration of a request from Muirfield Land Partners for permission to blast relative to the Creekside Crossing development. The Board has received a formal request from the developers. I am in the process of reviewing documentation relative to the application. The applicant does need to obtain a permit from DEP Blasting Division. They have requirements relative to the township's ordinance.

MANAGER'S REPORT

Manager Frank Siffrinn gave the following report:

Schedule of Fees

Consideration of a resolution revising current schedule of fees relative to licenses, permits, and applications.

Liquor License

Consideration of a resolution approving the transfer of a restaurant liquor license, no. R-14632, into North Strabane Township from Canton Township.

2018 Road Maintenance Program

Consideration to advertise contract specifications for the 2018 road pavement maintenance program.

Physical Therapy Institute 5K Consideration of a request from The Physical Therapy Institute to waive the pavilion rental fee for the 5K Run/Walk scheduled for April 21, 2018.

Blasting Permit Consideration of a request from Muirfield Land Partners for permission to blast relative to the Creekside Crossing development.

Appointments Municipal Authority (1) fill unexpired term (term expiration 12/31/19).
Municipal Authority (1) 5-year term (term expiration 12/31/22).
Parks and Recreation Board (1) fill unexpired term (term expiration 12/31/19).

SOLICITOR’S REPORT Solicitor Gary Sweat gave the following report:

Tax Assessment Appeals The cases of D. Fuchs Enterprises and Timothy and Carol Weyrich have been withdrawn, and orders of court have been signed.

Hersch Property The Sheriff’s sale on the Hersch property has been continued to April 6, 2018.

AG Secured Area The additional landowners’ parcels were added to the North Strabane Township AG Security Area. Resolution 2017-8 was recorded at the office of Recorder of Deeds.

EXECUTIVE SESSION Mr. Sweat requested a brief executive session to discuss several personnel issues.

PUBLIC COMMENTS None.

REMARKS FROM SUPERVISORS None.

EXECUTIVE SESSION The Board convened to executive session to discuss personnel issues at 9:23 P.M.

The Board reconvened from executive session at 9:38 P.M.

ADJOURNMENT All business being concluded, the non-legislative meeting adjourned at 9:39 P.M.

Robert F. Balogh, Chairman

Frank R. Siffrinn, Manager-Secretary