

West Deer Township
Board of Supervisors
17 January 2018
7:00 p.m.

The West Deer Township Board of Supervisors held their Regular Meeting at the West Deer Township Municipal Building. Members present: Shirley Hollibaugh, Chairwoman; Richard W. DiSanti, Jr., Beverly Jordan, Arlind Karpuzi, Shawn Maudhuit, Joyce A. Romig and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

PLEDGE OF ALLEGIANCE

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

Chairwoman Hollibaugh announced the Board held an Executive Session at 6:00 p.m. to discuss personnel issues.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Mr. Scott Woloszyk, Shuster Road
 - Commented on the Township's Annual Clean-Up Day in the spring.
 - Commented and distributed information to the Board regarding an Adopt-A-Highway program.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to accept the minutes of the December 20, 2017 and January 02, 2018 meetings as presented. Motion carried unanimously 7-0.

MONTHLY FINANCIAL REPORT

Mrs. Nardis read the following Finance Officer's Report:

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 December 2017

I - GENERAL FUND:

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	355,446.29	5,914,443.21	96.58%
Expenditures	1,016,305.90	6,061,797.46	98.99%

Cash and Cash Equivalents:

Sweep Account		<u>103,317.38</u>	<u>103,317.38</u>
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted		3,698.26	
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Fire Tax Fund:

Sweep Account - Restricted		88,136.30	
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State/Liquid Fuels Fund:

Sweep Account - Restricted		<u>222,741.82</u>	
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314,576.38**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved		1,039,755.70	
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Capital Reserve Fund:

Sweep Account - Reserved		<u>349,724.73</u>	
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1,389,480.43**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

		<u>0.00</u>	
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0.00**TOTAL CASH BALANCE 12/31/17****1,807,374.19****Interest Earned December 2017****274.99**

	<u>12/1/2017</u>	<u>December</u>	<u>12/31/2017</u>
	Debt Balance	Principal	Debt Balance
		Payment	
Mars National - VFC #3	\$250,697.75	\$2,607.94	\$248,814.23

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to approve the Finance Officer's Report as submitted. Motion carried unanimously 7-0.

LIST OF BILLS

Allegiance Technology Partners.....	1303.94
Amerikohl Aggregates Inc.....	824.98
Amerikohl Transport Inc.	303.94
Best Wholesale Tire Co., Inc.....	1025.45
Culverts, Inc.	3360.00
Griffith, McCague & Wallace, PC	1026.00
Jordan Tax Service, Inc.	1862.67
North Hills COG.....	6500.00
Office Depot	271.62
Shoup Engineering Inc.	26139.00
Staley Communications.....	194.97
Toshiba Financial Services	482.52
Tristani Brothers, Inc.....	1304.19
Walsh Equipment	930.67

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 7-0.

UTILITIES AND PAYROLL

At this time, Supervisor Vaerewyck pointed out that the Board passes the motion every month to pay utilities and payroll. He added that the Township is never going to *not* pass this motion, so Mr. Vaerewyck made a motion to pay utilities and payroll from 18 January 2018 to 31 December 2018.

Supervisor DiSanti stated that he felt the timeframe in the motion demonstrated greater transparency, and felt it was a better accounting practice to keep it monitored on the agenda. Dr. DiSanti also indicated that he signs the checks as the Vice-Chair, and that he therefore reviews the bills in a timely matter.

Mr. Mator addressed both supervisors’ concerns by stating that Supervisor Vaerewyck was correct in stating that the motion does not need to be made every month – that there is no way to provide bills or paychecks that haven’t been paid yet anyhow – and that Dr. DiSanti was also correct in saying the oversight already exists. Mr. Mator therefore assured the Board that whether or not this item was on the agenda, the oversight would occur.

After further comments/discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to pay utilities and payroll from 18 January 2018 to remainder of the year 31 December 2018. Motion carried unanimously 7-0.

TAX REFUNDS

The Board is in receipt of the list from the Tax Collector requesting the issuance of a real estate tax refund due to assessment changes by Allegheny County for the Year 2017.

2017 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Congalton, Jacob W. /Christina E.	1669-S-39	\$74.14

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to issue the tax refund as submitted by the Tax Collector. Motion carried unanimously 7-0.

POLICE CHIEF'S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of December 2017. A copy of the report is on file at the Township. Questions/comments followed.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of December 2017. A copy of the report is on file at the Township. Questions/comments followed.

PARKS AND RECREATION BOARD REPORT

No meetings were held in November and December. The Parks and Recreation Board will hold their Reorganization and Regular meeting on Wednesday, 24 January 2018 at 7:00 p.m.

ENGINEER'S REPORT

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mr. Scott Shoup represented Shoup Engineering, and summarized the meeting attendance and details of his formal report:

Projects

Shoup Engineering provided updates regarding the following engineering projects:

- AVJSA Act 537 Plan Update
 - Mr. Shoup informed the Board that he attended multiple meetings regarding the Act 537 Plan Update. The proposed treatment plant expansion and pump station projects have been given a preliminary cost of \$58,000,000 based on conceptual plans. The Act 537 Plan should be presented to the Township at the beginning of 2018.
- Cedar Ridge Storm Sewers
 - Bid documents and specifications are being prepared, and bid results will be available for the Board's consideration at their February meeting.
- EMS Building Subdivision
 - Mr. Shoup indicated he met with the Solicitor to review the subdivision required to formally create the parcel of land on which the EMS building sits upon. The subdivision will require a survey and plotting of approximately seventeen acres of the School District property. The cost for preparation of the survey subdivision would be \$4,600.00.

Development/Subdivision Reviews

- Oak Road Plan of Lots No. 2
 - A review of this 2 Lot subdivision was performed, and letters were issued to the Township on 11/13/17 and 12/15/17.
- Dollar General
 - A review of this land development plan was performed, and letters were issued to the Township on 11/15/17, 12/15/17 and 1/11/18.

ADOPTION: RESOLUTION 2018-1 (LICK ROAD BRIDGE AND RIGHT-OF-WAY)

A RESOLUTION ACCEPTING THE RIGHTS-OF-WAY AND EASEMENTS ACQUIRED BY ALLEGHENY COUNTY TO DEMOLISH AND RECONFIGURE DAWSON RUN BRIDGE NO. 6 ON LICK ROAD.

Allegheny County maintains the No. 6 Bridge Crossing Dawson Run on Lick Road. Lick Road is owned and maintained by the Township. The County proposes to demolish the bridge.

It may be eliminated by relocating Lick Road to intersect Bairdford Road north of the County-maintained Dawson Run Bridge No. 3. Lick Road traffic can then use Dawson Run Bridge No. 3 to cross Dawson Run.

Mr. Shoup reviewed the plan and recommended the Township agree to accept the portion of the right-of-way for relocated Lick Road.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to adopt Resolution No. 2018-1 authorizing the Chairperson to sign the drawings and documents necessary to accept and record the rights-of-way and easements required for the Lick Road Bridge Project. Motion carried unanimously 7-0.

ADOPTION: RESOLUTION 2018-2 (OPPOSITION TO HB 1620: CELL TOWER PLACEMENT)

A RESOLUTION IN OPPOSITION TO HOUSE BILL 1620, ENTITLED “THE WIRELESS INFRASTRUCTURE DEPLOYMENT BILL.”

PA House Bill 1620 would strip municipalities of their zoning rights over the locations of wireless towers and antennae in the public rights-of-way.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adopt Resolution No. 2018-2 opposing House Bill 1620, entitled “The Wireless Infrastructure Deployment Bill.” A roll call vote was taken. Members voting yes: Mrs. Jordan; Dr. DiSanti; Mr. Karpuzi; Mr. Maudhuit; Mrs. Romig; and Mrs. Hollibaugh. Member voting no: Mr. Vaerewyck. Motion carried, 6-yes and 1-no.

AUTHORIZATION: 2018 SALVAGE YARD LICENSE APPLICATIONS

The Township received the following four applications for a 2018 Salvage Yard License in West Deer Township:

- A) Blazczak Salvage, Inc.
- B) Boulevard Auto & Truck Salvage, LLC
- C) IAA Acquisition Corp.
- D) Catanese Brothers Salvage

All four applicants have paid their fees. Mr. Payne inspected the properties in January and submitted the checklists as per Township Ordinance Number 349.

- A) **BLAZCZAK SALVAGE, INC.**
115 Kaufman Road, Gibsonia, PA 15044

The Board received Mr. Payne’s inspection/checklist report of the property, and Mr. Payne commented on his report and answered questions.

ALL ITEMS ON THE CHECKLIST PASSED.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to approve the Blazczak Salvage, Inc., application for the 2018 Salvage Yard License. Motion carried unanimously 7-0.

B) BOULEVARD AUTO & TRUCK SALVAGE, LLC
 1813 Saxonburg Blvd., Tarentum, PA 15084

The Board received Mr. Payne’s inspection/checklist report of the property, and Mr. Payne commented on his report and answered questions. He mentioned that the proprietors are in the process of selling the property.

ALL ITEMS ON THE CHECKLIST PASSED EXCEPT:

- No storage/trucks located outside of fence (two Volkswagen Beetles are in front parking lot)
- Opaque fence not less than seven feet or more than twelve feet in height (front fence is leaning and will need to be fixed when ground thaws)

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to approve the Boulevard Auto & Truck Salvage, LLC application for the 2018 Salvage Yard License. Motion carried unanimously 7-0.

C) IAA ACQUISITION CORPORATION
 49 Bairdford Road, Gibsonia, PA 15044

The Board received Mr. Payne’s inspection/checklist report of the property, and Mr. Payne commented on his report.

ALL ITEMS ON THE CHECKLIST PASSED.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Karpuzi to approve the IAA Acquisition Corporation application for the 2018 Salvage Yard License. Motion carried unanimously 7-0.

D) CATANESE BROTHERS SALVAGE
 663 Little Deer Creek Valley Road, Russellton, PA 15076

The Board received Mr. Payne’s inspection/checklist report of the property and Mr. Payne commented on his report. He stated that there is no salvage business at this time, but that the service station does inspections and mechanical repairs.

ALL ITEMS ON CHECKLIST PASSED EXCEPT:

- No storage/trucks located outside fence (red International truck and white pick-up truck, as well as small amounts of debris/scrap are located by a tree near the yard gate)

After some questions, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to approve the Catanese Brothers Salvage application for the 2018 Salvage Yard License, conditioned on the resolution of all violations before starting any salvage work. Motion carried unanimously 7-0.

AUTHORIZATION: PUBLIC WORKS TRUCK

The Township received the quote from Tri Star Motors and Walsh Equipment for one new 2018 Ford F550 Super Duty 4x4 cab and chassis – and associated equipment – under the PA COSTARS contract.

2018 Ford 550 Super Duty 4x4 cab & chassis	\$45,565.00
Equipment package which includes body, hydraulics, plow & spreader	<u>\$35,883.00</u>
TOTAL:	\$81,448.00

The Township received copies of multiple financing proposals.

Mr. Vaerewyck commented on financing the vehicle. He pointed out that the Township has \$380,000.00 in the Capital Reserve Fund and he feels the Township is in a financial position to buy it instead of financing the vehicle and save the taxpayers' money rather than paying the finance fees.

After some discussion, MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Maudhuit to authorize the purchase of one (1) new 2018 Ford 550 Super Duty 4x4 cab and chassis to Tri Star Motors and Walsh Equipment in the total amount of \$81,448.00, and the financing through F.N.B. Commercial Leasing for five years at the rate of 3.09%. A roll call vote was taken. Members voting yes: Mrs. Romig; Mrs. Jordan; Dr. DiSanti; Mr. Karpuzi; Mr. Maudhuit; and Mrs. Hollibaugh. Member voting no: Mr. Vaerewyck. Motion carried, 6-yes and 1-no.

AUTHORIZATION: CODE ENFORCEMENT TRUCK

The Township received the quote from Day Chevrolet, Inc., for one new 2018 Chevrolet Traverse AWD SUV under the SHACOG Joint Purchasing Contract.

2018 Chevrolet Traverse	\$33,677.00
Less Trade-In 2008 GMC Pickup Truck 72,000 Miles	- \$ 7,000.00
Total	\$26,677.00

The Township received copies of the financing proposals

Mr. Payne explained the various problems he has been having with the 2008 pickup truck (transmission, rusting, etc.).

After some discussion, MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the purchase of one new 2018 Chevrolet Traverse to Day Chevrolet, Inc. in the amount of \$33,677.00 – less trade-in of \$7,000.00 – for a total of \$26,677.00, and financing through F.N.B. Commercial Leasing for three years at the rate of 2.79%. Motion carried unanimously 7-0.

APPROVAL: OAK ROAD PLAN OF LOTS NO. 2

The Planning Commission approved the Oak Road Plan of Lots No. 2 Subdivision Plan at their 21 December 2017 meeting. This is a two lot subdivision located on Oak Road in the I-Industrial and V-Village Overlay Zoning Districts.

The Planning Commission recommended approval of the Oak Road Plan of Lots No. 2. The Board received the review letter from Shoup Engineering dated 15 December 2017 indicating the comments contained in his 13 November 2017 review letter have been satisfactorily addressed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to approve the Oak Road Plan of Lots No. 2 as per the recommendation by the Planning Commission. Motion carried unanimously 7-0.

APPROVAL: GIBSONIA DOLLAR GENERAL SITE PLAN

The Planning Commission approved the Gibsonia Dollar General Site Plan at their 21 December 2017 meeting. The site plan is for the construction of a Dollar General Store on 1.50 acres located on Oak Road in the I-Industrial and V-Village Overlay Zoning Districts.

The Planning Commission recommended approval with the following conditions:

1. Subject to addressing all items in the 15 December 2017 letter from Shoup Engineering.
2. Add note to site plan that sign is off when the store is closed.
3. Revise landscaping plan to match recommendations noted on plan per Mr. Banks.

4. Add note to site plan that the landscaping and plantings will be maintained.
5. Install bike rack.

The Board received review letters from Shoup Engineering dated 15 December 2017 and 12 January 2018.

Mr. Shoup commented on the plan and his review.

Mr. Timothy Weinman, President of PennTex Ventures – private developer for the Dollar General – was present and commented on the sign lighting and items raised at the Planning Commission meeting and in Mr. Shoup's letters. He also answered additional questions from the Board.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to approve the Gibsonia Dollar General Site Plan as per the Planning Commission's recommendation subject to the conditions as listed above and Shoup Engineering review letter dated 12 January 2018. Motion carried unanimously 7-0.

DISCUSSION: GOALS FOR 2018

Chairwoman Hollibaugh commented on two of the goals that the Board is working on: The Road Program and the Storm Water System.

At this time, Supervisor Vaerewyck distributed a document he created listing what he felt were potential priorities and committees: Roads; Parks; New municipal building/community center; Five-year plan; Housing/derelict properties; Russellton park entrance enhancements; Bairdford community enhancements; Traffic management; Public Water/Sewage; EMS/Fire Protection; and Cataloging assets.

A discussion was held on the list, with Mr. Mator and Supervisor DiSanti stating that the items mentioned are already priorities/projects in process.

Mr. Vaerewyck responded on the topic of water lines, and an argument over the water line process and responsibility between he and Mr. Mator again ensued. Mr. Mator, as in the past, contended that water lines are the responsibility of the water authorities, and that the Township will gladly serve as an intermediary for the residents interested in having water lines installed, and added that the Township has done that in the past – most recently for the residents of Miller, Rittman, and Henry Roads.

Supervisor Vaerewyck disagreed, and stated that the Township should be reaching out to the residents in an effort to install water lines.

Mr. Vaerewyck stated that he felt the Board should choose a few goals and move forward.

After a lengthy discussion, Mrs. Hollibaugh recommended the Board take the information on the goals into consideration, then discuss them at the next meeting.

Supervisor Jordan agreed, as she stated she just received the list and had no time to review it.

Dr. DiSanti indicated he would also like to see the Board continue to work with the Deer Lakes School District / Frazer and East Deer Townships.

DISCUSSION: FORMATION OF COMMITTEES

Chairwoman Hollibaugh read her proposed 2018 Committees:

EMS Committee

Mr. Vaerewyck, Mr. Maudhuit, and Mrs. Romig
Chairman – Mr. Vaerewyck

Engineering & Public Works Committee

Mrs. Romig, Mrs. Hollibaugh, and Mr. Maudhuit
Chairwoman – Mrs. Romig

Financial, Legal & Human Resources Committee

Dr. DiSanti, Mrs. Hollibaugh, and Mr. Karpuzi
Chairman – Dr. DiSanti

Parks and Recreation Committee

Mrs. Jordan, Dr. DiSanti, and Mr. Maudhuit
Chairwoman – Mrs. Jordan

Zoning, Planning, & Code Committee

Mr. Karpuzi, Mrs. Jordan, and Mr. Vaerewyck
Chairman – Mr. Karpuzi

Charter Commission

Mrs. Hollibaugh, Dr. DiSanti, and Mrs. Jordan

Mrs. Hollibaugh asked if there were any comments or concerns, but the Board was in agreement with the list she presented.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to adopt the list, as read. Motion carried unanimously 7-0.

OLD BUSINESS

- Dr. DiSanti questioned the status on the lighting in Russellton.
 - Mr. Mator reported the Township is officially in the LED Program with West Penn Power, and at no cost to the Township. Mr. Mator explained that LED lighting is directional, uses less electricity, and is brighter. He added that Russellton is in the West Penn service area – and is therefore in line for the retrofitting – but that he was informed there are 4,000 light fixtures to be done before they start in the Township.
 - Dr. DiSanti requested that Mr. Mator send a letter to the Owl’s Club updating them with the status, and Mr. Mator agreed.

NEW BUSINESS

- Mrs. Jordan commended the Road Crew on the great job they did during the terrible weather, and pointed out that social media also indicated they did a great job with keeping up with the snow and ice.
- Dr. DiSanti commented that the new Board members did an excellent job at their first meeting.
- Mr. Maudhuit commented on the 80’s Party in the Park event held each year.
 - He asked the solicitor – because he is a member of the band (Ferris Bueller’s Revenge) that plays during the event – whether the band could play, and how payment could be handled without violating the Charter or the Ethics Act.
 - Mr. Maudhuit pointed out that he will personally do the event for free, but that he would want his bandmates to be paid.
 - Mr. Happel indicated that it was legal for the other members to be paid either individually, or to a designated band member.

SET AGENDA: REGULAR BUSINESS MEETING

21 February 2018

6:30 p.m. – Executive Session

7:00 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
 - A. Finance Officer’s Report
 - B. List of Bills
 - C. Tax Refunds
9. Police Chief’s Report
10. Building Inspector/Code Enforcement Officer’s Report
11. Report from the Parks & Recreation Board
12. Engineer’s Report
13. Authorization: Cedar Ridge Storm Sewer Lining Bids
14. Authorization: Demolition/71 Norris Lane Bids
15. Authorization: Purchase of Police Vehicle
16. Committee Reports
17. Old Business
18. New Business
19. Set Agenda: 21 March 2018
20. Comments from the Public
21. Adjournment

Items Added:

- *Adopt-A-Highway
- *Act 537 Plan
- *EMS Building Subdivision
- *2018 Goals

COMMENTS FROM THE PUBLIC

- Mr. Scott Woloszyk, Shuster Road
 - Commented on the water line issues and indicated the water authority attended a meeting last year and their opinion was that there wasn’t any money for installing water lines in the Township.
- Dr. DiSanti
 - Recognized the Boy Scouts in attendance. Mr. Earl Fish, Jr., Troop Leader of Troop 169, introduced the scouts in attendance and working towards their merit badges.

ADJOURNMENT

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:40 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager