

West Deer Township
Board of Supervisors
21 February 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 matters.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Mr. Mike Whitico, Starr Road
 - Expressed his concerns regarding the fly ash mine area in Russellton and its impact on Little Deer Creek Valley Road and the vehicles which travel it. Mr. Payne stated he spoke to the mine operator after receiving complaints, and Chief Lape also commented on the fly ash issues.

A lengthy discussion was held.

- Mr. James Suvey, 328 Juniper Lane
 - Commented on an issue he is having with a neighbor who is claiming a portion of the alley in the right of way. Mr. Mator advised Mr. Suvey to have a survey done of the property, and to discuss the issue further with Mr. Payne.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the minutes of the January 17, 2018 meeting 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 January 2018

I - GENERAL FUND:

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	320,519.40	320,519.40	5.51%
Expenditures	365,584.24	365,584.24	6.28%

Cash and Cash Equivalents:

Sweep Account	145,250.68	145,250.68
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	7,609.18
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Fire Tax Fund:

Sweep Account - Restricted	26,693.21
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State/Liquid Fuels Fund:

Sweep Account - Restricted	185,524.03
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219,826.42**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	805,940.89
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Capital Reserve Fund:

Sweep Account - Reserved	349,728.58
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1,155,669.47**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 01/31/18****1,520,746.57****Interest Earned January 2018****279.94**

	<u>01/1/2018</u>	<u>January</u>	<u>01/31/2018</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$246,648.22	\$2,607.94	\$244,687.05

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

LIST OF BILLS

Amerikohl Aggregates Inc.....	1311.15
Amerikohl Transport Inc.	692.29
Best Wholesale Tire Co. Inc.	2221.36
Griffith, McCague & Happel, PC	1130.50
Hei-Way, LLC	408.88
Intech Worldwide	3495.00
Jordan Tax Service, Inc.	647.00
Kress Tire	646.00
Mark C. Turnley	2600.00
Office Depot	813.20
Shoup Engineering Inc.	1400.00
Staley Communications	194.97
Tristani Brothers, Inc.	2588.76
Walsh Equipment	2498.86

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan 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.

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>
Smith, Kenneth B. / Donna M.	1511-F-121	\$344.75

MOTION BY Supervisor Maudhuit 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 January 2018. A copy of the report is on file at the Township. Questions and 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 January 2018. A copy of the report is on file at the Township. Questions and comments followed.

PARKS AND RECREATION BOARD REPORT

Mrs. Amy Stark, Chairwoman, was present and provided a summary report on the Parks and Recreation Board:

- Elections were held at the 24 January 2018 meeting – Amy Stark, Chairwoman; Brandon Farster, Vice Chairman; and Carol McCaskey, Secretary.

- Breakfast with Santa was held on December 10th.
- Easter Egg Hunt: March 25th at Bairdford Park.
- Family Fishing Day: June 3rd at Deer Lakes Park.
- Community Days meeting held after the January 24th meeting with Chief Lape.
- Civil War Re-enactment.
- Outdoor Yoga class for children.
- Next Regular and Community Days meetings: February 28th at 7:00 pm.
- 80's in the Park: June 29th.

ENGINEER'S REPORT

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

DEVELOPMENTS/PROJECTS

Shoup Engineering has provided input into the following developments/projects:

- AVJSA Act 537 Plan Update
 - Mr. Shoup reported at length on the Act 537 Plan Update.

The Act 537 Plan Update has been submitted to the Township for review and consideration of adoption. The Plan Update proposes treatment plant and conveyance system upgrades having a preliminary cost estimate of \$65,000,000, and would be completed in 2022. The project – as currently estimated – would see the rate for a typical Township customer using 12,000 gallons per quarter raise from \$25 per month (\$75 per quarter) to \$46 per month (\$146 per quarter). The Deer Creek Drainage Basin Authority will be issuing a recommendation soon to both West Deer Township and Indiana Township regarding the Plan Update.

- Cedar Ridge Storm Sewers
 - Bids for the project were opened on February 15th, and will be available for consideration by the Board of Supervisors later in the meeting.
- EMS Building Subdivision
 - Mr. Shoup indicated he met with the Solicitor to review the subdivision required to formally create the parcel of land upon which the EMS building sits. The subdivision will require a survey and plotting of approximately 17 acres of the School District property. The cost for preparation of the survey subdivision would be \$4,600.00.

Development/Subdivision Reviews:

- None

ACCEPTANCE: RESIGNATION LETTER OF PART-TIME POLICE OFFICER

The Board received a resignation letter from Officer William Dobson as a part-time police officer effective 5 February 2018.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the resignation of Officer William Dobson as a part-time police officer for West Deer Township and wish him the best of luck. Motion carried unanimously 7-0.

ADOPTION: RESOLUTION NO. 2018-3 (OAK ROAD PLAN OF LOTS NO. 2 / DOLLAR GENERAL PLANNING MODULE)

Resolution No. 2018-3 is a Resolution for the PA DEP Sewage Facilities Planning Module for the Oak Road Plan of Lots No. 2 / Dollar General Planning Module located at Oak Road, Gibsonia, PA 15044.

The Board received the letter from Mr. Shoup indicating he has reviewed the Sewage Facilities Planning Module and found it to be acceptable and recommended the Board adopt the Resolution.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to adopt Resolution No. 2018-3 authorizing the PA DEP Sewage Facilities Planning Module for the Oak Road Plan of Lots No. 2 (Dollar General). Motion carried unanimously 7-0.

AUTHORIZATION: ADVERTISEMENT OF 2018 ROAD IMPROVEMENT PROJECT

The Board received the memorandum from the Township Engineer in regard to the 2018 Road Improvement Project.

Mr. Shoup reported on this year's Road Improvement Project.

The Public Works Committee recommended the following roads be included in the 2018 Road Improvement Project bid letting. Mr. Mator requested that Blue Row be added as an add-alternate bid, and the Board agreed.

Hot Mix Asphalt

Bayfield Road, Cedar Glen Drive, Cottonwood Court, Huntertown Road (east portion), North Ridge Drive, Tremont Drive, Valleyfield Drive, McClure Road (Overlook Drive to Saxonburg Boulevard), Oakwood Circle.
Added to the list: Blue Row.

Cold Mix Asphalt

McKalloff Road, Old Bakerstown Road, Dawson Road, Blanchard Road, Hemphill Road.

Bituminous Seal Coating

Lick Road
Trump Road
Carl Lane

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the Township Engineer to advertise and solicit bids for the 2018 Road Improvement Project, to include Blue Row. Motion carried unanimously 7-0.

AUTHORIZATION: ADVERTISEMENT OF ORDINANCE NO. 422 (ACCEPTANCE OF STREETS IN SHOFF FARMS PLAN)

The final paving for the Shoff Farms Plan has been completed. The Township can accept the streets – Lex Lane and Ridge View Court.

ORDINANCE NO. 422

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREETS IN THE SHOFF FARMS PLAN: LEX LANE AND RIDGE VIEW COURT; AND AMENDING ORDINANCE NO. 351 TO INCLUDE THE SAME.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to authorize the advertisement of Ordinance No. 422 accepting the streets in the Shoff Farms Plan. The Board will consider adoption of the Ordinance at their 21 March 2018 meeting. Motion carried unanimously 7-0.

AWARD: CEDAR RIDGE STORM SEWER REHABILITATION PROJECT BIDS

Sealed bids were received and opened at the Township Building on 15 February 2018 at 1:00 p.m. for the Cedar Ridge Storm Sewer Rehabilitation Project. The work consists of the cured in place pipe (CIPP) replacement of approximately 4,600 feet of storm sewer (various sizes), repair of existing inlets and other miscellaneous work.

The bid results were as follows:

<u>BIDDERS:</u>	<u>TOTAL:</u>
Jet Jack, Inc.	\$292,350.00
Insight Pipe	\$308,912.00
Insituform Technologies, LLC	\$366,500.00

Mr. Shoup explained the project and the bids received and recommended the project be awarded to Jet Jack, Inc.

Mr. Mator questioned if Oakwood Circle and Blue Row are included in the project. Mr. Shoup indicated they aren't included, but when the contractor is in the Township doing the work, he will show them the other two areas. Mr. Shoup added that if the contractor feels the roads are legitimate candidates for the work, he will get a price to bring back to the Board for the additional work authorization.

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to award the Cedar Ridge Storm Sewer Rehabilitation Project to Jet Jack, Inc., in the amount of \$292,350.00. Motion carried unanimously 7-0.

AWARD: POLICE SUV BIDS

The Board received a copy of the quote from Tri Star Motors for a 2018 Ford Police Interceptor Explorer AWD and Upfitting at a total cost of \$38,571.20 under the CoStars Contract.

The Board received copies of the financing proposals.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to authorize the purchase of one 2018 Ford Police Interceptor Explorer AWD to Tri Star Motors in the total amount of \$38,571.20 and the financing through F.N.B. Commercial Leasing for three years at the rate of 2.79%. Motion carried unanimously 7-0.

DISCUSSION: ADOPT-A-ROADWAY

Mr. Mator reported on the Adopt-A-Roadway Program based on the program in Clinton Township. He mentioned that the program would require *Litter Crew Ahead* and *Road adopted/sponsored by* signs, and that those signs would be permanently installed by the Road Department with posts. Mr. Mator also shared the rough costs for the signs and the work, and stated that – as part of the agreement – the participants would clean the road twice a year.

After questions/comments, this item will be on the next month's agenda for adoption.

DISCUSSION: EMS BUILDING SUBDIVISION

Mr. Happel commented that the EMS Building Subdivision is ready for approval. After the survey of the property is completed, the subdivision of the parcel will be made and conveyed to the Township by the School District. Mr. Happel also pointed out that the School District may have done a recent survey and, if provided, it would possibly reduce the cost of the survey.

After further discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to authorize \$4,600.00 for a survey of the School District's property in order to do an EMS Building Subdivision. Motion carried unanimously 7-0.

DISCUSSION: GOALS FOR 2018

Mr. Vaerewyck asked Chairwoman Hollibaugh if the discussion for goals could be moved to the next meeting because he only received the document on Sunday evening and would like to read Mr. Mator's memorandum further for review.

After some discussion, this item will be on next month's agenda for discussion.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – EMS Committee
- 2) Mrs. Romig – Engineering & Public Works Committee
- 3) Dr. DiSanti – Financial, Legal & Human Resources Committee
- 4) Mrs. Jordan – Parks & Recreation Committee – The Board agreed to add Swing Sets at Bairdford Park on next month's meeting agenda.
- 5) Mr. Karpuzi – Zoning, Planning & Code Committee
- 6) Mr. Karpuzi – North Hills COG Report

OLD BUSINESS

- Dr. DiSanti pointed out Leonard Guerre, a past Supervisor, received a Certificate of Recognition. Mr. Guerre was present and was asked to read the certificate which hangs on the bulletin board in the meeting room:

COUNTY OF ALLEGHENY
Office of the County Council
Certificate of Recognition
Awarded to: Leonard A. Guerre, West Deer Township

This Certificate of Recognition is awarded to Mr. Leonard Guerre in honor and celebration of his years of dedicated service to the West Deer Township as Supervisor. This Council thanks Mr. Guerre for his unwavering commitment to West Deer Township and he serves as an exemplary model of leadership.

Sponsored by Council Member Ed Kress, and presented on behalf of the citizens of Allegheny County, this 19th day of December 2017.

The Honorable Ed Kress, County Council, District 3

- The Board also wished Dr. DiSanti a Happy Birthday.

NEW BUSINESS

None

SET AGENDA: REGULAR BUSINESS MEETING

21 March 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. Award: 2018 Road Improvement Project Bids
14. Adoption: Resolution No. 2018-4 (Act 537 Sewage Facilities Plan Update)
15. Adoption: Ordinance No. 422 (Acceptance of Streets in Shoff Farms Plan)
16. Authorization: C2P2 Grant Application
17. Committee Reports
18. Old Business
19. New Business
20. Set Agenda/April 18, 2018
21. Comments from the Public
22. Adjournment

Items Added:

*Adopt-A-Roadway

*2018 Goals

*Bairdford Park Swing Sets

COMMENTS FROM THE PUBLIC

- Mr. Scott Woloszyk, Shuster Road,
 - Commented on the Adopt-A-Roadway program – feels it would be more of a clean-up when it would be done twice a year. Also suggested, if the Board wants to cut down the cost of the program – then the Board wouldn't have to install the recognition signs.
 - Requested clarification on the referendum questions.
 - Commented on the road/berm washouts due to the weather.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to adjourn the meeting at 8:45 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager