

West Deer Township  
Board of Supervisors  
18 April 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, Joyce A. Romig and Gerry Vaerewyck. Member absent: Shawn Maudhuit. 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.

#### **REGISTERED COMMENTS FROM THE PUBLIC**

- None

#### **COMMENTS FROM THE PUBLIC**

- None

#### **ACCEPT MINUTES**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to accept the minutes of the 21 March 2018 meeting as presented. A roll call vote was taken. Members voting yes, Mrs. Jordan, Mr. Karpuzi, Mrs. Romig, Dr. DiSanti, and Mrs. Hollibaugh. Member abstaining, Mr. Vaerewyck (absent at meeting). Motion carried, 5-yes and 1-abstention.

#### **MONTHLY FINANCIAL REPORT**

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

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**31 March 2018**

**I - GENERAL FUND:**

	<u>March</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	355,837.84	1,015,400.64	17.44%
<b>Expenditures</b>	265,490.75	906,473.97	15.57%

**Cash and Cash Equivalents:**

Sweep Account	281,212.85	<b>281,212.85</b>
---------------	------------	-------------------

**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	7,139.47
----------------------------	----------

**Fire Tax Fund:**

Sweep Account - Restricted	16,196.77
----------------------------	-----------

**State/Liquid Fuels Fund:**

Sweep Account - Restricted	476,758.57
----------------------------	------------

**500,094.81****Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	806,000.96
--------------------------	------------

**Capital Reserve Fund:**

Sweep Account - Reserved	349,736.27
--------------------------	------------

**1,155,737.23****III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

**0.00****TOTAL CASH BALANCE 03/31/18****1,937,044.89****Interest Earned March 2018****199.85**

	<b>03/1/2018 Debt Balance</b>	<b>March Principal Payment</b>	<b>03/31/2018 Debt Balance</b>
<b>Mars National - VFC #3</b>	\$244,687.05	\$2,607.94	\$242,540.27

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to approve the Finance Officer's Report as submitted. Motion carried unanimously 6-0.

**LIST OF BILLS**

Amerikohl Aggregates Inc.....	623.20
Amerikohl Transport Inc. ....	379.58
Best Wholesale Tire Co., Inc.....	1033.25
Griffith, McCague & Happel, PC .....	1453.50
Hei-Way, LLC .....	2366.43
Jordan Tax Service, Inc. ....	1624.80
Kress Tire .....	491.38
Office Depot .....	258.40
Shoup Engineering Inc. ....	1025.00
Staley Communications.....	194.97
Toshiba Financial Services .....	482.52
Tristani Brothers, Inc. ....	396.66
Walsh Equipment .....	9725.14

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 6-0.

**POLICE CHIEF’S REPORT**

Chief Jon Lape was present and provided a summary report on the Police Department for the month of March 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 March 2018. A copy of the report is on file at the Township.

**PARKS AND RECREATION BOARD REPORT**

Mrs. Amy Stark, Chairwoman, was present and provided and read a summary report on the Parks and Recreation Board. A copy of the report is on file at the Township. Questions and comments followed.

**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:

Projects

- 2018 Road Improvement Project
  - Contracts have been executed for the hot mix asphalt, cold mix asphalt, and seal coating work with Youngblood Paving and Russell Standard Corporation.
- Cedar Ridge Storm Sewer Rehabilitation
  - A Contract has been prepared for this project and work is expected to begin soon.

Development/Subdivision Reviews

- None

**RESOLUTION NO. 2018-4 (ACT 537 SEWAGE FACILITIES PLAN UPDATE)**

RESOLUTION NO. 2018-4  
 A RESOLUTION OF WEST DEER TOWNSHIP  
 ALLEGHENY COUNTY, PENNSYLVANIA  
 FOR ACT 537 SEWAGE FACILITIES PLAN UPDATE

Mr. Shoup explained correspondence was sent to the Allegheny Valley Joint Sewer Authority (AVJSA). He stated that the correspondence indicated the Board of Supervisors was not in the position to act on the resolution at this time, and that it included comments relative to the plan update. Mr. Shoup informed the Board that both West Deer and Richland Townships submitted rejection letters to AVJSA, and that the other municipalities submitted their adopted resolutions. He said that AVJSA submitted their Plan 537 Update to the DEP, and included the two letters and resolutions from the other municipalities by the March deadline. Mr. Shoup reported at this time there is nothing to report, and indicated he also received an email from a representative from DEP that they have not begun the review process.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to table Resolution No. 2018-4 – the Act 537 Sewage Facilities Plan Update – adopting and submitting to Pennsylvania Department of Environmental Protection for its approval the Act 537 Sewage Facilities Plan Update. A roll call vote was taken. Members voting yes: Mrs. Jordan; Dr. DiSanti; Mr. Karpuzi; Mrs. Romig; and Mrs. Hollibaugh. Member voting no: Mr. Vaerewyck. Motion carried, 5-yes and 1-no.

**AUTHORIZATION: COMCAST & VERIZON CABLE FRANCHISE AGREEMENT NEGOTIATION**

The Cable Franchise Agreements with Comcast and Verizon are set to expire in the near future. The North Hills Council of Governments has worked with the Cohen Law Group to provide negotiations for all participating municipalities at a reduced, cost-sharing rate.

Even though the rates are shared, Cohen Law Group would need to be retained separately. The estimated cost of this service – for both cable companies is estimated to be around \$5,000.

The Board received a copy of the engagement letter.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the retaining of the Cohen Law Group to negotiate the Cable Franchise Agreements for both Comcast and Verizon on behalf of the Township at the North Hills Council of Governments negotiated rate. Motion carried unanimously 6-0.

**DISCUSSION: CHARTER COMMISSION UPDATE**

The Board of Supervisors authorized Ordinances No. 419 and 421 to place referendum questions on the primary ballot. Those contents of those questions are:

1. The reduction of Supervisors from seven to five, with representation coming from four districts along with one at-large candidate.
2. The reduction of Supervisors from seven to five, with representation coming at-large.
3. The modernizing of Township information (such as minutes, etc.) and making citizens' right to be heard more accessible.

Mr. Mator explained the questions that will be on the 15 May 2018 Primary Election as well as Allegheny County's "plain language" as they will appear on the ballot. Mr. Mator stated that objective, non-biased explanations of the questions will be placed in the Town Flyer and on the Township web site so the public could be better informed when they voted.

A further discussion was held.

## **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
- 5) Mr. Karpuzi – Zoning, Planning & Code Committee
- 6) Mr. Karpuzi – North Hills COG Report

## **OLD BUSINESS**

- Chairwoman Hollibaugh reported she was presented the 2018 Banner Community Award for West Deer from County Executive Rich Fitzgerald. Mr. Mator read the Recognition Citation.
- Chairwoman Hollibaugh also reported she attended the Seven Springs Conference and commented on the conference. She indicated there were many different speakers, including District Attorney Stephen Zappala, who spoke on improving the security at the Pittsburgh Mills Mall. She also stated that there was a great deal of information on parks/walking trails, and that she attended the MRM Trust meetings for the worker's compensation and liability insurance. Mrs. Hollibaugh informed those in attendance that the Township received a record breaking dividend of \$110,041.74 this year.
- Supervisor Romig commented that both she and Mrs. Hollibaugh would like to see the dividend monies go back into the community for something that hasn't been budgeted. Some discussion was held.
- Supervisor Romig stated she attended the EMS meeting at the Conference, and commented that 75 percent of all the agencies are experiencing a financial difficulty. She also attended the County Council meeting and they are excited that the Alaska Airlines are coming to Pittsburgh. Mrs. Romig pointed out Pittsburgh is also building a new airport building, and that she also attended the opioid crisis meeting.
- Chief Josh Wiegand, Fire Company No. 3, was present and announced the Fire Company just celebrated their 55<sup>th</sup> anniversary.

## **NEW BUSINESS**

- Mr. Mator pointed out Bruno Sammartino passed away earlier in the day, and expressed condolences to Mr. Sammartino's family on behalf of the Township. Mr. Mator informed those in attendance that Mr. Sammartino had previously served as the Grand Marshall of the Township Community Days and was very gracious in doing so.
- Mrs. Romig suggested the Board have a meeting once a month or every two or three months to sit down and just "brainstorm" on what can be done in the Township and get "our feelings" out there. Some discussion was held.

**SET AGENDA: REGULAR BUSINESS MEETING**

16 May 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: Guiderail Project
14. Discussion: Charter Commission Update on General Election Referenda
15. Committee Reports
16. Old Business
17. New Business
18. Set Agenda: 20 June 2018
19. Comments from the Public
20. Adjournment

Items Added:

\*Act 537

\*DUI Grant Resolution

\*Social Media Discussion

**COMMENTS FROM THE PUBLIC**

- None

**ADJOURNMENT**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:08 p.m.  
Motion carried unanimously 6-0. Meeting adjourned.

---

Daniel J. Mator, Jr., Township Manager