

West Deer Township
Board of Supervisors
20 June 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, Shawn Maudhuit, and Gerry Vaerewyck. Members absent: Arlind Karpuzi and Joyce A. Romig. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Happel; 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.

Mr. Happel announced the Board held an Executive Session at 6:30 p.m. to discuss two personnel issues.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- None

ACCEPT MINUTES

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Jordan to accept the minutes of the May 16, 2018 meeting as presented. A roll call vote was taken. Members voting yes, Mrs. Jordan, Mr. Maudhuit, Dr. DiSanti, and Mrs. Hollibaugh. Member abstaining, Mr. Vaerewyck (absent at meeting).

Motion carried, 4-yes, 0-no, and 1-abstention.

MONTHLY FINANCIAL REPORT

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 May 2018

I - GENERAL FUND:

	<u>May</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,729,141.81	3,371,208.79	57.92%
Expenditures	504,110.09	1,657,910.76	28.48%

Cash and Cash Equivalents:

Sweep Account	2,040,463.64	<u>3,698,374.40</u>
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	35,993.86
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Fire Tax Fund:

Sweep Account - Restricted	110,350.45
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State/Liquid Fuels Fund:

Sweep Account - Restricted	426,648.64
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572,992.95**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	806,065.17
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Capital Reserve Fund:

Sweep Account - Reserved	349,745.97
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1,155,811.14**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00	<u>0.00</u>
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TOTAL CASH BALANCE 05/31/185,427,178.49**Interest Earned May 2018****706.69**

	<u>05/1/2018</u>	<u>May</u>	<u>05/31/2018</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$238,553.18	\$2,607.94	\$238,553.18
NexTier Bank VFC #2	\$450,000.00	\$2,680.96	\$448,725.28

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to approve the Finance Officer's Report as submitted.

Motion carried unanimously 5-0.

LIST OF BILLS

Best Wholesale Tire Co., Inc.	3742.93
Culverts, Inc.	6988.00
Dell Marketing LP	1063.92
Griffith, McCague & Happel, PC	997.50
Hampton Concrete Products, Inc.	258.00
Hei-Way, LLC	2235.31
Jordan Tax Service, Inc.	1295.83
Kress Tire	834.76
MRM Property & Liability Trust	107662.00
North Hills COG CATV Fund.....	5000.00
Office Depot	237.37
Shoup Engineering Inc.	675.00
Staley Communications.....	194.97
The Lane Construction Corporation	1962.91
Tristani Brothers, Inc.	1249.97
Walsh Equipment	11174.15
Wine Concrete Products, Inc.	2520.00

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 5-0.

POLICE CHIEF’S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of May 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 May 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 and read a summary report on the Parks and Recreation Board. A copy of the report is on file at the Township.

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

- Jet Jack has nearly completed all the internal televising and cleaning work. They will be lining storm sewer pipes during the week of June 18th.
- EMS Subdivision
 - Survey work on the Deer Lakes School District and EMS properties is being performed and the subdivision plat will be reviewed by the Township Planning Commission at their July 2018 meeting.

Development/Subdivision Reviews

- Forbes Plan
 - Four reviews of this two-lot subdivision on Deer Creek Road were performed – on 12 April 2018, 23 April 2018, 16 May 2018, and 12 June 2018 – and review letters were issued to the Township.

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 commented on correspondence received by the Township directed to the Allegheny Valley Joint Sewage Authority from the DEP in regard to the review of the Act 537 Plan Update. It pointed out that the Plan lacked supportive resolutions by West Deer Township and Richland Township, and raised other deficiencies in the Plan. Mr. Shoup also mentioned that Mr. Mator was contacted by the Manager of the Allegheny Valley Joint Sewage Authority, and was told they would not be signing-off on future planning modules for both Richland and West Deer Townships until the resolutions were received.

Mr. Shoup then explained the effect such an action would have on planning modules submitted to DEP, and informed the Board that Richland Township also had a meeting that night and were planning on adopting their resolution. Mr. Shoup stated that the goal of both townships was to have AVJSA address the two year/ten year storm sewer issue, and that it looks like West Deer and Richland's delay had led the DEP to require they do just that.

Supervisor Jordan asked Mr. Mator what his impression was, and he responded by reminding the Board that the reason they tabled the action in the past was so that the DEP could arrange a meeting between the parties, hear the concerns of the townships regarding the two year/ten year argument, and all in an attempt to save the residents money. He added that had the DEP agreed with the Allegheny Valley Authority, then "at least the Board could tell the residents they tried."

After much discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to adopt 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.

Motion carried unanimously 5-0.

ADVERTISEMENT: CHARTER REFERENDUM ORDINANCES

The Charter Commission is recommending the Board of Supervisors begin the process of sending five recommendations to the voters in the November General Election. The first step is to advertise the ordinances. The Board received copies of the ordinances and the Board will consider adoption of the ordinances at their 18 July 2018 meeting.

Ordinance No. 423 would allow for compensation of Supervisors.

Ordinance No. 424 would clarify individual Supervisor authority.

Ordinance No. 425 would remove illegal language regarding Supervisor vacancies.

Ordinance No. 426 would make date, gender, and grammatical changes.
Ordinance No. 427 would update the list of actions which require ordinances.

The actual numbering of the ordinances is subject to change depending upon the outcome of each.

ORDINANCE NO. 423

MOTION BY Supervisor Vaerewyck to reject the advertisement of Charter Referendum Ordinance No. 423 allowing for compensation of Supervisors.

MOTION FAILS FOR LACK OF A SECOND.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to authorize the advertisement of Charter Referendum Ordinance No. 423 allowing for compensation of Supervisors. A roll call vote was taken. Members voting yes: Dr. DiSanti, Mrs. Jordan, Mr. Maudhuit, and Mrs. Hollibaugh. Member voting no: Mr. Vaerewyck.

Motion carried 4-yes and 1-no.

ORDINANCE NO. 424

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to reject the advertisement of Charter Referendum Ordinance No. 424 clarifying individual Supervisor authority. A roll call vote was taken. Members voting yes: Mr. Maudhuit, Mr. Vaerewyck, and Dr. DiSanti. Members voting no: Mrs. Jordan and Mrs. Hollibaugh.

Motion carried to reject 3-yes and 2-no.

ORDINANCE NO. 425

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Jordan to authorize the advertisement of Charter Referendum Ordinance No. 425 removing illegal language regarding Supervisor vacancies.

Motion carried unanimously 5-0.

ORDINANCE NO. 426

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the advertisement of Charter Referendum Ordinance No. 426 making date, gender, and grammatical changes.

Motion carried unanimously 5-0.

ORDINANCE NO. 427

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Maudhuit to authorize the advertisement of Charter Referendum Ordinance No. 427 updating the list of actions which require ordinances.

Motion carried unanimously 5-0.

ADVERTISEMENT: PART-TIME POLICE OFFICER(S)

The Board received a memo from the Chief of Police requesting the Board to advertise for the hiring of part-time police officer(s).

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Jordan to authorize the advertisement for the hiring of part-time police officer(s).

Motion carried unanimously 5-0.

ADVERTISEMENT: SALE OF POLICE VEHICLE

The Chief requested the Board to authorize the advertisement for the sale of the following police vehicle:

2014 Dodge Charger
4.6 Liter V8 Automatic Transmission
Color: Gray
Approximately 102,233 miles
Inspection Expires: April 2019
AS IS CONDITION

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor DiSanti to authorize the advertisement for the sale of the 2014 Dodge Charger, AS IS CONDITION.

Motion carried unanimously 5-0.

APPROVAL: FORBES SUBDIVISION PLAN

As per the request by the applicants/owners, the Board tabled the Forbes Plan at their May 16th meeting.

The Planning Commission approved the Forbes Subdivision Plan at their 26 April 2018 meeting. This is a two lot subdivision located at 997 Deer Creek Road in the R-Rural Estate Zoning District – to separate the residence from the business (barn).

Lot 1 (Residence) to be 3.00 acres
Lot 2 (Barn) to be 6.68 acres

The Planning Commission recommended approval of the Forbes Subdivision Plan contingent on:

1. Establish easement for sewage disposal backup site location on Lot 1 that is dedicated for use by Lot 2. Said easement shall also provide access to backup site from Lot 2.
2. Mr. Payne to meet on site and review buffering between Lots 1 and 2. Provide sketch of any additional buffering and existing plantings.
3. Address any items on Shoup Engineering's letter dated 23 April 2018.
4. Add primary and backup sewage sites to plan.

The Zoning Hearing Board meeting was held on May 10th regarding the variances associated with the subdivision and was approved.

Mr. Shoup submitted a review letter dated 12 June 2018 indicating he has found the comments contained in his previous review letters have been adequately addressed and has no additional comments concerning the plan.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Forbes Subdivision Plan as per the recommendation by the Planning Commission contingent on the above listed items and review letter submitted by Mr. Shoup.

Motion carried unanimously 5-0.

AUTHORIZATION: 2019 ROAD PROGRAM LIST

The Public Works Committee met and are recommending the following preliminary roads for the 2019 Road Program:

Havencrest Drive, Richenbach Road, Crestwood Drive, Dawn Road, Skyview Terrace, Paradise Drive, Kaufman Road, Dawson Road, Blanchard Road, Hemphill Road, Walnut Street, Oak Street, and Beechnut Street.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to authorize the Township Engineer to complete the engineering for the potential roads listed as part of the 2019 Road Program, and to notify all utility companies of the same.

Motion carried unanimously 5-0.

AUTHORIZATION: SPEED TRAINING CLINIC:

The Township received an email from resident Brandon Williams, who is requesting permission to run a Speed and Agility Program at Moskala Field in Bairdford Park.

Deer Lakes Youth Soccer – The organization which uses the field – notified the Township that they support the program and are willing to work with Mr. Williams in regard to scheduling.

The Board had questions for Mr. Williams and would like him to be present at the next meeting. MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to table the use of Moskala Field for Mr. Brandon Williams’ Speed and Agility Program for the Calendar Year 2018.

Motion carried unanimously 5-0.

AUTHORIZATION: WEB SITE VIDEO

Vendor CGI, Inc., met with the Township Manager last year at a conference and discussed adding videos to the Township website. These videos will serve to market the Township and give “A Welcome Message” to those who visit the website. There is no cost for this service, and the Board received copies of the documentation.

Mr. Vaerewyck commented on the current Township web site.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the Township Manager to enter into an agreement with CGI Communications to provide videos for the Township’s website. A roll call vote was taken. Members voting yes: Dr. DiSanti, Mrs. Jordan, Mr. Maudhuit, and Mrs. Hollibaugh. Member voting no: Mr. Vaerewyck.

Motion carried, 4-yes and 1-no.

RATIFICATION: BAIRDFORD PARK PLAYGROUND WORK

At the last meeting, the Board discussed the need for an additional \$4,072.00 of curbing, mulch, and labor for the Bairdford Park playground due to a larger footprint than was anticipated.

In addition, the backfilling and planting of grass upon completion of the installation of the playground created a hazard for children that the Public Works crew was not able to address in a timely manner. Therefore, Hollibaugh Landscaping was contacted to backfill, grade, seed, and fertilize the area surrounding the play area at a cost of \$4,850.00 for materials and labor.

The Board received copies of the invoices from both contractors.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to ratify the payment of \$4,072.00 to Bramble & Company for the additional cost for the Bairdford Park Playground material and labor as per the attached invoice.

Motion carried unanimously 5-0.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to ratify the payment of \$4,850.00 to Hollibaugh Landscaping for the backfilling, grading, seeding, and fertilizing of the area surrounding the new playground at Bairdford Park as per the attached invoice.

Mr. Vaerewyck questioned if there were other quotes received. Mr. Mator indicated there were not due to the fact that there was a huge drop-off in front of the playground equipment when Bramble & Company was done which constituted an emergency.

A roll call vote was taken. Members voting yes: Mr. Vaerewyck, Dr. DiSanti, Mrs. Jordan, and Mr. Maudhuit. Member abstaining: Mrs. Hollibaugh.

Motion carried, 4-yes, and 1-abstention.

Mr. Vaerewyck recommended that in the future the Township receive more bids by other contractors in spending that amount of money. Mr. Mator agreed, said that the Township normally secures more bids, but stated that the drop-off created an urgency that does not normally exist.

Mrs. Jordan indicated she – as the Chairwoman of the Parks and Recreation Committee – spoke with Mr. Mator regarding the issue, and confirmed the danger. She stated that kids were playing in the area and it wasn't worth the risk of someone getting hurt.

There was some additional discussion on this issue.

DISCUSSION EMS PROPERTY TRANSFER UPDATE

Mr. Shoup indicated in his report that the survey work on the Deer Lakes School District and EMS properties are being performed and the EMS subdivision plat will be reviewed by the Planning Commission at their July meeting and by the Supervisors at their August meeting.

Mr. Hoppel indicated all of the documents should be prepared within the next 30 days and reviewed by all of the parties involved.

DISCUSSION: SOCIAL MEDIA

Mrs. Jordan asked if the Board can table this discussion until Mr. Karpuzi is present.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – EMS Committee
- 2) Mrs. Romig – ABSENT – Engineering & Public Works Committee
- 3) Dr. DiSanti – Financial, Legal & Human Resources Committee
- 4) Mrs. Jordan – Parks & Recreation Committee
- 5) Mr. Karpuzi – ABSENT – Zoning, Planning & Code Committee
- 6) Mr. Karpuzi – ABSENT – North Hills COG Report

OLD BUSINESS

- Dr. DiSanti requested the Board consider a new Winter Maintenance Agreement with PennDOT for Airport Hill and Russellton Creighton Road to Crawford Run Road for an easy access to turn around. Mr. Mator indicated PennDOT will usually mail out the new Agreement around August or September, and he anticipated the Board discussing the matter at that time. Supervisor DiSanti was appreciative of this information.
- Chairwoman Hollibaugh indicated both she and Dr. DiSanti attended the Memorial Day service at the Municipal Building and both complimented the Veterans on always doing such a good job.

NEW BUSINESS

- Mr. Mator commented on the necessity for bids for the Nike Site landscaping. He mentioned this has to be done in phases, and that a portion of the Budget was dedicated to the second phase. He asked that it be placed on the July agenda.

SET AGENDA: REGULAR BUSINESS MEETING

18 July 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. Adoption: Charter Ordinances
14. Advertisement: Road List Restatement Ordinance
15. Committee Reports

16. Old Business
17. New Business
18. Set Agenda/15 August 2018
19. Comments from the Public
20. Adjournment

Items Added:

- *Speed Training Clinic
- *Social Media Discussion
- *Hire Police Officer
- *Sell Police Vehicle
- *Nike Site Landscaping

COMMENTS FROM THE PUBLIC

- Mr. Jim Cesnick, Michael Road – Mr. Cesnick commented on:
 - Gas line repairs
 - Speed training
 - EMS mergers

EXECUTIVE SESSION:

At this time, the Board held an Executive Session to discuss one employee issue.

ADJOURNMENT

Board adjourned after the Executive Session.

Daniel J. Mator, Jr., Township Manager