

West Deer Township
Board of Supervisors
19 September 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; 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.

Mr. Happel announced the Board held an Executive Session at 6:30 p.m. to discuss two issues: a real estate matter that involved the EMS property, and possible litigation matter involving a contractor.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- None

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the minutes of the 15 August 2018 meeting as presented. Motion carried unanimously 6-0.

APPOINTED AUDITOR'S REPORT

The Township Auditor, Mr. Mark Turnley, CPA, was present and reported on the 2017 Audit Report and several detailed reports he submitted to the Board. Mr. Turnley answered a few brief questions from the supervisors.

TAX ABATEMENT SPEAKER

Mr. Mike Netzel, Keller Williams Realty, was in attendance and gave a presentation on the effects on a tax abatement program. Questions/answers took place throughout his presentation.

MONTHLY FINANCIAL REPORT

Mrs. Nardis was not present. Mr. Mator read the following Finance Officer's Report:

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

I - GENERAL FUND:

	<u>August</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	338,180.47	4,419,651.91	75.93%
Expenditures	304,173.15	2,805,721.56	48.20%

Cash and Cash Equivalents:

Sweep Account	1,834,479.87	<u>1,834,479.87</u>
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	21,283.51
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Fire Tax Fund:

Sweep Account - Restricted	100,588.28
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State/Liquid Fuels Fund:

Sweep Account - Restricted	428,476.61
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550,348.40

Investments:**Operating Reserve Fund:**

Sweep Account - Reserved	806,199.42
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Capital Reserve Fund:

Sweep Account - Reserved	329,707.82
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1,135,907.24

III - CAPITAL PROJECT FUNDS:**Cash and Cash Equivalents:**

0.00

0.00

TOTAL CASH BALANCE 08/31/18

3,520,735.51

Interest Earned August 2018

955.83

	08/1/2018 Debt Balance	August Principal Payment	08/31/2018 Debt Balance
Mars National - VFC #3	\$217,512.82	\$2,607.94	\$215,443.12
NexTier Bank VFC #2	\$446,209.09	\$2,680.96	\$444,968.21

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

LIST OF BILLS

Air-Vac	5968.00
Bearcom.....	1242.02
Best Wholesale Tire Co., Inc.	62.65
Culverts, Inc.	1890.00
Griffith, McCague & Happel, PC	1396.50
Hampton Concrete Products Inc.	258.00
Hei-Way, LLC	390.03
Jordan Tax Service, Inc.	688.94
Kress Tire	1008.00
MRM Workers' Comp Fund	16749.43
North East Attachment & Track	2718.00
Office Depot	789.38
Roadsafe Traffic Systems	625.00
Shoup Engineering Inc.	1680.25
Stephenson Equipment, Inc.	11103.19
Toshiba Financial Services	482.52
Tristani Brothers, Inc.	2557.14
Youngblood Paving Inc.	343032.08

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 6-0.

TAX REFUNDS

The Board is in receipt of the list from the Tax Collector requesting the issuance of real estate tax refunds due to assessment changes by Allegheny County for the years 2017 & 2018.

2018 REAL ESTATE TAX REFUNDS

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Grzywna, Edward A & Elizabeth A.	1214-A-109	\$239.98
Marks, Lee	1667-S-320	\$ 68.41
Mazurek, Ronald J. & Jacqueline	1214-E-343	\$ 67.10

2017 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Marks, Lee	1667-S-320	\$ 69.67

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to issue the tax refunds as submitted by the Tax Collector. 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 August 2018. A copy of the report is on file at the Township.

Supervisor Vaerewyck thanked the Chief, the Police Department, Fire Department, and EMS, for their response to a medical emergency on his farm.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was attending a training seminar but he provided the Board a summary report on Code Enforcement for the month of August 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 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:

DEVELOPMENTS/PROJECTS

Projects

- 2018 Road Improvement Project
 - Mr. Shoup mentioned that Youngblood Paving had been milling and paving in the Township and that Russell Standard has completed the bituminous seal coat work on Trump Road, Lick Road, and Carl Lane.
- Cedar Ridge Storm Sewer Rehabilitation
 - Mr. Shoup informed the Board that Jet Jack has completed lining work on the storm sewers.
- Guiderails
 - Mr. Shoup stated that Fence by Maintenance Service was to provide him with a schedule, and that an update will be provided to the Board at its next meeting.
- Stormwater Ordinance
 - Mr. Shoup advised the Board that Allegheny County has adopted – and Pennsylvania DEP has approved – an Act 167 Stormwater Management Plan for the entire County. He explained that the Plan requires all municipalities in the county either adopt a new Stormwater Ordinance or revise their existing ordinance to comply with the requirements of the Plan, and that the new or revised ordinance must be adopted by 1 December 2018. Mr. Shoup stated that the draft Stormwater Ordinance will be provided to the Board under separate cover.

Development/Subdivision Reviews

- EMS Subdivision
 - Mr. Shoup reported that the survey work on the Deer Lakes School District and EMS properties has been performed and the subdivision plan has been prepared and submitted to the Township and School District.
- Elmendorf Plan
 - Mr. Shoup stated that a review of this subdivision plan was performed and provided to the Township on 6 August 2018.
- Brickyard Park Holdings (Ballfield Complex)
 - Mr. Shoup informed the Board that a review of this land development plan was performed and provided to the Township on 20 August 2018.

ADVERTISEMENT: ORDINANCE NO. 428 (COMBINATION OF VOTING DISTRICTS):

ORDINANCE NO. 428

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, COMBINING CURRENT ELECTION DISTRICTS WITHIN WEST DEER TOWNSHIP AND MAKING THE INITIAL APPORTIONMENT OF NEW SUPERVISOR DISTRICTS IN COMPLIANCE WITH ORDINANCE NO. 419 – AS PASSED BY THE VOTERS OF WEST DEER TOWNSHIP – AND APPLICABLE COUNTY AND STATE LAWS.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Jordan to authorize the advertisement of Ordinance No. 428 combining voting districts as per Township, County, and State Law. Motion carried unanimously 6-0.

ADVERTISEMENT: ORDINANCE NO. 429 (STORMWATER MANAGEMENT PLAN)

ORDINANCE NO. 429

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA, UPDATING ITS ACT 167 STORMWATER MANAGEMENT PLAN PURSUANT TO THE ACT OF OCTOBER 4, 1978, P.L. 864 (ACT 167), 32 P.S. SECTION 680.1 ET SEQ., AS AMENDED, KNOWN AS THE “STORMWATER MANAGEMENT ACT,” BY AMENDING CERTAIN PROVISIONS THE CODE OF THE TOWNSHIP OF WEST DEER (TOWNSHIP CODE) CHAPTER 182, ENTITLED “STORMWATER MANAGEMENT.”

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the advertisement of Ordinance No. 429. Motion carried unanimously 6-0.

ADVERTISEMENT: BUDGET MEETINGS

The Board received copies of the Budget schedule and advertisements.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to authorize the advertisements for the 2019 Budget in compliance with the Township Charter. Motion carried unanimously 6-0.

APPROVAL: RESOLUTION NO. 2018-7 (PENNDOT WINTER MAINTENANCE AGREEMENT)

The Board received the PennDOT Winter Maintenance Agreement and Resolution #2018-7.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to accept the PennDOT Winter Maintenance Agreement and adopt Resolution No. 2018-7 authorizing the Chairwoman and Township Manager to sign the Agreement as presented. Motion carried unanimously 6-0.

Supervisor DiSanti commented that he had recommended that the turnaround on Butler-Logan Road should have been taken out to the intersection of Butler-Logan Road and Crawford Run Road, but that it was in the Agreement to make the turnaround at Rockpointe Boulevard. Dr. DiSanti expressed concern in that Rock Airport is a private entity and for municipal trucks to turnaround at that entrance could be a potential problem.

Mr. Mator responded that he worked with PennDOT and Frazer Township in regard to the turnaround, and that Frazer Township would not agree to having the turnaround at the Crawford Run Road intersection, which is in Frazer Township.

APPROVAL: BALLFIELD COMPLEX SITE PLAN/LAND DEVELOPMENT

The Planning Commission approved the Ballfield Complex Site Plan/Land Development at their 23 August 2018 meeting.

Property location: Little Deer Creek Valley Road
Zoned: Industrial

This Site Plan proposes eight ballfields with concession stands/restroom facilities and parking on vacant land. The site is located next to the Plaza in Russellton.

The Planning Commission voted to recommend approval of the proposed Ballfield Complex subject to:

1. Applicant to contact the Township before any lighting and bleachers are erected.
2. Submit alternate plan showing configuration of parking for cell tower, and
3. Applicant to consider interior parking lot landscaping.

The Board received the final review letter from Mr. Shoup.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Ballfield Complex Site Plan/Land Development as per the recommendation by the Planning Commission. Motion carried unanimously 6-0.

APPROVAL: DEER LAKES SCHOOL DISTRICT POLICE AGREEMENT

At the last business meeting, Chief Lape discussed the possibility of the Township entering into a new agreement to provide police services to individual schools within the Deer Lakes School District.

Mr. Happel was charged with working with Deer Lakes to draft such an agreement and the Board received the copy of the agreement. He commented that he worked with Chief Lape and they drafted a Police Service Agreement that fit the parameters that were discussed, with the specifications of the services that are going to be provided to the School District. Mr. Happel indicated the School Board had voted in favor of the agreement.

The three schools are: Curtisville Primary Center, East Union Intermediate Center, and Deer Lakes Middle School.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Township entering into an agreement to provide police presence in Deer Lakes School District Schools as per the attached agreement. Motion carried unanimously 6-0.

AUTHORIZATION: HIRE PART-TIME POLICE OFFICERS

The Board received a memorandum from Chief Lape recommending the hiring of the following individuals for the position of part-time police officers:

- Tyler Jamison
- Nicholas Bartoszewicz

Background checks were performed.

As per the recommendation of the Chief of Police and Township Manager, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to hire Tyler Jamison and Nicholas Bartoszewicz as part-time police officers of West Deer Township upon the condition they successfully complete all the requirements to receive their certification numbers. Motion carried unanimously 6-0.

Chief Lape introduced Tyler Jamison. Nicholas Bartoszewicz had a prior engagement and could not be present at the meeting.

DISCUSSION: PAVILION RENTAL POLICY

Mrs. Jordan explained she was approached by a nonprofit organization through the school that wanted to rent the pavilion at Bairdford Park. It was the same cost for the nonprofit as a resident, and Supervisor Jordan said she would like to change the policy to state that nonprofit organizations could rent the pavilion from Monday through Thursday with a minimal deposit to ensure clean-up occurred, but that would be refunded if the facilities were cleaned.

Additional discussion was held.

Mr. Mator indicated the Township would need to amend the Fee Resolution which the Board can do any time via resolution. The Board was in agreement, and asked Mr. Mator to work out the particulars for the October agenda.

DISCUSSION: SOCIAL MEDIA

At the prior two meetings, the Board of Supervisors agreed to have Mr. Karpuzi and Mr. Vaerewyck provide separate proposals for a possible social media presence.

Mr. Karpuzi indicated the main objective is to increase communication and transparency within the community and presented his proposal for two separate options as follows:

Outreach proposal through social media

- Create a Facebook Page that solely acts as a branch of the website. The only information posted are links from the Township website for the monthly agendas and meeting minutes.
- The Township hires an agency for a one year contract to post and update the Facebook Page/Estimates as low as \$1 a day/\$365 for the year.
- Cited neighboring municipalities – Examples: Hampton, Richland, O’Hara Townships.

Outreach proposal through email

- Add a way for residents to sign up for “Township Updates” (minutes, agendas, etc.) on the Township website.
- This method allows for the Township to reach out to residents that sign up for the emails.
- In the footer of every e-mail, it will contain the municipal building’s address and phone number in case the resident had any questions.

Supervisor Karpuzi explained an email marketing service called MailChimp which would send Township information to residents who enroll. Mr. Karpuzi recommended the MailChimp option, but stated that the other option (a Facebook page) would be more transparent. He did clarify that the options given are mere suggestions, however.

Supervisor Vaerewyck commented on emergency notifications, stating that putting the information on Facebook is a way to immediately notify residents of emergencies.

Supervisor Jordan indicated that she liked both ideas as long as there cannot be chatter back-and-forth. She stated she liked the email concept better, but was curious as to what the cost would be.

Mr. Mator expressed concern regarding the time required of staff, but explained there are some mechanisms that can be added into the Township website for notifications at a minimum cost. He indicated that – if the Board had to choose between the two – he would recommend the email route. He stated that Facebook would limit information to

only those residents who use Facebook, and the Township would therefore be excluding those who are not on Facebook; whereas most people do have email accounts.

Mr. Vaerewyck commented that Facebook is more instantaneous (e.g., *this road is closed because of a fire*), and that there are lots of studies that show more than fifty percent of a community can be reached within ten minutes by sending information to five percent to the community. He also added that social media would only take a few minutes of staff time.

Mr. Mator responded that the issue is that the staff has a multitude of tasks which only take a few minutes, and explained by saying that it is not like the staff is “sitting around looking for something to do.”

More discussion was held on emergency systems and social media on issues/concerns that need to be worked out.

Mr. Mator was directed to check into the website email system’s availability and the cost.

Supervisor Romig stated she felt discussion should be tabled and discussed again only after answering what the cost would be, how it would be done, how it would be restricted, and who is going to do what, when.

Mr. Karpuzi stated he felt the best cost/benefit is to proceed with email and text.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – EMS Committee – Mr. Vaerewyck thanked members of the 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

- Dr. DiSanti
 - Supervisor DiSanti commented on the ongoing flooding on Little Deer Creek Road and asked the Engineer to look at the creek area.
- Mr. Vaerewyck
 - Supervisor Vaerewyck commented on the flooding at the plaza in Russellton, and the catch basin on Blue Row.
 - Mr. David Freedman – the Manager of the Plaza in Russellton since 1980 – commented on the flooding situation. He indicated he is looking for a solution to redirect water on Blue Row as well as Creighton-Russellton Road away from his property. Mr. Freedman asked for financial help/ to solve this problem.
 - Mr. Vaerewyck commented on the businesses in Russellton being flooded.
 - Mr. Mator explained that it was the professional opinion of the Township Engineer, Public Works Foreman, and himself that a great deal of the flooding was being caused by a “bottleneck” caused by a collapsed pipe under Mr. Freedman’s parking lot. He showed those in attendance a projection of an old map showing that there used to be a free-flowing creek, and that the builder of the plaza tried to funnel that creek through a pipe so as to utilize the parking lot on top. The contention of the three Township officials was that the water is not able to get through the collapsed/blocked pipe quickly enough, and that causes the basin next to the plaza to fill and overflow the parking lot.

- Mr. Freedman agreed that the pipe was blocked, and asked the Township to pay for the additional cost for increasing the size of the pipe on his property because West Deer is piping additional water onto the top of the six-foot pipe. He also stated that he was willing to split the cost of the pipe, and that he would be willing to entertain the possibility of a right-of-way on his property to redirect water coming from Blue Row and Creighton-Russellton Road.
- Mrs. Jordan questioned why a pipe on private property is a Township issue.
- Additional discussion was held on who owns the pipe. Mr. Freedman contended that the property owners put the pipe in as a requirement to build the building. He also argued that the catch basin is also his because the pipe is running under the building, and that it is Township water that is backing up and flooding the floor.
- More discussion was held on this issue. Mr. Freedman has a survey and Mr. Shoup will review the survey.
- Mr. Vaerewyck commented that if the line under the building is actually a Township line and is blocked, then he thinks emergency repairs should be done on it to clear that line so the basins in the back don't flood any more.

NEW BUSINESS

- Dr. DiSanti pointed out for the record – he had two basements flooded and it's an ongoing problem.
- Mr. Karpuzi informed the Board a resident was asking the Township to take over Sunset Drive, a private road. Mr. Mator informed Supervisor Karpuzi another resident had made the same request in the past, and that Mr. Shoup reviewed the road and found that it was not up to Township specifications.
- Mr. Karpuzi also requested that the Supervisors sit down and talk with the School District to enhance the communication.

SET AGENDA: REGULAR BUSINESS MEETING

October 17, 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. Acceptance: Cured in Place Piping Bid
14. Adoption: Ordinance No. 428 (Creation of Voting Districts)
15. Adoption: Ordinance No. 429 (Stormwater Management Plan)
16. Advertisement: Mueller Street Demolition
17. Committee Reports

18. Old Business
19. New Business
20. Set Agenda/November 21, 2018
21. Comments from the Public
22. Adjournment

Items Added:

- *Public Outreach
- *EMS Property Transfer Agreement
- *Fee Resolution
- *Youth Flag Football Proposal
- *Russellton Plaza

COMMENTS FROM THE PUBLIC

- Mr. Brandon Williams, Sr., 1046 Bataan Drive, Russellton, PA
 - Addressed the Board on a proposal for youth flag football at the soccer field at Bairdford Park.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 9:52 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager