

West Deer Township  
Board of Supervisors  
17 October 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.; Arlind Karpuzi; Shawn Maudhuit; and Joyce A. Romig. Members absent: Beverly Jordan and Gerry Vaerewyck. 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 three litigation items that involve the Township.

#### **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 September 19, 2018 meeting as presented. Motion carried unanimously 5-0.

#### **MONTHLY FINANCIAL REPORT**

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

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**30 September 2018**

**I - GENERAL FUND:**

	<b><u>September</u></b>	<b><u>YTD</u></b>	<b><u>% of Budget</u></b>
<b>Revenues</b>	799,295.46	5,218,947.37	89.66%
<b>Expenditures</b>	1,083,784.61	3,890,927.67	66.84%

**Cash and Cash Equivalents:**

Sweep Account	1,725,166.31	<u>1,725,166.31</u>
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**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	15,531.03
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**Fire Tax Fund:**

Sweep Account - Restricted	89,838.40
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted	128,837.41
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234,206.84

**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	806,593.20
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**Capital Reserve Fund:**

Sweep Account - Reserved	329,712.94
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1,136,306.14

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

0.00
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0.00

**TOTAL CASH BALANCE 09/30/18**

3,095,679.29

**Interest Earned September 2018**

1,677.36

	<b><u>09/1/2018</u></b>	<b><u>September</u></b>	<b><u>09/30/2018</u></b>
	<b><u>Debt Balance</u></b>	<b><u>Principal</u></b>	<b><u>Debt Balance</u></b>
		<b><u>Payment</u></b>	
<b>Mars National - VFC #3</b>	\$215,443.12	\$2,607.94	\$213,367.60
<b>NexTier Bank VFC #2</b>	\$444,968.21	\$2,680.96	\$443,723.35

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Romig to approve the Finance Officer's Report as submitted. Motion carried unanimously 5-0.

**LIST OF BILLS**

Air-Vac Inc .....	7440.00
Bearcom.....	57.47
Best Wholesale Tire Co., Inc .....	658.78
Culverts, Inc .....	4400.00
Fence by Maintenance Service, Inc .....	14376.36
Griffith, McCague & Happel, PC .....	2173.00
Hampton Concrete Products Inc .....	516.00
Hei-Way, LLC .....	807.93
Highland Tire.....	2799.54
Jet Jack, Inc .....	157924.95
Jordan Tax Service, Inc .....	1912.35
Kress Tire .....	754.00
North Eastern Uniforms & Equipment Inc .....	1054.00
Parking Lot Paining Company.....	534.34
Roadsafe Traffic Systems .....	135.00
Shoup Engineering Inc. ....	1850.00
The Lane Construction Corporation .....	1222.69
Toshiba Financial Services .....	486.02
Tristani Brothers, Inc .....	1473.39

MOTION BY Supervisor Maudhuit 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 5-0.

**POLICE CHIEF’S REPORT**

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

**PARKS AND RECREATION BOARD REPORT**

Mrs. Amy Stark, Chairwoman, was not present but 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:

Projects

- 2018 Road Improvement Project
  - Mr. Shoup reported that Youngblood Paving had completed all hot mix asphalt paving, and that the cold mix asphalt paving is scheduled to begin shortly. He also mentioned that Russell Standard had completed the bituminous seal coat work on Trump Road, Lick Road, and Carl Lane.

- **Guiderrails**
  - Mr. Shoup announced that Fence by Maintenance Service has completed all of the guiderail work for this year.
- **Stormwater Ordinance**
  - Mr. Shoup mentioned that Allegheny County has adopted – and the Pennsylvania DEP has approved – an Act 167 Stormwater Management Plan for the entire county. He stated that the Plan requires that all municipalities in the county either adopt a new Stormwater Ordinance or revise their existing ordinance to comply with the requirements of the Plan. Finally, Mr. Shoup alerted the Board that the new or revised ordinance must be adopted by 1 December 2018.
- **Allegheny Valley Joint Sewer Authority (AVJSA) Act 537 Plan**
  - Mr. Shoup closed his report by stating that the DEP has requested a meeting, and that one had been scheduled for 25 October 2018 to review various issues concerning the Plan.

Development/Subdivision Reviews

- None

**ACCEPTANCE: CURED IN PLACE PIPING BID / RUSSELLTON PLAZA**

In accordance with the COSTARS Program #16 Joint Bid, the Board received the price quote from Insight Pipe Contracting, LLC to install Cured In Place Piping in the following locations:

Oakwood Circle: 109 Linear Feet of 15” pipe	\$ 7,564.60
Cedar Ridge Plan: 427 Linear Feet of 30” pipe	\$ 60,634.00
Total	\$ 68,198.60

A third bid was received for a 90’ portion of pipe that runs under the Russellton Plaza, but an easement agreement with the property owner would need to be executed prior to the Township authorizing that work.

Mr. Shoup commented on the piping bid project.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to award the bid to Insight Pipe Contracting, LLC in the amount of \$68,198.60 to complete the Cured in Place Piping of Oakwood Circle and the Cedar Ridge Plan as quoted. Motion carried unanimously 5-0.

**ADOPTION: ORDINANCE NO. 428 (COMBINING 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 DiSanti and SECONDED BY Supervisor Karpuzi to adopt Ordinance No. 428 combining Voting Districts as per Township, County, and State Law. Motion carried unanimously 5-0.

**ADOPTION: 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 Maudhuit and SECONDED BY Supervisor DiSanti to adopt Ordinance No. 429 amending the Stormwater Management Plan. Motion carried unanimously 5-0.

**ADVERTISEMENT: MUELLER STREET DEMOLITION**

The Board received information and photographs of the structure located adjacent to 1024 Mueller Street, Gibsonia, PA 15044. No physical address is available for the structure.

Lot/Block #1668-S-240

Owner: Anna Smith

Amount Budgeted for 2018 Demolition: \$10,000.00

Mr. Payne inspected the property on behalf of the Township, and had determined – pursuant to Township Ordinance 172 – that the house location thereon is in a dangerous condition and constitutes a public nuisance. Specifically, the house is in violation of the International Building Code and Article VI of Allegheny Health Department Rules and Regulations.

Mr. Payne explained the structure on the property and the advertisement/demolition project.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the advertisement to accept bids for the demolition of the structure located at Mueller Street. Motion carried unanimously 5-0.

**ADVERTISEMENT: ORDINANCE NO. 430 (ADOPTION OF ROADS IN THE OAKWOOD HEIGHTS PLAN)**

ORDINANCE NO. 430

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREETS IN THE OAKWOOD HEIGHTS PLAN: ASHLEY ROAD AND PIN OAK COURT; AND AMENDING ORDINANCE NO. 427 TO INCLUDE THE SAME.

The Board received a letter from Mr. Shoup indicating two roads (Ashley Road and Pin Oak Court) within the Oakwood Heights Plan recently received a final asphalt wearing course. Mr. Shoup reported that the work was inspected, and that he was recommending the roads be adopted as Township roads.

The Board will consider adoption of the Ordinance at their 21 November 2018 meeting.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Karpuzi to authorize the advertisement of Ordinance No. 430 accepting the streets in the Oakwood Heights Plan. Motion carried unanimously 5-0.

**ADOPT: EMS BUILDING TRANSFER**

Mr. Happel explained the subdivision plan was approved by the School District and the Township. Once the signatures are obtained, the plan will be recorded and then the deed will be drafted.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to approve the transfer of lots from Deer Lakes School District to West Deer Township as per the recommendation of the Township Engineer, Solicitor, and Manager. Motion carried unanimously 5-0.

**APPROVAL: RESOLUTION NO. 2018-8 (FEE SCHEDULE)**

At its last meeting, the Board entertained the idea of altering the Fee Schedule to permit West Deer Township Nonprofits to rent the park pavilions at no cost, Monday through Thursday.

The Board received a copy of the Resolution and Fee Schedule.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adopt Resolution 2018-8 establishing the Township fees. Motion carried unanimously 5-0.

**YOUTH FLAG FOOTBALL PROPOSAL**

The Board received copies of the proposal submitted by Brandon Williams for a youth flag football program at Bairdford Park at the soccer fields.

Mr. Williams commented on:

- All background clearances
- Collaboration with Deer Lakes Soccer
  - Mr. Williams is flexible with DL Soccer and their schedule.
- Insurance policy and liability
  - NFL Flags also offers insurance per child through registration.
- Requested access to the restrooms and storage of equipment
  - Mr. Mator advised Mr. Williams that – because the Township closes restrooms and turns off water over winter to prevent pipes from bursting – football would need to bring in portable toilets.
- The season would begin November 3<sup>rd</sup>, end December 19<sup>th</sup>, and restart next season in April.

Mr. Karpuzi questioned Mr. William's offer of 20% of the overall income in exchange for the use of the soccer field to the Township.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to accept the proposal submitted by Brandon Williams for a Youth Flag Football Program at Bairdford Park at the soccer fields. Motion carried unanimously 5-0.

**AUTHORIZATION: HB2564 (WIRELESS FACILITIES MANAGEMENT) OPPOSITION LETTER**

The Township's Telecommunications Counsel issued an Action Alert to all Pennsylvania communities to send a letter opposing House Bill 2564, which would strip local municipalities' abilities to manage wireless facilities in right-of-ways.

The Board received a copy of the Action Alert and Memorandum from the Cohen Law Group.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to authorize the Township Manager to submit a letter to our State Representative opposing House Bill 2564. Motion carried unanimously 5-0.

**DISCUSSION: PUBLIC OUTREACH**

At its last meeting, the Board asked Mr. Mator to explore Public Outreach methods using emails and/or texts so they can compare the practice against other methods of Outreach.

Mr. Mator reported that he had performed research, and that – at this time – the only changes someone registered on the Township website would receive would only be actual changes to the web site. He explained that residents would only be notified of the change to the web site, and not necessarily changes like a road being out, etc.

Mr. Mator said he did find “app based” options which may be of interest to the Board. The least expensive system would cost approx. \$1,500 per year, and the most expensive option was \$5,000 per year. He informed the Board that the difference in the costs is dependent upon the sophistication of the individual systems, and that he felt the high-end apps were “overkill,” as they provided services that are not really pertinent to the residents of West Deer Township.

Mr. Karpuzi commented on the sad passing of Mr. Makuta, as a lot of residents obtained local news from the Town Flyer each month. Mr. Mator concurred, and stated the staff had discussed the possibility of a newsletter, and that he was currently researching the possibility for the Board.

Additional discussion was held regarding the newsletter concept, emails, web site, time/money, Facebook, and other associated items.

**DISCUSSION: SUNSET DRIVE**

Three residents of Sunset Drive – a private road in the Township – requested that the Township adopt the road. This same request was made in 2016, and the Township Engineer advised the Board that the road did not meet the required specifications.

Mr. Shoup commented on his 2016 letter/report outlining the deficiencies of the private road.

A short discussion was held on this issue.

**COMMITTEE REPORTS**

The Committee Chairperson reported on their Committee updates:

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

**OLD BUSINESS**

- Dr. DiSanti
  - Supervisor DiSanti asked Mr. Mator if there was an update on the streetlight replacement at McKrell Road and Saxonburg Boulevard. Mr. Mator stated that he continues to pressure Duquesne Light, but has not heard anything yet.

- Dr. DiSanti
  - Supervisor DiSanti commented favorably on the effect of the new LED streetlighting in Russellton.
- Dr. DiSanti
  - Supervisor DiSanti asked Mr. Happel if he had any updates regarding the bankruptcy at Rockpointe Airport. Mr. Happel stated he does not, but would look again.
- Mr. Karpuzi
  - Supervisor Karpuzi elaborated on the earlier topic of Community Outreach, and stressed action.
  - Additional discussion was on the matter.

### **NEW BUSINESS**

- Trick or Treat Night in West Deer will be Wednesday, October 31<sup>st</sup> from 6 pm to 8 pm.
- Trunk or Treat at East Union Community Center on Saturday, October 20<sup>th</sup> at 6 pm.

### **SET AGENDA: REGULAR BUSINESS MEETING**

21 November 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: Mueller Street Demolition Bids
14. Adoption: Ordinance No. 430/Streets in Oakwood Heights Plan
15. Committee Reports
16. Old Business
17. New Business
18. Set Agenda/December 19, 2018
19. Comments from the Public
20. Adjournment

### **TWO – 2018 PUBLIC BUDGET WORKSHOP MEETINGS WILL OCCUR THIS YEAR**

**1) Wednesday, 7 November 2018 at 7:00 p.m.**

**2) Immediately following the Regular Business Meeting of 21 November 2018.**

**COMMENTS FROM THE PUBLIC**

- Mr. Joe Wisniewski, Deer Creek Road
  - Reported the Knights of Columbus cleaned both sides of the road from Benjamin Street to Catanese Brothers garage.
  
- Mr. Larry Neidig, 3409 Cedar Glen Drive
  - Commented on community outreach.

**EXECUTIVE SESSION**

Mr. Happel announced the Board will hold an Executive Session to discuss the 2019 salary and wages for Township employees.

**ADJOURNMENT**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:23 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager