

West Deer Township  
Board of Supervisors  
21 November 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; Beverly Jordan; Arlind Karpuzi; Shawn Maudhuit; Joyce A. Romig; and Gerry Vaerewyck. Member absent: Richard W. DiSanti, Jr. Also present were: Daniel J. Mator, Jr., Township Manager; Douglas Happel, representing Griffith, McCague, & Wallace; and Sandy Nelko, 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 items. One was the lease of the Nike Site and the second item was an easement for possible work near the Russellton Plaza.

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

- None

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

- Mrs. Audra Buchanich, Hemphill Road
  - Commented on an ongoing waterline issue on Hemphill Road and the paving of Hemphill Road next year.
- Mrs. Amy Stark, Hemphill Road
  - Commented on the water issues on Hemphill Road, and the number of children that live on Hemphill Road.

After some discussion, Mr. Mator will contact the Fawn Frazer Water Authority on behalf of the residents on Hemphill Road.

#### **ACCEPT MINUTES**

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Romig to accept the minutes of the 17 October 2018 meeting as presented. Motion carried unanimously 6-0.

#### **MONTHLY FINANCIAL REPORT**

Mrs. Nardis was not present, but copies of the Finance Officer's Report were submitted.

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

**I - GENERAL FUND:**

	<b><u>October</u></b>	<b><u>YTD</u></b>	<b><u>% of Budget</u></b>
<b>Revenues</b>	203,579.50	5,422,526.87	93.16%
<b>Expenditures</b>	420,560.58	4,311,488.25	74.07%

**Cash and Cash Equivalents:**

Sweep Account		<u>1,513,965.15</u>	<u><b>1,513,965.15</b></u>
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**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted		8,269.81	
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**Fire Tax Fund:**

Sweep Account - Restricted		77,840.12	
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted		<u>129,047.51</u>	
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**215,157.44****Investments:****Operating Reserve Fund:**

Sweep Account - Reserved		325,993.10	
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**Capital Reserve Fund:**

Sweep Account - Reserved		<u>810,114.46</u>	
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**1,136,107.56****III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

		<u>0.00</u>	
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**0.00****TOTAL CASH BALANCE 10/31/18****2,865,230.15****Interest Earned October 2018****1,869.90**

	<b><u>10/1/2018</u></b>	<b><u>October</u></b>	<b><u>10/31/2018</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>	\$213,367.60	\$2,607.94	\$211,359.90
<b>NexTier Bank VFC #2</b>	\$443,723.35	\$2,680.96	\$442,478.49

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**

Adler & Sons, Inc. ....	1775.00
Bearcom.....	194.97
Best Wholesale Tire Co., Inc.....	505.23
Galls LLC .....	1741.79
Griffith, McCague & Happel, PC .....	1634.00
Hei-Way, Inc. ....	1003.76
Jordan Tax Service, Inc. ....	7718.94
Kress Tire .....	2679.24
Management Science Associates, Inc.....	1460.00
Markl Supply .....	646.75
North Eastern Uniforms & Equip Inc.....	1889.79
Office Depot .....	728.92
Shoup Engineering .....	4315.83
Stephenson Equipment, Inc. ....	722.22
The Lane Construction Corporation .....	1481.58
Toshiba Financial Services .....	589.77
Tristani Brothers, Inc. ....	402.59
Youngblood Paving Inc. ....	533164.72

MOTION BY Supervisor Maudhuit 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 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 year 2018.

**2018 REAL ESTATE TAX REFUNDS**

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Liko, George D. & Laurel E.	1509-M-369	\$806.98
Morrill, Brooke A. & Daniel E.	1510-D-24	\$ 37.80

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Romig 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 October 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 October 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. Mrs. Sandy Nelko represented Shoup Engineering, Inc., and summarized the meeting attendance and details of the formal report:

### Projects

- 2018 Road Improvement Program
  - Ms. Nelko stated that Youngblood Paving had completed all hot mix asphalt paving and cold mix asphalt paving, and that Russell Standard completed the bituminous seal coat work on Trump Road, Lick Road, and Carl Lane.
- Allegheny Valley Joint Sewer Authority (AVJSA) Act 537 Plan
  - Ms. Nelko reported that a meeting was held with the Pennsylvania DEP on 25 October 2018. Mr. Shoup attached correspondence from the DCDBA Engineer which summarizes that meeting.

### Development/Subdivision Reviews

- None

## **ACCEPTANCE: MUELLER STREET DEMOLITION**

The Township received bids on 15 November 2018 at 11:00 a.m. for the demolition of the structure at the property located adjacent to 1024 Mueller Street, Gibsonia, PA. No physical address is available for the structure.

Lot/Block #1668-S-240

Owner: Anna Smith

Amount budgeted for 2018 Demolition: \$10,000.00

BIDDERS:	TOTAL AMOUNT:
1) JH Excavating	\$9,000.00
2) Haas Excavation & Demolition	\$9,450.00

Mr. Payne commented on the project and bids and recommended the bid be awarded to Haas Excavation & Demolition due to the bid includes the Township's specifications and the bid submitted by JH Excavation does not.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to award the 2018 Demolition Project to Haas Excavation & Demolition for the structure at the property located adjacent to 1024 Mueller Street, Gibsonia, PA in the amount of \$9,450.00. Motion carried unanimously 6-0.

## **ACCEPTANCE: PAM TEDESCO NOTICE OF RETIREMENT**

The Township received notice from Police Secretary Pam Tedesco announcing that she plans on retiring 28 February 2019. The Board received a copy of Ms. Tedesco's notice.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Romig to accept Police Secretary Pam Tedesco's Notice of Retirement as submitted. Motion carried unanimously 6-0.

**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.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Jordan to adopt Ordinance No. 430 accepting the streets in the Oakwood Heights Plan. Motion carried unanimously 6-0.

**ADVERTISEMENT: ORDINANCE NO. 431 (STREETLIGHT ASSESSMENT INCREASE)**

At its current rate, the streetlight assessment is insufficient to cover costs in 2019. At its Budget Workshop, the Board of Supervisors discussed increasing the streetlight assessment to an amount sufficient to cover those costs.

ORDINANCE NO. 431

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE STREETLIGHT ASSESSMENT AT \$40 PER AFFECTED PARCEL FOR THE 2019 TAX YEAR.

Mr. Mator further explained why an increase of the streetlight assessment would be necessary to cover costs.

After some discussion, MOTION BY Supervisor Romig and SECONDED BY Supervisor Maudhuit to authorize the advertisement of Ordinance No. 431 setting the streetlight assessment at \$40 per affected parcel for the 2019 tax year. Motion carried unanimously 6-0.

**APPROVAL: SENIOR CITIZEN LEASE AGREEMENT**

The Board received a copy of the Agreement with the Catholic Youth Association and West Deer Township for the lease of the Senior Citizen Center.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Karpuzi to approve the Lease Agreement with the Catholic Youth Association for the Senior Citizen Center as presented. Motion carried unanimously 6-0.

**DISCUSSION: OUTREACH**

At this time the Board had a lengthy discussion on the following items:

- Newsletters / mailings / postage / delivery
- Apps and social media
- Texting services/cell phone services/emails
- Facebook / No comments on Facebook
- General information to the public
- Emergency information to the public

## **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 – ABSENT – 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**

- None

## **NEW BUSINESS**

- None

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

19 December 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. 2019 Final Budget
  - Adoption: Resolution No. 2018-9 (2019 Budget)
8. Accept Minutes
9. Monthly Financial Report
  - A. Finance Officer's Report
  - B. List of Bills
  - C. Tax Refunds
10. Police Chief's Report
11. Building Inspector/Code Enforcement Officer's Report
12. Report from the Parks and Recreation Board
13. Engineer's Report
14. Adoption: Resolution No. 2018-10 (Approval of the Firefighter Rosters)
15. Advertisement: Property Maintenance Ordinance
16. Appointment: Police Secretary
17. Committee Reports
18. Old Business
19. New Business
20. Set Agenda/Reorganization Meeting/January 7, 2019
21. Comments from the Public
22. Adjournment

Item Added: Police Memorandum of Understanding

**COMMENTS FROM THE PUBLIC**

- None

**The 2019 Public Budget Workshop Meeting followed the Regular Meeting.**

**ADJOURNMENT**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:14 p.m. Motion carried unanimously 6-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager