

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, Shawn Maudhuit, Joyce A. Romig, and Gerry Vaerewyck. 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.

Mr. Happel announced the Board held an Executive Session at 6:30 p.m. to discuss one personnel issue and one land use issue that may arise to litigation.

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

- None

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

- None

#### **2019 FINAL BUDGET**

The Real Estate Tax millage will remain at 2.99 mils for the 2019 Tax Year.

##### **GENERAL FUND BUDGET**

Revenues:	\$ 6,378,899.19
Expenditures:	\$ 6,378,899.19

##### **STREET LIGHTING FUND BUDGET**

Revenues:	\$ 91,314.00
Expenditures:	\$ 86,800.00

##### **FIRE TAX FUND BUDGET**

Revenues:	\$ 195,000.00
Expenditures:	\$ 195,000.00

##### **CAPITAL RESERVE FUND BUDGET**

Revenues:	\$ 852,840.34
Expenditures:	\$ 317,936.77

**LIQUID FUELS FUND BUDGET**

Revenues: \$ 450,598.05  
 Expenditures: \$ 450,000.00

**OPERATING RESERVE FUND BUDGET**

Revenues: \$ 1,000.00  
 Expenditures: \$ 900,672.22

RESOLUTION NO. 2018-9

A RESOLUTION ADOPTING THE 2019 BUDGET OF THE TOWNSHIP OF WEST DEER,  
 ALLEGHENY COUNTY, PENNSYLVANIA.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to adopt Resolution No. 2018-9 – the 2019 Budget. Motion carried unanimously 7-0.

**ACCEPT MINUTES**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Romig to accept the minutes of the 21 November 2018 meeting as presented. Dr. DiSanti pointed out he was not at that meeting but voted yes. Motion carried unanimously 7-0.

**MONTHLY FINANCIAL REPORT**

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

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

**I - GENERAL FUND:**

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	364,260.06	5,786,786.93	99.42%
<b>Expenditures</b>	941,848.89	5,253,337.14	90.25%

**Cash and Cash Equivalents:**

Sweep Account	996,094.73	<b>996,094.73</b>
---------------	------------	-------------------

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Sweep Account - Restricted 14,028.60

**Fire Tax Fund:**

Sweep Account - Restricted 67,067.11

**State/Liquid Fuels Fund:**

Sweep Account - Restricted 129,257.49

**210,353.20**

**Investments:**

**Operating Reserve Fund:**

Sweep Account - Reserved 326,286.22

**Capital Reserve Fund:**

Sweep Account - Reserved 810,118.98

1,136,405.20

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

0.00

0.00

**TOTAL CASH BALANCE 11/30/18**

**2,342,853.13**

**Interest Earned November 2018**

**1,597.04**

	<b>11/1/2018 Debt Balance</b>	<b>November Principal Payment</b>	<b>11/30/2018 Debt Balance</b>
<b>Mars National - VFC #3</b>	\$211,331.77	\$2,607.94	\$209,231.03
<b>NexTier Bank VFC #2</b>	\$442,428.24	\$2,680.96	\$441,174.87

Restricted – Money which is restricted by legal or contractual requirements.

Reserved – Money which is earmarked for a specific future use.

MOTION BY Supervisor Romig and SECONDED BY Supervisor DiSanti to approve the Finance Officer’s Report as submitted. Motion carried unanimously 7-0.

**LIST OF BILLS**

Bearcom.....	1294.59
Best Wholesale Tire Co., Inc. ....	1787.18
Digital-Ally.....	3940.75
Griffith, McCague & Happel, PC .....	1795.50
Hei-Way, LLC .....	472.79
Insight Pipe Contracting .....	71589.40
Jordan Tax Service, Inc. ....	4647.52
Kress Tire .....	5218.96
MRM Workers’ Comp Fund .....	16749.43
Office Depot .....	284.02
Shoup Engineering Inc. ....	38076.50
Stephenson Equipment, Inc. ....	6336.60
Toshiba Financial Services .....	486.02
Tristani Brothers, Inc. ....	2277.31
Youngblood Paving Inc. ....	52454.10

MOTION BY Supervisor Karpuzi 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 7-0.

**TAX REFUNDS**

The Board is in receipt of the list from the Tax Collector requesting the issuance of a real estate tax refund 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>
Braunger, Peter J.	1510-N-120	\$244.68

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to issue the tax refund as submitted by the Tax Collector. Motion carried unanimously 7-0.

**POLICE CHIEF'S REPORT**

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

Chief Lape commented on this year's Christmas Toy Program.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT**

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of November 2018. A copy of the report is on file at the Township.

**REPORT FROM THE PARKS AND RECREATION BOARD**

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.

Some discussion was held on a questionnaire for the 2019 Community Days. The questionnaire will be placed on the Parks & Recreation Facebook page and the Township's website. Also discussed was the Parks and Recreation 2019 Budget.

**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 Program
  - Mr. Shoup stated that all work has been completed on the Road Improvement Program. He said that documentation and forms have been submitted to PennDOT to allow for partial funding of the project with Liquid Fuel Tax Money.
- Allegheny Valley Joint Sewer Authority (AVJSA) Act 537 Plan.

- Mr. Shoup also commented that the Township was informed by DEP that the Allegheny Valley Joint Sewer Authority's Official Sewage Plan Update/Act 537 Plan Update was approved by the DEP.

Development/Subdivision Reviews

- None

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

At its current rate, the streetlight assessment is insufficient to cover costs. 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.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to adopt Ordinance No. 431 setting the streetlight assessment at \$40 per affected parcel for the 2019 tax year. Motion carried unanimously 7-0.

**ADOPTION: RESOLUTION NO. 2018-10 (APPROVAL OF THE FIREFIGHTER ROSTERS)**

As per Ordinance No. 418 – which established an EIT Credit for Fire and EMS volunteers – a notarized roster must be submitted to, and reviewed by the Township Manager, then accepted by the Board of Supervisors.

RESOLUTION NO. 2018-10

A RESOLUTION APPROVING THE VOLUNTEERS THAT APPEAR ON THE NOTARIZED LISTS SUBMITTED BY THE FIRE CHIEFS AND VERIFIED BY THE TOWNSHIP MANAGER.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to adopt Resolution No. 2018-10 approving the volunteers that appear on the notarized lists submitted by the Fire Chiefs and verified by the Township Manager. Motion carried unanimously 7-0.

**ADOPTION: RESOLUTION NO. 2018-11 (VACANT PROPERTY PROGRAM)**

RESOLUTION NO. 2018-11

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF TWO PARCELS WITH LOT AND BLOCK NUMBERS 2012-H-190 AND 2012-H-198 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

Property location: Willow Way

Mr. Payne explained the location and commented on the two parcels for the Vacant Property Program.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to adopt Resolution No. 2018-11 acknowledging that the acquisition and subsequent disposition of two parcels with lot and block numbers 2012-H-190 and 2012-H-198 would be in accordance with the Comprehensive Plan of the Municipality. Motion carried unanimously 7-0.

**APPOINTMENT: POLICE SECRETARY**

With Pam Tedesco retiring 28 February 2019, the Township advertised and interviewed applicants to fill her position of Police Secretary. Police Chief Jon Lape and Township Manager Daniel Mator are recommending the hiring of Debra Pfeiffer.

At this time, Dr. DiSanti commented he felt the Board should – in the future – reconsider the procedure for hiring a full-time candidate. He recommended that a committee made of supervisors should interview these candidates, as the Board currently serves to provide formal approval. Supervisor DiSanti added that he has nothing personal against the people currently performing the interviews or the candidate.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to hire Debra J. Pfeiffer as a full-time employee of West Deer Township and appoint her the Police Secretary effective 1 January 2019. Motion carried unanimously 7-0.

At this time Supervisor Vaerewyck commented that he felt Dr. DiSanti's comments prior to the vote were inappropriate, and detracted from the formal process used by the Township to select a candidate. He added that the process was discussed at length by the Board, and they agreed that the selection should be made by the Township Manager and the people directly involved so as to avoid political interference.

**APPROVAL: MEMORANDUM OF UNDERSTANDING (SCHOOL RESOURCE OFFICER)**

The Board received the Memorandum of Understanding between the Deer Lakes School District and West Deer Township for the School Resource Officer from 22 August 2018 through 30 June 2019.

Chief Lape explained the Memorandum of Understanding.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve and authorize the Chief of Police to sign the Memorandum of Understanding between the Deer Lakes School District and West Deer Township to provide the District a School Resource Officer from 22 August 2018 through 30 June 2019, and providing reimbursement for said services. Motion carried unanimously 7-0.

**AUTHORIZATION: PUBLIC OUTREACH**

Over the past few months, the Board has discussed various methods of improving the Community Outreach. The three methods discussed were: Emergency Texting Services, Quarterly Newsletters, and a Township Facebook Page.

An Emergency Texting Service would provide residents the ability to voluntarily register their phone numbers to receive texts. This service would only be used in the case of emergencies – such as closed roads or downed trees, etc. – and would cost the Township a monthly fee based on the number of subscribers (approx. \$25 per month to start).

Quarterly Newsletters would be compiled by Township Staff, and would replace the now-defunct "Town Flyer" Newsletters. The first issue of each year (typically in January) would be mailed to all residents of the Township. Depending on the cost, the remaining three issues could be either mailed or dropped at locations throughout the Township.

A Township Facebook Page would be used only for posting information taken from the Township website. A third-party contractor would be hired to provide this service. No commenting would be permitted on the Township Facebook Page.

**A. EMERGENCY TEXTING SERVICE**

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Jordan to authorize the Township Manager to enroll the Township in an Emergency Texting Service for the purpose of notifying resident subscribers of emergencies. Motion carried unanimously 7-0.

**B. QUARTERLY NEWSLETTER**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to authorize the Township Manager to receive proposals for the creation, printing, and mailing of a 2019 first-quarter Township Newsletter. Motion carried unanimously 7-0.

**C. TOWNSHIP FACEBOOK PAGE**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to authorize the Township Manager to receive proposals for the creation and maintenance of a Township Facebook Page. Motion carried unanimously 7-0.

**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**

- None

**NEW BUSINESS**

- None

**SET AGENDA: REORGANIZATION MEETING**

Monday, 7 January 2019 – 8:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Nominate and Elect Chairperson for the Year 2019
5. Nominate and Elect Vice Chairperson for the Year 2019
6. Appoint Township Auditor
7. Furnish Bonds
8. Re-establish Robert’s Rules of Order
9. Depository for Funds
10. Facsimile Signature
11. Set Monthly Meeting Date and Time
12. Appoint Delegate and Alternate (NHCOG)

13. Appoint Delegate and Alternate (Allegheny County Assoc. of Township Officials)
14. Appoint Delegate and Alternate (EIT Tax Committee)
15. Conferences
16. 2019 Board Appointments
  - A - Planning Commission – 2
  - B - Zoning Hearing Board – 1
  - C – Deer Creek Drainage Basin Authority – 1
17. Set Agenda: 16 January 2019
18. Adjournment

### **COMMENTS FROM THE PUBLIC**

- None

At this time, and on behalf of the Board of Supervisors, Chairwoman Hollibaugh wished everyone a Merry Christmas and a Happy New Year!

Dr. DiSanti acknowledged Pam Tedesco, Police Secretary, for her outstanding service.

### **ADJOURNMENT**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 7:45 p.m. Motion carried unanimously 7-0. Meeting adjourned.

---

Daniel J. Mator, Jr., Township Manager