

West Deer Township
Board of Supervisors
16 January 2019
6:30 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; and Joyce A. Romig. Members absent: Shawn Maudhuit and Gerry Vaerewyck. 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.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Mr. Scott Woloszyk, Shuster Road
 - Mr. Woloszyk commented on the Township's annual Clean-Up Day for the Township.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to accept the minutes of the 19 December 2018 and 7 January 2019 meetings as presented. Motion carried unanimously 5-0.

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 December 2018

I - GENERAL FUND:

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	307,072.45	6,093,859.38	104.69%
Expenditures	1,168,400.48	6,425,911.38	110.40%

Cash and Cash Equivalents:

Sweep Account	74,933.79	74,933.79
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	8,226.95
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Fire Tax Fund:

Sweep Account - Restricted	56,246.06
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State/Liquid Fuels Fund:

Sweep Account - Restricted	80,672.96
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145,145.97**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	1,095,218.13
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Capital Reserve Fund:

Sweep Account - Reserved	810,123.90
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1,905,342.03**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 12/31/18****2,125,421.79****Interest Earned December 2018****1,141.86**

	<u>12/1/2018</u> <u>Debt Balance</u>	<u>December</u> <u>Principal</u> <u>Payment</u>	<u>12/31/2018</u> <u>Debt Balance</u>
Mars National - VFC #3	\$209,191.40	\$2,607.94	\$206,583.46
NexTier Bank VFC #2	\$441,174.87	\$2,680.96	\$439,872.18

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

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

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

Bearcom.....	194.97
Best Wholesale Tire Co., Inc.....	1095.43
Griffith, McCague & Happel, PC.....	826.50
Intech Worldwide.....	5490.00
Jordan Tax Service, Inc.....	3984.35
Kress Tire.....	17.00
Lindy Paving Inc.....	4749.73
North Hills COG.....	6500.00
Office Depot.....	387.90
Shoup Engineering Inc.....	7161.25
Toshiba Financial Services.....	486.02

MOTION BY Supervisor Jordan 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.

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>
Duncan, Hans Tate & Anna Mae	1839-S-195	\$105.78
Borsuk, Gary A.	1671-B-396	\$ 66.77
Snair, Justin William & Kimberly	1672-N-268	\$ 59.78

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to issue the tax refunds as submitted by the Tax Collector. 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 December 2018. A copy of the report is on file at the Township. Questions and comments followed.

Mrs. Jordan thanked the Chief and commended him on a great job on the Christmas Toy Drive.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER’S REPORT

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

REPORT FROM THE PARKS AND RECREATION BOARD

No report – No meeting until 23 January 2019 at 7:00 p.m.

Mrs. Jordan reported on the following items:

- Mrs. Jordan and Mr. Mator have discussed resuming youth athletic association meetings in 2019.
- Deer Lakes Softball would like to install a fence at B7 and B2 ballfields at Bairdford Park. Chief Lape and John Yourish recommended a sliding gate for the purpose of Community Days to make sure vehicles can get in and out of the area. Softball will pay for the cost of the fence but the additional expense for the gate would be paid by the Township. Mr. Mator explained the differences in the styles of gates. If necessary, this item will be on next month's agenda for authorization for payment out of the Budget under Field Maintenance for \$2,000.00.
- Mrs. Jordan and Mrs. Stark would like to implement background checks for all members on the Parks & Recreation Board. It would be as the same as coaches and individuals that deal with children. Everything has been good so far but they feel it's the responsible thing to do because they are dealing with children a lot of the time.

Mr. Mator indicated the Township will need to create/amend the policy and change it by resolution.

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

- 2019 Road Improvement Program
 - Mr. Shoup stated that preliminary design work on roads for the 2019 Road Improvement Project has begun. Public bids will be obtained for the Board of Supervisor's consideration in the next few months.

Development/Subdivision Reviews

- None

APPOINTMENT: ALTERNATE TO THE ALLEGHENY NORTH TAX COLLECTION COMMITTEE

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to appoint Beverly Jordan as an Alternate to the Allegheny North Tax Collection Committee for the Year 2019. Motion carried unanimously 5-0.

Alternate: Beverly Jordan

2019 SALVAGE YARD LICENSE APPLICATIONS

The Township received the following four (4) applications for the 2019 Salvage Yard License in West Deer Township:

- A) Blazczak Salvage, Inc.
- B) Catanese Brothers Salvage
- C) IAA Acquisition Corp.
- D) Smullin Recycling

All four (4) applicants have paid their fees. Mr. Payne inspected the properties in January and submitted the checklists as per Township Ordinance Number 349.

A) BLACZAK SALVAGE, INC., 115 Kaufman Road, Gibsonia, PA 15044

The Board received Mr. Payne's inspection/checklist report of the property.

ALL ITEMS ON THE CHECKLIST PASSED.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to approve the Blazczak Salvage, Inc., application for the 2019 Salvage Yard License. Motion carried unanimously 5-0.

B) CATANESE BROTHERS SALVAGE, 663 Little Deer Creek Valley Road, Russellton, PA 15076

The Board received Mr. Payne's inspection/checklist report of the property and Mr. Payne commented on his report and recommended that no salvage occur until all violations are taken care of.

ALL ITEMS ON CHECKLIST PASSED EXCEPT:

- STORAGE - No storage/trucks located outside fence (Red International truck and white pick-up truck, as well as small amounts of debris/scrap are located on back edge of gravel lot).
- FENCING/SCREENING - Fence shall be surrounded by natural landscaping or Type "A" screening (Section of fencing by main gate on right side of building and end section on left side of building is leaning and should be made sound).

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to approve the Catanese Brothers Salvage application on condition that they fix the two regulations that have failed while under inspection of Mr. Payne for the 2019 Salvage Yard License. Motion carried unanimously 5-0.

C) IAA ACQUISITION CORPORATION, 49 Bairdford Road, Gibsonia, PA 15044

The Board received Mr. Payne's inspection/checklist report of the property.

ALL ITEMS ON THE CHECKLIST PASSED.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to approve the IAA Acquisition Corporation application for the 2019 Salvage Yard License. Motion carried unanimously 5-0.

D) SMULLIN RECYCLING (FORMERLY BOULEVARD AUTO & TRUCK SALVAGE, LLC), 1813 Saxonburg Blvd., Tarentum, PA 15084

The Board received Mr. Payne's inspection/checklist report of the property. Mr. Payne commented on his report and recommended to approve it conditional that no salvage operations commence until all violations are taken care of and a new inspection is performed.

ALL ITEMS ON THE CHECKLIST PASSED EXCEPT:

- FENCING/SCREENING – Opaque fence not less than 7 ft. or more than 12 ft. in height (Front fence is partially removed during construction. Owner states no salvage business will occur until fence and screening is replaced).

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to approve Smullin Recycling for the 2019 Salvage Yard License contingent upon they comply with the checklist submitted by Mr. Payne upon re-inspection. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF PUBLIC WORKS TRUCKS

The Board received the quote from Suppes Ford and US Municipal for two (2) new 2019 Ford F550 Chassis XL 4x4 SD Regular Cab 145" WB DRW and 2019 Equipment under the PA CoStars contract.

2 – 2019 Ford 550 Super Duty 4x4 Cab & Chassis	\$ 93,448.00
2 – Equipment Packages which includes Body's, Hydraulics, Snow Plows, & Spreaders	\$ <u>64,102.00</u>
Total:	\$ 157,550.00

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the purchase of two (2) new 2019 Ford 550 Chassis XL 4x4 SD Regular Cab 145" WB DRW and the two 2019 Equipment Packages to Suppes Ford and US Municipal in the total amount of \$157,550.00 and the financing through Laurel Capital for five years at the rate of 3.60%. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE 2019 JCB SKID STEER

The Board received the quote from Stephenson JCB for one (1) new 2019 JCB 300T Tier 4 Final Tracked, Vertical Lift, New Generation, Compact Tracked Loader.

Equipment Total	\$70,828.64
Less Trade-In – 2005 JCB Skid Steer	- \$11,500.00
Total:	\$59,328.64

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to authorize the purchase of one (1) new 2019 JCB 300T Tier 4 Final Tracked Loader to Stephenson JCB in the amount of \$70,828.64 less trade-in of \$11,500.00 for the total amount of \$59,328.64 and financing through Laurel Capital for five years at the rate of 3.60%. Motion carried unanimously 5-0.

OLD BUSINESS

- Mrs. Jordan commented on the newsletter.
- Dr. DiSanti commented on the retention ponds at Rock Airport as to whether they are in compliance.

NEW BUSINESS

- Mr. Karpuzi showed a short video presentation in regard to Little Free Libraries, a non-profit organization providing a free book exchange where one builds small type bookstands for children/people to take a book and share a book throughout different locations/neighborhoods in the Township. Some discussion was held and Mr. Karpuzi will discuss this at the next meeting once he checks for further information on this program.

SET AGENDA: REGULAR BUSINESS MEETING

20 February 2019

6:00 p.m. – Executive Session

6:30 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 and Recreation Board
12. Engineer's Report
13. Discussion: Public Outreach
14. Old Business
15. New Business
16. Set Agenda/March 20, 2019
17. Comments from the Public
18. Adjournment

Items Added:

- Accept Part Time Resignation(s)
- Part Time Police
- Authorize Motorcycle Bids
- Ratify Softball Fence (If Needed)
- Volunteer Clearance Policy (If Needed)

COMMENTS FROM THE PUBLIC:

- Mr. Scott Woloszyk, Shuster Road
 - Mr. Woloszyk commented on the asphalt failing on the Benjamin Street Bridge.
- Ms. Allison Sciallo, 1157 Logan Road
 - Ms. Sciallo would like to see a public library in the Township.

ADJOURNMENT

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to adjourn the meeting at 7:31 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager