

West Deer Township
Board of Supervisors
20 February 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; 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.

No Executive Session held.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Mr. George Zietz, Russellton Airport Road
 - Mr. Zietz commented on stormwater maintenance work done by the Township on Butler Logan Road, a State-owned road. He stated he felt it's the State's responsibility to take care of that problem and not the Township's responsibility. Mr. Mator explained that PennDOT was contacted numerous times, and that the Township took the initiative to make the repair as an emergency measure.

Mr. Zietz thanked the Township, and commented on other issues with the State at the same intersection.
- Mr. Earl Fish, Aber Road
 - Mr. Fish also commented on the pipe on Butler Logan Road and other State road issues.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to accept the minutes of the 23 January 2019 meeting as presented. A roll call vote was taken. Members voting yes: Mrs. Jordan; Mr. Karpuzi; Mr. Maudhuit; Mrs. Romig; Dr. DiSanti; and Mrs. Hollibaugh. Member abstaining: Mr. Vaerewyck (not present at the meeting). Motion carried, 6 – yes, 0 – no, and 1 – abstention.

MONTHLY FINANCIAL REPORT

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 January 2019

I - GENERAL FUND:

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	535,113.96	535,113.96	8.39%
Expenditures	338,409.85	338,409.85	5.31%

Cash and Cash Equivalents:

Sweep Account	285,497.16	285,497.16
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	6,247.63
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Fire Tax Fund:

Sweep Account - Restricted	23,913.47
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State/Liquid Fuels Fund:

Sweep Account - Restricted	59,828.99
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89,990.09**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	194,753.67
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Capital Reserve Fund:

Sweep Account - Reserved	1,338,238.20
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1,532,991.87**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 1/31/19****1,908,479.12****Interest Earned January 2019****363.16**

	<u>1/1/2019</u> <u>Debt Balance</u>	<u>January</u> <u>Principal</u> <u>Payment</u>	<u>1/31/2019</u> <u>Debt Balance</u>
Mars National - VFC #3	\$206,583.46	\$2,607.94	\$204,644.06
NexTier Bank VFC #2	\$439,872.18	\$2,680.96	\$438,612.32

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

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

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

LIST OF BILLS

AJ Printing Services, Inc.	2029.87
Amerikohl Aggregates, Inc.....	414.58
Amerikohl Transport, Inc.	172.81
Bearcom.....	487.62
Best Wholesale Tire Co., Inc.....	698.00
Griffith, McCague & Happel, PC	1035.50
Hei-Way, LLC	1154.52
Insight Pipe Contracting	3150.00
Jordan Tax Service, Inc.	13660.01
Mark C. Turnley	2600.00
MRM Workers’ Comp Fund	16749.43
Office Depot	287.52
Shoup Engineering Inc.	673.50
Stephenson Equipment, Inc.	659.41
Toshiba Financial Services	688.60

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 7-0.

POLICE CHIEF’S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of January 2019. 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 January 2019. A copy of the report is on file at the Township. Questions and comments followed.

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. Questions and comments followed.

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 for the 2019 Road Improvement Project has begun. Public bids will be obtained for the Board of Supervisor's consideration at the 20 March 2019 meeting. On-site review of drainage work on Rittman Road was also performed with the Public Works Director.

Development/Subdivision Reviews

- None

ACCEPTANCE: RESIGNATION LETTER OF PART-TIME POLICE OFFICER

The Board is in receipt of the resignation letter from Officer Tyler Jamison as a part time police officer effective 28 January 2019.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the resignation of Officer Tyler Jamison as a part-time police officer for West Deer Township effective 28 January 2019, and wish him the best of luck. Motion carried unanimously 7-0.

APPROVAL: HIRING PART-TIME POLICE OFFICER

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

- Korey Zarnick – Mr. Zarnick was present at the meeting and commented on his background.

A background check was performed and Mr. Zarnick has his certification number. He would be able to start immediately after being sworn-in at District Magistrate Swan's office.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to hire Kory Zarnick as a part-time police officer of West Deer Township. Motion carried unanimously 7-0.

AUTHORIZATION: ADVERTISEMENT OF 2019 ROAD IMPROVEMENT PROJECT

The Board received the advertisement for bids from the Township Engineer in regard to the 2019 Road Improvement Project.

Roads – Hot Mix Bid

Havencrest Drive, Rickenbach Road, Crestwood Drive, Dawn Road, Skyview Terrace, Paradise Drive, and Kaufman Road.

Alternate bid: Walnut Street, Beechnut Street & Chestnut Way.

Roads – Cold Mix Base Bid

Dawson Road

Alternate Bid: Blanchard Road & Hemphill Road

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Karpuzi to authorize the Township Engineer to advertise and solicit bids for the 2019 Road Improvement Project. Motion carried unanimously 7-0.

AUTHORIZATION: MOTORCYCLE SEALED BIDS

The West Deer Township Police Department received a donation of a 2001 Harley Davidson Willie G. Motorcycle. The Board agreed to advertise and accept sealed bids with the proceeds used towards the purchase of police equipment.

2001 Harley Davidson Willie G. Motorcycle
Minimum Bid of \$17,500.00
The motorcycle is in the original packing crate.
Bids Due & Open: Monday, 8 April 2019 at 1:30 p.m.
Township reserves the right to reject any and all bids.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the advertisement to accept sealed bids for the sale of the 2001 Harley Davidson Willie G. Motorcycle. Motion carried unanimously 7-0.

DISCUSSION: COMMUNITY OUTREACH

Mr. Mator commented on the proposals he received for the newsletters and pointed out the Township is still working on compiling an updated address mailing list of Township residents. He stated that once the address list is complete, accurate quotes for postage could be obtained.

Mr. Karpuzi commented that he and Mr. Mator met with a digital Consultant that can help the Township with outreach and social media including digital newsletters. He added that this is an ongoing work in progress.

DISCUSSION: PITTSBURGH NORTHEAST AIRPORT STATUS

Dr. DiSanti explained that the original owners of Rock Airport were to construct certain environmental controls on the property. He stated that there has been new ownership, and that the original Developer's Agreement has been overlooked on such items as maintenance of the retention ponds, controlling water run-offs, etc. Supervisor DiSanti said he felt it should be the new owner's responsibility.

Dr. DiSanti also indicated the Bankruptcy Court said that the new owner would be responsible for the concerns that took place prior to the bankruptcy and he feels a good place to start would be to revisit the Developer's Agreement.

Mr. Happel explained that the prior developer filed for bankruptcy and that the property was indeed sold to a new owner (Alaskan Property Management Company, LLC). He added that during the proceedings the new owner agreed to work with the Township with respect to environmental compliance on new work. Mr. Happel explained that Mr. Shoup inspected the property, had some suggestions, and sent those suggestions to the new property owner after the property was purchased through bankruptcy. Mr. Happel said that the bankruptcy was filed in 2009, was closed in 2017, and that the new owners had been in contact with Mr. Mator.

Mr. Mator indicated he met with the new owners. He advised the Board that there were some environmental issues, which the new owners were willing to address as they moved forward with their plans to expand the runway. However, the FAA did not approve the expansion of the runway.

There was much discussion on this issue.

Mr. Happel indicated the lawsuits filed by the Township were terminated since the bankruptcy was finalized and that there is no pending action by the Township.

Mr. Shoup concurred with the information Mr. Happel and Mr. Mator provided.

Dr. DiSanti also pointed out that old buildings that were demolished/torn down are still there. Mr. Vaerewyck indicated there are environmental issues there (oil, anti-freeze, waste oil).

After further discussion, Mr. Happel was directed to follow-up with the new owner on the issues discussed.

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

- Mr. Vaerewyck commented on the private waterlines that run underneath Hemphill Road. Mr. Karpuzi reported both he and Mrs. Jordan attended a meeting at the Fawn Frazer Water Authority and were informed that they did find the leak on the Buchanich property and the Buchanich's received a \$600.00 credit on their water bill. As far as replacing the waterline, Mrs. Jordan indicated they have not come back to the Township with a plan. The Authority has no money but the residents could possibly all agree to pay their share towards a new waterline.
- Mr. Karpuzi commented on the Little Free Libraries and there was an unexpectedly overwhelmed amount of books dropped off at his family's restaurant. Mr. Karpuzi thanked everyone and indicated he is still working with the Deer Lakes Ambassadors who are a service organization of students; he reached out to the Eagle Scouts, and Jim Zufall, a resident of the Township. Lowes will contribute all of the materials to build the bookstands, books are being donated and volunteers/labor will build the bookstands.
- Mrs. Hollibaugh commented that the January and February meetings listed in the newspaper have been at 7:00 p.m. and the meetings have been changed to 6:30 p.m.

NEW BUSINESS

- Mrs. Jordan commented on the ice build-up at Cedar Ridge Road and Martin Road. Bill Payne met the State/Tim Claypool at Cedar Ridge Road and explained the problems in that area. Mrs. Jordan indicated it is a very dangerous situation.

Mr. Mator stated he would talk to John Yourish in regard to Martin Road.

- Mr. Vaerewyck commented that he received two calls from two previously elected auditors in regard to a statement on the website's informational page. He stated that the two auditors in question were upset by the Township Manager's inclusion on that page that former elected auditors had their names written in, and that one was even elected as a joke. Supervisor Vaerewyck indicated one of the auditors was crying when she called him, and that he felt it was incredibly insulting that statement was made on the webpage. Mr. Vaerewyck said that all the auditors that the Township had ran campaigns – not as write-ins – and were appropriately elected officials, and that the information was “incredibly demeaning.” He added that one former auditor asked Supervisor Vaerewyck to fire Mr. Mator over the piece, and Mr. Vaerewyck encouraged the Board to have the piece retracted and an apology sent to those auditors.

Mrs. Jordan asked Mr. Vaerewyck if he received an email with a draft of the piece sent by Mr. Mator to the full Board for approval/commentary prior to posting. Supervisor Vaerewyck stated he had received the draft, but that he was on the road and did not have enough time to review it.

Supervisor Jordan also asked Mr. Happel if this was a personnel issue, and received clarification that it was a personnel issue if the Board wanted to review the action of an employee, but not if the Board wished to review the policy/protocol.

Mr. Mator explained that the auditors who contacted Mr. Vaerewyck were different from the auditor who stated to Mr. Mator that she was written in as a joke. Mr. Mator added that the point of including that information to begin with was so that residents understood the auditor position and duties before running and/or accepting the position. He stated to everyone in attendance that it was never a personal attack.

More discussion was held on the matter.

Also discussed was normal business practice and possibly updating/changing the policy in regard to communication between the administration and the Board of Supervisors.

SET AGENDA: REGULAR BUSINESS MEETING

20 March 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. Approval: Hiring Part-time Police Officer
14. Authorization: MS4 Program
15. Authorization: Purchase of One 2019 Park Zero Turn Mower
16. Award: 2019 Road Improvement Program Bids
17. Old Business
18. New Business
19. Set Agenda/17 April 2019
20. Comments from the Public
21. Adjournment

COMMENTS FROM THE PUBLIC:

- Mr. George Zietz, Russellton Airport Road
 - Mr. Zietz commented on the airport issues.

- Mr. Eric Felack, Chief of Staff for Representative Bob Brooks' office
 - Mr. Felack informed the Board that their office will continue to work on the PennDOT issues in the Township.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:16 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager