

West Deer Township
Board of Supervisors
20 March 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.; Joyce A. Romig; and Gerry Vaerewyck. Members absent: Beverly Jordan; Arlind Karpuzi; and Shawn Maudhuit. Also present were: William Payne, Code Enforcement Officer; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

ABSENT from the meeting: Daniel J. Mator, Jr., Township Manager and Jon Lape, Chief of Police. Both attended the PELRAS Training Conference at State College, Pa.

PLEDGE OF ALLEGIANCE

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.

Roll Call was taken by Mr. Happel – Quorum present.

Mr. Happel announced the Board held an Executive Session at 6:00 p.m. to discuss two litigation items that involve the Township.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Mr. Joseph Wisniewski, Deer Creek Road
 - Mr. Wisniewski commented on Little Deer Creek Road being cleaned up by the Knights of Columbus from Catanese Brothers to Popeye's.
- Mr. Julian Hazlet of Boy Scout Troop #653
 - Mr. Hazlet stated he would like to construct a memorial to police officers to satisfy his Eagle Scout Project. Mr. Hazlet was directed to contact the Police Department with more details.
- Mr. Robert Karlo, Woodhill Drive
 - Mr. Karlo stated he was concerned that his neighbor's trees are hanging over his property, and that he fears that they will fall down and damage his home. He wanted to know if the Township was considering any regulations to protect property owners from nuisance trees.

Mr. Payne replied that the Township has looked into several options that could regulate dangerous trees, but that none have been enacted yet. He added that the Board is in the planning stages of such regulations.

- Mr. Eric Felack, State Representative Bob Brooks office
 - Mr. Felack requested permission for Representative Bob Brooks to make a personal donation to update the restrooms at the Senior Center. He stated that he spoke with Mr. Mator, who supported the initiative and gave permission for the completion of the repairs/updates, but Mr. Felack said that

in his letter addressed to the Board he was asking for approval directly from the Board. Since a formal response from the Board was not made, Mr. Felack was requesting approval that evening.

- Under advisement from the Township Solicitor — since the lease holder (CYA) has the right to make improvements to the building to better suit their organization’s needs — the Board agreed.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to accept the minutes of the 20 February 2019 meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
28 February 2019

I - GENERAL FUND:

	<u>February</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	312,799.37	781,048.99	12.24%
Expenditures	319.849.94	655,852.96	10.28%

Cash and Cash Equivalents:

Sweep Account		278,771.72	
			278,771.72

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted		19,421.92	
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Fire Tax Fund:

Sweep Account - Restricted		13,787.43	
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State/Liquid Fuels Fund:

Sweep Account - Restricted	3,213.93
	36,423.28

Investments:

Operating Reserve Fund:

Sweep Account - Reserved	194,917.11
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Capital Reserve Fund:

Sweep Account - Reserved	1,338,241.63
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	1,533,158.74
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III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

	0.00
	0.00

TOTAL CASH BALANCE 2/28/19	1,848.353.74
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Interest Earned February 2019 **242.38**

	2/1/2019	February	2/28/2019
	Debt Balance	Principal	Debt Balance
		Payment	
Mars National - VFC #3	\$205,119.59	\$2,607.94	\$202,987.18
NexTier Bank VFC #2	\$438,612.32	\$2,680.96	\$437,347.31

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 Romig to approve the Finance Officer’s Report as submitted. Motion carried unanimously 4-0.

LIST OF BILLS

Bearcom.....	194.97
Best Wholesale Tire Co., Inc.....	2228.15
Griffith, McCague & Happel, PC.....	1580.00
Hei-Way, LLC.....	1729.75
Jordan Tax Service, Inc.	2433.15
Kress Tire	648.00
Markl Supply	4008.05
Office Depot	838.36
Shoup Engineering Inc.	867.00
Stephenson Equipment, Inc.	1345.95
Toshiba Financial Services.....	486.02
Tristani Brothers, Inc.....	3822.57
US Municipal.....	2463.75

MOTION BY Supervisor Romig 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 4-0.

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>
Maher, Mark Richard & Jodi	1669-S-35	\$ 50.99
John R. Gacci Revocable Trust	1218-N-219	\$132.45

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to issue the Tax Refunds as submitted by the Tax Collector. Motion carried unanimously 4-0.

POLICE CHIEF’S REPORT

Sgt. Robert Loper was present and provided a summary report on the Police Department for the month of February 2019. A copy of the report is on file at the Township.

The Board commented on the recent tragic passing of a local student. Sgt. Loper stated that the school was proactive, and are providing counselors to those who still need support.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER’S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of February 2019. A copy of the report is on file at the Township.

Mr. Payne also provided an update in regard to the demolition of an unsafe structure located on Mueller Street. The waiting period for the asbestos compliance portion of the demolition ends on March 22nd. Demolition can start after that date.

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.

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 Project
 - Mr. Shoup stated that the project design has been completed. Specifications and bid documents had been prepared, and bids were scheduled to be opened on 18 March 2019. Bid results were available for the Board’s consideration at their current meeting.

Development/Subdivision Reviews

- Elmendorf Plan
 - Mr. Shoup reported that an additional review of the proposed three lot subdivision was performed on 4 March 2019, and a review letter was issued to the Township.

APPROVAL: ELMENDORF PLAN OF LOTS:

The Planning Commission approved the Elmendorf Plan of Lots at their 28 February 2019 meeting. This is a (3) three lot subdivision plan located at 314 Oak Road in the I-Industrial Zoning District.

3-Lot Subdivision will create:

- Lot 1 measuring 1.5392 acres
- Lot 2 measuring 1.6839 acres
- Lot 3 measuring 2.8179 acres

The Planning Commission voted to recommend approval of the Elmendorf Plan of Lots contingent upon the following:

1. Under General Notes on the plan, amend Item 3 to include that 4th Alley is not to be used as access to Lot 3.
2. Highway Occupancy permit required and to be noted on plan.
3. Sewage facilities planning module needs to be filed. If planning module is not filed at this time, a non-building waiver statement should be noted on plan. No building permits to be issued until planning module is filed.

The Board received the review letter from Shoup Engineering dated 4 March 2019 indicating the comments contained in his prior review letter dated 6 August 2018 — and the above conditions by the Planning Commission — have all been adequately addressed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to approve the Elmendorf Plan of Lots as per the recommendation by the Planning Commission. Motion carried unanimously 4-0.

AUTHORIZATION: PURCHASE OF ONE 2019 HUSTLER SUPER Z MOWER

The following quotes were received for the 2019 Hustler Super Z HD Mower – Model #937045.

BIDDERS:

TOTAL:

- 1) Vettori, LP \$11,775.00
- 2) Ultimate Rental and Sales \$11,915.79
- 3) Bill's Small Engine Service \$12,800.00

This purchase was appropriated in the 2019 Budget.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to purchase the Hustler Super Z Mower from Vettori, LP in the amount of \$11,775.00. Motion carried unanimously 4-0.

AWARD: 2019 ROAD IMPROVEMENT PROJECT BIDS (CONTRACTS 19-01 AND 19-02)

Plans, specifications and bid documents were prepared by Shoup Engineering for the 2019 Road Improvement Project on various Township roads. The project was advertised, and sealed bids were received until 1:30 p.m. on Monday, 18 March 2019 at which time they were opened and read aloud.

Contract 19-01 – Work consists of profile milling, installation of hot mix superpave binder and waring courses, base repair, inlet adjustment and other miscellaneous work on 7 Township roads totaling approximately 18,700 feet in length. Alternate bids for similar work will also be received for 3 other Township roads.

Contract 19-02 – Work will consist of the installation of cold mix FB modified binder leveling course, base repair and other miscellaneous work on Dawson Road having a length of approximately 4,500 feet. Alternate bids for similar work will also be received for 2 other Township roads.

CONTRACT 19-01 HOT MIX ASPHALT

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

Alternate Bid: Walnut Street, Beechnut Street & Chestnut Way

Mr. Shoup recommended that the low bidders for both contracts (Youngblood Paving, Inc.) received the contracts and acknowledged that Youngblood Paving is both a responsible bidder as well as one who has done work with the Township in the past.

<u>BIDDERS:</u>	<u>BASE</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Alternate 3</u>	<u>Alternate 4</u>
	<u>BID</u>	<u>Walnut St.</u>	<u>Beechnut St.</u>	<u>Chestnut St.</u>	<u>Kaufman Rd</u>
Youngblood Paving, Inc.	\$746,191.00	\$26,919.60	\$20,235.30	\$10,294.50	\$118,684.00
Tresco Paving Corp.	\$765,974.50	\$31,261.00	\$24,450.50	\$12,465.00	\$123,321.25
Shields Asphalt PavingInc	\$818,959.88	\$32,242.04	\$23,127.40	\$11,694.70	\$130,354.49
A Liberoni, Inc.	\$843,256.75	\$29,954.60	\$23,119.80	\$11,772.50	\$135,182.75
Protech Asphalt Maint Inc	\$842,481.95	\$32,059.20	\$23,309.10	\$11,797.00	\$134,751.95
A Folino Construction Inc	\$882,385.56	\$31,764.88	\$23,921.60	\$12,180.60	\$140,056.83
El Grande Industries, Inc.	\$913,775.10	\$32,060.00	\$24,496.00	\$12,492.00	\$145,426.00
Mele & Mele & Sons, Inc.	\$897,848.00	\$41,744.40	\$31,315.50	\$19,604.50	\$157,900.75

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to award the 2019 Road Program Hot Mix Asphalt Paving Contract 19-01 to Youngblood Paving, Inc., for the Base Bid of \$746,191.00 and Alternate 1, Alternate 2, and Alternate 3 bids. TOTAL: \$803,640.40. Motion carried unanimously 4-0.

CONTRACT 19-02 COLD MIX ASPHALT

<u>BIDDERS:</u>	<u>BASE BID:</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
	<u>Dawson Road</u>	<u>Blanchard Road</u>	<u>Hemphill Road</u>
Youngblood Paving, Inc.	\$173,545.00	\$ 99,620.50	\$149,604.00

Russell Standard Corporation	\$205,884.50	\$115,248.00	\$176,904.50
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MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to award the 2019 Road Program Cold Mix Asphalt Paving Contract 19-02 to Youngblood Paving Inc., in the amount of \$173,545.00 for the Base Bid. Motion carried unanimously 4-0.

GRAND TOTAL OF 2019 ROAD PROJECT: \$977,185.40

DISCUSSION: FIRE DEPARTMENT REPORT/COMMITTEE

Chief Josh Wiegand of West Deer Fire Company No. 3 was present and addressed the Board. To convey news and needs of the volunteer companies, Chief Wiegand requested the fire companies have direct input on public safety matters within the Township via a committee. He explained that his request is due to the changing public safety environment, and declining numbers of certified/trained volunteers at all three fire stations — as well as qualified EMS personnel in the job market.

After much discussion about a separate committee to handle fire and public safety, the Board agreed to add fire and public safety responsibilities to the existing EMS Committee. The decision was unanimous.

MS4 PROGRAM – ANNUAL DISCUSSION

Mr. Shoup reminded the Board of the Township's MS4 permit to manage its stormwater system. He informed the Board that the permit was reapproved by DEP in January 2019.

Mr. Shoup explained the details of the six minimum control measures that the permit requires the Township to address. The minimum control measures are: 1) Public Education; 2) Public Involvement; 3) Illicit Discharge/Detection and Elimination; 4) Construction Site Stormwater Runoff; 5) Post Construction Stormwater Management; and 6) Pollution Prevention for municipal operations.

Mr. Shoup reminded the Board of their obligations under the approved Pollution Reduction Plan, including the need to budget for it in 2020.

Supervisor DiSanti questioned a number of facets of the permit including the condition of Little Deer Creek in Russellton.

Supervisor Vaerewyck questioned the need for a Township street sweeping program and requested Mr. Shoup gather information.

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 – ABSENT – Parks & Recreation Committee
- 5) Mr. Karpuzi – ABSENT – Zoning, Planning & Code Committee
- 6) Mr. Karpuzi – ABSENT – North Hills COG Report

OLD BUSINESS

- Mr. Vaerewyck commented on the need for better internal communication from the Township Manager when distributing information to the Board. He expressed concern that Representative Brook's request for work to be done at the Senior Center was not on the agenda.
- Mr. Vaerewyck commented on the need to better track complaints that originate from contracted vendors. He mentioned that several residents have complained to him about Morrow Refuse, and wanted to better track complaints so the Board can take into account the number and types of complaints residents have with contracted services when a new contract is put out for bid.

NEW BUSINESS

- None

SET AGENDA: REGULAR BUSINESS MEETING

17 April 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. Committee Reports
15. Old Business
16. New Business
17. Set Agenda/May 15, 2019
18. Comments from the Public
19. Adjournment

Items Added:

*Discussion: Communication

*Discussion: Complaint tracking for vendors

COMMENTS FROM THE PUBLIC

- None

ADJOURNMENT

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to adjourn the meeting at 7:45 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Managert