

West Deer Township
Board of Supervisors
17 April 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; and Gerry Vaerewyck. Member absent: Joyce A. Romig. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; 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 personnel issues.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Ms. Sandy Koski, Eisenhower Drive, Russellton
 - Ms. Koski expressed her concerns on vehicles speeding in the Russellton No. 2 area, and stated she felt it is a very dangerous situation – especially with children in the neighborhood riding their bikes, playing, etc. She requested that the speed limit be lowered from 25 mph, and that signage be added.
- Ms. Jamie Ross, Eisenhower Drive, Russellton
 - Ms. Ross also commented on the speeding issues in Russellton No. 2.

Chief Lape indicated the Police are aware of the situation and several individuals in the area have been cited. The Chief also advised the residents not to approach the drivers that are speeding, and to always contact the Police.

ACCEPT MINUTES

Supervisor Vaerewyck mentioned that he would like the minutes modified to include comments from Representative Brooks' office that "the Township did not respond to his letter that he sent in."

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to accept the minutes of the 20 March 2019 meeting as presented with the addition of Mr. Felack stating he did not receive a response from the Township. A roll call vote was taken. Members voting yes: Mrs. Jordan; Mr. Maudhuit; Mr. Vaerewyck; Dr. DiSanti; and Mrs. Hollibaugh. Member abstaining: Mr. Karpuzi (absent from meeting). Motion carried, 5-yes, 0-no, 1-abstention.

MONTHLY FINANCIAL REPORT

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

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

I - GENERAL FUND:

	<u>March</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	285,732.66	1,066,781.65	16.72%
Expenditures	295,149.73	951,002.69	14.91%

Cash and Cash Equivalents:

Sweep Account	223,052.37	223,052.37
---------------	------------	-------------------

II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	15,946.22
----------------------------	-----------

Fire Tax Fund:

Sweep Account - Restricted	32,499.77
----------------------------	-----------

State/Liquid Fuels Fund:

Sweep Account - Restricted	375,051.58
----------------------------	------------

423,497.57**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	195,086.45
--------------------------	------------

Capital Reserve Fund:

Sweep Account - Reserved	1,338,245.56
--------------------------	--------------

1,533,331.99**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 3/31/19****2,179,881.93****Interest Earned March 2019****951.09**

	<u>3/1/2019</u> <u>Debt Balance</u>	<u>March</u> <u>Principal</u> <u>Payment</u>	<u>3/31/2019</u> <u>Debt Balance</u>
Mars National - VFC #3	\$202,987.18	\$2,607.94	\$200,945.83
NexTier Bank VFC #2	\$437,347.31	\$2,680.96	\$435,941.02

Restricted –restricted by legal or contractual requirements

Reserved – earmarked for a specific future use

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

Bearcom.....	194.97
Best Wholesale Tire Co., Inc.....	882.55
General Code	3300.00
Griffith, McCague & Happel, PC	1149.50
Hei-Way, LLC	2681.08
Jordan Tax Service, Inc.	2847.39
Office Depot	377.47
Shoup Engineering Inc.	892.50
Stephenson Equipment, Inc.	6574.98
Toshiba Financial Services	486.02
Tristani Brothers, Inc.	2957.44
Wine Concrete Products, Inc.	2520.00

MOTION BY Supervisor DiSanti 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.

POLICE CHIEF’S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of March 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 absent from the meeting but provided a summary report on Code Enforcement for the month of March 2019. 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.

Mrs. Stark reported ninety-three children attended the Easter Egg Hunt – even though it was pouring rain – and \$143.00 was collected in donations. Mrs. Stark also reported that Mrs. Jordan was once again the Easter Bunny.

Mrs. Jordan indicated she is President for one of the Boosters (Boosters Unite), and commented on the upcoming Dodgeball Tournament at the High School. Mrs. Jordan addressed the Board and requested that she would like to use the donations from the Egg Hunt – as well as her personal funds – to purchase wristbands for each participant that says, “You Matter.”

At this time, Mr. Karpuzi indicated he doesn’t think the cost should come from one Supervisor and informed the Board he would share the cost with Mrs. Jordan. Mrs. Jordan said it would be reported to Mr. Mator for auditing purposes. There were no objections.

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 her formal report:

Projects

- 2019 Road Improvement Program
 - Mrs. Nelko stated that contracts have been executed with Youngblood Paving for both the hot mix and cold mix asphalt paving projects. She added that a preconstruction meeting was held with Youngblood Paving to review the streets and scope of work, and that it is anticipated that work will begin within the next few weeks.

Development/Subdivision Reviews

- None

ACCEPTANCE: RESIGNATION OF PART-TIME POLICE OFFICER

The Board is in receipt of a resignation letter from part-time Officer Nicholas J Bartoszewicz, effective 30 April 2019.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the resignation of Officer Nicholas J. Bartoszewicz as a part-time police officer of West Deer Township effective 30 April 2019, and wish him the best of luck. Motion carried unanimously 6-0.

AUTHORIZATION: HIRING OF PART-TIME POLICE OFFICER

The Board received a memorandum from Chief Lape recommending the hiring of Dominic Rigous for the position of part-time police officer.

A satisfactory background check was performed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to hire Dominic Rigous as a part-time police officer of West Deer Township, with the condition he completes all the necessary steps in obtaining his certification from the PA Municipal Officers Training Commission. Motion carried unanimously 6-0.

Mr. Rigous was present at the meeting and provided the Board with a short history of his background and thanked the Board.

AUTHORIZATION: SALE OF 2001 HARLEY DAVIDSON MOTORCYCLE

The Township advertised for bids for the sale of a donated 2001 Harley Davidson Willie G. Motorcycle, with the proceeds to be used towards the purchase of police equipment. Sealed bids were to be received until 8 April 2019 at 1:30 p.m., but no bids were received.

The motorcycle has never been removed from its original packing crate, and the Board set a minimum bid of \$17,500.00. Chief Lape is requesting permission to re-advertise – to also now include eBay – a reduced minimum bid of \$12,500.00.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the re-advertisement of the 2001 Harley Davidson Willie G. Motorcycle, with a minimum bid set at \$12,500.00. Motion carried unanimously 6-0.

AUTHORIZATION: ADVERTISEMENT OF PUBLIC WORKS DUMP TRUCK & MOWER

Public Works Foreman John Yourish requested the Board authorize advertisements for the sale of the following truck and mower:

- 1) 2010 Ford F550 Super Duty 5-ton dump truck with plow & salt spreader, as is condition.
- 2) 2013 Hustler Super Z HD mower, as is condition.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the sealed bid advertisements for the sale of the 2010 dump truck and a 2013 Hustler Super Z HD mower. Motion carried unanimously 6-0.

AUTHORIZATION: ADVERTISEMENT OF DCNR C2P2 GRANT COMPONENTS

As part of the DCNR C2P2 Grant awarded to the Township, the DCNR requires that certain phases and components of the project be formally bid or sourced through the CoStars Program.

The Township Engineer and Township Manager are requesting permission to advertise components of the project as needed. The Board of Supervisors would then be presented with the components for approval or denial at their business meeting.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to authorize the Township Engineer and Township Manager to advertise components of the DCNR C2P2 Grant project as needed. Motion carried unanimously 6-0.

AWARD: FAWN HAVEN CURED-IN PLACE PIPING BID

As part of the CoStars bidding program, the Board received a price quote from Insight Pipe Contracting, LLC to rehabilitate 112 linear feet of 15" storm sewer with CIPP lining on West Stag Drive in Fawn Haven.

It is the recommendation of the Public Works Committee that this necessary work be performed, and it has been budgeted.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to award the bid to Insight Pipe Contracting, LLC in the amount of \$7,772.80 to complete the cured-in-place piping of Fawn Haven as quoted. Motion carried unanimously 6-0.

AWARD: TOWNSHIP NEWSLETTER AND POSTAGE BID

With the Town Flyer no longer being published, the Supervisors budgeted funds for additional forms of outreach in 2019.

At a meeting earlier this year, the Board of Supervisors authorized the Township Manager to receive bids for a Township newsletter. Bids were received for printing, and the administration established a mailing list of all residential addresses for an accurate postage bid. The bids were received as follows:

BIDDERS	PRINTING	POSTAGE	TOTAL
Molnar Printing	\$3,105.00	\$686.31	\$3,791.31
Print Tech	\$3,760.36	\$536.61	\$4,296.97
Print King	\$4,512.12	\$913.30	\$5,425.42
Knepper Press	\$2,590.00	N/A	N/A
Print Express	\$4,730.00	N/A	N/A

Mr. Karpuzi commented on the information received and thanked Mr. Mator. Mr. Karpuzi also commented on the newsletter, social media and text messaging and feels the Township is going in the right direction. Some discussion was held on the bids and the cost of the postage.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Jordan to award the bid to print, prepare, and mail a Township newsletter in July 2019 to Molnar Printing at a cost not to exceed \$4,000.00. Motion carried unanimously 6-0.

DISCUSSION: POLICE PART-TIME EMPLOYMENT

With the regularity of part-time officers leaving our Department for full-time positions elsewhere, and with the number of candidates to replace them dwindling – both through numbers of people entering the academies and through competition from other municipalities – the Financial and Legal Committee has been discussing options with the Chief of Police and Township Manager.

Dr. DiSanti commented that the Committee met on the hiring of a full-time police officer(s) – as well as the cost – and discussed various options. Dr. DiSanti commented on the concerns, number of calls that have escalated throughout the years, and the need for full-time officers.

Chief Lape presented and summarized a detailed breakdown on financing/cost and commented on part-time officers leaving to go to full-time jobs. A discussion was held on future retirement of officers, training of officers/cost/budget, increase of calls, shortage of money, cost next year/future years.

Mr. Vaerewyck commented he would like the School District and the other two municipalities to pay their fair share for the officers at the School; not just West Deer.

Much discussion was held.

This item will be placed on the May agenda to start the testing process. The Board can review the detailed breakdown submitted by the Chief.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – EMS Committee
- 2) Mrs. Romig – ABSENT – 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

- Mrs. Hollibaugh reported that both she and Mrs. Romig attended the Allegheny County Association of Township Officials Spring Conference at Seven Springs, and that they will both report on the conference at the next meeting. Mrs. Hollibaugh reported she did receive two checks totaling \$110,383.59 from the MRM Property Liability & the Workers Compensation for the Township.
- Mr. Karpuzi reported Lowes is building and supplying the materials for the Little Free Libraries. Mr. Karpuzi also indicated there will be possibly five locations at this time.

NEW BUSINESS

- None

SET AGENDA: REGULAR BUSINESS MEETING

15 May 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/June 19, 2019
18. Comments from the Public
19. Adjournment

Items Added:

*Full-Time Officer Process Approval

*Purchase 2020 Ford Interceptor SUV

COMMENTS FROM THE PUBLIC:

- Mr. Arlind Karpuzi thanked Chief Wiegand from Fire Department No. 3 for letting him ride with him on a few fire calls and for explaining the fire department procedures.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to adjourn the meeting at 8:15 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager