

West Deer Township
Board of Supervisors
15 May 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; 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.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Kaitlyn & Aaron Sullivan, Allison Park, PA
 - The Sullivans are new owners of Palmer's Pharmacy in Russellton and wanted to introduce themselves. They informed the Board that they would like to be involved in the community. Kaitlyn, the head pharmacist, provided a short history of her background, and both stated they are happy to be a part of the community.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the minutes of the 17 April 2019 meeting as presented. A roll call vote was taken. Members voting yes: Mrs. Jordan; Mr. Karpuzi; Dr. DiSanti; and Mrs. Hollibaugh. Member abstaining: Mrs. Romig (absent from meeting). Motion carried, 4-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
30 April 2019

I - GENERAL FUND:

	<u>April</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	792,250.80	1,859,032.45	29.14%
Expenditures	288,032.37	1,244,839.80	19.51%

Cash and Cash Equivalents:

Sweep Account	759,407.46	759,407.46
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	28,960.31
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Fire Tax Fund:

Sweep Account - Restricted	39,115.75
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State/Liquid Fuels Fund:

Sweep Account - Restricted	355,248.06
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423,324.12**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	195,273.65
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Capital Reserve Fund:

Sweep Account - Reserved	1,338,249.15
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1,533,522.80**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 4/30/19****2,716,254.38****Interest Earned April 2019****960.95**

	<u>4/1/2019</u> <u>Debt Balance</u>	<u>April</u> <u>Principal</u> <u>Payment</u>	<u>4/30/2019</u> <u>Debt Balance</u>
Mars National - VFC #3	\$200,840.71	\$2,607.94	\$198,648.71
NexTier Bank VFC #2	\$435,941.02	\$2,680.96	\$434,666.75

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 5-0.

LIST OF BILLS

Amerikohl Aggregates, Inc.....	2802.83
Amerikohl Transport, Inc.	1703.73
Bearcom.....	194.97
Best Wholesale Tire Company	830.33
Griffith, McCague & Happel, PC	1007.00
Hei-Way, LLC	2611.43
Jordan Tax Service, Inc.	2606.54
Kress Tire	699.36
MRM Workers’ Comp Fund	16749.43
Office Depot	222.25
Roadsafe Traffic Systems	145.00
Shoup Engineering Inc.	24133.00
Stephenson Equipment, Inc.	588.40
Toshiba Financial Services	676.42
Tristani Brothers, Inc.	2992.93
Youngblood Paving Inc.	327252.35

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Romig 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.

POLICE CHIEF’S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of April 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 April 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 Youngblood began work on 25 April 2019. Milling and paving of the Fawn Haven Plan and Kaufman Road should be completed by the date of the Board meeting on 15 May 2019. Work on the other streets will commence soon.

Development/Subdivision Reviews

- None

ACCEPTANCE: RESIGNATION LETTER OF PART-TIME POLICE OFFICER

The Board is in receipt of a resignation letter from Officer Korey Zarnick as a part-time police officer effective 9 May 2019.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the resignation of Officer Korey Zarnick as a part-time police officer for West Deer Township effective 9 May 2019. Motion carried unanimously 5-0.

APPROVAL: FULL-TIME OFFICER PROCESS

At its last meeting, the Board of Supervisors received a memo from Chief Lape requesting the promotion of two part-time police officers to full-time status.

Chief Lape commented on his memo regarding the testing process for promoting full-time officers from the current staff of part-time officers. He stated that the process will include a written test, written essay, and an oral interview. He asked the Board to place the hiring of the top two officers from the list created by the testing process on the June agenda.

After some discussion, MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to authorize the full-time officer promotion process as presented by Chief Lape, and to place a motion on the June agenda for the promotion of two officers. Motion carried unanimously 5-0.

AUTHORIZATION: SALE OF PUBLIC WORKS DUMP TRUCK

The Township advertised for bids for the sale of the 2010 Ford F550 Super Duty 5-ton dump truck, 6.4 automatic transmission with angle plow & carbide blades & tailgate salt spreader. Its color is red, it is inspected until May 2019, and the mileage is approximately 558,415. The truck was advertised as being in AS-IS CONDITION.

Sealed bids were received and opened on Thursday, 9 May 2019, at 1:30 p.m. The following five bids were received:

BIDDERS:	TOTAL:
1) Hollibaugh Landscape & Excavation	\$12,643.00
2) Edward Colosomo Auto Sale	\$10,125.00
3) Morow's Masonry & Restoration, Inc.	\$ 8,001.00
4) Dan Loughlin	\$ 7,890.69
5) Gary Parrish	\$ 6,389.00

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the sale of the 2010 Ford F550 Public Works dump truck to Hollibaugh Landscape & Excavation in the amount of \$12,643.00, AS-IS

CONDITION. A roll call vote was taken. Members voting yes: Dr. DiSanti; Mrs. Jordan; Mr. Karpuzi; and Mrs. Romig. Member abstaining: Mrs. Hollibaugh. Motion carried, 4-yes, 0-no, and 1-abstention.

AUTHORIZATION: SALE OF PUBLIC WORKS MOWER

The Township also advertised for the sale of the 2013 Hustler Super Z HD mower. The mower was advertised as having 2,079 hours, and was also listed to be in AS-IS CONDITION.

Sealed bids were also received and opened on May 9th at 1:30 p.m. The following eight bids were received:

BIDDERS:	TOTAL:
1) Michael Hranica	\$3,986.00
2) Daniel Mator	\$2,033.00
3) Morow's Masonry & Restoration, Inc.	\$2,005.00
4) Hollibaugh Landscaping & Excavation	\$1,860.00
5) Brennan McGowan	\$1,718.19
6) Rob Kapp	\$1,502.77
7) Frank Cieslak	\$1,026.00
8) James Sokol	\$ 825.00

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to authorize the sale of the 2013 Hustler Super Z HD mower to Michael Hranica in the amount of \$3,986.00, AS-IS CONDITION. Motion carried unanimously 5-0.

AUTHORIZATION: PURCHASE OF PICNIC TABLES

The Board received a quote from Fifthroom for six 8' thermoplastic coated metal picnic tables in the amount of \$6,400.00 under the PA COSTARS Contract. This purchase was appropriated in the 2019 Budget.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to purchase the six picnic tables from Fifthroom in the amount of \$6,400.00. A roll call vote was taken. Members voting yes: Mrs. Jordan; Mrs. Romig; Mr. Karpuzi; and Mrs. Hollibaugh. Member abstaining: Dr. DiSanti (owner is a relative). Motion carried, 4-yes, 0-no, and 1-abstention.

DISCUSSION: PURCHASE OF SENIOR CENTER HEATING UNITS

The Township was notified that two of the Senior Center HVAC units were in urgent need of replacement. Mr. Frank Shipeck from Shipeck Heating and Cooling provided a proposal for the replacement of the two units, and the recycling of the old units for parts.

After some discussion, MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to purchase the units as proposed. Motion carried unanimously 5-0.

DISCUSSION: POLICE SERGEANT PROMOTION

Chief Lape requested that a full-time police officer be promoted to Sergeant, giving the Department a compliment of four sergeants.

Chief Lape also commented on his memo regarding promoting a current full-time officer to the position of Sergeant. He added that in June 2017 a list was created when Officer Loper was promoted to the position of Sergeant. Chief Lape informed the Board that the list is good for two years and will be expiring June 20th of this year. He explained

that he was requesting this promotion to prevent the expense of going through another process. Chief Lape mentioned that with the addition of the school responsibilities and the increase with other mandated duties coming from the State and Federal governments, it has put a strain on the officers. He said that the next officer on the list is Mike Shurina and the Chief is asking the Board to promote Officer Mike Shurina in June to the position of Sergeant.

This item will be on the June agenda.

DISCUSSION: NEWSLETTER CONTENT

The Board authorized Molnar Printing to print, prepare, and mail a newsletter in July of this year. With lead times, Mr. Mator and Mr. Molnar are aiming for submission in June. Mr. Mator stated that over the years the Township has submitted articles to "The Town Flyer," and that many of these will be updated and reused. He however asked if there are specific topics the Board would like to see addressed in the twenty page newsletter.

Discussion was held on topics such as: refuse collection/recycling; fire safety; public works; taxes; voting & districts; street lighting/taxing for the light; road paving schedule; website; texting service; Community Days; and Little Free Library locations.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – ABSENT – 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

- Dr. DiSanti suggested the Board consider placing photo banners for veterans on telephone poles throughout the Township. Dr. DiSanti will check into this and report back to the Board.

ANNOUNCEMENTS

WEST DEER DOG SHELTER RABIES CLINIC

West Deer Township Municipal Building, 109 East Union Road
Saturday, 25 May 2019
2:00 p.m. to 4:00 p.m.
Cost: \$10.00

MEMORIAL DAY SERVICES

Monday, 27 May 2019
8:30 a.m. – Bairdford WWII Memorial
9:00 a.m. – West Deer Township Memorial

9:30 a.m. – Rural Ridge Volunteer Fire Dept.
10:15 a.m. – East Deer Township Memorial
11:00 a.m. – Indiana Township Memorial
11:45 a.m. – Lakewood Memorial Gardens
12:30 p.m. – West Deer William Fish American Legion Post 593

Services are conducted by the Veterans of the West Deer Legion and members of the Sons of the American Legion. There will be a luncheon served after the 12:30 p.m. ceremony which is sponsored by the West Deer American Legion Ladies Auxiliary.

All are welcome to attend.

SET AGENDA: REGULAR BUSINESS MEETING

19 June 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: Promotion of Part-Time Police Officer(s)
14. Approval: Hiring of Part-time Police Officers
15. Approval: Promotion of Full-Time Police Officer
16. Authorization: Purchase of a 2020 Ford Interceptor SUV
17. Authorization: Deer Lakes School District Security Agreement
18. Authorization: Deer Lakes School District Memorandum of Understanding
19. Committee Reports
20. Old Business
21. New Business
22. Set Agenda: 17 July 2019
23. Comments from the Public
24. Adjournment

Item Added:

*Discussion: Photo Banners for Veterans

COMMENTS FROM THE PUBLIC

- None

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to adjourn the meeting at 7:45 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator, Jr.
Township Manager