

West Deer Township  
Board of Supervisors  
19 June 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.; Arlind Karpuzi; Shawn Maudhuit; and Gerry Vaerewyck. Members absent: Beverly Jordan and Joyce A. Romig. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Mark Griffith, 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**

- Mrs. Dawn Hazlett, Russellton Airport Road
  - Mrs. Hazlett owns rental property on State Route 908 Extension and indicated she has been having problems with Morrow Refuse.

There was much discussion on the garbage service and contract in West Deer Township.

- Mrs. Kathleen Ehnot, 42 Michael Road
  - Mrs. Ehnot expressed her concerns on speeding on Michael Road, and Chief Lape responded.

#### **ACCEPT MINUTES**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to accept the minutes of the 15 May 2019 meeting as presented. A roll call vote was taken. Members voting yes: Mr. Karpuzi; Mr. Maudhuit; Dr. DiSanti; and Mrs. Hollibaugh. Member abstaining: Mr. Vaerewyck (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**  
**31 May 2019**

**I - GENERAL FUND:**

	<u>May</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	1,744,019.12	3,603,051.57	56.48%
<b>Expenditures</b>	1,306,297.50	2,551,137.30	39.99%

**Cash and Cash Equivalents:**

Sweep Account		<u>1,842,781.40</u>	<u><b>1,842,781.40</b></u>
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**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted		59,580.35	
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**Fire Tax Fund:**

Sweep Account - Restricted		123,756.37	
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted		<u>309,281.04</u>	
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**492,617.76****Investments:****Operating Reserve Fund:**

Sweep Account - Reserved		195,455.09	
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**Capital Reserve Fund:**

Sweep Account - Reserved		<u>1,338,252.95</u>	
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**1,533,708.04****III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.00**0.00****TOTAL CASH BALANCE 4/30/19****3,869,107.20****Interest Earned April 2019****1,875.17**

	<u>5/1/2019</u>	<u>May</u>	<u>5/31/2019</u>
	<b>Debt Balance</b>	<b>Principal</b>	<b>Debt Balance</b>
		<b>Payment</b>	
<b>Mars National - VFC #3</b>	\$198,648.71	\$2,607.94	\$196,440.79
<b>NexTier Bank VFC #2</b>	\$434,666.75	\$2,680.96	\$433,343.19

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 Karpuzi 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. ....	779.16
Culverts, Inc. ....	4685.00
EJ USA, Inc. ....	5431.40
Griffith, McCague & Happel, PC .....	1377.50
Hampton Concrete Products Inc. ....	258.00
Hei-Way, LLC .....	1616.67
Insight Pipe Contracting .....	7772.80
Jordan Tax Service, Inc. ....	4539.49
MRM Property & Liability Trust .....	115091.00
Northeast Paving.....	210.99
Office Depot .....	186.54
Roadsafe Traffic Systems .....	740.00
Shoup Engineering .....	1173.00
Stephenson Equipment, Inc. ....	7079.63
Toshiba Financial Services .....	486.02
Tristani Brothers, Inc. ....	412.00
Youngblood Paving Inc. ....	426125.51

MOTION BY Supervisor Karpuzi 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 a list from the Tax Collector requesting the issuance of Real Estate Tax refunds due to assessment changes by Allegheny County for the Year 2019.

**2019 REAL ESTATE TAX REFUNDS**

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Cole, Jeffrey D. / Alm-Cole, Ashley A.	2194-J-108	\$346.65
Forbes, Brandon W. / Ariel	2193-K-390	\$ 29.60
Zottola, Salvatore	1359-D-201	\$190.46

MOTION BY Supervisor DiSanti 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 May 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 May 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. 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 and completed work on both the hot mix asphalt and cold mix asphalt contracts. Mr. Shoup stated that overall, the projects went off very well with minimal complaints and a good finished product.

#### Development/Subdivision Reviews

- Moretti-Payne Plan
  - Mr. Shoup notified the Board that two reviews of this four-lot subdivision plan – with letters dated 23 May 2019 and 10 June 2019 – have been submitted to the Township. At their 23 May 2019 meeting, the Planning Commission recommended approval of the plan subject to conditions.

### **STATE BRIDGE / FALLEN TREES**

Supervisor DiSanti brought to the Township Engineer and Board's attention that some trees fell into Little Deer Creek near the State bridge in Russellton. Though it is a State bridge and State road, he suggested the Township Public Works Department remove the fallen trees to prevent flooding in the Russellton area.

Supervisor Vaerewyck agreed with Dr. DiSanti, and Mr. Griffith indicated the Township could do the work as an emergency condition.

The Board members agreed, and Mr. Mator was directed to instruct Mr. Yourish to have the Public Works Department remove the fallen trees from the creekbed.

### **ACCEPTANCE: RESIGNATION OF PART-TIME POLICE OFFICER**

The Board is in receipt of a resignation letter from part-time Officer Joshua O'Connor, effective 1 June 2019.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to accept the resignation of Officer Joshua O'Connor as a part-time police officer of West Deer Township effective 1 June 2019 and wish him the best of luck.

Motion carried unanimously 5-0.

### **ADOPT RESOLUTION #2019-1: TIMBER RUN PLAN OF LOTS PLANNING MODULE**

The Board received copies of the Sewage Facilities Planning Module Resolution and Transmittal Letter for the Timber Run Plan of Lots, and the proposed construction of four new residential dwellings.

Location: Corner of Middle Road and Lawrence Court, Gibsonia, PA 15044  
Zoning District: R-3 Suburban Residential

Mr. Shoup reviewed the PA Department of Environmental Protection Planning Module documents, found the Planning Module to be in proper order, and recommended that it be approved by the Township via resolution.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adopt Resolution #2019-1 – the PA DEP Sewage Facilities Planning Module for the Timber Run Plan of Lots. Motion carried unanimously 5-0.

**APPROVAL: DEER LAKES YOUTH FOOTBALL SCHEDULE**

As per the Agreement with Deer Lakes Youth Football, a schedule of practices and games must be submitted to – and approved by – the Board of Supervisors.

The Board received the schedule provided by Youth Football.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Vaerewyck to approve the Deer Lakes Youth Football Schedule for the 2019 season as submitted. Motion carried unanimously 5-0.

**APPROVAL: MORETTI-PAYNE PLAN OF LOTS**

The Planning Commission approved the Moretti-Payne Plan of Lots Subdivision Plan at their 23 May 2019 meeting.

Property Location: Tarentum Culmerville Road.  
Zoning District: R-2 Semi-Suburban Residential.

The subdivision is creating five lots from the existing four.

The Planning Commission recommended approval of the Moretti-Payne Plan of Lots Subdivision Plan subject to meeting all of the following requirements from the Engineering review letter dated 23 May 2019:

1. Need PennDOT Highway Occupancy/Driveway Permit (State Route numbers should identified on the plan)
2. Sewage Facilities Planning Module to be submitted to the Township.
3. Lot 102 front yard setback must be 35 feet (plan shows 15 feet).
4. Lot 102 must be at least 21,780 sq. ft. exclusive of private road right of way (plan shows 18,841 sq.ft).
5. Lot 101 side yard setback should be relocated so as not to fall inside the private road right of way.

The Board received the review letter from Shoup Engineering dated 10 June 2019 indicating the following comment should be considered: The Sewage Facilities Planning Module documents should be submitted to the Township.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to approve the Moretti-Payne Plan of Lots Subdivision as per the recommendation by the Planning Commission. Motion carried unanimously 5-0.

**APPROVAL: NEWSLETTER MODIFICATION**

At its April meeting, the Board of Supervisors voted to award a bid to print, prepare, and mail a Township newsletter to Molnar Printing at a cost not to exceed \$4,000. This figure was based on the Township’s ability to secure a nonprofit permit through the U.S. Postal Service. It has since been found that Governmental bodies are not eligible for such a permit, so the Township would have to use Molnar Printing’s permit. This would create an increase of \$575.14 (\$4,366.45 Total).

The Township Manager requested an increase of the “Not to Exceed” cost to accommodate this change.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to approve the increase of the “Not to Exceed” cost of the Township Newsletter from \$4,000 to \$4,600. Motion carried unanimously 5-0.

**APPROVAL: PROMOTION OF PART-TIME POLICE OFFICERS**

The process for promoting two current police officers from part-time to full-time status has been completed.

The Board received the memorandum from Chief Lape recommending the promotion of the following officers to the position of full-time police officer with 27 June 2019 as their starting date:

- 1) Zakary T. Fedunok
- 2) Thomas J. Trocki

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to approve the promotion of Zakary Fedunok and Thomas Trocki to the position of full-time police officer with 27 June 2019 being their starting date.

Motion carried unanimously 5-0.

Both officers were in attendance and thanked the Board.

**APPROVAL: PROMOTION OF FULL-TIME POLICE OFFICER TO SERGEANT**

The Board received a memorandum from Chief Lape recommending the promotion of Officer Michael Shurina from Patrol Officer to Sergeant.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to approve the promotion of Officer Michael Shurina to Sergeant effective 27 June 2019. A discussion was held and Chief Lape explained his recommendation of the promotion. Motion carried unanimously 5-0.

Officer Shurina was present and provided a short background of his employment at West Deer and thanked both the Board and Chief Lape.

**AUTHORIZATION: SENIOR CENTER HVAC ADDENDUM**

At its last meeting, the Board of Supervisors approved the emergency purchase of two HVAC units for the Senior Citizen Center. Mr. Frank Shipeck of Shipeck Heating & Cooling ordered the units, but recommended the replacement of the third – and final – unit at the same time. He stated that the third unit is problematic, and that the Township could save on the cost by replacing all three units simultaneously while the crane is available.

Mr. Shipeck was present and commented on the necessity of the additional unit and answered questions by the Board.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the additional purchase of a third five-ton rooftop HVAC unit at the West Deer Township Senior Center from Shipeck Heating & Cooling at an additional cost of \$5,800. Motion carried unanimously 5-0.

**AUTHORIZATION: DEER LAKES SCHOOL DISTRICT SERVICE AGREEMENT**

The Board received the Service Agreement between the Township and the Deer Lakes School District.

The School Board approved and signed the Agreement.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the Service Agreement between the Township and the Deer Lakes School District as presented. Motion carried unanimously 5-0.

**AUTHORIZATION: DCNR C2P2 GRANT LANDSCAPING ADVERTISEMENT**

As part of the Township’s Pennsylvania Department of Conservation and Natural Resources (DCNR) C2P2 Grant process, a project plan that fits the scope of the grant award has been submitted to the State for approval. Once that is approved, the Board can award bids.

In anticipation of that approval, the Township Manager and Township Engineer recommended the Board authorize the bid advertisements for the Nike Site landscaping, Nike Site parking lots (stabilized turf and small asphalt), and Bairdford Park B-1 ballfield excavation and retaining wall (if necessary). This action would put the awards in front of the Board in July or August.

Supervisor Vaerewyck indicated he had no recollection of the grant, questioned the project, and asked that the motion be tabled. He stated that the Board would be voting on something they had never seen.

Mr. Mator replied that the recommendation was founded on the Park Master Plan that was adopted by the Board in 2015, and that the grant was broken down in phases since then. He explained that if the Board never saw the Plan, there is no way the Board would have voted to complete the last phase (paving of the Nike Site parking lot in 2018).

Supervisor DiSanti stated that the recommendation being made is the standard practice, and said that the Board voted to authorize this phase when they authorized the application to the DCNR.

After some additional discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the advertisements of the Nike Site landscaping, Nike Site parking lots (stabilized turf and small asphalt), and Bairdford Park B-1 ballfield excavation and retaining wall (if necessary), as per the DCNR C2P2 Agreement. A roll call vote was taken. Members voting yes: Mr. Maudhuit; Dr. DiSanti; Mr. Karpuzi; and Mrs. Hollibaugh. Member voting no: Mr. Vaerewyck. Motion carried, 4-yes and 1-no.

**AUTHORIZATION: GUIDERAIL PROJECT**

The following quotes were received for the Guiderail Project to furnish and install guiderails on Kaufman Road and Magnolia Drive:

Bidders:	Total:
1) Fence by Maintenance Service	\$19,766.26
2) Allegheny Fence Construction Co.	\$24,750.00
3) Green Acres Contracting	\$27,825.00

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the award of the Guiderail Project to Fence by Maintenance Services in the amount of \$19,766.26 for Kaufman Road and Magnolia Drive. Motion carried unanimously 5-0.

**AUTHORIZATION: MEMORANDUM OF UNDERSTANDING**

The Board received a copy of the Memorandum of Understanding between the West Deer Township Police Department and the Deer Lakes School District from 1 July 2019 through 30 June 2020. The School Board had it on their Agenda for approval at their 18 June 2019 meeting and Chief Lape informed the Board that the School Board approved the Memorandum of Understanding at that meeting.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to approve the Memorandum of Understanding between the West Deer Township Police Department and the Deer Lakes School District as presented. Motion carried unanimously 5-0.

### **DISCUSSION: PHOTO BANNERS FOR VETERANS**

At its last meeting, Supervisor DiSanti broached the subject of photo banners for Veterans. The Chairwoman requested that Dr. DiSanti follow up on the matter, and report to the Board at this meeting.

At this time, Dr. DiSanti reported he contacted various municipalities that already have the banners in place and he commented on the following:

- Two road routes to start off the project. (Little Deer Creek Road by Shop N Save going toward Russellton and into Curtisville and then Russellton going up Starr Road past the High School and the Municipal Building to Saxonburg Boulevard). Dr. DiSanti counted 61 poles on the first route and 62 on the second route.
- Veteran's families would buy and pay for the banners. The families would fill out, sign an agreement and pay for the banner. The Township would need to work on a criteria/current serving or served in the military and/or lived or living in the Township.
- Possibly do the banner program every three years.
- Various companies prepare/design the banners. There is a company in Freeport that will pick up the photos and applications/payments and then deliver the banners to the Township. They charge a few hundred dollars and Dr. DiSanti feels the cost is very reasonable.
- West Penn Power owns the street light poles and the Township would have to get permission by signing an agreement with the pole numbers listed. Then an Inspector would come out to check/approve the poles, banner route and location.
- The Township would need a bucket truck to hang the banners and possibly rent one from an electrician (approx. \$110.00/hr.). Or possibly use the Township's backhoe. Township employees or firemen could hang the banners/hardware.
- Advertise in newsletter, Valley News, Tribune Review, etc.

Some discussion was held on the cost of hanging the banners and where the funds would come from.

Dr. DiSanti recommended the Committee (Mrs. Hollibaugh, Mr. Karpuzi, and himself) get together to discuss the banners further.

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

### **OLD BUSINESS**

- None

**NEW BUSINESS**

- Chief Lape commented on the DUI checkpoints in regard to a Court Case ruling on the Task Forces for municipalities and explained ordinances that will need to be adopted in the near future.
- Mr. Karpuzi reported on the three Little Free Libraries that have been installed at the Municipal Building, Bairdford Park, and the Senior Citizen Center. Mr. Karpuzi also acknowledged Mr. Justin Holtgraver, the Manager at the McCandless Lowes who worked on getting the project completed. Mr. Holtgraver was present and explained the Lowes/Partners & Friends involvement for community projects.

Mr. Karpuzi recommended commending Mr. Holtgraver by presenting him with an outstanding award/resolution at the next meeting.

**SET AGENDA: REGULAR BUSINESS MEETING**

July 17, 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. Authorization: Hiring of Part-time Police Officers
14. Authorization: C2P2 Nike Site Bleachers
15. Authorization: C2P2 Nike Site Pavilions
16. Authorization: C2P2 Nike Site Playground
17. Authorization: C2P2 Nike Site Restroom
18. Authorization: Purchase of a 2020 Ford Interceptor SUV
19. Award: C2P2 Bairdford Park Landscaping/Wall Bids
20. Award: C2P2 Nike Site Landscaping Bids
21. Award: C2P2 Nike Site Parking Lots
22. Committee Reports
23. Old Business
24. New Business
25. Set Agenda/August 21, 2019
26. Comments from the Public
27. Adjournment

Items Added:

\*Lowe's Acknowledgement Resolution

\*Military Banners

**COMMENTS FROM THE PUBLIC**

- None.

**ADJOURNMENT**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:25 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager