

West Deer Township
Board of Supervisors
17 July 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 Joyce A. Romig. Member absent: Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; 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

- Mr. George Germanich, Deer Lakes Bowl
 - Mr. Germanich – proprietor of Deer Lakes Bowl – commented that he recently installed a new outdoor patio, and that a neighbor called the Pennsylvania Liquor Control Board (LCB) to complain about the noise/music. He said that the Deer Lakes Bowl received a citation and would be watched by the LCB.
 - Mr. Germanich explained the Township can petition the LCB to exempt the Deer Lakes Bowl from the LCB's noise ordinance and put them under the Township's jurisdiction. He explained the music will only be on a Friday or Saturday until 11 p.m.
 - The Board supported Mr. Germanich's initiative, but did not have enough information to take action. Mr. Mator stated he had been in contact with Mr. Germanich, and that Mr. Germanich's attorney had been working on the necessary process. He therefore advised the Board to request Mr. Germanich have his attorney contact Mr. Happel. Mr. Germanich agreed, and the Board said they would revisit this matter at a later date.

COMMENTS FROM THE PUBLIC

- Mrs. Colleen Scarantine, 35 Deer Park Drive
 - Mrs. Scarantine spoke in support of the Deer Lakes Bowl, and presented a signed petition circulated by her son, Gavin, of 150 people in favor of the music at the Deer Lakes Bowl.
- Mr. Ken Betts, 11 Betty Lane
 - Mr. Betts commented on the recent rains – from Carl Lane to Betty Lane – causing a swampy area in his back yard. The Board directed Mr. Shoup and Mr. Yourish to investigate and report back to them.

- Mr. Adam Fusan, 1914 Saxonburg Boulevard
 - Mr. Fusan requested the removal of the new streetlight at McKrell Road and Saxonburg Boulevard. He stated that it lights up the whole valley, and is way too bright. The Board directed Mr. Mator to contact Duquesne Light to see if anything can be done to reduce the intensity of the light.

- Mr. Ed Leya, 29 Crest Street
 - Mr. Leya commented on the recent rains causing runoff from the Stonecrest Plan and creating a swampland behind McKrell Road and Crest Street. The Board directed Mr. Shoup and Mr. Yourish to investigate and report back to them, and for Mr. Mator to contact Mr. Leya with their findings.

- Ms. Annie Catanese, 66 McKrell Road
 - Ms. Catanese requested streetlights at 66 McKrell Road and Catanese Gas Station on Little Deer Creek Road. Supervisor Romig stated that the Public Works Committee had discussed her request at their meeting, and that – based on the recommendation of Chief Lape and Public Works Foreman was that neither light was warranted – denied the request.
 - Ms. Catanese invited the Board members to visit the locations themselves, and some supervisors said they would.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to accept the minutes of the June 19, 2019 meeting as presented. A roll call vote was taken. Members voting yes: Mr. Karpuzi; Mr. Maudhuit; Dr. DiSanti; and Mrs. Hollibaugh. Members abstaining: Mrs. Jordan and Mrs. Romig (both were absent from the meeting). Motion carried, 4-yes, 0-no, and 2-abstention.

MONTHLY FINANCIAL REPORT

Mrs. Nardis was not present, but copies of the Finance Officer’s Report were available for review.

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 June 2019

I - GENERAL FUND:

| | <u>June</u> | <u>YTD</u> | <u>% of Budget</u> |
|---------------------|-------------|--------------|--------------------|
| Revenues | 540,661.50 | 4,143,713.07 | 64.96% |
| Expenditures | 268,455.60 | 2,819,592.90 | 44.20% |

Cash and Cash Equivalents:

| | | | |
|---------------|--|---------------------|---------------------|
| Sweep Account | | 1,526,658.12 | |
| | | <u>1,526,658.12</u> | <u>1,526,658.12</u> |

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

| | | | |
|----------------------------|--|-----------|--|
| Sweep Account - Restricted | | 53,118.53 | |
|----------------------------|--|-----------|--|

Fire Tax Fund:

| | | | |
|----------------------------|--|-----------|--|
| Sweep Account - Restricted | | 80,139.89 | |
|----------------------------|--|-----------|--|

State/Liquid Fuels Fund:

| | | |
|-----------------------------------------|--------------|---------------------|
| Sweep Account - Restricted | 109,626.96 | |
| | | 242,885.38 |
| Investments: | | |
| Operating Reserve Fund: | | |
| Sweep Account - Reserved | 195,619.12 | |
| Capital Reserve Fund: | | |
| Sweep Account - Reserved | 1,338,256.64 | |
| | | 1,533,875.76 |
| III - CAPITAL PROJECT FUNDS: | | |
| Cash and Cash Equivalents: | | |
| | 0.00 | |
| | | 0.00 |
| TOTAL CASH BALANCE 6/30/19 | | |
| | | 3,303,419.26 |

| | | | |
|----------------------------------|---------------------|------------------|---------------------|
| Interest Earned June 2019 | 1,799.11 | | |
| | 6/1/2019 | June | 6/30/2019 |
| | Debt Balance | Principal | Debt Balance |
| | | Payment | |
| Mars National - VFC #3 | \$183,939.80 | \$2,607.94 | \$179,777.22 |
| NexTier Bank VFC #2 | \$433,343.19 | \$2,680.96 | \$432,060.74 |

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 6-0.

LIST OF BILLS

| | |
|--------------------------------------|-----------|
| Amerikohl Aggregates Inc..... | 2866.50 |
| Amerikohl Transport Inc | 1691.22 |
| Bearcom..... | 194.97 |
| Best Wholesale Tire Co., Inc | 1957.50 |
| Griffith, McCague & Happel, PC | 399.00 |
| Hei-Way, LLC..... | 244.18 |
| Jordan Tax Service, Inc | 1616.62 |
| Kress Tire | 1561.72 |
| Krigger & Co..... | 31.24 |
| Mark C. Turnley | 3650.00 |
| Northeast Paving..... | 1841.82 |
| Office Depot | 660.42 |
| Shoup Engineering Inc | 20613.00 |
| Stephenson Equipment, Inc | 1066.48 |
| Toshiba Financial Services | 486.02 |
| Tristani Brothers, Inc | 2913.50 |
| Wine Concrete Products, Inc | 2700.00 |
| Youngblood Paving Inc | 174205.20 |

MOTION BY Supervisor Karpuzi 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.

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> |
|------------------------------------|------------------|---------------|
| Breyak Edward A Etal | 1509-R-287 | \$ 127.17 |
| Cole Jeffrey D / Alm-Cole Ashley A | 2194-J-115 | \$ 11.72 |
| Hazlett, Dawn | 1513-A-103 | \$ 126.00 |
| COPAM Properties Inc | 2010-F-284 | \$1,439.61 |

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Jordan to issue the tax refunds as submitted by the Tax Collector. Motion carried unanimously 6-0.

POLICE CHIEF'S REPORT

Mrs. Hollibaugh stated that Chief Lape was not present, as his mother passed away earlier that day.

Sgt. Robert Loper was present and provided a summary report on the Police Department for the month of June 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 June 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.

Discussion also took place regarding the lack of volunteers and turnover on the Parks and Recreation Board. Mrs. Stark alerted the Board of new vacancies, and the Board agreed to advertise for the position(s). Mr. Mator stated he would ask also Mrs. Sopko to list the vacancies on the Township website.

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

- DCNR C2P2 Project
 - Mr. Shoup stated he would address the Project as motions came up later in the meeting.

Development/Subdivision Reviews

- Moretti-Payne Plan
 - Mr. Shoup notified the Board that a review – with a letter dated 2 July 2019 – of the planning module for this four-lot subdivision has been performed and submitted to the Township in anticipation of their vote later in the evening.

ACCEPTANCE: RETIREMENT OF CATHERINE SOPKO

On 1 July 2019, Administrative Assistant Catherine Sopko submitted her formal Notice of Retirement, effective 29 February 2020.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to accept the Notice of Retirement from Administrative Assistant Catherine Sopko effective 29 February 2020. Motion carried unanimously 6-0.

ACCEPTANCE: RETIREMENT OF DENISE TEORSKY

On 9 July 2019, Code Enforcement Administrative Assistant Denise Teorsky submitted her formal Notice of Retirement effective 8 January 2020.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to accept the Notice of Retirement from Code Enforcement Administrative Assistant Denise Teorsky effective 8 January 2020. Motion carried unanimously 6-0.

ACCEPTANCE: RETIREMENT OF JOHN YOURISH

On 28 June 2019, Public Works Foreman John Yourish submitted his formal Notice of Retirement effective 31 January 2020.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to accept the Notice of Retirement from Public Works Foreman John Yourish effective 31 January 2020. Motion carried unanimously 6-0.

ADOPT RESOLUTION #2019-2: MORETTI-PAYNE PLAN OF LOTS PLANNING MODULE

Resolution #2019-2 is a Resolution for the PA DEP Sewage Facilities Planning Module for the Moretti-Payne Plan of Lots located at 358 Deer Creek Valley Road, Tarentum, PA 15084, in the R-2 Semi-Suburban Residential Zoning District.

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

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan adopting Resolution #2019-2 for the PA DEP Sewage Facilities Planning Module for the Moretti-Payne Plan of Lots. Motion carried unanimously 6-0.

ADOPT RESOLUTION #2019-4: COMMENDATION/JUSTIN HOLTGRAVER

**A RESOLUTION OF THE TOWNSHIP OF WEST DEER
OFFICIALLY COMMENDING JUSTIN HOLTGRAVER.**

WHEREAS, Justin Holtgraver, as Manager at the McCandless Township Lowes/Partners and Friends, supplied the materials for – and organized the building of – the Little Free Library boxes in West Deer Township; and

WHEREAS, Justin Holtgraver, is also a resident of West Deer Township, and the Board sincerely thanks him for all his effort in this endeavor.

NOW, THEREFORE, West Deer Township does hereby formally commend Justin Holtgraver in appreciation of his efforts in bringing Little Free Libraries to the Township.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan adopting Resolution #2019-3 commending Justin Holtgraver for his work towards the Little Free Libraries. Motion carried unanimously 6-0.

Mr. Holtgraver was present and the Board presented him with the Commendation/Resolution.

APPROVAL: MILITARY BANNERS

At its last meeting, the Board of Supervisors discussed the possibility of permitting – and supporting – a military banner program for the Veterans of West Deer Township. The Financial and Legal Committee met and is advising that the first step – entering into agreements with the electric companies so we can legally use their poles – be approved. The Board received a sample agreement from West Penn Power, and a similar agreement would be entered into with Duquesne Light.

At this time, Mrs. Hollibaugh asked Supervisor DiSanti to inform those in attendance where the project stood. Dr. DiSanti recapped the parameters of the project, including costs, materials, and locations. He stated that the Committee had met to go over requirements, and requested that the Board formally adopt the full program in August.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to approve the execution of an agreement with West Penn Power (First Energy) and Duquesne Light to permit the use of their electric poles for a Military Banner Program. Motion carried unanimously 6-0.

AUTHORIZATION: ADVERTISEMENT OF PUBLIC WORKS AND SECRETARIAL POSITIONS

As stated earlier, three Township employees are retiring in early 2020. All three positions will therefore need filled from external sources. The Township Manager is recommending the advertisement of these positions, as necessary (one position could potentially be filled by a secretarial interviewee from earlier in the year when the Police Secretary was hired).

Chairwoman Hollibaugh stated she felt the process should be started from scratch, and that the other interviewee could be invited to apply again. Mrs. Jordan concurred, but asked Mr. Mator his thoughts.

Mr. Mator stated that he felt the interviewee sufficiently impressed both he and Chief Lape enough that he was comfortable with foregoing the process for that position and hiring her, but that it is the Board’s decision what direction they choose to go in.

The other supervisors agreed with opening the process for all three positions.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Jordan to authorize the advertisement of a public works laborer and both secretarial positions. Motion carried unanimously 6-0.

AUTHORIZATION: HIRING OF PART-TIME POLICE OFFICERS

The Board received a memorandum from Chief Lape recommending the hiring of Bryan Borghi for the position of part-time police officer. A satisfactory background check was performed.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Maudhuit to hire Bryan Borghi 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. Borghi was present at the meeting, provided the Board with a short history of his background, and thanked the Board.

AUTHORIZATION: C2P2 NIKE SITE BLEACHERS

A budgeted and approved part of the current phase of the 2015 Park Master Plan is the purchase and installation of portable bleachers at the Nike Site. The Board received a copy of the Park Master Plan and supporting documentation.

The bleachers were bid as part of the State's COSTARS Agreement, and the Board was provided an updated quotation prior to the business meeting.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the purchase and installation of six sets of Nike Site bleachers from Play & Park Structures at the COSTARS price of \$43,688.40. Motion carried unanimously 6-0.

AUTHORIZATION: C2P2 NIKE SITE PAVILIONS

A budgeted and approved part of the current phase of the 2015 Park Master Plan is the purchase and installation of pavilions at the Nike Site. The pavilions were bid as part of the State's COSTARS Agreement.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the purchase and installation of two Nike Site pavilions from Jeffrey Associates at the COSTARS price of \$70,390.00. Motion carried unanimously 6-0.

AUTHORIZATION: C2P2 NIKE SITE PLAYGROUND

A budgeted and approved part of the current phase of the 2015 Park Master Plan is the purchase and installation of a playground at the Nike Site. The playground was bid as part of the State's COSTARS Agreement, and the Board was provided an updated quotation prior to the business meeting.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Karpuzi to authorize the purchase and installation of a Nike Site playground from Play & Park Structures at the COSTARS price of \$54,512.93. Motion carried unanimously 6-0.

DISCUSSION: FIREWORKS ORDINANCE

With the Pennsylvania Law being changed last year regarding firework purchase and use, municipalities across the Commonwealth are dealing with complaints from residents regarding them.

Mr. Mator briefly described the issues – such as times, noise, debris, and safety – and commented that he was working directly with the North Hills Council of Governments and other managers to have a model ordinance drafted by the COG solicitor and sent to the individual municipalities for review.

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

- Dr. DiSanti praised Public Works Foreman John Yourish and the Public Works crew for removing the trees from Little Deer Creek near the State bridge in Russellton.

NEW BUSINESS

- Mrs. Jordan requested that – in the future – a report from the Public Works Department be added to the agenda. The Board concurred.
- Mrs. Romig informed the public of an upcoming closure – scheduled for July 22nd through August 20th – on Mountainview Road as PennDOT performs repairs to the slides below Bryson Road.

SET AGENDA: REGULAR BUSINESS MEETING

21 August 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: Purchase of a 2020 Ford Interceptor SUV
15. Authorization: Option Years Solid Waste Collection & Recyclable Contract
16. Authorization: C2P2 Bairdford Park Landscaping/Wall Bids
17. Authorization: C2P2 Nike Site Landscaping/Wall Bids
18. Authorization: C2P2 Nike Site Parking Lots

19. Authorization: C2P2 Nike Site Restroom
20. Committee Reports
21. Old Business
22. New Business
23. Set Agenda / 18 September 2019
24. Comments from the Public
25. Adjournment

Items Added:

- *Banner Program
- *Parks & Recreation Appointment
- *Fee Resolution

COMMENTS FROM THE PUBLIC

- Chief Josh Wiegand, Fire Company No. 3
 - Chief Wiegand expressed his displeasure that the last public safety meeting was cancelled. He stated that there are critical issues which need to be discussed, and that he felt the Board is not giving them proper attention. He stated that he addressed the Board earlier in the year and requested better communication, but that he did not see that happening.
 - He said that the most urgent matter was the lack of volunteers, and urged the Board to open lines of communication with the fire departments. Supervisor Jordan and Mr. Mator spoke to what was discussed at the last public safety meeting regarding enhanced communication – namely having fire reports and department financial reports given at public meetings. Chief Wiegand said he could only speak for his department, but said – despite much of that information being on #3’s website – he would not have a problem with doing so. Chief Wiegand did apologetically remind the Board that there was going to be a change in the Board of Supervisors in January, and that he felt it was not a valuable use of time to have to restate the same points to a different Board at that time. He therefore asked that be taken into consideration.
 - Chief Wiegand mentioned that he was upset the Fire Company was charged to rent the pavilion at Bairdford Park. Supervisors asked Mr. Mator why that was so, given that they changed the Fee Resolution to offer the pavilion at no cost to non-profits like the Company, and Mr. Mator answered that the Board changed the Fee Resolution to waive the fee for non-profits from Monday through Thursday only. He advised the Board that the Fee Resolution could be modified so that this would not happen in the future, but that nothing could be done at the present meeting since that is the Fee Schedule currently in place. Mr. Happel concurred, and the Board agreed to address the matter at its August meeting.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to adjourn the meeting at 9:15 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager