

West Deer Township  
Board of Supervisors  
18 September 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; Joyce A. Romig; 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.

Mr. Happel announced the Board held an Executive Session at 6:00 p.m. to discuss an employee matter and a litigation matter.

#### **REGISTERED COMMENTS FROM THE PUBLIC**

- Mrs. Kathy Ehnnot, 42 Michael Road
  - Mrs. Ehnnot expressed her concerns on speeding on Michael Road.

#### **COMMENTS FROM THE PUBLIC**

- None

#### **ACCEPT MINUTES**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to accept the minutes of the 21 August 2019 meeting as presented. Motion carried unanimously 7-0.

#### **MONTHLY FINANCIAL REPORT**

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

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**31 August 2019**

**I - GENERAL FUND**

	<u>August</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	334,678,92	4,847,636.44	75.99%
<b>Expenditures</b>	341,727.91	3,671,030.53	57.55%

**Cash and Cash Equivalents**

Sweep Account

1,380,794.89

1,380,794.89**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents****Street Light Fund**

Sweep Account - Restricted

48,491.63

**Fire Tax Fund**

Sweep Account - Restricted

62,852.48

**State/Liquid Fuels Fund**

Sweep Account - Restricted

110,021.69

221,365.79**Investments****Operating Reserve Fund**

Sweep Account - Reserved

195,988.68

**Capital Reserve Fund**

Sweep Account - Reserved

1,346,374.40

1,542,363.08**III - CAPITAL PROJECT FUNDS****Cash and Cash Equivalents**0.000.00**TOTAL CASH BALANCE 8/31/19**3,144,523.76**Interest Earned August 2019**

1,400.38

	<b>8/1/2019</b>	<b>Principal</b>	<b>8/31/2019</b>
	<b>Debt Balance</b>	<b>Payment</b>	<b>Debt Balance</b>
<b>Mars National - VFC #3</b>	\$177,470.40	\$2,607.94	\$175,260.00
<b>NexTier Bank VFC #2</b>	\$430,729.16	\$2,680.96	\$429,438.54

Restricted – Money which is restricted by legal or contractual requirements.

Reserved – Money which is earmarked for a specific future use.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor DiSanti to approve the Finance Officer's Report as submitted. Motion carried unanimously 7-0.

**LIST OF BILLS**

Air-Vac Inc.....	5305.00
Bearcom.....	757.47
Best Wholesale Tire Co., Inc.....	42.65
Griffith, McCague & Happel, PC.....	1943.00
Hampton Concrete Products Inc.....	904.00
Jordan Tax Service, Inc.....	11807.98
Kress Tire.....	150.84
MRM Workers' Comp Fund.....	17386.84
Northeast Paving.....	631.09
Office Depot.....	261.25
Roadsafe Traffic Systems.....	195.00
Shoup Engineering Inc.....	2747.50
Stephenson Equipment, Inc.....	1495.62
Toshiba Financial Services.....	714.60

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 7-0.

**POLICE CHIEF'S REPORT**

Chief Jon Lape was present and provided a summary report on the Police Department for the month of August 2019. A copy of the report is on file at the Township. Questions and comments followed.

**PUBLIC WORKS FOREMAN'S REPORT**

Mr. John Yourish was present and provided a summary report on the Public Works Department for the months of August/September 2019. 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

- DCNR C2P2 Project
  - Mr. Shoup stated the contracts have been executed for the overflow and playground parking lots, and the associated landscaping.
  - Mr. Shoup also alerted the Board that the purchase orders have been issued for the pavilions, bleachers, and playground, and that work on the landscaping project has commenced.
- DEP MS4 Audit
  - Mr. Shoup reported that on 15 August 15 2019, he and Daniel Mator participated in a formal audit by the Pennsylvania DEP regarding the MS4 Program. He added that the Township was commended for its compliance with the Program, though three minor items required further attention. He said the findings of the audit should be received soon.

Development/Subdivision Reviews

- David Michael Plan
  - Mr. Shoup notified the Board that a review of this two-lot subdivision had been performed, and that a review letter dated 19 August 2019 was submitted to the Township.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT**

Mr. Bill Payne was present and provided a summary report of Building Inspections and Code Enforcement for the month of August 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 not present due to a family matter. Mrs. Jordan read Mrs. Stark's summary report on the Parks and Recreation Board. A copy of the report is on file at the Township.

Mrs. Jordan also commented that the landscaping looks amazing at the Nike Site.

**APPOINTMENT: PARKS AND RECREATION BOARD VACANCY**

The Township advertised for a vacancy on the Parks and Recreation Board. The Township received the following letters of interest:

1. Taite Hopwood
2. Nina Jonnet
3. Sara Kreidler
4. Steven Vance

Mrs. Jordan pointed out Mrs. Stark did telephone interviews with the interested applicants, and she recommended Sara Kreidler. She said that Mrs. Kreidler's husband is also willing to volunteer his services on the Parks and Recreation Board as a volunteer when they need extra help.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to appoint Sara Kreidler as a member of the Parks & Recreation Board to fill the unexpired term of Leslie Petrosky whose term will expire 31 December 2019. Motion carried unanimously 7-0.

**APPROVAL: BRNARDIC-UNION ROAD PLAN OF LOTS SUBDIVISION**

The Planning Commission approved the Brnardic-Union Road Plan of Lots Subdivision at their 22 August 2019 meeting.

Property Location: 172 East Union Road  
Zoning District: R-3 Suburban Residential  
  
2-Lot Subdivision: Lot 1 to measure 1.7224 acres  
Parcel A to measure 23.6411 acres

The Planning Commission recommended approval of the Brnardic-Union Road Plan of Lots subject to meeting all of the following requirements from the Shoup Engineering review letter dated 9 July 2019:

1. DEP Sewage Facilities Planning Module needs to be submitted.
2. Label for easement "A" needs to be corrected.
3. Notes 4 & 6 are duplicated.

The Board received the review letter from Shoup Engineering dated 13 September 2019 indicating that a DEP Sewage Facilities Planning Module Packet will need to be submitted to the Township for review and approval.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to approve the Brnardic-Union Road Plan of Lots Subdivision as per the recommendation by the Planning Commission with the condition the DEP Sewage Facilities Planning Module Packet be submitted to the Township for review and approval. Motion carried unanimously 7-0.

**APPROVAL: DAVID MICHAEL PLAN OF LOTS**

The Planning Commission also approved the David Michael Plan of Lots at their 22 August 2019 meeting.

Property Location: 33 Michael Road  
Zoning District: R-3 Suburban Residential

The proposal is to combine two existing parcels, then subdivide the total acreage into three lots. Each lot to be approximately 10 acres.

The Planning Commission voted to recommend approval of the David Michael Plan of Lots subject to the following:

1. Approval of the Sewage Facility Planning Module.
2. Change label on drawing for 1-1/2 story house on lot 3 to 1-1/2 story accessory building.

The Board received the review letter from Shoup Engineering dated 10 September 2019 indicating he found the comments contained in his 19 August 2019 review letter, and that the conditions recommended by the Township Planning Commission – including the Planning Module – have been satisfactorily addressed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to approve the David Michael Plan of Lots including the Planning Module as per the recommendation by the Planning Commission. Motion carried unanimously 7-0.

**AUTHORIZATION: SALE OF PUBLIC WORKS TRUCK**

The Township advertised for the sale of the 2011 Ford F550 Super Duty Five-Ton DumpTruck, Automatic Transmission 6.7L Power Stroke Engine with Tailgate Salt Spreader & Angle Plow with Carbide Blades. Color: Red. Inspection: April/2020, Mileage: Approx: 64,000 – As-Is Condition.

Sealed bids were received and opened on Thursday, 12 September 2019, at 1:30 p.m.

The following seven bids were received:

- 1) Robert Colosimo/D.A.R.O.C.O., Inc.....\$25,075.00
- 2) Mike Veneziano/Maxwell Truck & Equipment....\$21,105.00
- 3) Ted Gall.....\$16,500.00
- 4) Tracy Adamik/A&H Development.....\$15,860.00
- 5) Corrado Farms.....\$15,250.00
- 6) John Hollibaugh/Hollibaugh Landscape.....\$14,853.00
- 7) Mark Gaudino.....\$ 5,209.00

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to authorize the sale of the 2011 Ford F550 Public Works dump truck to Robert Colosimo/D.A.R.O.C.O., Inc., in the amount of \$25,075.00, As-Is-Condition. Motion carried unanimously 7-0.

**AUTHORIZATION: SET PUBLIC HEARING (ZONING MAP CORRECTIONS)**

At the August meeting, the Board authorized the advertisement of Ordinance No. 432 in regard to five parcels that were incorrectly shaded and need to be corrected on the Official Township Zoning Map.

The Zoning Map corrections have been forwarded to the West Deer Planning Commission and Allegheny County Economic Development (on 9 August 2019) for their comments and review.

In accordance with the PA Municipal Planning Code, the comments by the County Economic Development shall be made to the Township within 45 days.

At this time, the Supervisors need to set a date and time for the public hearing. Mr. Happel informed the Board that there is a 30 day requirement for written notices to the adjacent property owners.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to set the public hearing for Wednesday, 20 November 2019 at 6:00 p.m. Motion carried unanimously 7-0.

**AUTHORIZATION: C2P2 NIKE SITE DEVELOPMENT – RESTROOMS RENOVATION PROJECT ADVERTISEMENT**

A budgeted and approved part of the current phase of the 2015 Park Master Plan is the Nike Site Restrooms. Sealed bids will be received for the following:

Nike Park Development – Restrooms Renovation Project (DCNR-BRC-PRD-24-248)

Work will consist of partial demolition and renovations of existing restrooms including but not limited to replacement of partitions, wall materials, door and frame, water closets and miscellaneous fixtures and other ancillary work.

Mr. Shoup explained the bids for the Restrooms Renovation Project would be part of the overall grant project at the Nike Site Park. Mr. Shoup indicated this portion would upgrade and renovate the existing restrooms for use at the Park, and would utilize the existing restroom space that’s in the “football building.”

Also discussed was the space for the dumpster/enclosure area.

Mr. Shoup requested the bid opening be moved to November instead of October.

Mrs. Jordan commented on the “stand-alone unit toilets” option, and explained that by renovating, the Township would be getting more toilets and spending less money.

Mr. Mator concurred, and indicated Deer Lakes Youth Football would have to agree to modify their lease with the Township. He stated that they seemed to be in agreement with the proposal when he spoke to Youth Football.

Supervisor Jordan also commented on the security/cameras and garbage problems.

After further discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Karpuzi to table the advertisement. Members voting yes: Mrs. Romig; Mr. Vaerewyck; Dr. DiSanti; Mr. Karpuzi; and Mr. Maudhuit. Members voting no: Mrs. Jordan and Mrs. Hollibaugh. Motion carried to Table, 5 – yes and 2 – no.

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

### **MILITARY BANNER PROGRAM**

Dr. DiSanti thanked the Board for approving the Military Banner Program. Dr. DiSanti had a sample of the banner/poster of Brandon J. Onofer from Gray Signs in Tarentum, PA. Dr. DiSanti discussed:

- The application process/order forms
- Banner will be double-sided and displayed for 3 years
- The cost would be \$120.00 plus tax and hardware/brackets totaling \$128.40
- Applicant would take order forms/payment to Gray Signs, wait while they make a print, then approve the print on the spot
- The Road Department would hang the banners at a later date
- A request can be made for a specific pole
- Start the program as soon as they can, and run through until the end of December.
- Requirements would be current, native of West Deer, or immediate family of resident.

The Board discussed advertising and getting the word out. Specifically, all of the information, directions, and forms will be on the Township’s website.

### **EMS/FIRE COMPANIES – PUBLIC SAFETY**

The Board discussed the Public Safety Committee scheduling/setting a meeting with the EMS/Fire Companies.

Josh Wiegand, Chief of Fire Company No. 3, was present and commented on the SR6 Report, stating that one item in the report is to *Improve Communication with the Township*. He also discussed grant opportunities, past meetings scheduled and then canceled, and working toward the Board setting a meeting with the fire companies, etc.

Some discussion was held on having another meeting held – possibly after a regular Board meeting.

After further discussion, Mr. Mator recommended Chief Wiegand simplify the SR6 Report – in conjunction with the other fire companies – and submit an outline/bullet-point informational sheet to the Board. Mr. Karpuzi added that any specific issues could be brought at the October meeting, and then the fire companies could discuss everything with the Supervisors during their regular meeting on 20 November 2019. The Board agreed.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

**SET AGENDA: REGULAR BUSINESS MEETING**

16 October 2019

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. Public Works Foreman's Report
11. Engineer's Report
12. Building Inspector/Code Enforcement Officer's Report
13. Report from the Parks and Recreation Board
14. Authorization: Hiring of Part-time Police Officer
15. Authorization: Advertisement of Budget & Budget Workshops
16. Authorization: Advertisement of Nike Park Development – Restrooms Renovation Project
17. Committee Reports
18. Old Business
19. New Business
20. Set Agenda / 20 November 2019
21. Comments from the Public
22. Adjournment

**COMMENTS FROM THE PUBLIC**

- Mr. Scott Woloszyk, Shuster Road
  - Mr. Woloszyk questioned the guiderail on Kaufman Road.

**ADJOURNMENT**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to adjourn the meeting at 8:02 p.m. Motion carried unanimously 7-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager