

West Deer Township
Board of Supervisors
16 October 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; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

Mr. Happel announced the Board held an Executive Session prior to the meeting to discuss employee matters, a new employee candidate, and that the Executive Session will continue after the meeting to discuss additional employee matters and one real estate issue in respect to a property to be conveyed to West Deer Township.

REGISTERED COMMENTS FROM THE PUBLIC

- Ms. Georgina DiPasquale, 2022 Church Street, Russellton
 - Ms. DiPasquale addressed the Board on code enforcement and delinquent property taxes in regard to a property owner on Church Street.

COMMENTS FROM THE PUBLIC

- Mr. Adam Fusan, 1914 Saxonburg Boulevard
 - Mr. Fusan commented on the streetlight at McKrell Road and Saxonburg Boulevard.
- Mr. Brandon Forbes, 997 Deer Creek Road
 - Mr. Forbes commented on the State House bill regarding gerrymandering in Pennsylvania, and requested the Board support the initiative.
- Ms. Rebecca Miller, 114A Pine Street
 - Ms. Miller commented on charges for garbage collection of vacant properties.
- Ms. Joey Rescimiti, 1006 York Way
 - Ms. Rescimiti stated she supported the aforementioned gerrymandering bill.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the minutes of the 18 September 2019 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

Mrs. Nardis was absent but submitted the following Finance Officer's Report:

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

I - GENERAL FUND:

	<u>September</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	532,873.82	5,380,510.26	84.35%
Expenditures	1,086,348.58	4,758,254.85	74.59%

Cash and Cash Equivalents:

Sweep Account

962,768.70

962,768.70**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

43,430.99

Fire Tax Fund:

Sweep Account - Restricted

49,688.14

State/Liquid Fuels Fund:

Sweep Account - Restricted

110,201.05

203,320.18**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

196,170.78

Capital Reserve Fund:

Sweep Account - Reserved

1,346,376.94

1,542,547.72**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 9/30/19**2,708,636.60**Interest Earned September 2019**

1,255.72

	<u>9/1/2019</u>	<u>September</u>	<u>9/30/2019</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$175,284.20	\$2,607.94	\$173,098.00
NexTier Bank VFC #2	\$429,438.54	\$2,680.96	\$428,143.37

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.....	736.48
Culverts, Inc.	7520.00
Dell Marketing LP.....	3833.62
Griffith, McCague & Happel, PC.....	1474.50
Hei-Way, LLC.....	230.25
Jordan Tax Service, Inc.	4099.87
Kress Tire	924.36
Markl Supply	5125.00
Northeast Paving.....	379.29
Office Depot.....	488.03
Shoup Engineering Inc.	10157.00
Toshiba Financial Services.....	489.87
Tristani Brothers, Inc.....	375.29
Wine Concrete Products, Inc.	2700.00

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi 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 Years 2018 and 2019.

2018 REAL ESTATE TAX REFUNDS

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
McConnell, William R.	1218-C-142	\$144.46

2019 REAL ESTATE TAX REFUNDS

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Clements-Dawson, Margaret M.	1217-K-334	\$176.40
McConnell, William R.	1218-C-142	\$129.81

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Jordan 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 September 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 September/October 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
 - Main Parking Lot Landscaping
 - Mr. Shoup reported Hollibaugh Landscaping has completed all work on this project.
 - Overflow and Pavilion/Playground Parking Lot
 - Mr. Shoup reported Holbein, Inc., has installed the parking lots, and that final landscaping would be completed soon.
 - Playground
 - Mr. Shoup reported Play and Park Structures has completed work on the playground, and that a change order would need to be ratified for the installation of a subsurface drainage system.
 - Bleachers
 - Mr. Shoup reported Play and Park Structures has constructed concrete pads for the bleachers, and that replacement parts were needed for damaged portions of the delivered bleachers. He added that the work should be completed during the week of October 21st.
 - Pavilions
 - Mr. Shoup reported Jeffrey Associates should be starting work on the two pavilions in the near future.

Development/Subdivision Reviews

- McIntyre Heights
 - Mr. Shoup notified the Board that a review – with a letter dated 26 September 2019 – of this preliminary planned residential development had been performed, and that the review letter was submitted to the Township.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of September 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.

APPOINTMENT: PLANNING/ZONING ADMINISTRATIVE ASSISTANT

With Denise Teorsky retiring 8 January 2020, the Township advertised and interviewed applicants to fill her Planning/Zoning Administrative Assistant position. Township Manager Daniel Mator recommended the hiring of Dorothy R. Moyta.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to hire Dorothy R. Moyta as a full-time employee of West Deer Township, and to appoint her as Planning/Zoning Administrative Assistant effective 1 December 2019. Motion carried unanimously 5-0.

Ms. Moyta was present and thanked the Board.

APPROVAL: NARCISI PLAN NO. 2

The Planning Commission approved the Narcisi Plan No. 2 Subdivision Plan at their 26 September 2019 meeting.

Property Location: Mountainview Road
Lot & Block Number: 1358-P-253
Zoning District: R-1 Rural Residential District

Subdividing two (2) acres from a farm parcel that measures approximately 43.80 acres, the subdivision will create a gravel parking lot to accommodate the overflow parking for Narcisi Winery. A shuttle will transport winery patrons back-and-forth.

The Planning Commission recommended approval of the two-lot subdivision plan on Mountainview Road known as the Narcisi Plan No. 2. The Board received the review letter from Shoup Engineering dated 12 September 2019 indicating the items have been adequately addressed.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Narcisi Plan No. 2 Subdivision Plan as per the recommendation by the Planning Commission. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT OF 2020 BUDGET AND BUDGET WORKSHOPS

The Board received the Budget schedule and advertisements.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to authorize the advertisements for the 2020 Budget as dictated by – and in compliance with – the Township Charter. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT OF NIKE PARK DEVELOPMENT – RESTROOM REHABILITATION PROJECT

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 Rehabilitation Project (DCNR-BRC-PRD-24-248)

Work will consist of rehabilitation of existing restrooms, construction of a dumpster enclosure and related appurtenances. The Board received a copy of the advertisement.

Mr. Shoup explained the work to be done.

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Jordan to authorize the advertisement of sealed bids for the Restroom Rehabilitation Project at the Nike Park Development. Motion carried unanimously 5-0.

AUTHORIZATION: CHANGE ORDER FOR PROPOSAL 811-127598B

Upon commencement of the Nike Site Park Playground installation, the Contractor contacted the Township Engineer and alerted him that a drainage problem existed. The Contractor requested guidance, and Mr. Shoup inspected the site.

Change Order: Addition of Aggregate and drainage system, including installation and daylighting of pipe at prevailing wage.

Mr. Shoup explained the drainage problem and the Change Order.

MOTION BY Supervisor and SECONDED BY Supervisor to authorize Change Order for Proposal 811-1272598B in the amount of \$9,900.00 and payable to Play & Park Structures for emergency drainage work at the Nike Site Park playground. Motion carried unanimously 5-0.

DISCUSSION: MENTAL HEALTH FOR FIRST RESPONDERS

Mr. Karpuzi discussed the possibility of providing mental health services for first responders. Supervisor Karpuzi indicated he had also talked with the School District regarding the mental health of their students. Mr. Karpuzi then asked the Board if they would like to continue with preliminary discussions on the matter.

Mrs. Jordan commented on the Township insurance/workmen’s compensation. Discussion took place.

Mr. Mator commented that the Township had an Employees Assistance Program in the past which provided the same type of service – as well as other personal services – but that the program was rarely used. He also pointed out that the fire department and EMS are separate legal entities from the Township.

Chief Lape added that there are free agency services the Police Department uses if they need to.

DISCUSSION: TAX CREDIT

Mr. Karpuzi discussed joint Economic Development with the School District and the County. He stated he discussed possible residential tax abatements and tax credits as methods of benefitting small business owners in the community.

Mrs. Jordan stated she would like to see if the School Board is in agreement first. Supervisor Karpuzi explained he is just having preliminary conversations on ideas.

Mr. Bill Lupone, President of the Deer Lakes School Board, was present and commented that the School Board wants the district to grow. He said they are looking for a plan for growth, and commented on the loss of revenue from the Pittsburgh Mills Mall. Mr. Lupone stated he would like to put together a joint vision and would like to see growth in the Township.

After some discussion, the Board agreed to have Mr. Happel research what they can legally do.

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 commented on the Veteran’s banner program.

NEW BUSINESS

- None

SET AGENDA: REGULAR BUSINESS MEETING

20 November 2019

6:00 p.m. – Public Hearing/Zoning Map Corrections

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. Committee Reports
16. Old Business
17. New Business
18. Set Agenda / 18 December 2019
19. Comments from the Public
20. Adjournment

Item Added:

*State House Gerrymandering Resolution

Two – 2020 Public Budget Workshop Meetings will occur this year:

- 1) Wednesday, 6 November 2019 at 6:30 p.m.
- 2) Immediately following the Regular Business Meeting on 20 November 2019.

COMMENTS FROM THE PUBLIC

- Ms. Rebecca Miller, 114A Pine Street
 - Ms. Miller questioned if there would be public input on the tax credit whenever it comes up.
- Mr. Bill Lupone, President, Deer Lakes School District
 - Mr. Lupone asked if the Board would mind if the School Board took the lead on a proposal.
- Mr. Joe Wisniewski, Deer Creek Road
 - Mr. Wisniewski commented on tax credit and asked how it would benefit current homeowners.

8:23 P.M. – ADJOURNMENT TO EXECUTIVE SESSION

Mr. Happel announced the Board will be holding an Executive Session to discuss transfer of property and non-union salaries.

Daniel J. Mator, Jr., Township Manager