

West Deer Township  
Board of Supervisors  
20 November 2019  
6:00 p.m.

The West Deer Township Board of Supervisors held a Public Hearing and 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, & Happel; and Scott Shoup, representing Shoup Engineering.

**6:00 p.m. – PUBLIC HEARING – PROPOSED ZONING MAP CORRECTIONS**

Chairwoman Hollibaugh opened the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

Mrs. Hollibaugh stated that the public hearing was advertised, property owners were notified via mail, neighboring property owners were notified via mail, and the properties were posted.

The Court Stenographer was present and swore-in all individuals who planned on speaking at the hearing.

ORDINANCE NO. 432

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, CORRECTING THE OFFICIAL ZONING MAP OF WEST DEER TOWNSHIP AND REZONING PORTIONS OF FOUR PARCELS OF REAL PROPERTY LOCATED WITHIN THE TOWNSHIP.

Ordinance No. 432 will rezone certain portions of the following four parcels of real property that were incorrectly zoned and correct the Official Zoning Map of West Deer Township.

Ordinance No. 432 will amend Ordinance No. 394 (“Zoning Ordinance of West Deer Township”).

- 1) Property owned by TOA Rose Ridge, L.P. / Costantini, Lot & Block number 1216-E-281, located at 4769 Gibsonia Road, Allison Park 15101, totaling 164.5820 acres:
  - a. The parcel of real property is currently zoned *both* R-1 Rural Residential District and R-2 Semi-Suburban Residential District.
  - b. The entire parcel of real property should be zoned R-2 Semi-Suburban Residential District.
  - c. The portion of the parcel of real property currently identified as being zoned R-1 Rural Residential District will be correctly zoned as R-2 Semi-Suburban Residential District.
  
- 2) Property owned by Kress Development Corp., Lot & Block number 2009-K-100, located on Bakerstown Culmerville Road, Gibsonia, PA 15044, totaling 38.1500 acres:
  - a. The parcel of real property is currently zone *both* R-2 Semi-Suburban Residential District and R-Rural Estate District.
  - b. The entire parcel of real property should be zoned R-2 Semi-Suburban Residential District.
  - c. The portion of the parcel of property currently identified as being zoned R-Rural Estate District will be correctly zoned as R-2 Semi-Suburban Residential District.

- 3) Property owned by Daniel B. Pierce Property Group, LLC, Lot & Block number 1215-R-148, located at 4802 Gibsonia Road, Allison Park, PA 15101, totaling 10.7126 acres:
  - a. The parcel of real property is currently zoned *both* R-2 Semi-Suburban Residential District and SU Special Use District.
  - b. The entire parcel of real property should be zoned SU Special Use District.
  - c. The portion of the parcel of real property currently identified as being zoned R-2 Semi-Suburban Residential District will be correctly zoned as SU Special Use District.
  
- 4) Property owned by Andretta Kobik, Lot & Block number 2196-K-267, located at 4989 Bakerstown Culmerville Road, Tarentum, PA 15084, totaling 22.9200 acres:
  - a. The parcel of property is currently zoned *both* R-Rural Estate District and R-2 Semi Suburban Residential District.
  - b. The entire parcel of property should be zoned R-2 Semi Suburban Residential District.
  - c. The portion of the parcel of property currently identified as being zoned R-Rural Estate District will be correctly zoned as R-2 Semi Suburban Residential District.

The West Deer Township Planning Commission reviewed the Zoning Map corrections at their 22 August 2019 meeting and unanimously recommended approval of Items 1 through 4.

The Allegheny County Department of Economic Development was sent a copy of the Zone Change corrections for their review and had 45 days to review. The Board received two review letters dated 19 September 2019.

#### PUBLIC COMMENTS:

- Mr. John Loser, 4232 Bakerstown-Culmerville Road
  - Mr. Loser had concerns regarding any future developments on or near the Kress Development property; specifically water retention and flooding issues.

Mr. Vaerewyck commented on the Rural Estate areas, and said he felt they were zoned that way for a reason. He stated he felt it makes it easier for developers to develop the area, and that he therefore strongly objected to the corrections to the maps. Mr. Vaerewyck then questioned how the map corrections came about.

Mr. Payne pointed out the Planning Commission unanimously agreed on the corrections to the map, and Mr. Happel commented that this was a split zoning issue.

Mr. Daniel Gramc, attorney for TOA Rose Ridge, LP, was present and informed those in attendance that TOA Rose Ridge inquired about the split zoning at the Rose Ridge Golf Course because the current split of R2 and the R1 created two very different types of developments they could make. He indicated they wanted to have consistent development throughout the property, so they approached the Township for clarification, and it precipitated the Township reviewing the Zoning Map for all properties that share the same problem.

Mr. Vaerewyck indicated he was happy to hear the reasoning behind the review.

Mr. Happel asked if there were any further comments. There were none.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to adopt Ordinance No. 432 approving the corrections and rezoning of the four parcels of property as identified that will be incorporated into the Official Zoning Map of West Deer Township. Motion carried unanimously 7-0.

#### **ADJOURNMENT: PUBLIC HEARING**

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to adjourn the public hearing at 6:35 p.m. Motion carried unanimously 7-0. Public Hearing adjourned.

## **OPEN REGULAR BUSINESS MEETING**

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator -- Quorum present.

## **REGISTERED COMMENTS FROM THE PUBLIC**

- None

## **COMMENTS FROM THE PUBLIC**

- Mr. Adam Fusan, 1914 Saxonburg Boulevard
  - Mr. Fusan commented on the streetlight at McKrell Road and Saxonburg Boulevard, and again requested that it be taken down, as he felt it was too bright and was invading his privacy.
  - As this issue had been ongoing, Mr. Mator stated that he performed additional research on the matter. He informed the Board that he found: Duquesne Light is still working through determining the efficacy of a shield to deflect light away from Mr. Fusan's property; Duquesne Light stated they had no record of a streetlight being there in the past, nor did they have record of the Township being charged for a light in that location; and that the Chief was not able to provide any accident reports for that intersection. Mr. Mator therefore advised the Board that if they chose to keep a light in that location, they would have to base their decision upon the Chief's recommendation that a light was necessary at that location for safety reasons, and not history of a light being at that location or an accident history.
  - Dr. DiSanti stated that he knew a light existed there, and recommended Mr. Mator contact the former Township Manager, Shelia Hanlon to verify that a light was there in the past. Mr. Mator stated that he had heard that from three different people, but that he was simply providing the Board with the verifiable facts of his investigation. He again reiterated that the Board would need to base its decision upon whether or not they chose to follow the Chief's recommendation.
  - There was additional discussion, and it was decided to wait to make a decision until Duquesne Light advised the Township in regard to the efficacy of installing a shield to help mitigate the light.
- Mr. David Michael, 33 Michael Road
  - Mr. Michael questioned his subdivision plan on the usage of the one lot for sewage. Mr. Payne was directed to check into the issue.

## **ACCEPT MINUTES**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to accept the minutes of the 16 October 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 October 2019**

**I - GENERAL FUND:**

	<u>October</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	234,566.28	5,615,176.54	88.03%
<b>Expenditures</b>	403,156.77	5,161,411.62	80.91%

**Cash and Cash Equivalents:**

Sweep Account

692,452.83

692,452.83**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

38,635.81

**Fire Tax Fund:**

Sweep Account - Restricted

33,680.00

**State/Liquid Fuels Fund:**

Sweep Account - Restricted

110,370.31

182,686.12**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

196,328.39

**Capital Reserve Fund:**

Sweep Account - Reserved

1,359,477.12

1,555,805.51**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 10/31/19**2,430,944.46**Interest Earned October 2019**

14,527.01

	<u>10/1/2019</u>	<u>October</u>	<u>10/31/2019</u>
	<b>Debt Balance</b>	<b>Principal</b>	<b>Debt Balance</b>
		<b>Payment</b>	
<b>Mars National - VFC #3</b>	\$173,098.00	\$2,607.94	\$171,073.76
<b>NexTier Bank VFC #2</b>	\$428,143.37	\$2,680.96	\$426,799.54

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

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

MOTION BY Supervisor Karpuzi 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.....	3400.00
Amerikohl Aggregates Inc.....	1617.73
Amerikohl Transport Inc.....	980.40
Axon Enterprises, Inc.....	1296.00
Bearcom.....	194.97
Best Wholesale Tire Co, Inc.....	378.35
Culverts, Inc.....	3760.00
Hei-Way, LLC.....	1739.58
Jordan Tax Service, Inc.....	5583.73
Kress Tire.....	576.00
Markl Supply.....	2291.15
Office Depot.....	775.26
Roadsafe Traffic Systems.....	50.00
Shoup Engineering Inc.....	2645.00
Stephenson Equipment, Inc.....	8663.16
Toshiba Financial Services.....	489.87
Tristani Brothers, Inc.....	605.72
Wine Concrete Products, Inc.....	2700.00

MOTION BY Supervisor Jordan 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 7-0.

**POLICE CHIEF’S REPORT**

Chief Jon Lape was present and provided a summary report on the Police Department for the month of October 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 October/November 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.
  - Playground
    - Mr. Shoup reported Play and Park Structures has completed work on the playground.
  - Bleachers
    - Mr. Shoup reported Play and Park Structures has completed this work.
  - Pavilions

- Mr. Shoup reported Jeffrey Associates was in contact with him, and they will be starting work on the two pavilions in the near future. He stated that locations were explored, and are being finalized. Once this is done, Jeffrey Associates will begin work.
- Restroom/Dumpster Enclosure
  - Mr. Shoup informed the Board that bids were received, and that the award was on the agenda for the Board to vote on later in the meeting.

Development/Subdivision Reviews

- None

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

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

**ACCEPTANCE: REVISED 2020 MINIMUM MUNICIPAL OBLIGATIONS (MMOS)**

The Board received revised copies of the 2020 Minimum Municipal Obligation Reports for the Police and Municipal Employee Pension Plans as submitted by the Township Actuary. As per the State Law, the Board simply has to acknowledge receipt of the reports.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to acknowledge receipt of the Revised 2020 Minimum Municipal Obligations for the Police and Municipal Employee Pension Plans. Motion carried unanimously 7-0.

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

The Board is in receipt of two resignation letters from part-time Police Officer Bryan Borghi, effective 16 October 2019 and Officer Brandon Kozar effective 29 October 2019. Motion carried unanimously 7-0.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to accept the resignations of part-time Police Officers Bryan Borghi and Brandon Kozar, and wish them both the best of luck.

**ADOPTION: RESOLUTION NO. 2019-6 STATE HOUSE BILL**

At its last meeting, it was requested of the Board to extend support for a State Citizens Commission for Legislative and Congressional Redistricting. After discussion, the Board agreed to place a resolution on the agenda for a vote this month.

TOWNSHIP OF WEST DEER  
ALLEGHENY COUNTY, PENNSYLVANIA  
RESOLUTION NO. 2019-6

A RESOLUTION IN SUPPORT OF A CITIZENS COMMISSION FOR LEGISLATIVE  
AND CONGRESSIONAL REDISTRICTING

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adopt Resolution No. 2019-6, supporting a Citizens Commission for Legislative and Congressional Redistricting. Motion carried unanimously 7-0.

**APPOINTMENT: ADMINISTRATIVE SECRETARY**

With Cathy Sopko retiring 29 February 2020, the Township advertised and interviewed applicants to fill her position of Administrative Secretary. Township Manager Daniel Mator is recommending the hiring of Jodi French.

Mrs. French was present and indicated she was looking forward to working at the Township.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to hire Jodi French as a full-time employee of West Deer Township, and appoint her the Administrative Secretary effective 1 January 2020, contingent upon a successful drug screening. Motion carried unanimously 7-0.

**APPOINTMENT: PUBLIC WORKS LABORER:**

With John Yourish retiring 31 January 2020, the Township advertised and interviewed applicants to fill the position of Public Works Laborer. Incoming Public Works Foreman Kevin Olar and Township Manager Daniel Mator are recommending the hiring of Zachary Raynovich.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to hire Zachary P. Raynovich as a full-time employee of West Deer Township, and appoint him as Public Works Laborer effective 1 January 2020, contingent upon successful drug and physical screenings. Motion carried unanimously 7-0.

Mr. Raynovich was present and thanked the Board and indicated he is looking forward in working with the Township.

**APPROVAL: EICH SUBDIVISION PLAN**

The Planning Commission approved the Eich 2-Lot Subdivision Plan at their 24 October 2019 meeting.

Property Location: 85 Shepard Road  
Lot & Block Number: 1834-L-284  
Zoning District: R-Rural Estate Zoning District

Subdividing total acreage of 47.776 into the following:

- Lot A = 44.133 acres
- Lot A1= 3.643 acres

Lot A1 will have on-lot sewage and public water. Lot created for a residential single-family dwelling.

The Planning Commission recommended approval of the Eich Subdivision Plan and the review letter from Shoup Engineering dated October 10, 2019 was submitted with no comments concerning the plan.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Eich Subdivision Plan as per the recommendation by the Planning Commission. Motion carried unanimously 7-0.

**AUTHORIZATION: HIRING OF PART-TIME POLICE OFFICER**

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

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to hire Chad Bowman as a part-time police officer of West Deer Township, contingent upon his completion of all the necessary steps in obtaining his certification from the PA Municipal Officers Training Commission. Motion carried unanimously 7-0.

Mr. Bowman was present and thanked the Board and provided a short history of his background.

**AUTHORIZATION: MEMORANDUM OF UNDERSTANDING (ZONING/PLANNING SECRETARY WAGE)**

Earlier in the year, the Board of Supervisors agreed to make the Zoning/Planning Secretary a full-time position and advertise it as such. As the position is listed as part time in the Labor Agreement – with a part-time wage – the Agreement needs amended to apply the full-time rate contained within the Agreement to the position.

The Board received the copy of the Memorandum of Understanding.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to authorize the Township Manager to sign the Memorandum of Understanding between the Township and the Teamsters Local No. 205 applying the Administrative Assistant base rate of \$23.07/hour to the new full-time Zoning/Planning Secretary position. Motion carried unanimously 7-0.

**AWARD: NIKE PARK DEVELOPMENT – RESTROOM REHABILITATION PROJECT CONTRACT**

Sealed bids were received on Friday, 15 November 2019 until 1:30 p.m. at the Township Building – at which time they were opened and read aloud.

Mr. Shoup commented on the following bids received and recommended Select Contracting, LLC.

<b>BIDDERS:</b>	<b>TOTAL:</b>
Select Contracting, LLC	\$36,520.00
U & S Construction	\$38,700.00

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to award the contract to Select Contracting, LLC for the Restroom Rehabilitation Project at the Nike Park Development in the amount of \$ 36,520.00. Motion carried unanimously 7-0.

**DISCUSSION: VOLUNTEER FIRE COMPANIES:**

Present:

- Josh Wiegand, Fire Chief of West Deer No. 3
- Adam Williams, Fire Chief of West Deer No. 2
- Luke Raynovich, Fire Chief of West Deer No. 1
- Marissa Bailey, President, West Deer No. 2
- Chris Reiher, Assistant Chief, West Deer No. 1
- Bill Humes, West Deer EMS

The Board received a list of discussion points from the Fire Companies and EMS as requested by the Board of Supervisors.

The following is the list of discussion points:

1. Tax relief (property and/or income for volunteers (business members vs. firefighters) -State, County and Township (including fire tax).
2. Assistance with recruiting and retention activities (incentives as well as advertising.
3. Grant support through the municipality for grants that we cannot apply for on our own (building repairs), use of the township engineer.
4. Agreed upon standards for fire, EMS, and Rescue training as well as monetary incentives to obtain these certifications.
5. Investigating replacement value vehicle insurance.
6. Training facility in the township.
7. Township fuel system upgrade specifically with a key for each vehicle.
8. Assistance with strategic planning for public safety as a whole.
9. Input on building codes and regulations for new construction.
10. Funding/Income – Fundraising, fire tax, Foreign Fire Relief, billing.
11. Establish a partnership with the school district for recruiting, community service training.
12. Health Insurance / worker compensation insurance / AD&D / Life Insurance.
13. Risk reduction effort / fire prevention.
14. Ensure through inspection/reporting that Fire systems within the township are maintained to recommended maintenance schedules.
15. Create code for commercial structures and/or high hazard buildings to provide key boxes at the location for fire department use.
16. Investigate / issue citations to owners for excessive false alarms (fines to go to fire departments).
17. Establish a standard of services available and provided by Fire / EMS.
18. Emergency assistance provided by Public works and police. Training?
19. Junior Firefighter explorer program.
20. Governmental support of Fire / EMS, support for ongoing legislation.

Chief Wiegand commented that the biggest concern at the present is daylight manpower issues, followed by municipal support for grants that they cannot apply for on their own through the County or COG. Also discussed were various grants and grant support.

Discussion was held on various items in regard to the list of items provided.

Mrs. Jordan suggested that Mr. Mator respond briefly to the list indicating what can be done as to how difficult to implement each item could be so the Board can address the easy ones and work on the difficult ones.

Also agreed upon were that future meetings would include the chiefs and/or presidents of each company. If they are unable to attend, then the assistant chiefs will.

Chief Williams stated he would like to see the fire tax increased. He indicated their funds barely cover their costs, and pointed out all Fire Company No. 2 receives is the State grant monies.

Since Supervisor DiSanti's term will be up at the end of December, he thanked the Chiefs and all of the Fire personnel/EMS for their services and continued support in the Township.

### **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

**OLD BUSINESS**

- Mr. Vaerewyck questioned Hunting and No Trespassing signs posted to trees. Mr. Payne indicated that it is in the Zoning Ordinance stating no signs can be hung on trees – will look into it.

**NEW BUSINESS**

- None

**SET AGENDA: REGULAR BUSINESS MEETING**

18 December 2019

6:00 p.m. – Public Hearing: McIntyre Heights PRD Conditional Use

6:30 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Registered Comments from the Public
5. Comments from the Public
6. 2020 Final Budget
  - Adoption: Resolution (2020 Budget)
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. Adoption: Resolution (Approval of the Firefighter Rosters)
15. Adoption: Resolution (5210 Middle Road Lateral Extension Project DCDBA)
16. Authorization: Hiring of Part-time Police Officer(s)
17. Committee Reports
18. Old Business
19. New Business
20. Set Agenda / January 6, 2020 Reorganization Meeting
21. Comments from the Public
22. Adjournment

Supervisor DiSanti suggested the new Board of Supervisors list all of the Supervisors on the Township letterhead and not just the Chair and Vice Chair.

**COMMENTS FROM THE PUBLIC**

- None

**ADJOURNMENT**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:15 p.m. Motion carried unanimously 7-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager

**The 2020 Second Public Budget Workshop Meeting followed the Regular Meeting.**