

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; Joyce A. Romig; and Gerry Vaerewyck. Member absent: Shawn Maudhuit. 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.

Chairwoman Hollibaugh opened the meeting and welcomed everyone.

**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.
  - Much discussion was held on this streetlight. Mr. Mator indicated he spoke with Duquesne Light in regard to the shield to deflect the light away from Mr. Fusan’s property, and he was told the shield had been ordered.

**2020 FINAL BUDGET**

The Real Estate Tax millage will remain at 2.99 mils for the 2020 Tax Year.

**GENERAL FUND BUDGET**

Revenues: \$ 6,480,213.51  
Expenditures: \$ 6,480,213.51

**STREET LIGHTING FUND BUDGET**

Revenues: \$ 91,324.00  
Expenditures: \$ 83,500.00

**FIRE TAX FUND BUDGET**

Revenues: \$ 198,000.00  
Expenditures: \$ 198,000.00

**CAPITAL RESERVE FUND BUDGET**

Revenues: \$ 95,952.30  
Expenditures: \$ 1,500.00

**LIQUID FUELS FUND BUDGET**

Revenues: \$ 440,495.21  
Expenditures: \$ 440,000.00

**OPERATING RESERVE FUND BUDGET**

Revenues: \$ 303,000.00  
 Expenditures: \$ 200,000.00

RESOLUTION NO. 2019-7  
 A RESOLUTION ADOPTING THE 2020 BUDGET OF  
 THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to adopt Resolution No. 2019-7 – the 2020 Budget. Motion carried unanimously 6-0.

**ACCEPT MINUTES**

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to accept the minutes of the 20 November 2019 meeting as presented. Motion carried unanimously 6-0.

**MONTHLY FINANCIAL REPORT**

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

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**30 November 2019**

**I - GENERAL FUND:**

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	372,795.97	5,985,972.51	93.84%
<b>Expenditures</b>	437,643.23	5,599,055.20	87.77%

**Cash and Cash Equivalents:**

Sweep Account

626,882.62

626,882.62**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

31,168.46

**Fire Tax Fund:**

Sweep Account - Restricted

30,747.99

**State/Liquid Fuels Fund:**

Sweep Account - Restricted

110,514.39

172,430.84**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

196,464.24

**Capital Reserve Fund:**

Sweep Account - Reserved

1,359,484.51

1,555,948.75

**III - CAPITAL PROJECT FUNDS:  
Cash and Cash Equivalents:**

	0.00	
		<b>0.00</b>
<b>TOTAL CASH BALANCE 11/30/19</b>		<b>2,355,262.21</b>

<b>Interest Earned November 2019</b>	487.97		
	<b>11/1/2019 Debt Balance</b>	<b>November Principal Payment</b>	<b>11/30/2019 Debt Balance</b>
<b>Mars National - VFC #3</b>	\$170,968.39	\$2,607.94	\$168,757.80
<b>NexTier Bank VFC #2</b>	\$426,799.54	\$2,680.96	\$425,497.07

Restricted – Money which is restricted by legal or contractual requirements.  
Reserved – Money which is earmarked for a specific future use.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Finance Officer’s Report as submitted. Motion carried unanimously 6-0.

**LIST OF BILLS**

Amerikohl Aggregates Inc.....	453.60
Amerikohl Transport Inc .....	200.72
Bearcom.....	1312.41
Best Wholesale Tire Co., Inc. ....	1052.35
Dell Marketing LP.....	2127.66
Griffith, McCague & Happel PC .....	2878.50
Hei-Way, LLC.....	280.23
Jordan Tax Service, Inc. ....	3129.21
Kress Tire .....	4465.92
MRM Workers’ Comp Fund .....	22820.84
Office Depot .....	437.73
PA Public Safety, LLC .....	2709.82
Shoup Engineering Inc .....	9843.50
Toshiba Financial Services.....	683.09
Tristani Brothers, Inc.....	3211.32

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 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 years 2018 and 2019.

**2018 REAL ESTATE TAX REFUNDS**

NAME	LOT/BLOCK	AMOUNT
Burkhart, Michael H. / Frances M.	1214-E-345	\$41.90

**2019 REAL ESTATE TAX REFUNDS**

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Burkhart, Michael H. / Frances M.	1214-E-345	\$41.90

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

**POLICE CHIEF'S REPORT**

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

Chairwoman Hollibaugh and the Board thanked the Chief and the volunteers for another successful annual toy drive.

**PUBLIC WORKS FOREMAN'S REPORT**

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

- Nike Park Project - DCNR Grant
  - Main Parking Lot Landscaping
    - Mr. Shoup reported Hollibaugh Landscaping had completed all work on this project.
  - Overflow and Pavilion/Playground Parking Lot
    - Mr. Shoup reported Holbein, Inc., had completed all work on this project.
  - Playground
    - Mr. Shoup reported Play and Park Structures had completed work on the playground.
  - Bleachers
    - Mr. Shoup reported Play and Park Structures had completed all work on the bleachers.
  - Pavilions
    - Mr. Shoup reported Jeffrey Associates should be starting work on the two pavilions in the near future.
  - Restroom Renovation/Dumpster Enclosure
    - Mr. Shoup reported Select Contracting was awarded the project and will be working on the project this winter.

Development/Subdivision Reviews

- Shar-Hemphill Plan
  - Mr. Shoup mentioned that his review letter of this lot line revision on Dawson Road – dated 8 November 2019 – was submitted to the Township.
- Leto Well and Dionysus Well Pads
  - Mr. Shoup Review stated that – with letters dated 25 November 2019 and submitted to the Township – the land development reviews on Oak Road and Middle Road Extension have been performed.

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

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of November 2019. A copy of the report is on file at the Township. Questions and comments followed.

- Mr. Vaerewyck questioned the Notices of Violations in Mr. Payne's report that are in the Agenda packet and posted on the web site. After some discussion, the Board agreed that copies of those violations will now be submitted as part of the confidential Manager's report and not posted on the website.
- Dr. DiSanti wanted to go on record as a resident to comment on the ash trucks traveling through Russellton and deteriorating various signs in the Russellton area from ash deposits.

**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.

**ADOPTION: RESOLUTION NO. 2019-8 (APPROVAL OF THE FIREFIGHTER ROSTERS)**

As per Ordinance No. 418 – which established an EIT credit for Fire and EMS volunteers – a notarized roster must be submitted to, and reviewed by the Township Manager, then accepted by the Board of Supervisors.

RESOLUTION NO. 2019-8

A RESOLUTION APPROVING THE VOLUNTEERS THAT APPEAR ON THE NOTARIZED LISTS  
SUBMITTED BY THE FIRE CHIEFS AND VERIFIED BY THE TOWNSHIP MANAGER.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adopt Resolution No. 2019-8 approving the volunteers that appear on the notarized lists submitted by the Fire Chiefs and verified by the Township Manager. Motion carried unanimously 6-0.

**ADOPTION: RESOLUTION NO. 2019-9 (5210 MIDDLE ROAD LATERAL EXTENSION PROJECT DCDBA – PLANNING MODULE)**

The Board received the Sewage Facilities Planning Module Resolution, Transmittal Letter and correspondence for the 5210 Middle Road Lateral Extension Project for the Deer Creek Drainage Basin Authority. The nature of the sewer project is residential and will have 5 equivalent dwelling units based off of a project flow of 2,000 gallons per day (gpd).

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 Jordan and SECONDED BY Supervisor DiSanti to adopt Resolution No. 2019-9 – the PA DEP Sewage Facilities Planning Module for the 5210 Middle Road Lateral Extension Project for the Deer Creek Drainage Basin Authority. Motion carried unanimously 6-0.

**APPROVAL: TIME EXTENSION REQUEST (MCINTYRE HEIGHTS PRD APPLICATION/SET HEARING)**

The Board received a letter dated 21 November 2019 from Gibson-Thomas Engineering requesting a time extension to 31 January 2020 for the McIntyre Heights PRD application.

The Board would therefore need to set a public hearing on a conditional use application and the PRD Plan application for the McIntyre Heights PRD Project.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to set the public hearing on 15 January 2020 at 6:00 p.m. Motion carried unanimously 6-0.

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

The Board received a memorandum from Chief Lape recommending the hiring of Jeffrey Botts and Shane Fallen for the position of part-time police officers. Satisfactory background checks were performed on both applicants.

Both Mr. Botts and Mr. Fallen were present and provided a short history of their background.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to hire Jeffrey Botts and Shane Fallen as part-time police officers of West Deer Township, contingent upon their completion of all necessary steps in obtaining their certification from the PA Municipal Officers Training Commission. Motion carried unanimously 6-0.

**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**

- Mrs. Jordan asked the other officials what could be done if Mr. Fusan isn't satisfied with the shield on the streetlight.

Mr. Mator pointed out the Chief made his recommendation that he felt the streetlight is good for that intersection, and that the Board would need to decide if they want to accept his recommendation or not.

More discussion was held on this streetlight, and Mr. Mator was directed to check if the Township can buy a new/different light if the shield does not satisfy the needs of the Township and the local residents.

**NEW BUSINESS**

- Mr. Happel announced the Board held two Executive Sessions on November 25<sup>th</sup> and December 4<sup>th</sup> to discuss legal issues regarding the Nike fields, and the investigation of certain violations of the law.

**SET AGENDA: REORGANIZATION MEETING**

**Monday, 6 January 2020 at 8:00 p.m.**

*Magistrate Swan will Swear-In the two newly Elected Supervisors*

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Nominate and Elect Chairperson for the Year 2020
5. Nominate and Elect Vice Chairperson for the Year 2020
6. Appointment: Township Auditor
7. Furnish Bonds
8. Re-establish Robert's Rules of Order
9. Depository for Funds
10. Facsimile Signature
11. Set Monthly Meeting Date and Time
12. Appointment: Delegate and Alternate (NHCOG)
13. Appointment: Delegate and Alternate (ACATO)
14. Appointment: Delegate and Alternate (ANTCC Committee)
15. Conferences
16. Set Agenda: January 15, 2020
17. Adjournment

Items Added:

\*Presentations/Applicants for Board Vacancies

\*New Business

**COMMENTS FROM THE PUBLIC**

- None

**PLAQUE PRESENTATION TO SUPERVISORS ROMIG, VAEREWYCK, AND DISANTI**

Chairwoman Hollibaugh commended and thanked Mrs. Romig, Mr. Vaerewyck, and Dr. DiSanti for their dedication to the Township for their years of service, and presented them each with a plaque.

*In appreciation of your leadership as a Supervisor of West Deer Township, and your years of service to its citizens.*

*WEST DEER TOWNSHIP BOARD OF SUPERVISORS  
18 DECEMBER 2019*

Dr. DiSanti thanked the Board for their support and thanked the staff and employees, and stated he is proud to say that West Deer is a great place to live and work, and was proud to serve as a public official.

**ADJOURNMENT**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 7:50 p.m. Motion carried unanimously 6-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager