

West Deer Township
Board of Supervisors
15 April 2020
7:00 p.m.

Members present at the Regular Business Meeting: Arlind Karpuzi, Chairperson; Shirley Hollibaugh, Vice Chairwoman; Brandon Forbes; and Beverly Jordan. Members absent: Shawn Maudhuit. Also present were: Daniel Mator, Township Manager; Gavin A. Robb, representing Tucker Arensburg; and Scott Shoup, representing Shoup Engineering.

OPEN REGULAR BUSINESS MEETING

Chairman Karpuzi opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

COMMENTS FROM THE PUBLIC

- None

CHAIRMAN'S REMARKS

- Chairman Karpuzi commented that this was the first public meeting since the COVID-19 Pandemic, how the virtual meeting is new to West Deer Township, and how he and Mr. Mator had discussed measures to stay ahead of the needs of the residents of West Deer during the pandemic. He also added how the Board of Supervisors declared a State of Emergency to open options to the Township.

COMMENTS FROM THE PUBLIC

- None

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 19 February 2020 and 23 March 2020 meetings as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

Mrs. Nardis was not present, but provided the following two financial reports for the past two months:

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
29 February 2020

I - GENERAL FUND:

| | <u>February</u> | <u>YTD</u> | <u>% of Budget</u> |
|---------------------|-----------------|------------|--------------------|
| Revenues | 314,609.69 | 876,012.41 | 13.52% |
| Expenditures | 396,813.08 | 806,388.28 | 12.44% |

Cash and Cash Equivalents:

| | | | |
|---------------|--|-------------------|--------------------------|
| Sweep Account | | <u>203,302.82</u> | <u>203,302.82</u> |
|---------------|--|-------------------|--------------------------|

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

| | | | |
|----------------------------|--|-----------|--|
| Sweep Account - Restricted | | 15,293.75 | |
|----------------------------|--|-----------|--|

Fire Tax Fund:

| | | | |
|----------------------------|--|-----------|--|
| Sweep Account - Restricted | | 15,970.65 | |
|----------------------------|--|-----------|--|

State/Liquid Fuels Fund:

| | | | |
|----------------------------|--|------------------|--|
| Sweep Account - Restricted | | <u>12,323.42</u> | |
|----------------------------|--|------------------|--|

43,587.82

Investments:

Operating Reserve Fund:

| | | | |
|--------------------------|--|------------|--|
| Sweep Account - Reserved | | 430,061.24 | |
|--------------------------|--|------------|--|

Capital Reserve Fund:

| | | | |
|--------------------------|--|---------------------|--|
| Sweep Account - Reserved | | <u>1,374,544.88</u> | |
|--------------------------|--|---------------------|--|

1,804,606.12

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 02/29/20

2,051,496.76

Interest Earned February 2020

352.93

| | <u>2/1/2020</u> | <u>February</u> | <u>2/29/2020</u> |
|-------------------------------|---------------------|------------------|---------------------|
| | Debt Balance | Principal | Debt Balance |
| | | Payment | |
| Mars National - VFC #3 | \$164,486.38 | \$2,607.94 | \$162,342.69 |
| NexTier Bank VFC #2 | \$422,832.65 | \$2,680.96 | \$421,520.33 |

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

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 March 2020

I - GENERAL FUND:

| | <u>March</u> | <u>YTD</u> | <u>% of Budget</u> |
|---------------------|--------------|--------------|--------------------|
| Revenues | 450,958.38 | 1,261,391.09 | 19.47% |
| Expenditures | 283,402.11 | 1,092,517.55 | 16.86% |

Cash and Cash Equivalents:

| | | | |
|---------------|--|-------------------|--------------------------|
| Sweep Account | | <u>285,762.19</u> | <u>285,762.19</u> |
|---------------|--|-------------------|--------------------------|

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

| | | | |
|----------------------------|--|----------|--|
| Sweep Account - Restricted | | 9,688.48 | |
|----------------------------|--|----------|--|

Fire Tax Fund:

| | | | |
|----------------------------|--|----------|--|
| Sweep Account - Restricted | | 6,069.14 | |
|----------------------------|--|----------|--|

State/Liquid Fuels Fund:

| | | | |
|----------------------------|--|-------------------|--|
| Sweep Account - Restricted | | <u>420,877.01</u> | |
|----------------------------|--|-------------------|--|

436,634.63

Investments:

Operating Reserve Fund:

| | | | |
|--------------------------|--|------------|--|
| Sweep Account - Reserved | | 230,248.07 | |
|--------------------------|--|------------|--|

Capital Reserve Fund:

| | | | |
|--------------------------|--|---------------------|--|
| Sweep Account - Reserved | | <u>1,374,553.10</u> | |
|--------------------------|--|---------------------|--|

1,604,801.17

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 02/29/20

2,327,197.99

Interest Earned February 2020

577.84

| | <u>3/1/2020</u> | <u>March</u> | <u>3/31/2020</u> |
|-------------------------------|---------------------|------------------|---------------------|
| | Debt Balance | Principal | Debt Balance |
| | | Payment | |
| Mars National - VFC #3 | \$162,342.69 | \$2,607.94 | \$160,052.28 |
| NexTier Bank VFC #2 | \$421,516.81 | \$2,680.96 | \$420,200.97 |

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

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

Mr. Forbes requested an explanation as to why there was a large increase in the Liquid Fuels balance, and why there was a difference in the operating and general funds between March and April.

Mr. Mator explained that a large liquid fuels payment from the Commonwealth gets deposited once a year – usually in March – and that the same had occurred this year. He also explained that a transfer from the Operating Reserve Fund to the General Fund is required annually to cover Township bills until tax revenue starts coming in after March. He explained that transfers are budgeted, and that the only other option was for the Township to get a Tax Anticipation Note – a loan – from a local bank, but that the Operating Reserve Fund makes that move unnecessary.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to approve the Finance Officer’s Report as submitted. Motion carried unanimously 4-0.

MARCH LIST OF BILLS

| | |
|-----------------------------------|----------|
| Best Wholesale Tire Co. Inc. | 362.15 |
| Hei-Way LLC | 1315.97 |
| Jordan Tax Service, Inc. | 4149.16 |
| Kress Tire | 238.00 |
| Mark C. Turnley | 3000.00 |
| MRM Workers’ Comp Fund | 17386.84 |
| Office Depot | 105.23 |
| Select Contracting, LLC | 20784.60 |
| Shoup Engineering Inc. | 2218.50 |
| Stephenson Equipment, Inc. | 872.48 |
| Toshiba Financial Services | 489.87 |
| Tristani Brothers Inc. | 5212.23 |
| Tucker/Arensberg Attorneys | 5615.25 |

APRIL LIST OF BILLS

| | |
|----------------------------------|---------|
| Amerikohl Aggregates Inc..... | 5422.07 |
| Amerikohl Transport Inc | 3230.39 |
| Bearcom..... | 389.94 |
| Hei-Way LLC | 2075.54 |
| Jordan Tax Service Inc | 2759.98 |
| Kress Tire | 1056.00 |
| Office Depot | 141.26 |
| Shoup Engineering Inc. | 2972.00 |
| Stephenson Equipment Inc. | 6438.82 |
| Toshiba Financial Services | 489.87 |
| Tristani Brothers Inc | 829.00 |
| Tucker/Arensberg Attorneys | 6127.15 |

MOTION BY Supervisor Forbes 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 4-0.

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> |
|--------------------------|------------------|---------------|
| Hans T & Anna Mae Duncan | 1839-S-178 | \$235.30 |

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to issue the tax refunds as submitted by the Tax Collector. Motion carried unanimously 4-0.

POLICE CHIEF'S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of February 2020 and March 2020. Report copies are on file at the Township.

Mrs. Jordan commented that Chief Lape is the Township's Emergency Response Coordinator. She explained how the Board has been working directly with Chief Lape to receive the needed updates on COVID-19. She added that the Chief has also been making sure the EMS, fire departments, and police are equipped with necessary supplies during pandemic. Mrs. Jordan wanted Chief Lape to know that the Board appreciates all he does.

PUBLIC WORKS FOREMAN'S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of February 2020 and March 2020. Report copies are on file at the Township.

ENGINEER'S REPORT

The Board received two engineer reports submitted by Shoup Engineering, Inc. Mr. Scott Shoup represented Shoup Engineering, Inc., and summarized the details of his formal report:

March Development/Projects

- 2020 Road Improvement Project
 - Bids for the various road improvement projects are scheduled to be opened on 17 March 2020. Bid projects will be provided to the Board of Supervisors at their 18 March 2020 meeting.
- Nike Park Project – DCNR Grant
 - Main Parking Lot Landscaping
 - Hollibaugh Landscaping has completed all the work on this project.
 - Overflow and Pavilion/Playground Parking Lot
 - Holbein, Inc. has completed all work on this project.
 - Playground
 - Play and Park Structures has completed work on the playground.
 - Bleachers
 - Play and Park Structures has completed all work on the bleachers.
 - Pavilions
 - Jeffrey Associates should be starting work on the two pavilions in the next few weeks.
 - Restroom Renovation/Dumpster Enclosure
 - Select Contracting has begun work on this project and work should be complete within the next week.

March Development/Subdivision Review

The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- Leto and Dionysus Well Pads

- Multiple reviews of Land Development Plan(s) have been performed on these gas well developments which are scheduled for additional review by the Planning Commission at their 26 March 2020 meeting.

April Development/Projects

- 2020 Road Improvement Project
 - Bids for the various road improvement projects were opened on March 17, 2020. A tabulation of the bid results is attached.
- Nike Park Project – DCNR Grant
 - Main Parking Lot Landscaping
 - Hollibaugh Landscaping has completed all the work on this project.
 - Overflow and Pavilion/Playground Parking Lot
 - Holbein, Inc. has completed all work on this project.
 - Playground
 - Play and Park Structures has completed work on the playground.
 - Bleachers
 - Play and Park Structures has completed all work on the bleachers.
 - Pavilions
 - Jeffrey Associates should be starting work on the two pavilions as conditions permit.
 - Restroom Renovation/Dumpster Enclosure
 - Select Contracting has begun work on this project and work will be completed as conditions permit.

April Development/Subdivision Review

The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- Leto and Dionysus Well Pads
 - Multiple reviews of Land Development Plan(s) have been performed on these gas well developments which are scheduled for additional review by the Planning Commission as conditions permit.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of February and March 2020. A copy of the report is on file at the Township.

REPORT FROM THE PARKS AND RECREATION BOARD

Mrs. Amy Stark, Chairwoman provided a summary report on the Parks and Recreation Board. A copy of the report is on file at the Township.

Mrs. Jordan commented that there are no further activities scheduled by Parks and Recreation Board.

Mr. Karpuzi commented that the Parks are open, but all playgrounds are closed.

ADOPTION: RESOLUTION 2020-3 (BAIRDFORD PARK C2P2 GRANT)

Resolution No. 2020-3 authorizes the Township Manager to apply for – and the Chairperson of the Board of Supervisors to sign for (if approved) – a DCNR C2P2 Grant for the Bairdford Park portion of the West Deer Township Master Park Plan.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-3 authorizing the Township Manager to apply for- and the Chairperson of the Board of Supervisors to sign for (if approved) – A DCNR C2P2 Grant for the Bairdford Park portion of the West Deer Township Master Park Plan. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION 2020-4 (PUBLIC COMMENT)

Resolution No. 2020-4 establishes rules for public comment at meetings of the Board of Supervisors.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-4 establishing rules for public comment at meetings of the Board of Supervisors. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION 2020-5 (EICH PLANNING MODULE)

Resolution No. 2020-5 approves the PA DEP Sewage Facilities Planning Module for the Eich Subdivision Plan located at 85 Shephard Road, Gibsonia, PA in the R-Rural estate zoning district.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to adopt Resolution No. 2020-5 approving the PA DEP Sewage Facilities Planning Module for the Eich Subdivision Plan. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION 2020-6 (COVID-19 PERSONNEL POLICY)

Resolution No. 2020-6 creates a Personnel Policy and application for the Administration of Federal and State Laws regarding personal leave during the COVID-19 Pandemic.

Mr. Mator commented that Federal Laws enacted by the Federal Government apply to West Deer Township employees. He stated that the policy is designed to help keep employees at home who possibly contracted the virus until they are cleared by doctor to return to work, and simplifies the instructions for the employees so they know what to do if various circumstances arise.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-6 approving the COVID-19 Personnel Policy and application. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION 2020-7 (FIRST RESPONDER PROCLAMATION)

Resolution No. 2020-7 proclaims support of our First Responders during the COVID-19 Pandemic.

Chairperson Karpuzi commented that this First Responder Proclamation is intended to thank the First Responders for all they do. He thanked Chief Lape for collaborating with EMS and the Fire Departments to give them the resources needed to get through this Pandemic, and he proposed declaring 1 May 2020 as First Responders Day in West Deer Township.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-7 proclaiming support of our First Responders during the COVID-19 Pandemic. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION 2020-8 (DCDBA ARTICLES OF INCORPORATION AMENDMENT)

Resolution No. 2020-8 adopts an amendment to the Articles of Incorporation of the Deer Creek Drainage Basin Authority.

Mr. Forbes requested that Mr. Mator explain the necessity of the Resolution to those in attendance. Mr. Mator explained in detail how Deer Creek Drainage Basin Authority is an authority sanctioned by both Indiana and West Deer Townships, and that both municipalities must agree – through a resolution – to extend the life of the authority.

Mr. Robb added that Deer Creek Drainage Basin Authority is taking on debt which they which requires they prove to the lender that they will be in existence longer than the life of the loan, and explained that this borrowing necessitates their extension.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to adopt Resolution No. 2020-8 adopting an amendment to the Articles of Incorporation of the Deer Creek Drainage Basin Authority. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION 2020-9 (PROPERTY TAX COLLECTION DEADLINE ADJUSTMENT)

Resolution No. 2020-9 would adjust the deadline(s) for property tax payments as part of an effort to help our residents as much as possible through this COVID-19 Crisis, while still maintaining Township services.

Mr. Karpuzi commented that a bill was passed through the Pennsylvania, but has not yet been signed into law by the Governor.

Mr. Mator explained this addendum was drafted earlier that day by the Township Solicitor, and making this a discussion item so the law's passage and the details could be ironed out. Mr. Mator additionally described in great detail how this resolution would help West Deer residents through the pandemic.

Mr. Robb concurred, and also recommended the Board consider tabling this due to the following items:

- Bill not being signed into Law.
- Mr. Mator reviewing the financial impact.
- Clarification from General Assembly being needed before a decision is made.

Mr. Robb added that this is the maximum relief that appears to be available, and – from a timing standpoint – saw no reason for this to be adopted before May.

MOTION by Supervisor Jordan and SECONDED BY Supervisor Forbes to table Resolution No. 2020-9 adjusting the deadlines for Property Tax Payments as listed within. Motion carried unanimously 4-0.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 433 (SENIOR TAX REBATE)

Ordinance No. 433

An Ordinance of the Township of West Deer, County of Allegheny, Commonwealth of Pennsylvania, amending the Code of the Township of West Deer to increase the Senior Citizen Tax Rebate from \$10 to \$35.

The Board will consider adoption of the Ordinance at their 20 May 2020 meeting.

Mr. Mator explained to those in attendance that this is an effort by the Board to provide additional relief during this time to the West Deer seniors.

Mr. Karpuzi stated that the Board of Supervisors had met previously to discuss the ways that the Township could help the West Deer residents during this time of need.

Mr. Forbes expressed support by saying that this would really help out the seniors of West Deer. Mr. Forbes went into great detail of how this will help seniors.

Mrs. Jordan requested to have more facts for the May Meeting.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of Ordinance No. 433. Motion carried unanimously 4-0.

AWARD: 2020 ROAD PROGRAM

Plans, specifications, and bid documents were prepared by Shoup Engineering for the 2020 Road Program.

The project was advertised, and sealed bids were received until 1:30 p.m. on Tuesday, 17 March 2020, at which time they were opened and read aloud.

Contract 20-01 – work consists of profile milling, installation of hot mix super pave binder and wearing courses, base repair, inlet adjustment and other miscellaneous work on nine (9) Township roads totaling approximately 8,420 feet in length. Alternate bids for similar work will also be received for six (6) other Township roads.

Contract 20-02 – work will consist of the installation of cold mix FB modified binder leveling course, base repair and other miscellaneous work on two (2) Township roads totaling approximately 6,920 feet. Alternate bids for similar work will also be received for two (2) other Township roads.

Contract 20-03 – work will consist of the application of a double bituminous seal coat on three (3) Township roads totaling approximately 6,240 feet in length.

Discussion was held on various items in regard to the impact this may have on Township funds due to the COVID-19.

Mr. Mator commented that the Board authorized one million dollars for the 2020 Road Improvement program. Due to the uncertain tax collections, he recommended awarding the base bids for the hot mix and seal coat projects, and hot mix alternates #1 through #4, but not awarding the cold mix bids. Mr. Mator stated that should save the Township between \$400,000 and \$500,000; an amount that could be used to protect taxpayers if the impact of COVID-19 on Township revenues is severe.

Mrs. Jordan asked if the Board could table the cold mix bids until possibly later in the year once the Township can review finances after the pandemic is over.

Mr. Robb replied that once the cold mix bids are tabled, the bids themselves would expire before the Board could address them again, and that tabling would therefore have no real effect; it would be the same as defeating the motion in this case.

CONTRACT 20-01 HOT MIX ASPHALT

Base Bid: Cedar Lane, Elm Street, Fir Street, Fourteenth Alley, Kaufman Road (Logan Road to Saxonburg Blvd.), Larch Street, Maple Avenue, Mueller Street and Orchard Street

Alternate Bid: Church Street (East and West), Garden Street, Plant Street, West Street, Lawrence Court and Quail Ridge Court

| <u>BIDDERS:</u> | <u>BASE</u> | <u>Alternate 1</u> | <u>Alternate 2</u> | <u>Alternate 3</u> | <u>Alternate 4</u> |
|------------------------|--------------------|-------------------------------|---------------------------|---------------------------|---------------------------|
| | <u>BID</u> | <u>Church St.</u> | <u>Garden St.</u> | <u>Plant St.</u> | <u>West St.</u> |
| | | <u>(East and West)</u> | | | |

| | | | | | |
|-----------------------------|--------------|-------------|-------------|------------|-------------|
| Shields Asphalt Paving, Inc | \$375,575.33 | \$41,648.70 | \$18,016.75 | \$6,511.81 | \$21,506.05 |
|-----------------------------|--------------|-------------|-------------|------------|-------------|

AWARD: DEMOLITION CONTRACT

After following proper procedures, the Board authorized the advertisement of the demolition of the structure located at 494 Bairdford Road, Bairdford, PA 15006.

Lot/block # 1669-F-33
 Owner: Neil Flortine (deceased)

The project was advertised and sealed bids were received until 9:00 a.m. on Tuesday, 10 March 2020, at which time they were opened and read aloud.

| <u>Bidders</u> | <u>Total Amount</u> |
|---------------------------------|---------------------|
| 1) Haas Excavation & Demolition | \$8000.00 |
| 2) Ron Gillette, Inc. | \$8400.00 |
| 3) John Kapustik Escavating | \$9275.00 |
| 4) T.A. Gull, Inc | \$9800.00 |
| 5) Jericho Excavation | \$14980.00 |

Mr. Payne commented that Haas Excavation & Demolition has done multiple demolition projects for the Township, so the company is a responsible bidder.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to award the 2020 Demolition Project to Haas Excavation & Demolition for the structure at the property located at 494 Bairdford Road Bairdford, PA 15006 in the amount of \$8,000.00. Motion carried unanimously 4-0.

DECISION: MCINTYRE HEIGHTS PRD

Mr. Robb stated that the developer of McIntyre Heights PRD is building thirty-one family owned homes and thirty-two duplexes. The Board’s decision is drafted with conditions that are based upon a traffic impact study to:

- 1.) Identify any negative impacts that may arise as a result from this development.
- 2.) Ensure the developer takes actions necessary to mitigate impact on surrounding residents.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to adopt the findings and decision approving the McIntyre Heights PRD. Motion carried unanimously 4-0.

OLD BUSINESS

- Mrs. Hollibaugh updated those in attendance on the status of association meetings, and thanked Mrs. Jordan for being the Easter Bunny.
- Mr. Forbes also thanked Mrs. Jordan for being the Easter Bunny.
- Mr. Karpuzi asked for an update on an EMS meeting that was held.
 - Mr. Forbes commented that the virtual meeting was held between himself, Mrs. Jordan, EMS Director Bill Humes, Mr. Mator, and Mr. Robb. They discussed issues the EMS is facing, and Mr. Mator and Mr. Humes would be exchanging information and bringing any items to the Board if needed.
 - Mrs. Jordan commented that the Township is so fortunate to have the local EMS and fire departments, and that the Township wants to help/support them to any extent it can.

ADOPTION: RESOLUTION 2020-10 (BAIRDFORD PARK GEDTF GRANT)

Resolution No. 2020-10 authorizes the Township Manager to apply for, the Chairperson of the Board of Supervisors to sign for (if approved), and the Township Manager to serve as an authorized Official for a GEDTF Grant for the Bairdford Park portion of the West Deer Township Master Park Plan.

Mr. Mator explained the Grant for Bairdford Park in detail.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2020-10 authorizing the Township Manager to apply for, the Chairperson of the Board of Supervisors to sign for (if approved), and the Township Manager to serve as an authorized Official for a GEDTF Grant for the Bairdford Park portion of the West Deer Township Master Park Plan. Motion carried unanimously 4-0.

AWARD: WEST DEER TOWNSHIP NIKE AND BAIRDFORD PARKS FIELD/LANDSCAPE RESTORATION PROJECT

In following proper procedures proscribed by the District Magistrate, the Board authorized the advertisement of the West Deer Township Nike and Bairdford Parks Field/Landscape Restoration Project.

The project was advertised and sealed Bids were received until 1:00 p.m/ on Tuesday, 17 March 2020, and were opened and read aloud at 1:45 p.m.

| <u>Bidders</u> | <u>Total Amount</u> |
|---|---------------------|
| 1.) Hollibaugh Landscaping | \$19,500.00 |
| 2.) Penn Landscape & Cement Work | \$20,880.00 |
| 3.) Timothy Esken DBA Esken Landscaping | \$23,500.00 |

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to award the West Deer Township Nike and Bairdford parks Field/Landscape Restoration Project to Hollibaugh Landscaping in the amount of \$19,500.00. A roll call vote was taken. Members voting yes: Mr. Forbes, Mrs. Jordan, and Mr. Karpuzi. Member abstaining: Mrs. Hollibaugh. Motion carried: 3-yes, 0-no, 1-abstention.

ADOPTION: RESOLUTION NO. 2020-11 (STATE OF EMERGENCY)

At its emergency meeting on 23 March 2020, the Board of Supervisors declared a state of emergency. Mr. Robb explained that the County is requiring the Township to extend the declaration by passing this Resolution.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2020-11, a Resolution of the Board of Supervisors of the Township of West Deer extending the Declaration of a State of Emergency under Pennsylvania’s Emergency Management Services Act. Motion carried unanimously 4-0.

NEW BUSINESS

- Mr. Forbes asked for any projected impact the COVID-19 pandemic will have on the Township’s Financials moving forward.

Mr. Mator described the possible areas the Township could see the greatest reduction in revenues, and stated that he had been working with the Commonwealth to receive accurate unemployment figures to model a more accurate report. He also explained measures that were being taken by Township personnel to monitor spending, and commented that the reduced Road Program mentioned earlier in the meeting – as well as reserves – could go a long way in cushioning the blow.

- Mrs. Jordan expressed her thank you to everyone for their help coordinating the Easter Bunny event.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to adjourn the meeting at 8:24 p.m. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager