

West Deer Township
Board of Supervisors
20 May 2020
7:00 p.m.

Members present at the Regular Business Meeting: Arlind Karpuzi, Chairperson; Shirley Hollibaugh, Vice Chair; Brandon Forbes; Beverly Jordan; and Shawn Maudhuit. Also present were: Daniel Mator, Township Manager; Gavin 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

Amy Stark, 115 Hemphill Road

- Mrs. Stark spoke in regard to the Noise Ordinance. She asked if the 8 a.m. start time for contractors could be changed to 7 a.m. due to her personal experience of contractors wanting to start work earlier. Mrs. Stark also mentioned changing the section regarding the discharge of fireworks from 9 p.m. to 10 p.m. during the month of July since it does not get dark before 9 p.m.
- Supervisor Maudhuit asked if the Noise Ordinance for live music cutoff is till 10 p.m., but Chairperson Karpuzi stated that they will revisit and have more discussion once they get to the agenda item, and he thanked Mrs. Stark for her comments.

CHAIRMAN'S REMARKS

- Chairman Karpuzi commented on the everchanging situation of COVID-19, and stated he is proud of the job everyone has done to create a seamless line of communication between the Township administration, government entities, and the Board of Supervisors.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Maudhuit to accept the minutes of the 15 April 2020 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 April 2020

I - GENERAL FUND:

	<u>April</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,307,706.17	2,569,097.26	39.65%
Expenditures	285,388.71	1,384,033.41	21.36%

Cash and Cash Equivalents:

Sweep Account		1,300,893.61	
			1,300,893.61

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

Restricted		46,304.06	
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Fire Tax Fund:

Restricted		86,520.00	
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State/Liquid Fuels Fund:

Restricted		365,747.66	
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498,571.72**Investments:****Operating Reserve Fund:**

Reserved		230,257.50	
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Capital Reserve Fund:

Reserved		1,374,558.81	
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1,604,816.31**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 04/30/20****3,404,281.64****Interest Earned April 2020****282.76**

	<u>4/1/2020</u> <u>Debt Balance</u>	<u>April</u> <u>Principal</u> <u>Payment</u>	<u>4/30/2020</u> <u>Debt Balance</u>
Mars National - VFC #3	\$145,765.37	\$2,607.94	\$143,509.44
NexTier Bank VFC #2	\$420,108.36	\$2,680.96	\$418,783.11

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

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

Mrs. Hollibaugh asked if switching the payroll week would make payroll easier or more difficult for the administration.

Mr. Mator stated that it would make it easier, and explained the pay period change from ending on Tuesdays to ending on Fridays. He said it is now in line with most employers, and that employees will still get paid the following Friday.

Mr. Forbes asked Mrs. Nardis about identification changes to the Financial Report. He asked why past months listed the special revenue funds as being sweep accounts, but are not being listed as such in the current meeting agenda.

Mrs. Nardis explained that only the General Fund is a sweep account.

Mr. Forbes also asked about interest accumulation between the separate funds, specifically why the interest accumulation is so much greater – and at reported at different intervals – for some funds.

Mrs. Nardis explained that the Capital Reserve Fund is deposited into certificates of deposits – which significantly increases the interest in that Fund – whereas the other funds are deposited into regular bank accounts at a lesser rate of return.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to approve the Finance Officer’s Report as submitted. Motion carried unanimously 5-0.

MAY LIST OF BILLS

Amerikohl Aggregates Inc.....	5120.31
Amerikohl Transport Inc.	2263.72
Bearcom.....	194.97
Best Wholesale Tire Co, Inc.	412.99
Culverts, Inc	4641.00
Hei-Way, LLC.....	1364.30
Intech Worldwide	3495.00
Jordan Tax Service, Inc	776.89
Kress Tire	35.00
Markl Supply	1986.62
Office Depot	292.94
Shoup Engineering Inc	892.50
Stephenson Equipment, Inc	13990.64
The HDH Group, Inc.	13090.00
Toshiba Financial Services.....	489.87
Tristani Brothers, Inc.	1174.04
Tucker/Arensberg Attorneys	4168.09

MOTION BY Supervisor Maudhuit 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 5-0.

POLICE CHIEF’S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of April 2020. A copy of the report is on file at the Township.

Mrs. Jordan asked Chief Lape if there could be a sign placed at the beginning of Rickenbach Road stating the road is a no outlet or dead-end road. She stated that residents have contacted her in regard to vehicles turning around on their properties since there is no turn around at the of the road.

Chief Lape stated that he would look into it and take care of it.

Mr. Forbes commented that – before the pandemic – a discussion was held in regard to the UCR Stats and a mapping project being added to the Police Chief’s Report. He requested that Chief Lape start next month including the UCR Stats for Part I, Part II, offence numbers, clearances, and arrests.

Chief Lape explained that the arrests are on the report already; just not listed by instances. He stated that the mapping by the programmer is nearly complete, and should be ready for the next month’s meeting.

Mrs. Jordan wanted to thank Officer Newman for coordinating the Senior Parade with the help of Fire Chief Josh Weigand and the other Fire Departments.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of April 2020. A copy of the report is on file at the Township.

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:

April/May Development/Projects

- 2020 Road Improvement Project
 - Bids for the various road improvement projects were opened on 17 March 2020. The hot mix asphalt paving contract was awarded to Shields Asphalt Paving, and the seal coating contract was awarded to Youngblood Paving. Shields Asphalt commenced work on 4 May 2020 with completion anticipated in about a week.
- Nike Park Project – DCNR Grant
 - Pavilions
 - Jeffrey Associates has completed the concrete slabs and walkways, and installation of the pavilions should be completed within a few weeks.
 - Restroom Renovation/Dumpster Enclosure
 - Select Contracting has completed work on this project.

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.

Mrs. Jordan asked if the Nike Site restrooms are open for public use, and if the Township will be supplying the restroom necessities. She stated that she wants it to be clear to the public that – with or without Deer Lakes Youth Football – taxpayers payed for this property, and it is available for public use.

Mr. Mator explained that he is working with Mr. Robb on the Football Lease Agreement for the Nike Site, and that they can modify the agreement so as the Township will be responsible for supplying the restroom necessities and locking/unlocking the restroom doors.

Mr. Mator went into detail about the DLYF agreement and stated that the Township owns the property as well as the restrooms, so the public has full access to the restroom facilities. He said he had been in contact with DLYF regarding maintenance and supplies, and that is the aspect that needs formalized.

Mrs. Jordan requested clarification of who handles the purchasing of accident insurance for the Nike Site property, and requested the Township post signs so the public is aware that restrooms location.

Mr. Mator stated that the Township carries insurance on the property, and that he would instruct Mr. Olar to procure signs.

Mr. Mator asked William Payne, Township Code Enforcer if he still needed to inspect the restrooms prior to them being used.

Mr. Payne stated he did need to inspect them, and that he would inspect them the following week.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

Mr. Forbes requested Mr. Payne to speak on his review of the Zoning Ordinances.

Mr. Payne explained that the previous Board of Supervisors asked him to review the Zoning Ordinances to see if there are any changes needed. Mr. Payne stated that any changes he recommends will be discussed at the next Planning Commission meeting and then final recommendations will be brought to the Board to decide on adopting the changes that were made.

ADOPTION: RESOLUTION 2020-9 (PROPERTY TAX PENALTY RELIEF)

Resolution 2020-9 extends the face value payment period for 2020 Real Estate Taxes to 31 December 2020.

Mrs. Jordan requested an explanation of the Resolution, and what it means to the residents.

Mr. Mator explained that Township property tax has three current periods: Discount, Face, and Penalty. Discount provides a 2% discount for two months, Face permits the actual amount to be paid for two months, and penalty charges a 10% penalty on the face value for the remainder of the current calendar year.

Mr. Mator also explained that any outstanding taxes as of January 1st of the following year were known as delinquent, and were sent to a third-party collector. He warned that – if the Board adopted the Resolution – any unpaid taxes as of 1 January 2021 for the year 2020 would go directly into a delinquent status and be sent to Jordan Tax Service to be collected. He stated that residents should understand that there would be no penalty period if the Board adopted the Resolution.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to adopt Resolution No. 2020-9 approving the extension of the face value payment due for 2020 Real Estate Taxes to 31 December 2020. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION 2020-12 (DUI GRANT APPLICATION)

Attached is Resolution No. 2020-12 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. The grant is for two years (2020 – 2021 and 2021 – 2022).

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2020-12 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION 2020-13 (DUI GRANT ELECTRONIC ACCESS)

Resolution No. 2020-13 authorizes the Township Manager to sign the DUI Grant electronic access on behalf of West Deer Township.

Mrs. Jordan asked for a brief description of both resolutions.

Mr. Mator explained that the resolutions are for the North Hills DUI Task Force, which the West Deer Police Department administers and manages. He stated that DUI checkpoints are an example of what the public sees as part of this program. Mr. Mator said that the DUI Grant Electronic Access Resolution was added by the Commonwealth this year so files that are sent to the State can now be sent electronically.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Maudhuit to adopt Resolution No. 2020-13 authorizing the Township Manager to sign the DUI Grant electronic access on behalf of West Deer Township. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT – B-1 BALLFIELD WALL

Allegheny County has approved a GEDF Grant for work to be performed at Bairdford Park. One of the projects approved under the grant is the rehabilitation of the area adjacent to the B-1 Ballfield. The project would include demolition of a failing retaining wall, regrading and enlargement of the level area behind the backstop, installation of a new retaining wall and gravel walkway, and installation of drainage improvements.

It is recommended that Shoup Engineering be authorized to place an advertisement for public bids to complete this project.

Mr. Forbes asked if this was a Township matching grant.

Mr. Mator stated that this is a straight grant, without a match. He explained that the Township received \$100,000 to complete the Ballfield wall rehabilitation, and that any remaining funds would go to paying for cameras at the parks.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to authorize the Township Engineer to advertise the B-1 Ballfield Project in accordance with GEDF Program guidelines. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 434 (NOISE ORDINANCE)

ORDINANCE NO. 434

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE CODE OF THE TOWNSHIP OF WEST DEER TO ADD A NEW CHAPTER 114 ENTITLED “NOISE CONTROL” WHICH SHALL: REGULATE AND CONTROL LOUD AND OFFENSIVE SOUND AND NOISE WITHIN THE TOWNSHIP; DEFINE RELEVANT TERMS; SET FORTH PROHIBITED ACTS; ESTABLISH SOUND LEVEL LIMITATIONS; SET FORTH EXEMPTIONS; ESTABLISH PROCEDURES FOR REPORTING VIOLATIONS; AND ESTABLISH ENFORCEMENT PROCEDURES, VIOLATIONS AND PENALTIES

The Board will consider adoption of the Ordinance at their 17 June 2020 meeting.

Mr. Maudhuit asked for clarification on time for live music.

Mr. Robb explained that the Ordinance covers concerts or live music, with the exception that certain events could not be held after 11 p.m. or before 8 a.m. He went into detail about the liquor license code, and how it does not permit amplified music at establishments that hold a liquor license. Mr. Robb added, however, that with this Noise Ordinance in effect, the Board could petition the Liquor Board Control to allow amplified music at that venue.

Mr. Forbes asked if it was possible to change the 4th of July holiday cutoff time to 11 p.m.

Mr. Robb answered in the affirmative – if the Board agreed.

Further discussion was held.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of Ordinance No. 434 with the exception of the change to 4th of July to 11 p.m. Motion carried unanimously 5-0 .

AUTHORIZATION: ADVERTISEMENT – ORDINANCE NO. 435 (SALVAGE YARD ORDINANCE)

ORDINANCE NO. 435

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 140 OF THE CODE OF THE TOWNSHIP OF WEST DEER (“JUNK AND SALVAGE YARDS”) TO ADD DEFINITIONS FOR LICENSE AND TOWNSHIP ADMINISTRATOR, AND PROVIDING NEW PROCEDURES FOR RENEWING A SALVAGE YARD LICENSE

The Board will consider adoption of the Ordinance at their 17 June 2020 meeting.

Mrs. Jordan explained how this Ordinance would change the salvage yard license renewal from one requiring Board approval to one simply requiring the Code Enforcement Officer’s approval.

Mr. Robb agreed with Mrs. Jordan, and clarified that only the initial license will need to go through the Board of Supervisors.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to authorize the advertisement of Ordinance No. 435. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT – MACK TRUCK SALE

Public Works Foreman Kevin Olar requested the Board authorize the advertisement of the sale of the following Public Works truck:

2001 Mack R-Series 10-ton Dump Truck with salt spreader and plow.

MOTION BY SUPERVISOR Forbes and SECONDED BY Supervisor Hollibaugh to authorize the advertisement for the sale of one 2001 Mack Truck in as-is condition. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT (COMCAST FRANCHISE AGREEMENT ORDINANCE)

ORDINANCE NO. 436

ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING EXECUTION OF A CABLE FRANCHISE AGREEMENT BETWEEN THE TOWNSHIP AND COMCAST OF PENNSYLVANIA, INC.

Mr. Robb explained in detail about the renewal process of extending the Franchise Agreement.

Further discussion was held.

MOTION BY SUPERVISOR Jordan AND SECONDED BY Supervisor Forbes to authorize the advertisement of Ordinance No. 436 authorizing the execution of a cable franchise agreement between the Township and Comcast of Pennsylvania, Inc. Motion carried unanimously 5-0.

DISCUSSION: COMMUNITY DAYS

Chief Lape opened the discussion by explaining that he and Mrs. Stark had not been able to finalize the planning of Community Days due to the COVID-19 pandemic. He stated that even if the state goes into the green phase, it would be difficult to hold Community Days due to the regulations that would need to be followed, such as the cleaning and sanitizing of rides, and masks needing worn.

Mrs. Jordan asked if there was still going to be a 5K.

Chief Lape replied there would not be.

Mrs. Stark stated that even the Butler Fair was cancelled.

Mrs. Jordan mentioned that even if the Commonwealth got “the all clear signal,” that Community Days still could not happen.

Chief Lape stated that – under normal circumstances – Community Days planning would have already begun, and money for contracts would have been paid, but that nothing had been paid out as of the time of the meeting.

Mrs. Jordan added that that \$30,000 would be at stake if Community Days was planned, contracts were paid, and then – due to safety concerns – the event had to be cancelled at a later date.

Mrs. Stark asked to reiterate what the Chief said that it is not possible to have this event due to COVID-19 regulations of wearing masks at the event – when residents plan on eating – as well as keeping up with the sanitizing of rides.

Further discussion was held about Community Days, and it was decided that the event would be cancelled for 2020.

ADOPTION: 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.

Mr. Robb stated he was asked to look into the maximum rebate that could be given on such a program, and found that the County rebate permitted up to 30% of the real estate taxes, and clarified that he was not making the recommendation of changing the Ordinance to permit that amount.

Mrs. Jordan stated that she agrees with the increase to \$35.

Mr. Mator shared that Dorothy Bonovitz, Township Tax Collector, provided him with the current number of seniors enrolled in this program, which was 360. He said the difference between the current amount of \$10 per senior (\$3,600) and the new proposed amount of \$35 (\$12,600) was an additional revenue reduction of \$9,000 for the Township.

Mr. Robb explained that if Seniors applied for Allegheny County rebate, they would be eligible for this program as well.

After discussion, Mr. Karpuzi stated that there is no change necessary, and to keep the rebate at \$35 as moved during the earlier motion.

OLD BUSINESS

Mr. Karpuzi mentioned there was a question in the chat box of Zoom from Fire Chief Josh Weigand, and that the question he asked was if the property tax extension applies to fire tax.

Mr. Mator answered that the extension would apply to all property taxes.

Mr. Karpuzi commented that at previous public meetings, possible Township growth plans have been discussed. He said he would like to discuss ways the Township can come out of the COVID-19 crisis stronger, and that he would like the matter discussed in the next couple of months.

NEW BUSINESS

Mrs. Jordan asked that the availability of Township parks be placed on Facebook with an explanation of why they cannot be used.

Mr. Mator explained that this had already been done, and was posted on Facebook as well as Township website.

Mr. Forbes requested a letter of support to be sent to legislators in support of Senate Bill 1122, which is a Bill to help out fire and EMS departments during COVID-19. He explained that this Bill passed the Senate, is now in the House, and would allow federal dollars to double the annual grants that these departments already receive.

Mr. Karpuzi asked Mr. Mator if a resolution was necessary.

Mr. Mator answered that a resolution was not necessary, and that that a letter could be drafted, distributed to the Board, then signed by the Chairperson after it was reviewed.

Mr. Karpuzi approved that approach, and asked if Mr. Forbes could send a draft letter via email to the Board members for their input.

Mr. Forbes agreed, and then said he is looking to schedule a Public Safety meeting this month with all three fire chiefs. He then asked Mr. Mator to set up this meeting.

Mrs. Jordan asked if baseball fields at Bairdford Park were open, and if it was clearly marked which fields were not to be used.

Mr. Mator responded in the affirmative to both questions.

Mrs. Jordan then asked to discuss the proposed farmers market.

Mr. Karpuzi asked if Parks and Recreation wanted to continue the discussion of having it.

Mrs. Jordan stated that the public needed to understand that Parks and Recreation had never had a farmers market event, and that they currently did not have enough volunteers to run the event due to COVID-19 safety reasons.

Mr. Forbes posited that the yellow phase for farmers market per the Governor's regulations dictated that every vendor was to be at least ten feet apart, social distancing was to be practiced, and that masks and gloves were to be utilized.

Mr. Mator shared that two members of the Parks and Recreation Board were to attend a conference at State College to learn how to manage a farmers market, but the conference was cancelled due to COVID-19.

Mrs. Stark mentioned that she had talked to other members of the Parks and Recreation Board, and that no one was willing to handle the farmers market due to either their family members or themselves being compromised health-wise. She also commented on the guidelines of vendors being ten feet apart, and stated that such a distance would not work.

Mrs. Stark stated that Parks and Recreation was extremely excited and looking forward to having a farmers market, but that she felt it was not feasible at this time.

Mr. Karpuzi stated that hopefully one can be held in 2021.

ADJOURNMENT

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:16 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager