

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, Township Solicitor; and Scott Shoup, Township Engineer.

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

- Sarah Shaw, 410 Linden Drive
 - Ms. Shaw requested to have a firework display at Bairdford Park.
 - Mr. Karpuzi asked if this was permitted. Mr. Mator advised that the Board would have to grant permission – as the Township is the property owner – and he expressed concern of debris on the Township property and a display being a liability/fire hazard. Chief Lape asked Ms. Shaw specifics on the fireworks being mentioned. Further discussion was held.

- Tim Robabair, 1152 Flaura Street
 - Mr. Robabair summarized his role in the fireworks display and acknowledged the cleanup that would be required after the fireworks display. Mr. Robb questioned if there were any special events on Township permits. Mr. Mator replied that this is relatively new, and at this time there is no special permit. Mr. Karpuzi proposed that this item be discussed further offline, and that Mr. Robabair would be contacted with a decision at a later date.

CHAIRMAN'S REMARKS

- Chairman Karpuzi reported that the Military Banners were placed on the poles. He reminded residents that to order a Veterans Banner, they needed to reach out to the Township.
- Mr. Karpuzi pointed out the importance of residents completing the census information and explained that the link to access the census form was on the Township website.
- The Chairman also expressed how proud he was of what the Board of Supervisors had been able to accomplish in the first half of the year. He thanked the Township administration, Police Department, Road Department, Fire Department, EMS Department, Zoning Department, and Mr. Robb for helping during the COVID-19 Pandemic. He also thanked the residents for being understanding during this time.

ACCEPT MINUTES

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Forbes to accept the minutes of the 20 May 2020 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

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

I - GENERAL FUND:

	<u>May</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,192,495.94	3,761,593.20	58.05%
Expenditures	527,820.25	1,912,469.27	29.51%

Cash and Cash Equivalents:

Sweep Account

2,163,727.16

2,163,727.16**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

76,467.75

Fire Tax Fund:

Sweep Account - Restricted

113,926.87

State/Liquid Fuels Fund:

Sweep Account - Restricted

348,326.40

538,721.02**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

230,266.62

Capital Reserve Fund:

Sweep Account - Reserved

1,374,562.12

1,604,828.74**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.000.00**TOTAL CASH BALANCE 05/29/20**4,307,276.92**Interest Earned May 2020****204.53**

	<u>5/1/2020</u>	<u>May</u>	<u>5/29/2020</u>
	Debt Balance	Principal Payment	Debt Balance
Mars National - VFC #3	\$143,575.49	\$2,607.94	\$141,385.61
NexTier Bank VFC #2	\$418,783.11	\$2,680.96	\$417,410.43

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

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

Mr. Karpuzi asked Mr. Mator for a report on the financial health of the Township Funds due to COVID-19.

Mr. Mator expressed that the Township is financially stable at this time; revenues were higher than last year at this point, and expenditures were lower than what they were. He pointed out this may change later in the year due to some residents being unemployed during the pandemic, thus impacting earned income tax collection.

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

JUNE LIST OF BILLS

Bearcom	194.97
Best Wholesale Tire Co. Inc.....	698.95
Jordan Tax Service, Inc.	357.20
Kress Tire	402.00
MRM Property & Liability Trust	119,343.00
MRM Workers' Comp Fund	17386.84
Office Depot.....	599.95
Roadsafe Traffic Systems.....	951.00
Shoup Engineering Inc.	2640.50
Toshiba Financial Services.....	956.53
Tristani Brothers Inc.....	2004.63
Tucker/Arensberg Attorneys	5060.96
Wine Concrete Products, Inc.....	2700.00

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Forbes 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 May 2020. Report copies are on file at the Township.

Mr. Forbes acknowledged Chief Lape for his time and effort creating the new report and asked Chief Lape to give clarification of what the new report entailed.

Chief Lape summarized the report for the Board and public. He also pointed out that the fraud listed on the report was mostly identity theft, for example unemployment checks when residents were in fact still working. He informed the Board that no arrests were made due to nothing has actually occurred within the state.

PUBLIC WORKS FOREMAN'S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of May 2020. Report copies are 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:

June 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 completed work on the hot mix asphalt contract, and Youngblood Paving will be performing the seal coating work later this summer.

- 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.

June 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.

Mr. Karpuzi requested an update on the Road Improvement Plan from Mr. Shoup.

Mr. Shoup reported that Road Improvement work had been completed by Shields Asphalt, but that seal coating would occur later this summer.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

ADOPTION: 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

Mr. Robb summarized the Ordinance and pointed out that this Ordinance does not change the current Zoning regulations that are already in place.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to adopt Ordinance No. 434 as advertised and presented. Motion carried unanimously 5-0.

ADOPTION: 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

Mr. Robb explained the Ordinance precludes the Board of Supervisors from having to move on the Salvage Yards License. He stated – going forward – the Zoning officer would be responsible for ensuring the salvage yards are in compliance prior to renewing their license for the year.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 435 as advertised and presented. Motion carried unanimously 5-0.

ADOPTION: ORDINANCE 436 (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. Mator pointed out that the Township had the Cohen Law Group handle this cable franchise agreement, which sets the rules and regulations for Comcast Cable to operate within the Township. He stated that this Ordinance authorizes the execution said agreement between Comcast and the Township.

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

AUTHORIZATION: ADVERTISEMENT CONDITIONAL USE FOR – LEO LANDSCAPING

Applicant:	Leo Landscaping – Joseph Leo
Location:	Gibsonia Road (State Route 910), Gibsonia, PA 4.7 acres with .92 acres for Construction
Zoning district:	SU – Special Use
Request:	To construct a new building and contractor storage yard for his landscaping business

Applicant requesting a conditional use for a Special Use Development (SU).

Mr. Payne outlined the proposed conditional use request to construct a building with storage on State Route 910. He reported that the Planning Commission would meet to discuss the matter the following week, so he would have more information for the Board in July.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to set the public hearing for the conditional use for a planned Special Use Development for Leo Landscaping located on Gibsonia Road for: 15 July 2020 at 6:30PM. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT – MILLER PROPERTY RESIDENTIAL REZONING:

The Township is in receipt of a zoning change request from Victor-Wetzel Associates on behalf of Richard Miller Jr., for five (5) parcels consisting of approximately 17.5 acres. The parcels are located at 4391 Bakerstown-Culmerville Road and four (4) adjoining vacant parcels.

Vacant parcel IDs are as follow: 2010-B-150; 2010-B-321; 2010-F-382; and 2010-F-389.

The owner is requesting the zone change from R-rural estate to R-1 rural residential.

The request will be forwarded to the West Deer Planning Commission & Allegheny County Economic Development for their review. In accordance with the PA Municipal Planning Code, the comments by the County Economic Development shall be made to the Township within forty-five days.

Mr. Robb advised the Board that a more detailed map and legal description should be sent to the County, and that the County will not make any recommendations until they have all the completed material. He recommended not setting a hearing date until the Township receives the completed materials from the applicant and County.

Mr. Payne mentioned that he had a discussion with Victor from Victor-Wetzel Associates and it was understood that more detailed information is needed.

Mr. Karpuzi stated no action would be taken at that time.

AUTHORIZATION: DEER LAKES SCHOOL DISTRICT SERVICE AGREEMENT

Attached was a copy of the service agreement between the West Deer Township and the Deer Lakes School District from 26 August 2020 through 30 June 2021.

The School Board was to vote on the agreement at their 16 June 2020 meeting.

Chief Lape reported the Deer Lakes District School Board approved this agreement at their Board meeting.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Hollibaugh to authorize the service agreement between the Township and the Deer Lakes School District as presented. Motion carried unanimously 5-0.

AUTHORIZATION: DEER LAKES SCHOOL DISTRICT MEMORANDUM OF UNDERSTANDING

Attached was a copy of the Memorandum of Understanding between the West Deer Township Police Department and the Deer Lakes School District from 1 July 2020 through 30 June 2022.

The School Board was to vote on the agreement at their 16 June 2020 meeting.

Chief Lape reported the Deer Lakes District School Board approved this agreement at their Board meeting.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to approve the Memorandum of Understanding between the West Deer Township Police Department and the Deer Lakes School District as presented. Motion carried unanimously 5-0.

AUTHORIZATION: DEER LAKES YOUTH FOOTBALL MEMORANDUM OF UNDERSTANDING

Attached was a copy of the memorandum of understanding between West Deer Township and the Deer Lakes Youth Football amending their lease by specifying responsibility for the restroom maintenance at the Nike Site.

Mr. Mator explained that this memorandum of understanding is to amend Deer Lakes Youth Football lease with the Township. He reiterated that the restrooms are open to the Public and when DLYF is not using the fields the Township is responsible for maintaining them.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to approve the memorandum of understanding between the West Deer Township and the Deer Lakes Youth Football Association as presented. Motion carried unanimously 5-0.

AUTHORIZATION: WEST DEER EMS LEASE AGREEMENT

With the Township being transferred the EMS building property, the Board desired to enter into a formal building lease with the West Deer EMS Service.

Mr. Mator outlined the purpose of this lease agreement with West Deer EMS Service. He explained that Deer Lakes School District transferred the property to the Township because the Township was using Township revenues to fund the maintenance of the building.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to authorize the signing of the West Deer EMS lease agreement as presented. Motion carried unanimously 5-0.

DISCUSSION: COMMUNITY DEVELOPMENT CORPORATION (CDC) STEERING COMMITTEE

Mr. Karpuzi discussed the economic growth opportunities that he felt the Steering Committee could help the Township with.

Mr. Forbes agreed with Mr. Karpuzi and summarized how this committee would be helpful for the businesses in the West Deer Township.

Mr. Mator expressed his support and said he felt it could be beneficial. He pointed out that the committee would take the burden off the Board and administration when it comes to finding initiatives, as well as give a voice to the surrounding businesses.

Mrs. Hollibaugh voiced an issue from a former CDC in the Township. She explained that businesses had a great deal of difficulty working together, and were not willing to help each other.

Mr. Karpuzi suggested identifying business owners that will pull it all together. He requested adding this committee to July agenda to start working on the formation.

DISCUSSION: DCED BLIGHT REMEDIATION GRANT

Chairman Karpuzi found information regarding a grant program through the Pennsylvania Department of Community and Economic Development which he felt could be pursued to fund a program addressing the blighted areas of West Deer Township.

Mr. Karpuzi asked Mr. Forbes to give information on the Blight grant.

Mr. Forbes said he had spoken with a consultant to assist the Township in applying for this grant. He stated that there has been twelve million dollars set aside by the state for housing that is considered to be in a blight area. He also mentioned the possibility of a Keystone grant.

Mr. Mator asked the Board where in the Township they considered to be a blight area. He explained that he spoke with Mr. Payne on the matter, and there were no areas in the Township that fit the definition of blight, which was a

requirement of grant approval. Mr. Mator expressed his concern that this grant will take many hours of administrative time, and the Township many have nothing to show for this time if the prerequisites are not satisfied.

Further discussion was held.

Mr. Karpuzi recommended having further discussion on the topic offline.

DISCUSSION: TOWNSHIP GAS PUMPS

At a recent zoom meeting, there was discussion of replacing the Township gas pumps.

Mr. Karpuzi asked for more background on the subject of gas pumps.

Mr. Forbes outlined the recent public safety meeting discussion about the gas pumps not working properly, not being located on Township property, and the use of gas cards versus the gas pumps.

Mrs. Jordan voiced that the gas pumps need to be figured out so that it is not an issue, and asked what it would take to fix them.

Chief Lape emphasized that possibility of in the upcoming years if the system is not replaced that the system could break down and there would be no repairing them.

Mrs. Jordan requested the cost to be looked into for replacing or repairing the pumps.

Mr. Mator reported that the former Public Works Foreman, Mr. John Yourish, had looked into replacing the system and – at that time – it would cost the Township around \$40,000.

Mr. Mator also mentioned that he researched using dedicated gas fleet cards in the past, and that the main objection was that local gas stations were not open twenty-four hours. He however reported that he had recently been in contact with Glassmere, and they confirmed their pumps were now operating 24/7. He recommended – for that reason – that the cards should also be looked at as another option, as they may offer the Township significant savings over the cost of pump replacement.

Mrs. Jordan expressed that she felt that using Township pumps would be more controlled, and Mr. Forbes agreed.

Chief Lape added that pumps are accessed by a key and mileage is entered. He stated that the mileage records are currently being held in Mr. Olar's office, so any discrepancy could be researched. He voiced he felt keeping the pumps is more controllable than using gas cards.

Further discussion was held.

Mr. Karpuzi commented that there should be no issue with getting estimates and asked Mr. Mator to research the replacement of the pumps.

OLD BUSINESS

- Mr. Mator asked for clarification on where the Veteran Banners are to be placed because residents are requesting placement in areas other than what was previously voted on.

Mr. Jordan suggested keeping banners to just roads previously discussed and to expand from there, if needed.

Mr. Maudhuit stated that it is a display, and agreed. Mr. Forbes agreed as well.

- Mr. Mator informed the Board of an email sent to Township complaining about Grouse Run Parking. He stated he met with Chief Lape to discuss the issue, and the roads are too small to allow emergency vehicles through if residents are parking on the road. He recommended the Ordinance be updated, as well as placing signs in the areas they are needed.

Chief Lape advised residents to notify police if they are going to be having an event that would require parking on the road. He added that after Township business hours, to call 911.

Mr. Karpuzi acknowledged Chief Wiegand's comment in the zoom chatbox stating people parking on both sides of the street blocks fire trucks and plows from getting through. Mr. Karpuzi proposed to look at the recommendations to adjust the Ordinance to address this issue. Further discussion was held.

- Mr. Karpuzi voiced his support of a West Deer newsletter for this year, but recommended a smaller version.

Mrs. Jordan suggested adding in the newsletter a section requesting more volunteers for the Fire Department.

Mr. Karpuzi proposed further discussion offline.

NEW BUSINESS

- Mrs. Jordan brought up Cedar Ridge residents requesting that food trucks be allowed in their plan, but that COVID and zoning regulations that have been set in place by the Township would not permit it in the residential plan.

Mr. Robb pointed out that due to the food trucks being a stationary vehicle, they are considered restaurants, which are not permitted in residential areas, but that he was looking at revising the Township solicitation permit to include food trucks. In this iteration, Mr. Robb stated that Chief Lape would have to approve the location for safety and traffic concerns, as those issues also existed. He emphasized that all CDC and Department of Health regulations would have to be followed.

Further discussion was held.

- Mrs. Hollibaugh complimented the pavilion work at Nike site. She questioned if the playgrounds have been cleaned since opened and also if the Senior center will be opening.

Mr. Mator stated that he will check with Mr. Olar in regard to the playground cleaning and explained that there has been no word on the reopening of the Senior Center, as CYA operates that.

- Chief Lape informed the Board that Little Deer Creek Road will be closed beginning Monday June 29th and expressed his concern that PennDOT had not reached out to inform the Township. He stated that Police Secretary, Mrs. Borczyk had to request the information. He added that the Township website has been updated for residents to review the road closure information.

Further discussion was held.

- Mrs. Jordan reported that PennDOT had taken care of the natural spring water overflow onto Cedar Ridge Road.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 9:07 p.m. Motion carried unanimously 5-0 . Meeting adjourned.

Daniel J. Mator Jr., Township Manager