

West Deer Township
Board of Supervisors
May 18, 2016
6:30 p.m.

The West Deer Township Board of Supervisors held their Regular Business Meeting at the West Deer Township Municipal Building. Members present: Jeffrey D. Fleming, Chairman; Richard W. DiSanti, Jr., Rick W. Florentine, Leonard Guerre, Shirley Hollibaugh, and Joyce A. Romig. Member absent, Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, Township Solicitor; and Scott Shoup, representing Shoup Engineering, Inc.

Chairman Fleming opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

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

Mr. Happel announced the Board held an Executive Session to discuss employee matters and the Forbes litigation.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

Chairman Fleming asked if there were any comments at this time on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

- None.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to accept the minutes of the April 20, 2016 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
April 30, 2016

I - GENERAL FUND:

	<u>April</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	917,569.46	2,240,968.79	38.27%
Expenditures	360,429.06	1,263,424.59	21.58%

Cash and Cash Equivalents:

Sweep Account	1,174,807.40	<u>1,174,807.40</u>
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	34,794.92
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Fire Tax Fund:

Sweep Account - Restricted	79,814.58
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State/Liquid Fuels Fund:

Sweep Account - Restricted	451,483.57
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566,048.07**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	575,828.36
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Capital Reserve Fund:

Sweep Account - Reserved	346,764.36
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922,592.72**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.000.00**TOTAL CASH BALANCE 04/30/16**2,663,448.19**Interest Earned April 2016****172.82**

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

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

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Florentine to approve the Finance Officer's Report as submitted. Motion carried unanimously 6-0.

LIST OF BILLS

Best Wholesale Tire Co Inc.	658.70
Beth's Barricades	1340.00
Cleveland Brothers Equipment Co., Inc.....	6685.35
Culverts, Inc.	3450.00
Dell Marketing LP.....	3599.84
General Code`	3376.00
Griffith, McCague & Wallace, PC	3524.50
Hei-Way, LLC.....	3037.53
Jordan Tax Service, Inc.	2035.22
Kress Tire.....	2683.80
Meyer Excavating, Inc.	6500.00
Naccarati Contracting, Inc.....	44329.05
North Eastern Uniforms & Equipment Inc.....	1028.00
Office Depot.....	472.74
Shoup Engineering Inc.	5286.50
Staley Communications.....	183.47
Toshiba Financial Services.....	606.17
Trib Total Media	266.60
Tristani Brothers, Inc.....	858.31
Walsh Equipment	6083.34
Wine Concrete Products, Inc.....	2360.70

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh 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.

UTILITIES & PAYROLL

MOTION BY Supervisor Guerre and SECONDED BY Supervisor DiSanti to pay utilities and payroll from May 19, 2016 to June 15, 2016. Motion carried unanimously 6-0.

TAX REFUNDS

The Board is in receipt of the list from the Tax Collector requesting the issuance of tax refunds due to assessment changes by Allegheny County for the years 2015 and 2016.

2015 REAL ESTATE TAX REFUNDS:

NAME:	LOT/BLOCK:	AMOUNT:
Hollibaugh, John E	1510-H-237	\$ 40.60
BK and GS Holdings LLC	1508-S-50	\$258.08

2016 REAL ESTATE TAX REFUNDS:

Zottola, Salvatore	1359-D-209	\$ 10.54
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MOTION BY Supervisor Romig and SECONDED BY Supervisor DiSanti to issue the tax refunds as submitted by the Tax Collector. A roll call vote was taken. Members voting yes, Mr. Florentine, Mr. Guerre, Dr. DiSanti, Mrs. Romig, and Mr. Fleming. Member abstaining, Mrs. Hollibaugh/refund is for a family member. Motion carried, 5 – yes and 1 – abstention.

POLICE CHIEF'S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of April 2016. A copy of the report is on file at the Township. Questions/comments followed.

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 2016. A copy of the report is on file at the Township. Questions/comments followed.

PARKS AND RECREATION BOARD REPORT

No one was present at the meeting from the Parks and Recreation Board.

Mr. Guerre informed the Board that Shawn Maudhuit will be presenting information on the 2016 West Deer Nightmare/Haunted House at Bairdford Park.

ENGINEER'S REPORT

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mr. Scott Shoup represented Shoup Engineering, Inc., and summarized his meeting attendance and details of his formal report:

DEVELOPMENTS/PROJECTS

- 2016 Road Improvement Project – Contracts with Liberoni, Inc. and Youngblood Paving have been executed for the hot mix and cold mix paving projects. Liberoni is scheduled to begin work on May 16, 2016.
- Curtisville Plan No. 1 Storm Sewer Project – Contracts for this project have been executed and Nacaratti Contracting began work on this project on March 1, 2016. Work is nearly complete on this project.
- Development/Subdivision Reviews:
 - Bergonzi Plan of Lots – Preliminary and Final Subdivision reviews dated March 18, 2016, March 28, 2016 and April 13, 2016.

SHOFF FARMS STORMWATER MANAGEMENT OPERATIONS & AGREEMENT

The Board received a copy of the Stormwater Management Operations and Maintenance Agreement for Shoff Farms.

Mr. Shoup commented on the Stormwater Management Operations and Agreement.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to approve the Stormwater Management Operations and Agreement for Shoff Farms. Motion carried unanimously 6-0.

GUIDERAIL PROJECT

The following quotes were received for the Guiderail Project to furnish and install guiderails on Shepard Road and Martin Road.

<u>BIDDERS:</u>	<u>TOTAL:</u>
1) Fence by Maintenance Service	\$ 9,852.00
2) Allegheny Fence Const. Co., Inc.	\$14,724.00
3) Penn Line Service, Inc.	\$27,025.00

Mr. Shoup commented on the guiderail project/bids received and recommended the contract be awarded to Fence by Maintenance Service.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to award the Guiderail Project to Fence by Maintenance Service in the amount of \$9,852.00 for Shepard Road and Martin Road. Motion carried unanimously 6-0.

PUBIC WORKS: ZERO TURN MOWER

The Board received quotes for the Hustler Super Z Mower -- Model #934968. Prices are under PA State Contract.

<u>BIDDERS:</u>	<u>TOTAL:</u>
1) Vettori LP	\$11,332.52
2) Ultimate Rental & Sales, LLC	\$11,332.52
3) Bill's Small Engine Service	\$12,200.00

Mr. Mator discussed the bids received and recommended acceptance of the Vettori bid due to past performance and them being the closest location. Dr. DiSanti commented he is in agreement with Mr. Mator, but was impressed by the services listed in the bid received by Bill's Small Engine Service.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to purchase the Hustler Super Z Mower from Vettori, LP in the amount of \$11,332.52. Motion carried unanimously 6-0.

HIRE SEASONAL PARKS LABORER

The Township advertised and accepted applications for one seasonal parks laborer position.

Three interviews were held on Monday, May 9, 2016 by the Township Manager. Based upon the interviews, Mr. Mator recommended Brandon Philistine be hired for the position.

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to hire Brandon Philistine as a seasonal parks laborer for the Township at a rate of \$10.00/hour. Motion carried unanimously 6-0.

POLICE DEPARTMENT: IMPLEMENT NASAL NALOXONE (NARCAN) USE & TRAINING

Narcan Nasal Spray is used to treat an opioid overdose in an emergency situation. Examples of opioids include: Heroin, Morphine, OxyContin, Methadone, and Vicodin

Chief Lape explained the use, procedures, and training regarding the Narcan Nasal Spray. The Chief also informed the Board of policies that need to be adopted and recommended the Township's labor attorney review them and add to a future meeting agenda for adoption.

After some questions, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to approve the recommendation of Chief Jonathan Lape to implement Nasal Naloxone (NARCAN) use and training in the Police Department. Motion carried unanimously 6-0.

ANNOUNCEMENT: MEMORIAL DAY SERVICES**Memorial Day Services – West Deer, East Deer, & Indiana Townships
Monday, May 30, 2016**

8:30 a.m.....Bairdford Memorial
 9:00 a.m.....West Deer Township Memorial
 9:30 a.m.....Rural Ridge Volunteer Fire Dept.
 10:15 a.m.....East Deer Township Memorial
 11:00 a.m.....Indiana Township Memorial
 11:45 a.m.....Lakewood Memorial Gardens
 12:30 p.m.....West Deer William Fish – American Legion Post 593

During the 12:30 p.m. service at the West Deer – William Fish American Legion Post 593, members will be presenting two Karen Bizyak Scholarships in the amount of \$500 each. Also a \$250 Jimmy Switalski Military Award will be presented to a person entering a branch of the Armed Forces. There will be a luncheon served after the ceremony at the Legion Post. All are invited to attend.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Florentine – Engineering & Public Works Committee
- 2) Dr. DiSanti – Financial Legal, and Human Resources Committee
- 3) Mr. Vaerewyck – ABSENT – EMS Oversight Committee

OLD BUSINESS

- Mrs. Hollibaugh reported she attended the ACATO convention on May 5, 2016 and stated she was sworn-in as 2nd Vice President. She reported on the discussions of the speakers at the event, including Alcosan and Pittsburgh's place as a technology "hot spot."
- Mr. Mator commented and explained the new website which should go active the following day. He used the digital projector to demonstrate the website and the online code.

NEW BUSINESS

- None

SET AGENDA: REGULAR BUSINESS MEETING

June 15, 2016

6:00 p.m. – Executive Session
 6:30 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held

5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities & Payroll
 - D. Tax Refunds
9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. MS4 Memorandum of Understanding
14. Nike Site Earthwork
15. Nike Site Paving
16. Nike Site Handicap/Walking Trail
17. Old Business
18. New Business
19. Set Agenda/July 20, 2016
20. Comments from the Public
21. Adjournment

Items Added:

*Forbes Consent Order

*Policies and Procedures

COMMENTS FROM THE PUBLIC

Chairman Fleming asked if there were any comments at this time on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

- Mr. Joseph Shurina, 145 Ford Street
 - Mr. Shurina commented on the stormwater drainage off of Ford Street in Curtisville and explained that he felt the Township was taking the water from one side of Ford Street, piping it under the road, and flooding his property with its water. He asked that the Township pipe the water into its stormwater system.

Mr. Florentine responded that the problem is that the only relief available would be to pipe the water the whole way down to the State's stormwater system on Saxonburg Boulevard.

Mr. Fleming agreed that the Saxonburg Road option was the only true option available, and stated that the other option discussed – piping the water sideways toward Short Street – would be dangerous due to the depth, and would also be expensive. He then asked Mr. Mator to explain the issue more thoroughly for the Board.

Mr. Mator showed photos of the area on the digital projector. He explained that the natural topography of the area serves as a funnel for all the groundwater, and that all the Township's French drain and pipe do is permit the natural groundwater to flow under the road instead of over the road. He showed photos of a ravine that had formed over generations that was caused by the natural groundwater flow before the Township's road or pipe were ever constructed.

Mr. Florentine stated that he did not know what the Township could possibly do to help Mr. Shurina. He said that running a pipe the whole way from Ford Street to Saxonburg Boulevard would be “kind of ridiculous.”

Much discussion was held on this issue, and Mr. Shoup was asked his opinion. Mr. Shoup echoed the earlier statement that to channel the water to Short Street would be both expensive and not feasible due to the depth. He also stated that by diverting natural flowing water and piping it elsewhere, the Township would be creating problems for the other residents of Curtisville.

Chairman Fleming stated that he had seen the problem first-hand with the Public Works Committee and that the problem is that “water finds the low spot” and “it flows downhill.” He mentioned that extending the current pipe into the ravine was discussed, but that another resident, Joe Gizienski, had complained about the water the prior year, and such an extension would exacerbate his problem.

Supervisor DiSanti commented that running a pipe that distance would cost taxpayers \$200,000 from an already strapped road and stormwater program. He also questioned whether the State would even permit the Township to run a pipe into their system.

Mr. Shoup replied that the State would not permit such a venture because – even though the ravine does not always have a regular flow of water – the State would consider that ravine a stream. He explained that the State would consider the ravine “a defined bed and bank,” and that the DEP would not permit the Township to run a pipe in that bed for that reason.

Mr. Shurina explained that what he was requesting was that the Township supply him with pipe and to ensure that the catch basin would be attached to the pipe. Mr. Mator again reiterated that doing so would exacerbate Mr. Gizienski’s problem, but Mr. Shurina answered that he had spoken with Mr. Gizienski and that Mr. Gizienski was in agreement with the plan.

Mr. Mator advised the Board that Mr. Gizienski had threatened to sue the Township for directing water onto his property the year prior, and asked Mr. Shurina if Mr. Gizienski had agreed to sign some form of release when he spoke to him. Mr. Shurina stated he could get Mr. Gizienski to sign a release, but asked what a release would entail. Mr. Mator deferred to Mr. Happel, who said he could look into it.

Chairman Fleming asked Mr. Shurina to talk to Joe Gizienski and meet with Mr. Mator to discuss the issue further.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 7:40 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager