

West Deer Township
Board of Supervisors
20 September 2017
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: Richard W. DiSanti, Jr., Vice Chairman; Rick W. Florentine, Leonard Guerre, Shirley Hollibaugh, Joyce A. Romig, and Gerry Vaerewyck. Member absent: Jeffrey D. Fleming, Chairman. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

PLEDGE OF ALLEGIANCE

Vice Chairman DiSanti opened and welcomed everyone to the meeting. Dr. DiSanti announced Chairman Fleming is working out of town and is absent from the meeting.

Roll Call taken by Mr. Mator – Quorum present.

Mr. Happel announced the Board held an Executive Session at 6:00 p.m. to discuss two union negotiations and the non-union salaries for the non-union employees.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

Vice Chairman DiSanti 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 Guerre and SECONDED BY Supervisor Vaerewyck to accept the minutes of the 16 August 2017 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
August 31, 2017

I - GENERAL FUND:

	<u>August</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	314,019.86	4,460,502.42	72.84%
Expenditures	580,666.24	3,538,961.89	57.79%

Cash and Cash Equivalents:

Sweep Account

1,238,774.98

1,238,774.98**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

20,653.09

Fire Tax Fund:

Sweep Account - Restricted

109,847.74

State/Liquid Fuels Fund:

Sweep Account - Restricted

222,102.82

352,603.65**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

704,562.85

Capital Reserve Fund:

Sweep Account - Reserved

349,713.45

1,054,276.30**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 8/31/17****2,645,654.93****Interest Earned August 2017****261.45**

	<u>August</u>	<u>August</u>	<u>8/31/2017</u>
	<u>8/1/2017</u>	<u>Principal</u>	<u>Debt Balance</u>
	<u>Debt Balance</u>	<u>Payment</u>	<u>Debt Balance</u>
Mars National - VFC #3	\$258,512.94	\$2,607.94	\$256,498.14

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

LIST OF BILLS

Air-Vac Inc.....	5780.00
Axon Enterprises, Inc.	13476.45
Best Wholesale Tire Co, Inc.....	1375.58
Culverts, Inc.	3360.00
Fence by Maintenance Service, Inc.....	4855.00
Griffith, McCague & Wallace, PC	1225.50
Hei-Way, LLC.....	1202.07
Human Factor Research Group, Inc.	1054.00
Jordan Tax Service, Inc.	3863.32
Kress Tire	2019.16
Krigger & Co.....	11.96
MRM Workers' Comp Fund	20752.65
Office Depot	439.86
Roadsafe Traffic Systems.....	854.00
Shoup Engineering Inc.	11165.35
Staley Communications.....	172.47
The Lane Construction Corporation.....	211.21
Toshiba Financial Services.....	606.17
Tristani Brothers, Inc.....	1014.26
Walsh Equipment	2008.48

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 AND PAYROLL

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Romig to pay utilities and payroll from 17 August 2017 to 20 September 2017. Motion carried unanimously 6-0.

TAX REFUNDS

The Board is in receipt of the list from the Tax Collector requesting the issuance of a real estate tax refund due to an assessment change by Allegheny County for the Years 2014, 2015, and 2017.

2014 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
DOCD Enterprises LLC / Narcisi	1358-K-328	\$1,515.70

2015 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
DOCD Enterprises LLC / Narcisi	1358-K-328	\$1,515.70

2017 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Csupak, Doug E / Dina M	1671-G-395	\$ 142.12
Morrison, Valerie J	1667-N-57	\$ 5.27

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine 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 August 2017. 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 attending a conference and not present at the meeting. Mr. Payne submitted his summary report on Code Enforcement for the month of August 2017. A copy of the report is on file at the Township.

PARKS AND RECREATION BOARD REPORT

Mrs. Beverly Jordan, Chairwoman, was not present. No report submitted.

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

Shoup Engineering has provided input into the following projects:

- MS4 Permitting – an Application for renewal of the Township’s NPDES Permit along with the Pollution Reduction Plan are being filed with PADEP.
- Nike Site/Senior Center Parking Lot Projects – Martino, Inc. has completed the storm sewer work on the project, and stone/asphalt work installation is to occur next.
- AVJSA Act 537 Plan Update – Mr. Shoup reported that he attended multiple meetings regarding the Act 537 Plan Update. The proposed treatment plant expansion and pump station projects have been given a preliminary cost of \$62,000,000 based on conceptual plans.
- Cedar Ridge Storm Sewers – Insight Pipe is scheduled to perform this cleaning/video work the week of September 11th.

A discussion was held on the Cedar Ridge Storm Sewers in regard to authorization of the heavy cleaning of the pipe if needed – as an emergency.

MOTION BY Supervisor Vaerewyck to authorize up to \$5,000.00 for heavy cleaning with Mr. Shoup’s oversight.

After further discussion:

MOTION AMENDED BY Supervisor Vaerewyck to authorize up to \$5,000.00 for heavy cleaning per the North Hills COG bid and Mr. Shoup’s oversight. SECONDED BY Supervisor Romig. Motion carried unanimously 6-0.

Development/Subdivision Reviews

- None

ADVERTISEMENT: ACT 172 (FIREFIGHTER EIT CREDIT) ORDINANCE

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING ORDINANCE NO. 388 BY ESTABLISHING A VOLUNTEER SERVICE CREDIT PROGRAM; AUTHORIZING LOCAL TAX CREDITS FOR VOLUNTEER MEMBERS OF VOLUNTEER FIRE COMPANIES AND NONPROFIT EMERGENCY MEDICAL SERVICES AGENCIES; AND ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS.

The Board will consider adoption of the Ordinance at their 18 October 2017 meeting.

Chief Josh Wiegand, Fire Company No. 3 and Chief Adam Williams, Fire Company No. 2 were both present and commented on the ordinance. They both felt it would be beneficial to the volunteer members. Chief Wiegand explained the point system where each individual has to earn fifty points per year to be eligible for the tax credit for that year.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Hollibaugh to authorize the advertisement of Ordinance No. 418. Motion carried unanimously 6-0.

ADVERTISEMENT: BUDGET PROCESS/MEETING ADVERTISEMENT

The Board received a copy of the Budget Schedule and Advertisements:

ADVERTISEMENT DATE: October 26, 2017

The West Deer Township Board of Supervisors will hold a Budget workshop meeting at 6:30 p.m. to discuss the preliminary 2018 Budget on Thursday, November 2, 2017 at the Township Building located at 109 East Union Road, Cheswick, PA 15024. Members of the public are welcome to attend. Daniel J. Mator, Jr., Township Manager.

ADVERTISEMENT DATE: November 9, 2017

The West Deer Township Board of Supervisors will hold a Budget workshop meeting immediately following their regular business meeting to discuss the preliminary 2018 Budget on November 15, 2017. Members of the public are welcome to attend.

The proposed 2018 Budget will be on public display from November 22, 2017 through December 20, 2017 during regular business hours.

The Board will consider the adoption of the 2018 Budget on December 20, 2017 at 6:30 p.m. Members of the public are welcome to attend.

The workshop meeting, adoption vote, and the public inspection will be held at the Township Building located at 109 East Union Road, Cheswick, PA 15024. Daniel J. Mator, Jr., Township Manager

Supervisor Vaerewyck commented that he would like to encourage and see all of the Departments work to have a 3% budget reduction this year to see if they can find some areas to cut some costs out. Mr. Mator indicated he can pass it onto the Department Heads.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to authorize the advertisements for the 2018 Budget in compliance with the Township Charter. Motion carried unanimously 6-0.

AUTHORIZATION: NIKE SITE PAVILION BIDS

As a requirement of the Township's DCNR Grant for the Nike Site, a pavilion must be constructed at the Park. The DCNR recommended using COSTARS bids.

Mr. Shoup and Mr. Mator were working on obtaining "apples-to-apples" quotes for both the pavilion and the labor, and recommended the award be tabled until the October meeting.

MOTION BY Supervisor Romig and SECONDED BY Supervisor Hollibaugh to table until the next meeting. Motion carried unanimously 6-0.

AUTHORIZATION: NORTH HILLS COG WALKING TRAIL (CDBG GRANT) BIDS

The Township was awarded a grant to construct ADA accessible walking trails at the Nike Site Park. The COG administered the bid process, and bids were received and opened at the COG office at 11:00 a.m. on September 15, 2017.

No Bids were received. The project will be rebid.

DISCUSSION: CHARTER COMMISSION RECOMMENDATIONS:

The appointed Charter Commission met over the past year to discuss changes to the Charter they felt were necessary. The Commission is recommending changes to Articles III and IV of the Home Rule Charter.

Home Rule Charter Commission/Members:

Jeffrey D. Fleming, Richard W. DiSanti, Jr., Shirley Hollibaugh, Jack Best, Jim Cesnick, Brandon Forbes, and Bev Jordan.

Guidance/Advisors:

Daniel Mator, Douglas Happel, and Michael Foreman.

ARTICLE III TOWNSHIP BOARD OF SUPERVISORS

Section C-1011 Composition; Section C-1012 Terms; Section C-1013 Election; Section C-1014 Election Procedure (unchanged); Section C-1015 Compensation of Supervisors; Section C-1016 Qualifications of Supervisors; Section C-1017 Authority; Section C-1018 Prohibitions; Section C-1019 Vacancies; Section C-1020 Filling of Vacancies; and Section C-1021 Organization of the Board.

ARTICLE IV OPERATION AND PROCEDURES OF THE BOARD OF SUPERVISORS

Section C-1034 Meetings; Section C-1035 Records; Section C-1036 Public Meetings; Section C-1037 Operating Rules; Section C-1038 Quorum; Section C-1039 Majority Action; Section C-1040 Form of Action by the Board; and Section C-1041 Citizens' Right to be Heard.

Comments and explanations on the Sections in Articles III and IV were made by: Dr. DiSanti, Mr. Jim Cesnick, Mr. Brandon Forbes, Mr. Jack Best, Mr. Mator, Mr. Happel, and Mrs. Hollibaugh.

Questions/comments were made by: Mr. Vaerewyck, Mr. Guerre.

The Commission held numerous workshops, as well as two public forums.

If the Board approves the Commission's recommendations then it will be on the May 2018 ballot as a referendum to be voted upon by the voters of West Deer Township.

Mr. Happel explained that there is a process to follow with the County Board of Elections.

Much discussion/comments were held.

Dr. DiSanti complimented the Charter Commission on their diligence and hard work.

DISCUSSION: INTERNET SALE “SAFE MEETUP SPOT”

Supervisor Vaerewyck asked that the Board discuss creating an internet “safe meetup spot” in the Township Building parking lot. He stated that “On July 27, 2017 the Harmar Township Board of Supervisors approved a ‘safe meetup spot’ to be located in the Township Building near the Police Department’s office. Since security cameras are positioned around the parking lot, any individuals who make purchases off the internet (Craigslist, Ebay, etc.) may use our parking lot to make their exchanges. Several West Deer residents asked for this same service.”

Mr. Vaerewyck commented that most people don’t want individuals coming to their homes, and Harmar Township’s Board passed a motion to create a safe meetup spot where residents can exchange items at their parking lot. He cited the proximity to the police department and the number of cameras providing a feeling of safety.

Supervisor DiSanti questioned the legality and possible liability associated with such a concept, and asked Mr. Happel to review those issues.

Chief Lape stated that he is opposed to the idea because the police department had already been asked to be a safe meetup spot for child custody changes, and he was advised not to take up that practice. He also mentioned that he felt the Township’s liability would increase greatly because “what if someone came to the spot and got shot?” The Chief added that he felt it could also open the door to actual drug dealings because the officers would not suspect any wrongdoing due to the safe meetup spot designation. Finally, Chief Lape stated that all the lights and cameras in the world do not provide safety.

Mr. Mator stated that he understood the concept and was not opposed to it. However, he agreed with Chief Lape’s assessment that the lights and cameras only provide a false sense of security. Mr. Mator stated that anytime he made such public sale, he did so in well-lit, public parking lot such as at Giant Eagle. He stated that the difference is that there are people at those other locations, and those people provide much more actual safety than lighting or cameras.

Mr. Happel and Chief Lape will check into the legality of the “safe meetup spot.”

DISCUSSION: ONE-HOUR TOWNSHIP RESPONSE TIME TO ALL INQUIRIES

Supervisor Vaerewyck asked that the Board discuss creating a policy where Township employees “respond to all phone calls from citizens, reporters, general public within an hour with the answer of whether the Township will answer the question or not, who will answer, and approximate time frame.”

He stated that the basis for the request was “complaints from both citizens and reporters about unreturned phone calls.”

At this point, Dr. DiSanti asked a reporter in the audience if he ever had any problems with calls not being returned. The reporter responded that he never had such a problem with West Deer Township.

Mr. Vaerewyck stated that he felt if someone calls the Township with a question, then someone should call them back promptly and either give them the answer, or give them a time when they would be answered. He stated that this practice has not been happening.

Supervisor DiSanti stated that he felt formalizing this practice would be disruptive to the Township operation. He added that if an employee is already busy and someone leaves a message, then they respond later. Mr. Vaerewyck countered that such a practice is “not happening.”

Dr. DiSanti said that anytime a resident has ever approached him with a problem, he has directed them to the Township Manager. He stated that he also asks the resident to get back in touch with him if they do not receive a response, and that he has never been called back by the resident.

Mr. Mator stated that anytime someone calls him, he either answers right away or calls them back when he has the opportunity. He added that every member of the staff is instructed to do the same thing.

Mr. Mator asked – because he knows the staff is doing as they should – if this issue was based on facts or an assumption, as he does not receive complaints about a lack of a response from the staff or himself. He mentioned that after being accused of not returning phone calls or emails from a reporter at the last meeting, he looked into his response times to the reporter mentioned. Mr. Mator reported that with the exception of one instance where the reporter was contacted the following day, each response was within hours, and often within minutes.

In regard to that one instance, Mr. Mator explained that “sometimes things happen.” He mentioned that sometimes he and members of the staff have meetings, and the administrative assistants do not know when those meetings will conclude. Therefore, he stated, the assistants would not be able to accurately give a specific time a response would be given.

Mr. Mator concluded by explaining that it is difficult for him to address an issue when he has never received actual complaints that a problem exists.

Dr. DiSanti asked Mr. Mator to talk to the Department Heads and bring this point up – indicating that Supervisor Vaerewyck implied he had some concerns from some residents on not calling back – and to stay on top of it and see where it goes.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

1) Mr. Florentine – Engineering & Public Works Committee

- Mr. Mator commented on the spreading of a disease killing the deer in Pennsylvania. The State contacted the Township because the Game Commission can’t keep up with it and met with Chief Lape. Mr. Mator pointed out that if anyone sees a dead deer along the road, contact the Township – Public Works will take care of it by burying the deer until another solution is found.

2) Dr. DiSanti – Financial, Legal, and Human Resources Committee

3) Mr. Vaerewyck – EMS Oversight Committee

4) Mr. Florentine – North Hills COG Report – No meetings.

OLD BUSINESS

- Dr. DiSanti asked Mr. Happel if there is any update on the status of the airport as far as the bankruptcy. Mr. Happel indicated nothing today but he will have an update at the next meeting.
- Mr. Vaerewyck questioned the status of the EMS deed transfer. Mr. Happel indicated the title search on the properties are raising some issues and possibly next month will have it completed.

- Dr. DiSanti questioned the winter maintenance on Russellton Airport Road. Mr. Mator indicated he is still waiting to hear back from the State.
- Mr. Mator commented on the mobile home tax in the Code and explained since the 70's that it hasn't been collected – Township can repeal it but it will cost money. Mr. Vaerewyck suggested the Township start a list of corrections. Mr. Mator stated they already do that, and commented on the other issue brought up the month prior – the Per Capita tax being listed as \$3.00 – and pointed out the \$3.00 amount was a typographical error, but was corrected to the \$5.00 stated in the Ordinance.

NEW BUSINESS

- Mr. Guerre announced the bridge on 910 is supposed to open on October 2nd.

SET AGENDA: REGULAR BUSINESS MEETING

18 October 2017

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. Adoption: Act 172 (Firefighter EIT Credit) Ordinance
14. Advertise: Nike Site Backfilling/Landscaping
15. Resolution: Police Union Agreement
16. Resolution: Public Works Union Agreement
17. Resolution: Secretarial Union Agreement
18. Sale of Public Works Pick Up Truck
19. Committee Reports
20. Old Business
21. New Business
22. Set Agenda: 15 November 2017
23. Comments from the Public
24. Adjournment

Items Added:

- *Internet Sale "Safe Meetup Spot"
- *Nike Site Pavilion Bids
- *Advertise: Charter Ordinance

COMMENTS FROM THE PUBLIC

None.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to adjourn the meeting at 8:10 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager