

West Deer Township
Board of Supervisors
18 October 2023
7:00pm

The West Deer Township Board of Supervisors held their Regular Business Meeting at the West Deer Township Municipal Building. Members present were: Beverly Jordan, Chairperson; Shirley Hollibaugh, Vice-Chairperson; Vernon Frey; David Harrison; and James Smullin. Also present were: Daniel Mator, Township Manager; Joseph Shook, Assistant Township Manager; Gavin Robb, Township Solicitor; and Scott Shoup, Township Engineer.

OPEN REGULAR BUSINESS MEETING

Chairperson Jordan opened the meeting and welcomed everyone to the meeting.

Pledge of Allegiance

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

- Jo Resciniti of York Way
 - Ms. Resciniti spoke on the Township parking lot lights and requested a microphone stand replacement.
- Scott Woloszyk of Shuster Road
 - Mr. Woloszyk asked for public updates on the new Municipal Building Complex, and commented on the Blighted Property Program.
- Josh Wiegand of Squirrel Hollow Road
 - Mr. Wiegand voiced his disappointment of the Volunteer Fire Department #3 discussion that was held during the September regular business meeting.
- Victoria Austin of Hemlock Street
 - Ms. Austin wanted to report that some of her comments were not in the September regular business meeting minutes, that the Tyche Well public hearing advertisement motion was in the agenda but not on the page printed for the public to view during the meeting, and asked that the Township use more durable signs for the posting of properties that are involved in public hearings.
- Betsy Harrison of Middle Road Ext.
 - Ms. Harrison invited everyone to join her West Deer Politics for All Facebook page.

ACCEPT MINUTES

The Board was given the minutes of the 20 September 2023 regular business meeting.

Mrs. Jordan recommended not approving the minutes since there were complaints of missing comments from the public. She requested having them retyped with missing information for next month's regular business meeting.

Mr. Mator suggested using a software application to have the minutes transcribed for everyone to view.

The Board did not approve the September minutes and generally agreed on transcribing each meeting.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 September 2023

I - GENERAL FUND:

| | <u>September</u> | <u>YTD</u> | <u>% of Budget</u> |
|---------------------|-------------------------|-------------------|---------------------------|
| Revenues | 592,367.41 | 6,510,828.42 | 69.45% |
| Expenditures | 1,121,733.75 | 5,749,243.08 | 61.32% |

Cash and Cash Equivalents:

Sweep Account

1,047,130.74

6,796,373.82**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

99,285.94

Fire Tax Fund:

Restricted

56,772.01

State/Liquid Fuels Fund:

Restricted

230,735.26

386,793.21**Investments:****Operating Reserve Fund:**

Reserved

958,994.43

Capital Reserve Fund:

Reserved

1,004,288.94

1,963,283.37**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:****Capital Reserve Fund**

Reserved

6,764,781.11

6,764,781.11**TOTAL CASH BALANCE 9/30/23****15,911,231.51****Interest Earned September 2023****39,888.89**

| | 9/1/2023 Debt Balance | September Principal Payment | 9/30/2023 Debt Balance |
|-------------------------------|----------------------------------|--|-----------------------------------|
| Mars National - VFC #3 | \$53,991.04 | \$2,607.94 | |
| NexTier Bank VFC #2 | \$361,122.33 | \$2,680.96 | \$359,606.70 |

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

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

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

SEPTEMBER LIST OF BILLS

| | |
|-------------------------------|---------|
| Air-Vac Inc..... | 8725.00 |
| Amerikohl Aggregates Inc..... | 5293.08 |
| Amerikohl Transport Inc. | 4885.92 |
| Bearcom..... | 292.47 |
| Hei-Way, LLC..... | 1540.77 |
| Jordan Tax Service, Inc. | 1030.35 |
| Kress Tire. | 30.00 |
| Northeast Paving..... | 6316.59 |
| Office Depot. | 347.35 |
| Shoup Engineering Inc. | 7996.00 |
| Tristani Brothers Inc..... | 1253.67 |
| Tucker/Arensberg Attorneys.. | 7397.08 |

MOTION BY Supervisor Frey and SECONDED BY Supervisor Harrison 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 Bob Loper provided a summary report of Police Department activities for the month of September 2023. A copy of the report is on file at the Township Building.

Chief Loper reported having a discussion with the Township Manager and the Board about purchasing an available 2023 vehicle instead of waiting for a 2024 vehicle.

Mr. Robb recommended having the financial bids in place before making a motion for the vehicle.

Mrs. Jordan suggested adding the vehicle purchasing motion to a special meeting held prior to the budget meeting on November 1st.

The Board generally agreed.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of September 2023. A copy of the report is on file at the Township Building.

ENGINEER’S REPORT

The Board received the Engineer’s Report submitted by Shoup Engineering, Inc.

Projects

- Municipal Building Project
 - Supervision of site construction work occurs as needed.

- Bairdford Park
 - The main project has been awarded to Youngblood Paving. Various other projects have been awarded to COSTARS vendors. Work on the project by Youngblood Paving continues. The parking lot improvements have been substantially completed. Work on the sport court area is ongoing and is expected to be completed soon.
- Crest Street Bridge
 - Award of the project was made to Gary Metzinger Cement Contractor. Installation of the temporary bridge, demolition of the old bridge, installation of foundation caissons, installation of grade beams, and installation of the bridge deck have been completed. The project is expected to be finished soon.
- 2023 Road Improvement Project
 - Shields Asphalt has completed the hot mix asphalt paving work. Youngblood paving has also completed the double bituminous seal coat work. Work on the cold mix asphalt work by Youngblood Paving is scheduled this month.

Development/Subdivision Review

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

- 189 McKrell Road Plan
 - Reviews of this subdivision plan were performed, and review letters dated 7 August 2023, 13 September 2023, and 5 October 2023 were sent to the Township.
- Tyche Well Pad
 - Review of this land development plan and conditional use application were performed and review letters dated 22 September 2023 and 10 October 2023 were sent to the Township.
- Bon Tool Company
 - Reviews of this land development plan were performed, and review letters dated 20 September 2023 and 9 October 2023 were sent to the Township.

Mr. Smullin requested a Crest Street update. Mr. Shoup gave the update.

PLANNING, ZONING, AND CODE ENFORCEMENT REPORT

The Board received the Planning, Zoning, and Code Enforcement Report for the month of September 2023. A copy of the report is on file at the Township Building.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of September 2023. A copy of the report is on file at the Township Building.

WEST DEER #2 VFC REPORT

The Board received the West Deer #2 VFC's Report for the month of September 2023. A copy of the report is on file at the Township Building.

WEST DEER #3 VFC REPORT

The Board did not receive West Deer #3 VFC's Report for the month of September 2023.

WEST DEER EMS REPORT

The Board received the West Deer EMS Report for the month of September 2023. A copy of the report is on file at the Township Building.

ACCEPTANCE: WADE MYERS RETIREMENT

One September 27th, Public Works Employee Wade Myers submitted his formal notice of retirement effective 3 January 2024.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to accept the notice of retirement of Wade Myers effective 3 January 2024. Motion carried unanimously 5-0.

ACCEPTANCE: KEVIN OLAR RETIREMENT

On September 14th, Public Works Foreman Kevin Olar submitted his formal notice of retirement effective 31 January 2024

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to accept the notice of retirement from Kevin Olar effective 31 January 2024. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-7 (WINTER MAINTENANCE AGREEMENT-PENNDOT)

The board is in receipt of the PennDOT Winter Maintenance Agreement and Resolution No. 2023-7.

Mr. Mator gave a detailed description of the Winter Maintenance Agreement with PennDOT.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Harrison to approve the PennDOT Winter Maintenance Agreement, and adopt Resolution No. 2023-7 authorizing the Chairperson and Township Manager to sign the agreement, conditioned upon the approval of the Township Solicitor and Township Manager as to the form. Motion carried unanimously 5-0.

AUTHORIZATION: 189 MCKRELL ROAD SUBDIVISION PLAN

The Planning Commission recommended approval of the 189 McKrell Subdivision Plan at their 28 September 2023 meeting.

Property Location: 189 McKrell Road – Tarentum
Zoning District: R-3 Suburban Residential

Three-lot Subdivision:
Lots to measure a minimum of ten acres

The Planning Commission recommended approval of the 189 McKrell Road Subdivision Plan subject to following conditions:

1. Satisfy all comments in the Scott Shoup Engineering Letter dated 13 September 2023.
2. Receipt of “Request for Planning & Non-Building Declaration.”

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the preliminary and final subdivision of the 189 McKrell Road Plan as per the recommendation by the Planning Commission with the conditions previously mentioned. Motion carried unanimously 5-0.

AUTHORIZATION: ADVERTISEMENT OF OLYMPUS/HYPERION TYCHE HEARING

The Township received an application for conditional use approval for gas and oil production filed by the applicant, Olympus Energy, LLC/Hyperion Energy, LLC, for the property located at 201 Bairdford Road. The applicant proposes to construct a well pad for operation of a deep well at the subject property.

Lot/Block #: 1835-G-216
Zoning District: R-1

A deep well site may be authorized as a conditional use in the R-1 Zoning District of the Township subject to the requirements of the Zoning Ordinance of West Deer Township, including Section 210-120(A)(21).

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to set the Public Hearing for the Tyche Gas Well for November 9th at 6:00p.m. at Volunteer Fire Company #1. Motion carried 4-yes, 0-no, 1-abstain.

Member abstaining: Supervisor Harrison.

AUTHORIZATION: BON TOOL LAND DEVELOPMENT

The applicant is seeking approval for a land development plan consisting of the development of two warehouse additions off the primary (4430 Gibsonia Road) and secondary (16 Frontier Drive) structures and accompanying access roads, parking areas and retaining walls, along with cut and fill grading operations, and the expansion/installation of stormwater management facilities and associated conveyance systems and structures.

Applicant: Bon Tool - John Bongiovanni
Location: 4430 Gibsonia Road (1357-D-325) & Frontier Drive (1357-H-304)
2.40 Acres
Zoning District: SU – Special Use
Request: To develop two warehouse additions

The Planning Commission voted to recommend approval of the Bon Tool Land Development Plan contingent upon:

1. Satisfy all comments in the Scott Shoup Engineering letter dated 20 September 2023.
2. Update tree warranty to comply with Zoning Ordinance.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the Bon Tool Land Development Plan conditioned upon the successful completion of the recommendations made by the Planning Commission and Township Engineer. Motion carried unanimously 5-0.

DISCUSSION: ZONING ORDINANCE

Mr. Robb reported that the Board had taken the past three months to look over the ordinance to make any changes they felt were necessary.

Mr. Shoup listed all the requested changes and asked the Board for feedback.

OLD BUSINESS

- None

NEW BUSINESS

- Mrs. Jordan brought up that she and Mr. Mator had a meeting with Deer Lakes Youth Softball to discuss their request to add lighting to the softball fields.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 8:30 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager