

West Deer Township  
Board of Supervisors  
February 15, 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: Jeffrey D. Fleming, Chairman; Richard W. DiSanti, Jr., Leonard Guerre, Shirley Hollibaugh, and Gerry Vaerewyck. Members absent: Rick W. Florentine and Joyce A. Romig. 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.

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 and union matters.

**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.

- Marissa Bailey, Park Drive, President of West Deer Fire Company No. 2, was present along with Anthony Creaturo, Assistant Chief; Adam Williams, Chief; and Vic Gillner, Secretary.
  - Ms. Bailey informed the Board that Fire Company No. 2 would be tearing down and rebuilding their existing building, keeping the banquet hall, and building a new engine base. She stated that they are hoping to begin the project at the end of March and finish by September. Ms. Bailey said that the Fire Company is requesting permission to store and power their engine and tanker at the Township garage for the duration of the project.

Chairman Fleming questioned whether the equipment could physically fit in the garage. Mr. Williams replied that the engine is 34' long, the tanker is 30' long, the "squads" are 21' long, and the utility truck is 38' long, and that the Company presently uses 10' x 10' garage doors.

After some discussion/comments, Ms. Bailey was directed to contact Mr. Mator to further discuss their request.

**ACCEPT MINUTES**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to accept the minutes of the January 18, 2017 meeting as presented. Motion carried unanimously 5-0.

**MONTHLY FINANCIAL REPORT**

Mrs. Nardis read the following Finance Officer's Report.

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**January 31, 2017**

**I - GENERAL FUND:**

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	669,712.56	669,712.56	10.94%
Expenditures	314,450.47	314,450.47	5.13%

**Cash and Cash Equivalents:**

Sweep Account

491,204.30

491,204.30**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

14,050.39

**Fire Tax Fund:**

Sweep Account - Restricted

26,364.27

**State/Liquid Fuels Fund:**

Sweep Account - Restricted

3,244.59

43,659.25**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

704,372.79

**Capital Reserve Fund:**

Sweep Account - Reserved

346,286.36

1,050,659.15**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 1/31/17**1,585,522.70**Interest Earned January 2017****56.20**

	<u>1/1/2017</u> <u>Debt Balance</u>		<u>January</u> <u>Principal</u> <u>Payment</u>	<u>1/31/2017</u> <u>Debt Balance</u>
Mars National - VFC #3	270,000.00	\$	2,740.96	

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

### **LIST OF BILLS**

Best Wholesale Tire Co., Inc.....	825.65
Beth's Barricades .....	30.00
Griffith, McCague & Wallace, PC .....	1700.50
Hampton Concrete Products Inc.....	176.00
Hei-Way, LLC.....	2813.01
Jordan Tax Service, Inc. ....	2624.82
Kress Tire .....	580.00
Office Depot.....	515.51
Shoup Engineering Inc. ....	4363.00
Staley Communications.....	172.47
Tristani Brothers, Inc.....	1875.96

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre 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.

### **UTILITIES AND PAYROLL**

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to pay utilities and payroll from 16 February 2017 to 15 March 2017. 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 January 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 present and provided a summary report on Code Enforcement for the month of January 2017. A copy of the report is on file at the Township. Questions/comments followed.

Mr. Payne also updated the Board on the status of the Catanese salvage yard.

### **PARKS AND RECREATION BOARD REPORT**

Mrs. Beverly Jordan, Chairwoman, was present and provided a summary report on the Parks and Recreation Board:

- Elections were held for 2017 at their January meeting:  
Beverly Jordan, Chairwoman; Chris Reiher, Vice Chairman; and Carol McCaskey, Secretary
- Breakfast with Santa
- Next event/Easter Egg Hunt on April 9<sup>th</sup> at Bairdford Park
- 80's in the Park/June 16<sup>th</sup>

Mr. Mator informed the public that he, Supervisor Florentine, Mr. Shoup, and Public Works Foreman John Yourish journeyed to Moon Township to investigate the possibility of obtaining free bleachers for our parks from the recently closed Airport Ice Arena. Mr. Mator reported that, unfortunately, the cost involved to disassemble, transport, and reassemble the bleachers was too prohibitive.

### **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**

- 2017 Road Improvement Project – Preparation of plans, specifications and bid document have begun anticipating that bids will be reviewed at the Board of Supervisors March meeting.
- Nike Site Closure/Shoring Project – Consideration of various means of closure methods has occurred. Bidding of the project will occur as directed by the Board of Supervisors.

#### **Development/Subdivision Reviews**

- McIntyre Heights PRD – A review of this preliminary PRD Plan was performed and a review letter was issued to the Township on 22 September 2016.

### **ADOPTION OF ORDINANCE NO. 416: TAX COLLECTOR SALARY**

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE ELECTED TAX COLLECTOR COMPENSATION FOR THE 2018 TO 2021 TERM.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 416 fixing the elected tax collector compensation for the 2018 to 2021 term. Motion carried unanimously 5-0.

### **AUTHORIZE ADVERTISEMENT: ORDINANCE NO. 417 – ADVERTISING AND BIDDING ORDINANCE**

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE NO. 305, WHICH ESTABLISH A BIDDING PROCEDURE PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

At their last meeting, the Board tabled the advertisement for further review of the Ordinance.

The Board will consider adoption of the Ordinance at their 15 March 2017 meeting.

Chariman Fleming directed discussion to Mr. Happel at this time. Mr. Happel explained that the Board had this document, and that no comments had been received, but asked the Board members if they had any questions or comments at that time.

Mr. Vaerewyck questioned Section 6 - Additional Exceptions and asked if that would interfere with the Charter's bidding exception list.

Mr. Happel explained that the Home Rule Charter had a bidding exception list, and that he would recommend removing Section 6 from the Ordinance at this time, but – at a later date – amending the Charter to remove the exceptions from it, then replacing the exceptions with an ordinance-based exception list.

Mr. Vaerewyck also questioned the \$1,000.00 bid limit in the Home Rule Charter, and how this Ordinance would work with that language. He specifically asked about the language in the Ordinance using state Act 90 as guidance for thresholds.

Mr. Happel indicated the Township Charter requires that a competitive bidding procedure would be adopted by ordinance, so the \$1,000.00 bid limit would not be affected, but included in that procedure. In reference to Act 90, Mr. Happel’s recommendation was not to address Act 90, but create thresholds with respect to the type of bidding required.

At this time, Mr. Happel and Mr. Vaerewyck recommended the Board table the motion to incorporate this language.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to table the advertisement of Ordinance No. 417 repealing and replacing Ordinance No. 135 and Ordinance No. 305, which establish a bidding procedure pursuant to Article XII, Section C-1163 of the Township Home Rule Charter. Motion carried unanimously 5-0.

**SENIOR CITIZEN WALL REPAIR**

At the last meeting the Board authorized Broge Masonry Corporation to perform investigative work for the Senior Citizen wall repair.

Mr. Shoup reported to date, Mr. Broge was not able to go to the Senior Citizen Center but he should have Mr. Broge’s report by next month’s meeting.

**APPOINTMENT: FULL-TIME POLICE OFFICER**

The process for promoting a current part-time police officer to the position of full-time as been completed. Five of the current part-time officers chose to be a part of the promoting process.

The Board received a memorandum from Chief Lape recommending promoting Matthew Evan to the position of full-time police officer for West Deer Township with 23 February 2017 as his starting date.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to promote Matthew Evan to the position of full-time police officer for West Deer Township with February 23, 2017 as his starting date. Motion carried unanimously 5-0.

Mr. Evan was present and thanked the Board for the opportunity. The Board congratulated Mr. Evan.

**FINANCING: POLICE SUV**

At the last meeting, the Board authorized the purchase of a 2017 Ford Police Interceptor AWD in the amount of \$39,090.00. Financing proposals were to be obtained for this meeting.

The following financing proposals were received:

	<u>36-months</u>	<u>60-months</u>
1) First National Bank	2.49%	2.79%

2) Huntington Bank	2.50%	2.75%
3) Laurel Capital Corp.	3.15%	3.55%
4) M&T Bank	3.183%	3.25%
5) 911 Leasing.com	3.19%	3.19%
6) Leasing Consultants	3.79%	3.89%

Mr. Vaerewyck indicated he felt the Board should pay for the police cars outright. He commented that the Township just raised taxes and – over the long run – paying cash would save the Township money.

MOTION BY Supervisor Vaerewyck to pay for the vehicle without the financing. NO SECOND. Motion failed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the financing for the 2017 Ford Police Interceptor AWD through First National Bank at the rate of 2.49% for 36 months. A roll call vote was taken. Members voting yes, Mrs. Hollibaugh, Dr. DiSanti, Mr. Guerre, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried 4 – yes and 1 – no.

**PURCHASE & FINANCING: PUBLIC WORKS PICKUP TRUCK W/SNOWPLOW**

The Board received the quote for the purchase of a 2017 Ford F-250 4x4 pickup truck with snowplow in the amount of \$33,813.00.

Vehicle:	\$27,405.00
Snow Plow:	\$ <u>6,408.00</u>
TOTAL:	\$33,813.00

The Board received the following financing proposals:

	<u>36-months</u>	<u>60-months</u>
1) First National Bank	2.49%	2.79%
2) Huntington Bank	2.50%	2.75%
3) Laurel Capital Corp.	3.15%	3.55%
4) M&T Bank	3.183%	3.25%
5) 911 Leasing.com	3.19%	3.19%
6) Leasing Consultants	3.79%	3.89%

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the purchase of one 2017 Ford F250 4x4 SRW regular pickup truck to Tri Star Motors in the amount of \$27,405.00 and the snowplow to Walsh Equipment in the amount of \$6,408.00 for a total of \$33,813.00, and the financing through First National Bank at the rate of 2.49% for 36 months. A roll call vote was taken. Members voting yes, Dr. DiSanti, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried 4 – yes and 1 – no.

**PURCHASE: PUBLIC WORKS MACK TRUCK SNOWPLOWS**

The Board received the quote from Walsh Equipment for two snowplows under the PA CoStars contract for two snowplows for the 1999 and 2001 Mack trucks.

The price per plow is \$6,558.00 and if two snowplows are ordered at the same time, the Township can deduct \$100.00 per plow.

\$ 6,558.00

\$ 6,558.00

\$13,116.00 minus \$200.00 = \$12,916.00

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to authorize the purchase of the two Mack truck snowplows from Walsh Equipment in the amount of \$12,916.00. Motion carried unanimously 5-0.

Dr. DiSanti pointed out the purchase and financing of the vehicles was budgeted and discussed at various meetings.

### **PURCHASE & FINANCING: PUBLIC WORKS FRONT LOADER**

The Board received the quote from Walsh Equipment for one new JCB 427ZX Wheel Loader under the PA Statewide Contract.

State Contract List Price: \$207,636.00

State Contract Sale Price: \$166,156.80

Trade-In for 2003 Wheel Loader - \$ 44,185.80

**PRICE AFTER TRADE & DISCOUNT \$121,971.00**

The following financing proposals were received:

	<u>36-months</u>	<u>60-months</u>
1) First National Bank	2.49%	2.79%
2) Huntington Bank	2.50%	2.75%
3) Laurel Capital Corp.	3.15%	3.55%
4) M&T Bank	3.183%	3.25%
5) 911 Leasing.com	3.19%	3.19%
6) Leasing Consultants	3.79%	3.89%

Mr. Vaerewyck questioned why the Township needs to replace the 2003 loader. Chief Lape indicated Mr. Yourish, Road Foreman, was at the meeting but had to leave due to the wintery road conditions. Mr. Yourish left the Chief a list of problems with the front loader: no lights; computer was changed five years ago and still having problems; all filters changed and still no power/very sluggish; and bucket pins worn out.

Chairman Fleming explained the problems with the front loader and the expense to repair it. He informed those in attendance that he once questioned the need to replace the front loader himself, but – after inspecting the loader himself – realized that its usable life had passed. Mr. Fleming stated that the cost to replace the parts that need replaced was more than the machine was worth.

Much discussion was held on the trade-in, including a presentation from a representative from Walsh Equipment.

Mr. Vaerewyck stated he would still prefer the loader be repaired instead of spending the money on a new one.

MOTION BY Supervisor Vaerewyck to repair the current 2003 Wheel Loader. NO SECOND. Motion failed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the purchase of one new JCB 427ZX Wheel Loader – with trade-in – to Walsh Equipment in the amount of \$121,971.00 and the financing through Huntington Bank at the rate of 2.75% for 60 months. A roll call vote was taken.

Members voting yes, Dr. DiSanti, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried 4 – yes and 1 – no.

Chairman Fleming pointed out the new wheel loader will be an asset not only for loading salt but with storm sewers, catch basins, paving, etc. Mr. Mator added that it is the one piece of equipment that is used each and every day.

Dr. DiSanti commented that the old front loader has been a part of the Township's inventory for some time.

### **ADVERTISEMENT: 2017 ROAD PROGRAM**

The Board received a memorandum from the Township Engineer in regard to the 2017 Road Program.

Mr. Shoup reported on this year's road program.

Chairman Fleming asked Mr. Shoup to elaborate on what the Program did, exactly.

Mr Shoup explained that the Road Program is not just slapping a coat of asphalt on top of the road. It also includes the Township installing and/or replacing storm sewers and catch basins, correcting problems with the base, underdrainage, curbing, and berming.

The Public Works Committee recommended the following roads be included in the 2017 Road Improvement Project bid letting:

#### Hot Mix Asphalt

Benjamin Street, Deerton Street, McClure Road (East Union to Overlook Place), Reaghard Drive, Magill Drive, Ideal Drive, Park Place, Overlook Place, Cherry Lane, Christonia Road and alternate bids accepted for Betty Lane and Carl Lane.

#### Cold Mix Asphalt

Trump Road  
Lick Road

#### Bituminous Seal Coat

Clendenning Road  
McMorran Road

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to authorize the Township Engineer to advertise and solicit bids for the 2017 Road Program. Motion carried unanimously 5-0.

### **ADVERTISEMENT: NIKE SITE SILO SHORING**

Prior to further development of the Nike Site Park, it is recommended that additional measures be implemented to better permanently seal off various openings to the underground chambers at the park. These openings consist of stairwells, ventilation openings and emergency hatches.

Mr. Shoup described the openings to the large underground chambers at the Nike Site, and explained the great hazard if they indeed failed. Work was done a number of years ago to seal off the openings to those underground chambers.

Mr. Shoup indicated he felt confident that the large steel silo doors were sealed off sufficiently and will not present a problem. He did, however, comment that the ventilation ports, emergency hatches, and stairwells needed addressed.



Mr. Shoup stated he was not yet sure how to address the issue, but that the scope of the project is much smaller than what he envisioned a few months ago. He also said he was confident a cost-effective, permanent solution could be arrived at soon.

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the Township Engineers to advertise and solicit bids for the Nike Site silo shoring. Motion carried unanimously 5-0.

### **DISCUSSION: MUNICIPAL/SCHOOL COMPLEX**

Mr. William Lupone, a member of the Deer Lakes School Board, was present and stated that he – with support of the School Board – reached out to the Township to explore the possibility of creating a joint municipal/school/community complex. He explained that the concept is preliminary, and that the process is currently in the “reaching out to get ideas” phase as to what the Township needs, what the School needs, and whether both can utilize the same facility and save the taxpayers money by doing so.

Mr. Lupone discussed the possibility of forming a joint committee to see what direction the Township and School would like to go in, and also the possibility of including East Deer and Frazer Townships.

Mr. Fleming pointed out the Financial and Legal Committee along with Mr. Mator met with Mr. Lupone to discuss the municipal/school complex, and that he concurred with exploring the possibility.

Supervisor DiSanti commented that he was at the meeting as part of the Committee, and explained that they had discussed different possible uses, and who would benefit from the different uses.

Supervisor Hollibaugh stated she thought that it was a great concept, and that she supported exploring the idea.

Chairman Fleming took the discussion a different way, and stated that he thought it was great that the School Board was expressing interest in working *with* the Township since there had been points of contention in the past. He therefore stated he would be in support of the idea of forming an ad-hoc committee. He stated “it can’t hurt to look at it,” and Mr. Lupone added that there is no cost in exploring the possibility.

Mr. Lupone stated that everyone is simply “in the exploratory mode” at the moment, they want everything out on the table, and that more input from everyone would lead to better decisions.

Mr. Fleming concurred, and added that no one should leave the meeting saying “they’re doing this,” because it is simply something that is being looked at. He stated that Mr. Mator had some suggestions on how to possibly make something happen, but that this is “in the infant stage.”

A short discussion took place on how the ad-hoc committee should be formed, and it was decided to start with the Financial and Legal Committee and “see how it goes.”

### **COMMITTEE REPORTS**

The Committee Chairperson reported on their Committee updates:

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

**OLD BUSINESS**

- None

**NEW BUSINESS**

- None

**SET AGENDA: REGULAR BUSINESS MEETING**

15 March 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
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. Discussion/Advertisement: Ordinance No. 417: Advertising & Bidding Ordinance
14. Advertisement: Ordinance No. 418 – Administrative Policies and Procedures
15. Award: 2017 Road Program Project
16. Award: Nike Site Silo Shoring Project
17. Purchase: Board iPads
18. Committee Reports
19. Old Business
20. New Business
21. Set Agenda/19 April 2017
22. Comments from the Public
23. Adjournment

Item Added:

- Senior Citizen Wall Repair

**COMMENTS FROM THE PUBLIC**

- None

**ADJOURNMENT**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 7:55 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager